



**HALTON
POLICE
BOARD**
EXCELLENCE IN GOVERNANCE

Public Agenda

Date: Thursday, August 31, 2023

Time: 9:00 a.m.

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

Please note – 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 P23-06 held Thursday, June 29, 2023
(Agenda Pages 1 – 10)

2. PRESENTATIONS/DELEGATIONS

3. INFORMATION REPORTS

3.1 **P23-08-I-05** - Semi-Annual Complaints Statistical Report – Public/Internal – January-June 2023
(Agenda Pages 11 – 14)

3.2 **P23-08-I-06** - FOI/Summary/IPC Annual Report
(Agenda Pages 15 – 26)

3.3 **P23-08-I-01** - Quarterly Human Resources Summary
(Agenda Pages 27 – 32)

- 3.4 **P23-08-I-02** - Financial Report and Forecast – Second Quarter 2023
(Agenda Pages 33 – 40)
- 3.5 **P23-08-I-03** - Purchasing Activity Report – January – June 2023
(Agenda Pages 41 – 44)
- 3.6 **SEC23-08-I-01** - Semi-Annual Board Governance Expenditure Report
(Agenda Pages 45 – 46)
- 3.7 **P23-08-I-04** - Board Trust Fund Statement/Community Fund as at June 30, 2023
(Agenda Pages 47 – 48)
- 3.8 **2024 Budget Directions from Regional Council** - Correspondence from Cyndy Winslow, Halton Region Commissioner of Finance and Regional Treasurer
(Agenda Pages 49 – 70)
- 3.9 **CGO23-08-I-02** - Forthcoming Provincial Regulations
(Agenda Pages 71 – 166)
- 3.10 **CGO23-08-I-01** - Police Records Check Reform Act (PRCRA) 2015 – Five-Year Review
(Agenda Pages 167 – 178)
4. **RECOMMENDATION REPORTS**
 - 4.1 **P23-08-R-08** - Capital Projects/Programs Status – June 30, 2023
(Agenda Pages 179 – 180)
5. **OPERATIONAL VERBAL UPDATES**
6. **ACTION REGISTRY**
 - 6.1 Public Information Action Registry
(Agenda Pages 181 – 184)
7. **RECEIPT OF PUBLIC CORRESPONDENCE**
8. **NEW BUSINESS**
9. **MOVE INTO CLOSED SESSION**
10. **CLOSED SESSION REPORT**
11. **ADJOURNMENT**



Public Minutes

MEETING NO. P23-06

DATE OF MEETING: Thursday, June 29, 2023
9:00 a.m.

LOCATION: Community Room, HRPS Headquarters

MEMBERS PRESENT: Jeff Knoll (Chair)
Curt Allen, Ingrid Hann, Jane McKenna

STAFF PRESENT: Chief Stephen Tanner
Deputy Chief Roger Wilkie
Deputy Chief Jeff Hill
Paul Lavergne, Director, Corporate Services
Tracy Dottori, Director, Human Resources
Bill Payne, Director, Information Technology
Adam Woods, Manager, Information Technology
Inspector Glenn Mannella
S/Sgt. Tamara Sandy
Ellie Bale, President, HRP
Philip Wright, General Counsel, HRP
Fred Kaustinen, Chief Governance Officer
Kimberly Calderbank, Board Media Consultant
Chris Lallouet, Yellow Robot Communications
Graham Milne, Board Secretary

GUESTS: David Tilley, Ministry of the Solicitor General

1. GENERAL

The Chair noted that Navneet Sekhon's term as a Member of the Board has concluded and thanked her for her service.



1.1 Regrets

Councillor L. Kearns, Councillor C. Somerville.

1.2 Disclosure of Conflicts of Interest

The Chair called upon Board members to declare any conflicts of interest they might have on the agenda. No declarations were made.

1.3 Confirmation of Minutes of Meeting P23-05 held Friday, June 2, 2023

Moved by: C. Allen

Seconded by: J. McKenna

"THAT the Minutes of Meeting P23-05 held Friday, June 2, 2023 be adopted as circulated."

Carried.

2. PRESENTATIONS/DELEGATIONS

2.1 Crime Stoppers Update - Jan Wescott, Chair, and Colin Jessome, Executive Director

Colin Jessome and Jan Wescott provided a verbal update on the work of Crime Stoppers in supporting the Halton Regional Police Service including their origin, history and a focus on their volunteer program. It was noted that Crime Stoppers receives between 100-300 tips monthly.

Moved by: C. Allen

Seconded by: J. McKenna

"THAT the update from Crime Stoppers be received."

Carried.

2.2 Special Investigations Unit (SIU) - Det. Paul Greg

Detective Paul Greg gave a presentation on the mandate and activity of the Special Investigations Unit which is engaged when there is an incident involving Service officers that involves a death or serious injury to an individual, discharge of firearms, or off duty incidents (such as the exercise of police powers or using police equipment while off duty). He gave an overview of the investigation process and the Board's role in such matters.



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

"THAT the Special Investigations Unit presentation be received."

Carried.

2.3 Operation Northern Exposure - Deputy Chief Roger Wilkie

Deputy Chief Roger Wilkie gave a presentation on Operation Northern Exposure which is a liaison program involving officers from the GTA including Halton visiting the Fort Albany First Nation and working with their police services, as part of continuing efforts toward Truth and Reconciliation. Detective Constable Dan Jaworski and Constable Amanda Malloy provided accounts of their experiences as part of the program.

Moved by: J. McKenna
Seconded by: C. Allen

"THAT the Operation Northern Exposure presentation be received."

Carried.

The Board recessed at 10:56 a.m. and resumed at 11:10 a.m.

3. INFORMATION REPORTS

3.1 CGO23-06-I-03 - Strategic Planning Update

Fred Kaustinen, Chief Governance Officer, gave a presentation on the Strategic Planning Process as articulated in the report.

Moved by: C. Allen
Seconded by: J. McKenna

"THAT Report No. CGO23-06-I-03 – Strategic Planning Update be received for information."

Carried.

4. RECOMMENDATION REPORTS



4.1 CGO23-06-R-02 - A-04 - Community Fund Policy

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

"THAT the proposed attachment to policy A04 – Community Fund Policy be approved."

Carried.

4.2 P23-06-R-13 - Accountability Mechanism for Survivors of Sexual Assault

Moved by: I. Hann
Seconded by: J. McKenna

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

Carried.

4.3 P23-06-R-14 - Limited Tender - Kyzach Inc. - NG9-1-1 Project Management Services

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

"THAT the Halton Police Board authorize a limited tender contract extension with Kyzach Inc. for a one-year term for the provision of Next Generation 9-1-1 project management services with a total contract value of \$290,184.00 (including disbursements and HST tax)."

Carried.

4.4 SEC23-07-R-01 - Update to Fees and Charges By-law

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

"THAT By-Law 2020-3, being a by-law to govern Fees and Charges, be amended as set out in the attachment to Report No. SEC23-07-R-01."

Carried.



4.5 Auto Theft Advocacy Approach

Moved by: J. Knoll

Seconded by: I. Hann

"WHEREAS, automobile theft continues to be a serious issue in Canada, with thefts exceeding \$1 billion in value having occurred in Canada in 2022 (according to Équité Association);

WHEREAS, Ontario experienced in excess of 30,000 auto thefts in 2022, equating to more than 3 every hour;

WHEREAS, within Halton itself, there were 1,302 reported auto thefts in 2022, marking an alarming rise of 49.3% from the previous year and in the first three months of 2023 vehicle thefts were at 421 which is a 77.7% increase over the same time frame in 2022;

WHEREAS auto theft is a national concern that requires the collective commitment of the government, the automobile industry, law enforcement agencies, the insurance industry, and other stakeholders;

WHEREAS the Halton Police Board acknowledges the tireless efforts of all law enforcement agencies and recognizes the considerable investments made by automobile manufacturers and the insurance industry in vehicle security systems and their prevention;

WHEREAS each stolen auto represents a significant threat to the health and safety of first responders, and to members of the public, given the reckless manner in which they are driven, and the wanton disregard for public safety;

WHEREAS the Province of Ontario has contributed significantly towards combating this crime with the provision of \$52 Million towards enforcement initiatives and education;

WHEREAS there still exists a pressing need for more advanced and widespread preventive measures and strategies to curb the rising trend of auto thefts;

NOW, THEREFORE, BE IT RESOLVED, that the Halton Police Board hereby appeals to:

1. *The Government of Canada, to:*

 - a. *Develop and implement stricter regulations on the trade and handling of stolen automobiles and automobile parts;*



- b. Provide more robust support to national and local law enforcement agencies in the form of funding, resources, and legislation to combat auto theft;*
 - c. Promote public awareness campaigns focused on prevention measures and the societal costs associated with auto theft;*
 - d. Leverage the Canadian Border Services Agency (CBSA) authorities and powers to inspect shipment containers before they leave The Port of Montreal or other Ports in Canada, and also ensure the involvement of the RCMP in assisting in doing so at major national and international ports;*
 - e. Encourage collaboration and intelligence sharing between law enforcement, customs, and port authorities to increase the efficacy of interception efforts;*
 - f. Enact legislation requiring the inclusion of theft-deterrent technologies in new vehicle models as a condition of import, to ensure that all vehicles entering Canada have appropriate security measures in place;*
- 2. Automobile Manufacturers, to:*
 - a. Increase investment in developing and implementing innovative, theft-deterrent technologies in new vehicle models;*
 - b. Collaborate with law enforcement agencies and other relevant stakeholders in sharing information and best practices regarding vehicle security;*
 - c. Establish robust tracking systems and rapid response protocols for stolen vehicles to increase the chances of recovery and prosecution;*
- 3. Insurance Industry, to:*
 - a. Collaborate with automobile manufacturers to incentivize the inclusion of theft-deterrent technologies in vehicles through reduced premium rates;*
 - b. Support public awareness initiatives about the importance of vehicle security and the impact of auto theft on insurance premiums;*
 - c. Strengthen cooperation with law enforcement agencies by sharing data that could assist in identifying theft trends and potentially stolen vehicles;*



BE IT FURTHER RESOLVED that the Halton Police Board urges other police service boards across Canada to echo this call for action, facilitating a united, national approach to tackling auto theft.

AND THAT a copy of this resolution be forwarded to the Hon. David Lametti, Federal Minister of Justice and Attorney General of Canada, the Hon. Marco Mendicino, Federal Minister of Public Safety, the Hon. Bill Blair, Federal Minister of Emergency Preparedness, the Hon. Doug Downey, Attorney General of Ontario, the Hon. Michael Kerzner, Solicitor General of Ontario, Halton MP's and MPP's, Halton Regional Council, the Canadian Automobile Association, the Insurance Bureau of Canada, Équité Association, the Canadian Association of Police Governance and the Ontario Association of Police Boards for their information and action.

Carried.

5. OPERATIONAL VERBAL UPDATES

Operational verbal updates were provided regarding the following:

- Over the Edge fundraising event in Toronto
- Wellness presentation June 14th
- Declaration of Intimate Partner Violence epidemic
- Successful deployment at Burlington Sound of Music Festival
- Recovery of stolen vehicles

6. ACTION REGISTRY

Item Nos. 2.1, 2.2, 4.5, 8.1, 4.1 noted as complete.

6.1 Public Information Action Registry

Moved by: C. Allen

Seconded by: J. McKenna

"THAT the Public Information Action Registry be received."

Carried.



7. **RECEIPT OF PUBLIC CORRESPONDENCE**

Moved by: I. Hann
Seconded by: J. McKenna

"THAT the Public Correspondence for June 29, 2023 be received."

Carried.

8. **NEW BUSINESS**

There was no other new business.

9. **MOVE INTO CLOSED SESSION**

Moved by: C. Allen
Seconded by: J. McKenna

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

Carried.

10. **CLOSED SESSION REPORT**

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



11. ADJOURNMENT

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

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

Carried.

The meeting adjourned at 2:28 p.m.

Jeff Knoll
Chair

Graham Milne
Board Secretary



Halton Regional Police Service Public Agenda Information Report

To: Chair and Board Members

From: Chief Stephen J. Tanner

Subject: SEMI-ANNUAL COMPLAINTS STATISTICAL REPORT – PUBLIC/INTERNAL
JANUARY – JUNE 2023

Report #: P-23-08-I-05

Date: August 31, 2023

INTRODUCTION AND BACKGROUND:

The following is a statistical summary of the complaints received during the first six months of the year 2023 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 | | 2020 | 2021 | 2022 | 2023 YTD |
|--|---|-------------|-------------|-------------|---------------------|
| Total complaints (Total Lines 1, 2, 3, 4) | | 100 | 109 | 100 | 54 |
| Line 1 | Not accepted (no action taken)¹ | 51 | 68 | 55 | 31 |
| Line 2 | Retained by OIPRD² | 0 | 0 | 0 | 0 |
| Line 3 | Referred to another Service by OIPRD³ | 1 | 4 | 2 | 0 |
| Line 4 | Referred to our Service | 48 | 37 | 43 | 23 |
| Line 5 | • Conduct - <i>Refer to Table 2</i> | 48 | 40 | 44 | 23 |
| Line 6 | • Policy/Service – <i>Refer to Table 4</i> | 1 | 1 | 1 | 0 |

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

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

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

Conduct Complaints

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

| Table 2 - Disposition of All Conduct Complaints | 2020 | 2021 | 2022 | 2023 YTD |
|--|-------------|-------------|-------------|-----------------|
| Total Number of Conduct Complaints (Line 5 of Table 1) | 48 | 40 | 44 | 23 |
| Outstanding/Under Review | 0 | 0 | 0 | 7 |
| Unsubstantiated/Withdrawn | 34 | 32 | 36 | 13 |
| Informal Resolution | 13 | 8 | 7 | 3 |
| Substantiated | 1 | 0 | 1 | 0 |
| Disposition of Substantiated Complaints | | | | |
| Awaiting Disposition | 0 | 0 | 0 | 0 |
| Informal Discipline | 1 | 0 | 1 | 0 |
| Formal Resolution/Discipline | 0 | 0 | 0 | 0 |
| Suspension without pay, forfeiture of time, reprimand, counselling, specific program | 0 | 0 | 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 | 2020 | 2021 | 2022 | 2023 YTD |
|---|-------------|-------------|-------------|-----------------|
| Appealed to OCPC or OIPRD | 3 | 10 | 4 | 1 |
| Outstanding/Under Review | 0 | 0 | 0 | 0 |
| Confirmed by OCPC or OIPRD | 2 | 10 | 3 | 1 |
| Modified by OCPC or OIPRD | 1 | 0 | 1 | 0 |

Policy/Service Complaints:

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

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

| Table 4 - Requests for Review of Chief's Decision | 2020 | 2021 | 2022 | 2023 YTD |
|--|-------------|-------------|-------------|-----------------|
| Total Number of Policy/Service complaints (Line 6, Table 1) | 1 | 1 | 1 | 0 |
| Requests to the Police Services Board for Review | 0 | 0 | 0 | 0 |
| Outstanding/Under Review | 0 | 0 | 0 | 0 |
| No action taken by the Board | 0 | 0 | 0 | 0 |
| Action taken by the Board | 0 | 0 | 0 | 0 |

Special Investigations Unit (SIU) Investigations

| Table 5 - Special Investigations Unit Investigations | 2020 | 2021 | 2022 | 2023 YTD |
|---|-------------|-------------|-------------|-----------------|
| Investigations Commenced by SIU | 8 | 5 | 11 | 6 |
| Outstanding | 0 | 0 | 0 | 4 |
| Concluded with No Action Taken | 8 | 4 | 11 | 2 |
| Concluded with Criminal Charges Laid | 0 | 1 | 0 | 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 | | 2020 | 2021 | 2022 | 2023 YTD |
|--|--|-------------|-------------|-------------|-----------------|
| Line 1 | Total Internal Chief's Complaints | 8 | 14 | 13 | 9 |
| Line 2 | Still Outstanding/under Investigation | 0 | 2 | 0 | 6 |
| Line 3 | Referred to another Chief for investigation ⁴ | 0 | 0 | 0 | 0 |
| Line 4 | Completed/disposed – Refer to Table 7 | 8 | 12 | 13 | 3 |

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 | | 2020 | 2021 | 2022 | 2023 YTD |
|--|--|-------------|-------------|-------------|-----------------|
| Total Number of Internal Complaints Completed/Disposed (Line 4 of Table 6) | | 8 | 12 | 13 | 3 |
| Unsubstantiated | | 1 | 2 | 3 | 0 |
| Substantiated | | 7 | 10 | 10 | 3 |
| Substantiated Complaints | | | | | |
| Awaiting Discipline Disposition | | 0 | 0 | 0 | 0 |
| Informal Discipline | | 1 | 7 | 6 | 3 |
| Formal Discipline | | 6 | 3 | 4 | 0 |
| Suspension without pay, forfeiture of time, reprimand, counselling, specific program | | 2 | 2 | 0 | 0 |
| Dismissal; Resignation Accepted, Demotion | | 4 | 1 | 4 | 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 | 2020 | 2021 | 2022 | 2023 YTD |
|--|-------------|-------------|-------------|-----------------|
| Appealed to OCPC or OIPRD | 0 | 0 | 0 | 0 |
| Outstanding/Under Review | 0 | 0 | 0 | 0 |
| Confirmed by OCPC or OIPRD | 0 | 0 | 0 | 0 |
| Modified by OCPC or OIPRD | 0 | 0 | 0 | 0 |

Workplace Violence and Harassment Investigations

| Table 9 - Workplace Violence and Harassment Investigations | 2020 | 2021 | 2022 | 2023 YTD |
|---|-------------|-------------|-------------|-----------------|
| Total Number of Complaints filed by employees this period | 7 | 10 | 16 | 3 |
| Total Complaints Still Outstanding | 0 | 0 | 1 | 2 |
| Disposition | | | | |
| Unsubstantiated | 3 | 4 | 8 | 1 |
| Informal Resolution | 2 | 0 | 5 | 0 |
| Formal Resolution | 2 | 6 | 2 | 0 |



Stephen J. Tanner
Chief of Police

NA:GM



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: FOI SUMMARY/INFORMATION PRIVACY COMMISSION ANNUAL REPORT

Report #: P23-08-I-06

Date: August 31, 2023

INTRODUCTION AND BACKGROUND:

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

In 2022, the Freedom of Information Unit consisted of five full-time employees – an Information Privacy Officer/FOI Coordinator, three Freedom of Information Analysts, and one FOI Clerk. The FOI Unit's level of fully trained staff was at 99% for the year.

The Unit's workflow is driven by a statutory requirement to process all access requests made pursuant to *MFIPPA* within 30 days or permitted extended time limitsⁱ. As the numbers below demonstrate, the number of requests is increasing; what is not numerically represented is the volume of records being requested in single requests. Furthermore, with the introduction of new audio and video recordings (audio MVC statements, in-car camera systems, for example), significantly more time is spent using software to redact exempt information from the records.

It is also important to note that recovery fees have decreased significantly due to the increased practice of sending requested records electronically; this has eliminated the cost associated with photocopying.

The following are the statistics generated by the Halton Regional Police Service in 2022 pursuant to *MFIPPA*:

1. The FOI Unit received 1,636 new requests in 2022, an increase from 1,267 requests in 2021 (a 29% increase).
2. 149 requests from 2021 were carried over to 2022; 101 requests from 2022 were carried forward to 2023.
3. 13 requests for the correction of personal information were received; 1 correction was made in part and 11 were denied, however Statements of Disagreement were submitted and recorded. One correction was carried forward to 2023.

4. 12 requests (0.7%) were appealed to the Information and Privacy Commissioner of Ontario (IPC).
5. A total of \$7,985.00 was generated in application fees. An additional \$13,549.40 was generated in recovery fees, which includes preparation, search, shipping, photocopy and off-site retrieval fees; \$1,116.60 of recovery fees were waived under Section 45(4) of MFIPPA and Section 8 of Ontario Regulation 823.
6. In total, 1,469 requests (or 89.3%) of requests were completed in complianceⁱ with MFIPPA; a significant increase from 2021 (50.2% compliance rate).
7. In addition to the 1645 completed FOI requests, the FOI Unit processed:
 - (a) 345 information-sharing requests from law-enforcement or administration of justice agencies in 2022, an increase from 282 requests in 2021 (a 22% increase). This number does not include direct requests for information and records from other police services.
 - (b) 54 requests received from the Office of the Children's Lawyer. This is a 6% increase from 2021.
 - (c) 13 requests requesting information from technical collision investigations in accordance with the Board's Accident Reconstruction Reports By-Law 05-01. A total of \$5,463.00 in fees was invoiced; a total of \$4,163.50 has been recovered.
 - (d) 21 requests for records under the Youth Criminal Justice Act were received in 2022, an increase of 22%.
 - (e) 7 requests received for Confirmation of Occurrences (frauds or sudden deaths) were received in 2022.

Taking into account all requests submitted pursuant to MFIPPA, all information sharing requests, appeals, and court orders, the FOI Unit processed approximately 2,100 separate access to information requests in 2022 (a 16% increase from 2021).

8. The FOI Unit began the Notebook Project in 2019. The project was launched to effectively and securely log/track/process each notebook received in the FOI office for storage for retrieval and compliance with the records retention schedule. During 2022, one modified officer was deployed to the FOI unit to assist with this project, as well as one contract staff member. By December 31, 2022, over 37,000 notebooks have been sorted, barcoded and logged into Versatile Professional software system.



Stephen J. Tanner
Chief of Police

:RG

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

ⁱ Compliance: requests were completed within the 30-day statutory time limit or other time limits permitted under Section 27(1) or Section 28(1) of MFIPPA



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

**Statistical Report of
Halton Regional Police Service
for the Reporting Year 2022**
for
*Municipal Freedom of Information and Protection of Privacy
Act*

Section 1: Identification

| | | |
|------------|------------------------------------|--|
| 1.1 | Organization Name | Halton Regional Police Service |
| | Head of Institution Name & Title | Chief Stephen Tanner |
| | Head of Institution E-mail Address | shannon.king@haltonpolice.ca |
| | Management Contact Name & Title | Shannon King, Records Manager |
| | Management Contact E-mail Address | shannon.king@haltonpolice.ca |
| | Primary Contact Name & Title | Amanda Shantz, Information Privacy Officer |
| | Primary Contact Email Address | amanda.shantz@haltonpolice.ca |
| | Primary Contact Phone Number | 9058254747 ext. 4710 |
| | Primary Contact Fax Number | |
| | Primary Contact Mailing Address 1 | 2485 North Service Rd W |
| | Primary Contact Mailing Address 2 | FOI Unit |
| | Primary Contact Mailing Address 3 | |
| | Primary Contact City | Oakville |
| | Primary Contact Postal Code | L6M3H8 |
| 1.2 | Your institution is: | Police Services Board |

Section 2: Inconsistent Use of Personal Information

| | | |
|------------|--|---|
| 2.1 | Whenever your institution uses or discloses personal information in a way that differs from the way the information is normally used or disclosed (an inconsistent use), you must attach a record or notice of the inconsistent use to the affected information. | 0 |
|------------|--|---|

Your institution received:

- No formal written requests for access or correction
- Formal written requests for access to records
- Requests for correction of records of personal information only

Section 3: Number of Requests Received and Completed

Enter the number of requests that fall into each category.

- 3.1** New Requests received during the reporting year
- 3.2** Total number of requests completed during the reporting year

| | Personal Information | General Records |
|--|-----------------------------|------------------------|
| | 1069 | 546 |
| | 1084 | 561 |

Section 4: Source of Requests

Enter the number of requests you completed from each source.

- 4.1** Individual/Public
- 4.2** Individual by Agent
- 4.3** Business
- 4.4** Academic/Researcher
- 4.5** Association/Group
- 4.6** Media
- 4.7** Government (all levels)
- 4.8** Other
- 4.9** Total requests (Add Boxes 4.1 to 4.8 = 4.9)

| | Personal Information | General Records |
|--|-----------------------------|------------------------|
| | 1084 | 107 |
| | 0 | 0 |
| | 0 | 201 |
| | 0 | 4 |
| | 0 | 0 |
| | 0 | 5 |
| | 0 | 6 |
| | 0 | 238 |
| | 1084 | 561 |

BOX 4.9 must equal BOX 3.2

Section 5: Time to Completion

How long did your institution take to complete all requests for information? Enter the number of requests into the appropriate category. How many requests were completed in:

- 5.1** 30 days or less
- 5.2** 31 - 60 days
- 5.3** 61 - 90 days
- 5.4** 91 days or longer
- 5.5** Total requests (Add Boxes 5.1 to 5.4 = 5.5)

| | Personal Information | General Records |
|--|-----------------------------|------------------------|
| | 961 | 480 |
| | 82 | 56 |
| | 34 | 21 |
| | 7 | 4 |
| | 1084 | 561 |

BOX 5.5 must equal BOX 3.2

Section 6: Compliance with the Act

In the following charts, please indicate the number of requests completed, within the statutory time limit and in excess of the statutory time limit, under each of the four different situations:

NO notices issued;

BOTH a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) issued;

ONLY a Notice of Extension (s.27(1)) issued;

ONLY a Notice to Affected Person (s.28(1)) issued.

Section 6: Compliance with the Act

Please note that the four different situations are mutually exclusive and the number of requests completed in each situation should add up to the total number of requests completed in Section 3.2. (Add Boxes 6.3 + 6.6 + 6.9 + 6.12 = BOX 6.13 and BOX 6.13 must equal BOX 3.2)

A. No Notices Issued

| | Personal Information | General Records |
|--|----------------------|-----------------|
| 6.1 Number of requests completed within the statutory time limit (30 days) where neither a Notice of Extension (s.20(1)) nor a Notice to Affected Person (s.21(1)) were issued. | 950 | 466 |
| 6.2 Number of requests completed in excess of the statutory time limit (30 days) where neither a Notice of Extension (s.20(1)) nor a Notice to Affected Person (s.21(1)) were issued. | 97 | 71 |
| 6.3 Total requests (Add Boxes 6.1 + 6.2 = 6.3) | 1047 | 537 |

B. Both a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) Issued

| | Personal Information | General Records |
|---|----------------------|-----------------|
| 6.4 Number of requests completed within the time limits permitted under both the Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)). | 0 | 0 |
| 6.5 Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)) and the time limit permitted by the Notice to Affected Person (s.28(1)). | 0 | 0 |
| 6.6 Total requests (Add Boxes 6.4 + 6.5 = 6.6) | 0 | 0 |

C. Only a Notice of Extension (s.27(1)) Issued

| | Personal Information | General Records |
|--|----------------------|-----------------|
| 6.7 Number of requests completed within the time limits permitted under both the Notice of Extension (s.27(1)). | 14 | 10 |
| 6.8 Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)). | 5 | 0 |
| 6.9 Total requests (Add Boxes 6.7 + 6.8 = 6.9) | 19 | 10 |

D. Only a Notice to Affected Person (s.28(1)) Issued

| | Personal Information | General Records |
|---|----------------------|-----------------|
| 6.10 Number of requests completed within the time limits permitted under both the Notice to Affected Person (s.28(1)). | 15 | 14 |
| 6.11 Number of requests completed in excess of the time limit permitted by the Notice to Affected Person (s.28(1)). | 3 | 0 |
| 6.12 Total requests (Add Boxes 6.10 + 6.11 = 6.12) | 18 | 14 |

E. Total Completed Requests (sections A to D)

| | Personal Information | General Records |
|--|----------------------|-----------------|
| 6.13 Total requests (Add Boxes 6.3 + 6.6 + 6.9 + 6.12 = 6.13) | 1084 | 561 |

BOX 6.13 must equal BOX 3.2

Section 6a: Contributing Factors

Please outline any factors which may have contributed to your institution not meeting the statutory time limit. If you anticipate circumstances that will improve your ability to comply with the Act in the future, please provide details in the space below.

Due to temporary staffing issues, we started 2022 with a small backlog. This institution quickly stabilized however also encountered many more voluminous requests than past years. Finally, this institution received nearly 20% more FOI requests than the year previous. The institution put forth a great deal of effort to meet the statutory time limit, and are quite pleased that our overall compliance increased to 89.4% from the ~49% of 2021.

Section 7: Disposition of Requests

What course of action was taken with each of the completed requests? Enter the number of requests into the appropriate category.

| | Personal Information | General Records |
|---|-----------------------------|------------------------|
| 7.1 All information disclosed | 10 | 12 |
| 7.2 Information disclosed in part | 798 | 289 |
| 7.3 No information disclosed | 252 | 215 |
| 7.4 No responsive records exists | 15 | 31 |
| 7.5 Request withdrawn, abandoned or non-jurisdictional | 9 | 14 |
| 7.6 Total requests (Add Boxes 7.1 to 7.5 = 7.6) | 1084 | 561 |

BOX 7.6 must be greater than or equal to BOX 3.2

Section 8: Exemptions & Exclusions Applied

For the Total Requests with Exemptions/Exclusions/Frivolous or Vexatious Requests, how many times did your institution apply each of the following? (More than one exemption may be applied to each request)

| | Personal Information | General Records |
|---|-----------------------------|------------------------|
| 8.1 Section 6 — Draft Bylaws, etc. | 0 | 0 |
| 8.2 Section 7 — Advice or Recommendations | 0 | 0 |
| 8.3 Section 8 — Law Enforcement ¹ | 880 | 343 |
| 8.4 Section 8(3) — Refusal to Confirm or Deny | 0 | 6 |
| 8.5 Section 8.1 — Civil Remedies Act, 2001 | 0 | 0 |
| 8.6 Section 8.2 — Prohibiting Profiting from Recounting Crimes Act, 2002 | 0 | 0 |
| 8.7 Section 9 — Relations with Governments | 0 | 0 |
| 8.8 Section 10 — Third Party Information | 1 | 0 |
| 8.9 Section 11 — Economic/Other Interests | 0 | 0 |
| 8.10 Section 12 — Solicitor-Client Privilege | 5 | 3 |
| 8.11 Section 13 — Danger to Safety or Health | 0 | 0 |
| 8.12 Section 14 — Personal Privacy (Third Party) ² | 0 | 335 |
| 8.13 Section 14(5) — Refusal to Confirm or Deny | 0 | 7 |

Section 8: Exemptions & Exclusions Applied

| | | |
|---|------|-----|
| 8.14 Section 15 — Information soon to be published | 29 | 41 |
| 8.15 Section 20.1 Frivolous or Vexatious | 0 | 0 |
| 8.16 Section 38 — Personal Information (Requester) | 818 | 0 |
| 8.17 Section 52(2) — Act Does Not Apply ³ | 169 | 138 |
| 8.18 Section 52(3) — Labour Relations & Employment Related Records | 1 | 0 |
| 8.19 Section 53 — Other Acts | 13 | 8 |
| 8.20 PHIPA Section 8(1) Applies | 0 | 0 |
| 8.21 Total Exemptions & Exclusions Add Boxes 8.1 to 8.20 = 8.21 | 1916 | 881 |

¹ not including Section 8(3)
² not including Section 14(5)
³ not including Section 52(3)

Section 9: Fees

Did your institution collect fees related to request for access to records?

| | Personal Information | General Records | Total |
|--|-----------------------------|------------------------|--------------|
| 9.1 Number of REQUESTS where fees other than application fees were collected | 109 | 261 | 370 |
| 9.2.1 Total dollar amount of application fees collected | \$5305.00 | \$2680.00 | \$7985.00 |
| 9.2.2 Total dollar amount of additional fees collected | \$1522.40 | \$12027.00 | \$13549.40 |
| 9.2.3 Total dollar amount of fees collected (Add Boxes 9.2.1 + 9.2.2 = 9.2.3) | \$6827.40 | \$14707.00 | \$21534.40 |
| 9.3 Total dollar amount of fees waived | \$887.00 | \$229.60 | \$1116.60 |

Section 10: Reasons for Additional Fee Collection

Enter the number of REQUESTS for which your institution collected fees other than application fees that apply to each category.

| | Personal Information | General Records | Total |
|---|-----------------------------|------------------------|--------------|
| 10.1 Search time | 0 | 249 | 249 |
| 10.2 Reproduction | 103 | 242 | 345 |
| 10.3 Preparation | 0 | 247 | 247 |
| 10.4 Shipping | 0 | 228 | 228 |
| 10.5 Computer costs | 0 | 0 | 0 |
| 10.6 Invoice costs(and other as permitted by regulation) | 0 | 0 | 0 |
| 10.7 Total (Add Boxes 10.1 to 10.6 = 10.7) | 103 | 966 | 1069 |

Section 11: Correction and Statements of Disagreement

Did your institution receive any requests to correct personal information?

Section 11: Correction and Statements of Disagreement

| | |
|--|----|
| 11.1 Number of correction requests received | 13 |
| 11.2 Correction requests carried forward from the previous year | 0 |
| 11.3 Correction requests carried over to next year | 1 |
| 11.4 Total Corrections Completed [(11.1 + 11.2) - 11.3 = 11.4] | 12 |

BOX 11.4 must equal BOX 11.9

What course of action did your institution take regarding the requests that were received to correct personal information?

| | Personal Information |
|--|-----------------------------|
| 11.5 Correction(s) made in whole | 0 |
| 11.6 Correction(s) made in part | 1 |
| 11.7 Correction refused | 11 |
| 11.8 Correction requests withdrawn by requester | 0 |
| 11.9 Total requests (Add Boxes 11.5 to 11.8 = 11.9) | 12 |

BOX 11.9 must equal BOX 11.4

In cases where correction requests were denied, in part or in full, were any statements of disagreement attached to the affected personal information?

| | Personal Information |
|---|-----------------------------|
| 11.10 Number of statements of disagreement attached: | 11 |

If your institution received any requests to correct personal information, the Act requires that you send any person(s) or body who had access to the information in the previous year notification of either the correction or the statement of disagreement. Enter the number of notifications sent, if applicable.

| | Personal Information |
|--|-----------------------------|
| 11.11 Number of notifications sent: | 15 |

Note:

This report is for your records only and should not be faxed or mailed to the Information and Privacy Commissioner of Ontario in lieu of online submission. Faxed or mailed copies of this report will NOT be accepted. Please submit your report online at: <https://statistics.ipc.on.ca>.

Thank You for your cooperation!

Declaration:

I, Shannon King, Records Manager, confirm that all the information provided in this report, furnished by me to the Information and Privacy Commissioner of Ontario, is true, accurate and complete in all respects.

Signature

Date



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: QUARTERLY HUMAN RESOURCES SUMMARY

Report #: P23-08-I-01

Date: August 31, 2023

INTRODUCTION AND BACKGROUND:

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

| POLICE | 3Q 2022 Actual | 4Q 2022 Actual | 1Q 2023 Actual | 2Q 2023 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 | 12 | 12 | 13 | 13 | 13 | 0 |
| Staff Sergeant | 20 | 20 | 19 | 23 | 26 | -3 |
| Detective Sergeant | 10 | 10 | 9 | 10 | 10 | 0 |
| Sergeant | 56 | 55 | 53 | 50 | 55 | -5 |
| Detective | 42 | 42 | 42 | 45 | 45 | 0 |
| Constable (1st Class) | 470 | 485 | 479 | 482 | N/A | |
| Constable (2nd Class) | 28 | 28 | 27 | 30 | | |
| Constable (3rd Class) | 51 | 50 | 50 | 63 | | |
| Constable (4th Class) | 56 | 35 | 47 | 40 | | |
| Recruits in Training | 12 | 30 | 18 | 18 | | |
| Total Constables | 617 | 628 | 621 | 633 | 630 | 3 |
| TOTAL SWORN | 766 | 776 | 766 | 783 | 788 | -5 |
| Cadet * | 14 | 11 | 11 | 14 | 0 | 0 |

* Cadets not included in complement (uniform contract positions)

| CIVILIAN | 3Q 2022 Actual | 4Q 2022 Actual | 1Q 2023 Actual | 2Q 2023 Actual | Current Authorized Positions | Current Variance |
|---|----------------|----------------|----------------|----------------|------------------------------|------------------|
| Senior Management/ Administration | 10 | 10 | 10 | 10 | 10 | 0 |
| Supervisory/Professional/ Senior Clerical | 89 | 95 | 94 | 99 | 112 | -13 |
| Clerical | 101 | 103 | 107 | 105 | 110 | -5 |
| Communications | 49 | 48 | 52 | 51 | 55 | -4 |
| Special Constables (Escorts/Summons) | 28 | 28 | 28 | 29 | 31 | -2 |
| Facilities Technicians | 7 | 7 | 7 | 7 | 7 | 0 |
| TOTAL CIVILIAN | 284 | 291 | 298 | 301 | 325 | -24 |

| | | | | | | |
|-------------------------|-------------|-------------|-------------|-------------|-------------|------------|
| TOTAL COMPLEMENT | 1050 | 1067 | 1064 | 1084 | 1113 | -29 |
|-------------------------|-------------|-------------|-------------|-------------|-------------|------------|

| TEMPORARY STAFF <i>(Temporary employees do not form part of the authorized complement.)</i> | 3Q 2022 Actual | 4Q 2022 Actual | 1Q 2023 Actual | 2Q 2023 Actual | Comments |
|--|----------------|----------------|----------------|----------------|--|
| Full-time | 10 | 11 | 8 | 9 | * See details below |
| Part-time | 1 | 2 | 4 | 10 | 1 - District Clerk 9 - Students <ul style="list-style-type: none"> • 1 - Corporate Comms • 2 - Records • 2 - HR • 1 - EDI • 1 - RCMB • 2 - Crime Analysis |
| As Required | 43 | 49 | 44 | 72 | 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 | 54 | 62 | 56 | 91 | |

| * FULL-TIME ALLOCATIONS | 3Q 2022 Actual | 4Q 2022 Actual | 1Q 2023 Actual | 2Q 2023 Actual | Comments |
|---|----------------|----------------|----------------|----------------|---|
| Replacements (Secondments/ Maternity/ LTD/etc). | 6 | 6 | 4 | 6 | 1 - Facilities Maintenance Technician 1 - Business Analyst 1 - Pay Duty Clerk 1 - Crime Analyst 2 - Station Duty Clerks |

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| | | | | | |
|------------------|---|---|---|---|---------------------------------------|
| Special Projects | 2 | 2 | 2 | 1 | 1 – Victim Quick Response Coordinator |
| In Training | 0 | 0 | 0 | 0 | No Change |
| Vacancy | 1 | 1 | 1 | 0 | 1 – Distribution Services Clerk |
| Work Volume | 1 | 2 | 1 | 2 | 1 – Business Analyst 1 – FOI Clerk |

| SPECIAL SITUATIONS - UNIFORM <i>* (Not included in authorized complement)</i> | 3Q 2022 Actual | 4Q 2022 Actual | 1Q 2023 Actual | 2Q 2023 Actual | Comments |
|--|-----------------------|-----------------------|-----------------------|-----------------------|--|
| External Secondments | 5 | 5 | 5 | 5 | 1 – HRPD President 2 – Ontario Police College 1 – Provincial Firearms Office 1 – RCMP |
| WSIB >1 year | 11 | 11 | 11 | 16 | |
| Leaves of Absences | 6 | 5 | 6 | 2 | 2 – ULOA |
| Long Term Disability < 2 yrs | 2 | 1 | 1 | 2 | |
| * Long Term Disability > 2 yrs | 4 | 6 | 6 | 7 | |
| Sick Leave (Short Term) | 14 | 9 | 16 | 17 | |
| Parental/Pregnancy Leave | 9 | 8 | 8 | 13 | |
| Jobs Shared by 2 Members | 1 | 1 | 1 | 0 | |
| SPECIAL SITUATIONS - CIVILIAN <i>* (Not included in authorized complement)</i> | 3Q 2022 Actual | 4Q 2022 Actual | 1Q 2023 Actual | 2Q 2023 Actual | Comments |
| External Secondments | 0 | 0 | 0 | 0 | |
| WSIB >1 year | 2 | 3 | 2 | 3 | |
| Leaves of Absences | 3 | 2 | 1 | 1 | |
| Long Term Disability < 2 yrs | 4 | 4 | 4 | 5 | Largely filled with Temporary Full-time |
| * Long Term Disability > 2 yrs | 10 | 10 | 10 | 10 | |
| Sick Leave (Short Term) | 9 | 8 | 12 | 7 | |
| Parental/Pregnancy Leave | 7 | 7 | 6 | 8 | Largely filled with Temporary Full-time |
| Jobs Shared by 2 Members | 0 | 0 | 0 | 0 | |

| DEPARTURES | 3Q 2022 Total | 4Q 2022 Total | 1Q 2023 Total | 2Q 2023 Total | Total YTD 2023 |
|----------------------------|---------------|---------------|---------------|---------------|----------------|
| TOTAL | | | | | |
| Uniform | | | | | |
| Retirements | 6 | 0 | 6 | 3 | 9 |
| Resignations | 5 | 10 | 4 | 5 | 9 |
| Terminations | 0 | 0 | 0 | 0 | 0 |
| Deaths | 0 | 0 | 0 | 0 | 0 |
| Civilian | | | | | |
| Retirements | 2 | 0 | 6 | 2 | 8 |
| Resignations | 1 | 3 | 3 | 1 | 4 |
| Terminations | 0 | 0 | 0 | 0 | 0 |
| Other – position redundant | 0 | 0 | 0 | 0 | 0 |
| Deaths | 1 | 0 | 0 | 0 | 0 |

| ADVANCEMENTS | 3Q 2022 Total | 4Q 2022 Total | 1Q 2023 Total | 2Q 2023 Total | Total YTD 2023 |
|----------------------------|---------------|---------------|---------------|---------------|----------------|
| TOTAL | | | | | |
| Sworn Reclassifications | 38 | 60 | 6 | 49 | 55 |
| Sworn Promotions* | 5 | 0 | 2 | 10 | 12 |
| Civilian Reclassifications | 8 | 9 | 16 | 14 | 30 |

| *SWORN PROMOTIONS | |
|--------------------------|----------------|
| NAME | RANK |
| Todd Martin | Staff Sergeant |
| Pete Bishop | Staff Sergeant |
| Cyrus Irani | Staff Sergeant |
| Darren Kellerman | Staff Sergeant |
| Matt Kohler | Staff Sergeant |
| Erik Van Vliet | Staff Sergeant |
| David Griffiths | Sergeant |
| Lance Martin | Sergeant |
| Jack Olewniczak | Sergeant |
| Joshua Pateman | Sergeant |

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Stephen J. Tanner
Chief of Police

:CB

One Vision, One Mission, One Team



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: FINANCIAL REPORT AND FORECAST – SECOND QUARTER 2023

Report #: P23-08-I-02

Date: August 31, 2023

INTRODUCTION AND BACKGROUND:

Given below is a summary of the Quarterly Financial Report as of June 30, 2023. Details of each major cost element indicated in the summary are included in the following pages.

SUMMARY

\$ 000's
Favourable (Unfavourable)

| Cost Elements | Current Quarter | June 30, 2023 YTD | | | | 2023 Full Year | | 2022 QTR 2 |
|---------------------------|-----------------|-------------------|----------------|--------------|-------------|----------------|--------------|---------------|
| | Actual | Actual | Planned | Var \$ | Var % | Budget | Proj. Var. | Actual |
| Compensation & Benefits | 37,874 | 80,023 | 81,827 | 1,804 | 2.2% | 163,894 | 2,950 | 75,668 |
| Materials & Supplies | 2,209 | 4,574 | 4,204 | (370) | (8.8%) | 7,925 | (400) | 4,280 |
| Purchased Services | 4,187 | 10,436 | 10,163 | (273) | (2.7%) | 13,796 | (500) | 9,157 |
| Rent & Financial | 103 | 210 | 201 | (8) | (4.1%) | 403 | 0 | 251 |
| Debt Charges | 524 | 1,776 | 1,776 | (0) | (0.0%) | 5,008 | 0 | 1,615 |
| Transfer To Reserve | 4,983 | 6,644 | 6,644 | 0 | | 6,644 | 0 | 3,102 |
| Interdepartmental Charges | 713 | 1,316 | 1,357 | 41 | 3.0% | 2,713 | 100 | 1,146 |
| Total Expenditure | 50,593 | 104,979 | 106,172 | 1,193 | 1.1% | 200,382 | 2,150 | 95,220 |
| Total Revenue | 4,938 | 7,656 | 7,666 | (10) | (0.1%) | 14,343 | (50) | 6,333 |
| Net Expenditure | 45,656 | 97,323 | 98,506 | 1,183 | 1.2% | 186,039 | 2,100 | 88,888 |

Comments:

- As of the end of the second quarter, we have expended \$97.3 million (or 52% of the annual budget) which results in YTD savings of \$1.2 million as compared to our approved 2023 Budget.
- Based on meetings with Operational and Administration managers to discuss their 2023 variances and expectations, Staff is currently conservatively projecting a Net Expenditure savings of \$2.1 million for the full year.

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

Compensation & Benefits

\$ 000's
Favourable (Unfavourable)

| Cost Elements | Current Quarter | June 30, 2023 YTD | | | | 2023 Full Year | | 2022 Q2 |
|-----------------------------------|-----------------|-------------------|---------------|--------------|-------------|----------------|--------------|---------------|
| | Actual | Actual | Planned | Var \$ | Var % | Budget | Proj. Var. | Actual |
| Salaries | 26,032 | 55,927 | 58,820 | 2,893 | 4.9% | 117,640 | 4,550 | 53,440 |
| Temporary Help | 890 | 1,701 | 1,032 | (669) | (64.8%) | 2,064 | (1,250) | 1,339 |
| Net Wages | 26,922 | 57,628 | 59,852 | 2,224 | 3.7% | 119,704 | 3,300 | 54,779 |
| Overtime & Court-time | 1,211 | 2,212 | 1,736 | (476) | (27.4%) | 3,471 | (750) | 1,499 |
| Retention Pay | 496 | 1,080 | 1,255 | 175 | 13.9% | 2,511 | 400 | 1,083 |
| Other Personnel Costs | 743 | 1,202 | 1,150 | (52) | (4.5%) | 4,345 | | 1,149 |
| Total Expenditure | 29,372 | 62,123 | 63,993 | 1,870 | 2.9% | 130,030 | 2,950 | 58,510 |
| Benefits | 8,502 | 17,900 | 17,834 | (67) | (0.4%) | 33,864 | | 17,158 |
| Total Comp. & Benefits | 37,874 | 80,023 | 81,827 | 1,804 | 2.2% | 163,894 | 2,950 | 75,668 |

Comments:

- **Net Wages** – YTD costs for Salaries and Temporary Help are favourable by \$2.2 million due to lower than anticipated uniform staffing levels and vacant civilian positions (see HR report).
- **Overtime & Court-time** –The projected full year unfavourable variance is based on historical utilization and requirements for overtime in the later parts of the year.
- **Retention Pay** –Projected full year savings relates to retirements of officers who would otherwise have been eligible for Retention Pay.

Materials and Supplies

\$ 000's Favourable (Unfavourable)

| Cost Elements | Current Quarter | June 30, 2023 YTD | | | | 2023 Full Year | | 2022 Q 2 |
|---------------------------------------|-----------------|-------------------|--------------|--------------|---------------|----------------|--------------|--------------|
| | Actual | Actual | Planned | Var \$ | Var % | Budget | Proj. Var. | Actual |
| Tires & Parts for Fleet | 217 | 368 | 354 | (15) | (4.1%) | 707 | | 377 |
| Telephone & Data Line | 256 | 473 | 459 | (13) | (2.9%) | 919 | | 393 |
| Fuel Cost for Fleet | 571 | 1,099 | 920 | (179) | (19.5%) | 1,840 | (350) | 1,255 |
| Clothing & Equipment | 211 | 572 | 541 | (31) | (5.6%) | 1,109 | | 452 |
| Supplies | 134 | 251 | 287 | 36 | 12.5% | 573 | 50 | 216 |
| Utilities | 290 | 501 | 490 | (11) | (2.2%) | 1,230 | | 619 |
| Minor Capital | 225 | 688 | 675 | (13) | (1.9%) | 850 | | 556 |
| Other Misc. Material & Supplies | 305 | 624 | 479 | (144) | (30.1%) | 699 | (100) | 413 |
| Total Materials & Supplies | 2,209 | 4,574 | 4,204 | (370) | (8.8%) | 7,925 | (400) | 4,280 |

Comments:

- **Fuel Cost for Fleet** – The projected full year unfavourable variance relates to an increase in the net pump price of fuel. Fuel prices continue to fluctuate.
- **Other Misc. Material & Supplies** – The projected full year unfavourable variance relates mainly to travel costs for training courses and conferences.

Purchased Services

\$ 000's
Favourable (Unfavourable)

| Cost Elements | Current Quarter | June 30, 2023 YTD | | | | 2023 Full Year | | 2022 Q 2 |
|---------------------------------|-----------------|-------------------|---------------|--------------|---------------|----------------|--------------|--------------|
| | Actual | Actual | Planned | Var \$ | Var % | Budget | Proj. Var. | Actual |
| Computer Maintenance | 2,528 | 6,806 | 6,615 | (191) | (2.9%) | 6,760 | (200) | 5,908 |
| Building Maintenance | 290 | 523 | 542 | 19 | 3.4% | 1,124 | | 584 |
| Janitorial Services | 170 | 377 | 395 | 17 | 4.3% | 789 | | 396 |
| Staff Development | 254 | 562 | 569 | 6 | 1.1% | 1,137 | (100) | 441 |
| Professional Services | 473 | 1,022 | 867 | (155) | (17.9%) | 1,733 | (150) | 666 |
| Fleet Support Costs | 129 | 307 | 269 | (39) | (14.4%) | 538 | (100) | 356 |
| Advertising/Public Relations | (10) | 29 | 30 | 1 | 2.1% | 59 | | 33 |
| Other Misc. Services | 353 | 808 | 878 | 69 | 7.9% | 1,656 | 50 | 773 |
| Total Purchased Services | 4,187 | 10,436 | 10,163 | (273) | (2.7%) | 13,796 | (500) | 9,157 |

Comments:

- **Computer Maintenance** – The projected full year unfavourable variance relates mainly to increased costs related to cyber security and evidence management software.
- **Staff Development** – The projected full year unfavourable variance relates mainly to additional course enrollments.
- **Professional Services** – The projected full year unfavourable variance relates mainly to legal costs and settlements.
- **Fleet Support Costs** – The projected full year unfavourable variance relates to an increased utilization of external garages for maintenance (offset by reduced Interdepartmental Charges).

Various\$ 000's
Favourable (Unfavourable)

| Cost Elements | Current Quarter | June 30, 2023 YTD | | | | 2023 Full Year | | 2022 Q 2 |
|----------------------------------|-----------------|-------------------|--------------|------------|---------------|----------------|------------|--------------|
| | Actual | Actual | Planned | Var \$ | Var % | Budget | Proj. Var. | Actual |
| Rent & Financial | 103 | 210 | 201 | (8) | (4.1%) | 403 | | 251 |
| Debt Charges | 524 | 1,776 | 1,776 | (0) | (0.0%) | 5,008 | | 1,615 |
| Transfer to Reserves | 4,983 | 6,644 | 6,644 | 0 | | 6,644 | | 3,102 |
| Interdepartmental Charges | 5,610 | 8,630 | 8,621 | (8) | (0.1%) | 12,055 | 0 | 4,969 |

Comments:

None.

Interdepartmental Charges\$ 000's
Favourable (Unfavourable)

| Cost Elements | Current Quarter | June 30, 2023 YTD | | | | 2023 Full Year | | 2022 Q 2 |
|----------------------------------|-----------------|-------------------|--------------|-----------|-------------|----------------|------------|--------------|
| | Actual | Actual | Planned | Var \$ | Var % | Budget | Proj. Var. | Actual |
| Risk Management | 383 | 765 | 765 | (0) | (0.0%) | 1,531 | | 626 |
| Fleet Maintenance | 317 | 525 | 566 | 41 | 7.2% | 1,131 | 100 | 490 |
| Other Charges | 13 | 26 | 26 | (0) | (0.0%) | 52 | | 30 |
| Interdepartmental Charges | 713 | 1,316 | 1,357 | 41 | 3.0% | 2,713 | 100 | 1,146 |

Comments:

- **Fleet Maintenance** – The projected full year favourable variance of \$100 K relates to lower labour charges from the Regional garage offset by an increased utilization of external garages for maintenance (as noted in Purchases Services above).

Revenue

\$ 000's
Favourable (Unfavourable)

| Cost Elements | Current Quarter | June 30, 2023 YTD | | | | 2023 Full Year | | 2022 QTR 2 |
|-----------------------|-----------------|-------------------|--------------|-------------|---------------|----------------|-------------|--------------|
| | Actual | Actual | Planned | Var \$ | Var % | Budget | Proj. Var. | Actual |
| Government Subsidy | 1,941 | 2,808 | 2,933 | (126) | (4.3%) | 6,661 | (400) | 3,256 |
| Program Fees | 412 | 825 | 970 | (145) | (15.0%) | 1,940 | (200) | 844 |
| External Recoveries | 673 | 1,436 | 1,180 | 256 | 21.7% | 2,963 | 550 | 1,265 |
| Internal Recoveries | 64 | 124 | 119 | 4 | 3.6% | 316 | | 118 |
| Transfer from Reserve | 1,847 | 2,463 | 2,463 | 0 | | 2,463 | | 849 |
| Total Revenue | 4,938 | 7,656 | 7,666 | (10) | (0.1%) | 14,343 | (50) | 6,333 |

Comments:

- **Government Subsidy** – The projected full year unfavourable variance relates mainly to a reduction in Court Security and Prisoner Transportation funding (-\$368K).
- **Program Fees** – The projected full year unfavourable variance relates mainly to reductions in Security Clearances.
- **External Recoveries** – The projected full year favourable variance relates mainly to additional secondments related to OPP Guns and Gangs projects.

Overall

As of the end of the second quarter, we have YTD savings of \$1.2 million as compared to our 2023 Budget which represents a combination of expenditure timing differences which will correct themselves by year-end plus permanent expense savings / revenue increases.

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



Stephen J. Tanner
Chief of Police

:PL / GK



Halton Regional Police Service Public Agenda Information Report

To: Chair and Board Members

From: Chief Stephen J. Tanner

Subject: PURCHASING ACTIVITY REPORT - JANUARY – JUNE 2023

Report #: P23-08-I-03

Date: August 31, 2023

INTRODUCTION AND BACKGROUND:

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

Article 13 Reporting Procedures: sub-article 13.3;

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

In addition to the attached report for procurements exceeding \$100,000, the following chart provides the Board with further information on all procurement activities for the period January 1, 2023 to June 30, 2023.

| | Prior Year Jan 1/22 – June 30/22 | Current Year Jan 1/23 – June 30/23 |
|---------------------------------------|---|---|
| Total Cost of all Procurements/Awards | \$11,730,209 | \$11,716,671 |
| Total Number of Procurement Processes | 1,190 | 1,186 |
| Total Number of Suppliers/Contractors | 330 | 267 |

The Purchasing Services unit utilized the various procurement processes to award goods and services contracts during this reporting period. Bids & Tenders (3rd party bidding portal site) was utilized whenever possible for the issuance of open market formal bid solicitations (RFQ, RFT, RFP). Purchasing Services has successfully awarded contracts from the use of this portal site.

In addition to the various procurement processes, Purchasing Services also performs many of the contract administration functions for the awarded contracts. These may have included: resolving invoice discrepancies, coordinating security clearances, photo ID and fingerprinting requirements, ensuring the Board was covered under the service providers insurance policy, validating a WSIB status, collecting and distributing safety data sheets,

expediting delivery of goods, strategic sourcing goods in short supply, negotiating new rates for contract extensions and monitoring supplier/contractor performance.

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

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



Stephen J. Tanner
Chief of Police

:PL/SS

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

REPORTING - BY-LAW 2020-5, ARTICLE 13
PURCHASING ACTIVITY REPORT
PROCUREMENT OF GOODS AND SERVICES IN EXCESSS OF \$100,000
PERIOD: JANUARY 1, 2023 TO JUNE 30, 2023

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

| <i>Month</i> | <i>Vendor</i> | <i>Service / Goods</i> | <i>Value</i> | <i>Type</i> | <i>Budget Type</i> | <i>Comments</i> |
|--------------------------|-----------------------|------------------------|--------------|---|--------------------|---|
| January | Source 44 Consulting | Service | \$ 728,850 | Supply and delivery of Rapid7 Managed Detection Response Subscription (Cyber Security software) | Operating | <i>Formal Bid Solicitation - #22-RFT-360</i> |
| January | Goodyear Canada | Goods | \$ 300,000 | Supply & delivery of Police fleet tires Current Term: Jan 1/23 to Dec 31/23 | Operating | <i>Buying Group - PCPG</i> |
| 43 January | Milton Ford | Vehicle Acquisitions | \$ 1,041,381 | Carryover Ford vehicle purchases from 2022 | Fleet Capital | <i>Buying Group - PCPG</i> |
| January | Kennedy Ford | Vehicle Acquisitions | \$ 734,500 | Planned Ford vehicle purchases in 2023 | Fleet Capital | <i>Buying Group - PCPG</i> |
| January | FCA Canada (Chrysler) | Vehicle acquisitions | \$ 711,900 | Planned FCA vehicle purchases in 2023 | Fleet Capital | <i>Buying Group - PCPG</i> |
| February | Buchanan Technologies | Service | \$ 300,000 | I.T. related services and support | Operating | <i>Extension of Formal Bid Solicitation - #16-RFP-172</i> |

**REPORTING - BY-LAW 2020-5, ARTICLE 13
PURCHASING ACTIVITY REPORT
PROCUREMENT OF GOODS AND SERVICES IN EXCESSS OF \$100,000
PERIOD: JANUARY 1, 2023 TO JUNE 30, 2023**

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

| <i>Month</i> | <i>Vendor</i> | <i>Service / Goods</i> | <i>Value</i> | <i>Type</i> | <i>Budget Type</i> | <i>Comments</i> |
|--------------|--------------------------|------------------------|--------------|---|--------------------|---------------------------------------|
| May | Achilles Mazda of Milton | Vehicle Acquisitions | \$ 138,063 | Three (3) Mazda vehicles | Fleet Capital | <i>Bid Solicitation - #23-RFT-364</i> |
| May | Leggat Chevrolet | Vehicle Acquisitions | \$ 101,575 | One (1) GM vehicle | Fleet Capital | <i>Bid Solicitation - #23-RFT-365</i> |
| -44- May | HCE | Service | \$ 151,162 | High-speed Wide Area Network (WAN) internet service | Operating | <i>Buying Group - HCPG</i> |
| June | MNP | Service | \$ 167,533 | Annual CheckPoint support (IT security) | Operating | <i>Bid Solicitation - #23-RFT-371</i> |
| June | Lightning | Equipment | \$ 102,800 | Supply & delivery of Whelen lighting products | Operating | <i>Bid Solicitation - #23-RFT-370</i> |



Public Agenda Information Report

To: Halton Police Board

From: Graham Milne
Board Secretary

Subject: Semi-Annual Board Governance Expenditure Report

Report #: SEC23-8-I-01

Date: 31 August 2023

INTRODUCTION AND BACKGROUND:

Per standing direction the CGO is required to report semi-annually on the Board's expenditures.

Attachments: Board Governance Budget – at June 30, 2023

DISCUSSION:

A summary of the Board's expenditures for the period ending June 30, 2023 is appended as a schedule to this report.

Noted expenses are \$30,000 higher than forecast due to the accrual in 2023 of invoices for services rendered in 2022. It is expected that savings for the remainder of this fiscal year should offset this impact.

The next report on this matter is due to be presented to the Board in February 2024.

Halton Police Board - Governance Budget 2023

As at June 30, 2023

| | 2023 Budget | YTD June 30/23 | Variance |
|--|----------------|-------------------|----------------|
| Board member remuneration | 50,000 | 25,011 | 24,989 |
| Staff: | | | |
| CAO/CGO | 254,898 | 129,692 | 125,206 |
| Media, Events & Logistics | 70,000 | 65,943 | 4,057 |
| Policy | 10,000 | 0 | 10,000 |
| Secretary & HR Advisor | 35,000 | 17,500 | 17,500 |
| Staff Total | 369,898 | 213,135 | 156,763 |
| Board Meetings & Web-site: | | | |
| Board portal | 17,000 | 17,008 | -8 |
| Board meeting AV | 5,500 | 10,585 | -5,085 |
| Web-site hosting & maintenance | 3,000 | 2,950 | 50 |
| Meals | 4,000 | 404 | 3,596 |
| Board Meetings & Web-site: | 29,500 | 30,946 | -1,446 |
| Incremental Consultants: | | | |
| Legal fees | 15,000 | 7,617 | 7,383 |
| Strategic Planning - survey, focus groups & interviews | 80,000 | 32,665 | 47,335 |
| Annual Report | 3,000 | | 3,000 |
| Incremental Consultants Total | 98,000 | 40,282 | 57,718 |
| Education & Training: | | | |
| Memberships | 16,000 | 14,323 | 1,677 |
| Conferences & Other Training | 35,000 | 13,523 | 21,477 |
| Education & Training Total | 51,000 | 27,846 | 23,154 |
| Miscellaneous | 20,708 | 3,755 | 16,953 |
| Total | 619,106 | 340,976 | 278,130 |



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: BOARD TRUST FUND STATEMENT / COMMUNITY FUND
AS AT JUNE 30, 2023

Report #: P23-08-I-04

Date: August 31, 2023

INTRODUCTION AND BACKGROUND:

Attached is a financial statement indicating the status of the Trust Fund / Community Fund held by the Halton Regional Police Services Board as at June 30, 2023.

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

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

Stephen J. Tanner
Chief of Police

:GK

Attachments: Board Trust Fund/Community Fund Financial Statement

**BOARD TRUST FUND/COMMUNITY FUND
FINANCIAL STATEMENT
For the period ended June 30, 2023**

| | <u>Revenues</u> | <u>Expenditures</u> | <u>Balance</u> |
|--|------------------------|-----------------------------|-------------------|
| Balance as of January 1, 2023 | | | \$ 430,391 |
| Transactions: | | | |
| Auction Proceeds | \$ 10,372 | | |
| Found Money | 131,816 | | |
| Interest Earnings | 16,024 | | |
| Transfer from Seized Funds (unclaimed) | 360 | | |
| Canadian Caribbean Assoc. - Youth Leadership | | \$ 15,000 | |
| Canadian Association of Police Boards | | 5,000 | |
| Expenditures from specific funds below: | | | |
| Discretionary Fund - Chief of Police | | 2,880 | |
| Discretionary Fund - Police Services Board | | 0 | |
| | <u>158,572</u> | <u>22,880</u> | <u>135,692</u> |
| Balance Available - June 30, 2023 | | | \$ 566,083 |
| | <u>Approved Amount</u> | <u>Commitment Remaining</u> | |
| Purpose: | | | |
| Discretionary Fund - Chief of Police | 10,000 | 7,120 | |
| Discretionary Fund - Police Services Board | 5,000 | 5,000 | |
| Community Consultation Committee | 5,000 | 5,000 | |
| Sexual Assault Advisory Committee | 15,000 | 15,000 | |
| William McIntyre Homicide Reward | 50,000 | 50,000 | |
| Halton SALT Committee | 5,000 | 5,000 | |
| | <u>90,000</u> | <u>87,120</u> | <u>87,120</u> |
| Unencumbered Balance - June 30, 2023 | | | \$ 478,963 |



July 13, 2023

VIA EMAIL

Finance Department
Office of the Commissioner
1151 Bronte Road
Oakville, ON L6M 3L1

Mr. Jeff Knoll, Chair
Halton Police Board
2485 North Service Rd. W.
Oakville, ON L6M 3H8

Dear Chair Knoll:

The Council of the Regional Municipality of Halton approved the 2024 Budget Directions at its meeting, held Wednesday, July 12, 2023 as attached in this letter (Report No. FN-28-23 Re: 2024 Budget Directions), and adopted the following resolution:

RESOLUTION: FN-28-23 – 2024 Budget Directions

3. THAT a letter from the Commissioner of Finance and Regional Treasurer identifying the 2024 Budget Directions target not to exceed the following budget increases and a copy of Report No. FN-28-23 be forwarded to the respective boards as follows:
 - a. Halton Regional Police Service 5.7% increase
 - b. Conservation Halton 5.7% increase
 - c. Credit Valley Conservation 5.7% increase
 - d. Grand River Conservation Authority 5.7% increase
 - e. Royal Botanical Gardens 4.0% increase

To achieve the budget directions approved by Regional Council, the budget guideline for the Halton Police Board is a net expenditure increase of no more than 5.7%. A key priority for the Region is to maintain tax increases at or below the rate of inflation. The 2024 budget is to be prepared such that the tax increase does not exceed 4.0%, after budgeted assessment growth of 1.7%. As part of the 2024 Budget process, Halton Region Finance staff will meet with Halton Regional Police Service Finance staff during the upcoming months to discuss Halton Regional Police Service's 2024 budget submission.

Sincerely,

A handwritten signature in black ink, appearing to read "CW", with a stylized flourish at the end.

Cyndy Winslow
Commissioner of Finance & Regional Treasurer

Cc: Stephen J. Tanner, Chief of Police, Halton Police Board
Fred Kaustinen, Chief Governance Officer, Halton Police Board
Gary Carr, Halton Regional Chair
Jane MacCaskill, Chief Administrative Officer, Halton Region

Regional Municipality of Halton

HEAD OFFICE: 1151 Bronte Rd, Oakville, ON L6M 3L1
905-825-6000 | Toll free: 1-866-442-5866



The Regional Municipality of Halton

| | |
|------------|---|
| FYI | |
| Report To: | Regional Chair and Members of Regional Council |
| From: | Cyndy Winslow, Commissioner, Finance and Regional Treasurer |
| Date: | July 12, 2023 |
| Report No: | FN-28-23 |
| Re: | 2024 Budget Directions |

RECOMMENDATION

1. THAT the 2024 Tax Supported Budget, excluding the Halton Regional Police Service (HRPS), be prepared such that the tax increase does not exceed 4.0%.
2. THAT the 2024 Rate Supported Budget be prepared such that the total rate increase, including operations and the state-of-good-repair capital program, does not exceed 4.3%.
3. THAT a letter from the Commissioner of Finance and Regional Treasurer identifying the 2024 Budget Directions target not to exceed the following budget increases and a copy of Report No. FN-28-23 be forwarded to the respective boards as follows:
 - a. Halton Regional Police Service 5.7% increase
 - b. Conservation Halton 5.7% increase
 - c. Credit Valley Conservation 5.7% increase
 - d. Grand River Conservation Authority 5.7% increase
 - e. Royal Botanical Gardens 4.0% increase

REPORT

Executive Summary

- The 2024 Budget Directions have been prepared with identified pressures as highlighted in Report No. FN-28-23 that will be considered as part of the budget process.
- The target budget increase for Regional Services before assessment growth is 5.7%. After assessment growth of 1.7%, a target tax rate increase of 4.0% for Regional and Police Services is projected.

- The 2024 water and wastewater rate increase, including operations and the state-of-good-repair capital program, is targeted not to exceed 4.3%.
- The budget direction for the Halton Regional Police Service (HRPS), Conservation Halton, Credit Valley Conservation and Grand River Conservation Authority is not to exceed a 5.7% increase, which reflects inflation and growth. The budget direction for the Royal Botanical Gardens is not to exceed an increase of 4.0%, which reflects inflation.
- The 2024 Budget and Business Plan is scheduled to be reviewed by Regional Council on December 6, 2023 and consideration of approval is scheduled on December 13, 2023.

Background

The purpose of this report is to seek approval for the 2024 budget guidelines for the Tax and Rate Supported Budgets and to highlight some of the challenges that will be addressed in preparing the 2024 Budget and Business Plan. These guidelines are intended to provide direction to staff in preparing the 2024 budgets to deliver Regional services.

The extended period of high inflation has had a significant impact on the cost of goods, services and construction, and will be a significant driver of the increases in the 2024 capital and operating budgets in order to maintain core services. Shortfalls in Provincial funding commitments particularly for Public Health and Long-Term Care and development funding changes as a result of Bill 23 will also put pressure on the budget. The 2024 Budget will prioritize supporting the goals identified through the 2023-2026 Strategic Business Plan, including advancing infrastructure to support growth, delivery of new assisted housing, enhancing paramedic response times, maintaining the state of good repair of capital assets and implementation of the Digital Strategy. The 2024 Budget will incorporate the latest information available while identifying risks and pressures with a conservative approach. There will be a continued focus on core services, continuous improvement and finding cost efficiencies in all program areas to achieve the targets set.

Discussion

BUDGET SCHEDULE

As approved through Report No. LPS-71-22 re: 2023 Regional Council Calendar, the 2024 budget schedule outlined in the table below has been developed so that the Tax and Rate Supported Budgets will be prepared and presented to Council together. The Budget Book will be printed in November, and the Budget Presentations by the Boards and Agencies will take place on November 15, 2023. Council is scheduled to review the Regional budget on December 6, 2023 and consideration of approval of both the Tax and Rate Supported Budgets is scheduled for December 13, 2023.

| | |
|--|-------------------|
| 2024 Boards & Agencies Presentations | November 15, 2023 |
| 2024 Council Budget Meeting | December 6, 2023 |
| 2024 Budget Approval by Regional Council | December 13, 2023 |

2024 BUDGET ASSUMPTIONS & PRINCIPLES

Real Gross Domestic Product (GDP)

Global growth has slowed significantly as central banks around the world have increased interest rates to levels not seen in decades, in order to tame inflation. The war started by Russia’s invasion of Ukraine has entered its second year, continuing to negatively impact economic growth in the Eurozone. Banking stress in the United States, where several regional banks have gone bankrupt or have been acquired by other financial institutions, has had a major global impact, increasing volatility in financial markets across the world. Credit conditions have tightened, making it more difficult for households and businesses to borrow and thus creating additional headwinds for global economic growth. China has lifted all COVID-19 restrictions. An initial rebound in GDP has been followed by slower economic activity, having a less positive impact on global growth than many investors expected.

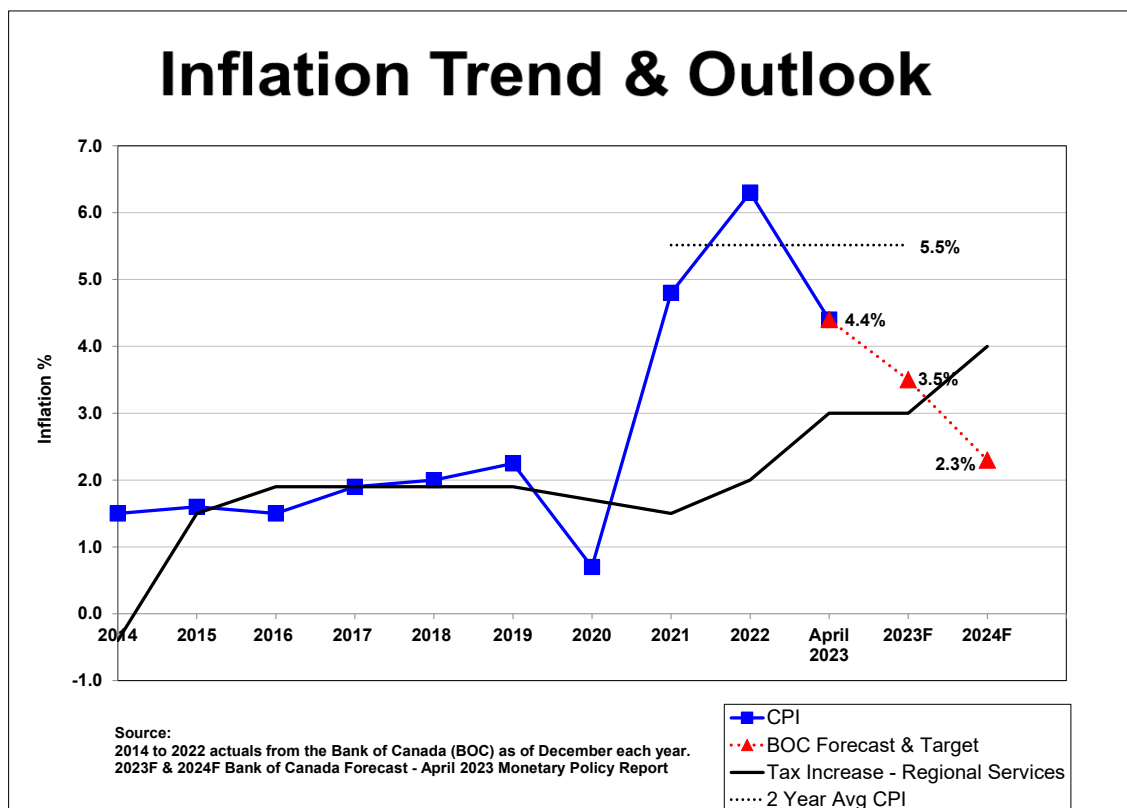
The U.S. economy remains surprisingly resilient as consumers have been supported by pandemic-era savings and an extremely robust labour market, with the unemployment rate sitting at a decades-low. However, as interest rates continue to rise, the pace of economic growth is slowing. The latest U.S. data on growth indicates a drop from 2.1% in 2022 to just 1.3% in 2023. In Canada, economic growth has decelerated as well, from 3.4% in 2022 to 1.4% in 2023. Consumer demand for goods and services is still healthy, but expected to trend lower, as the erosion of purchasing power leaves less room for discretionary purchases. Labour markets remain tight with a low unemployment rate and accelerating wages.

Inflation

Since reaching a peak of 8.1% in June 2022, inflation had been slowly declining, however the latest Consumer Price Index (CPI) release for April 2023 saw a slight increase to 4.4% from 4.3% in March 2023, and is still substantially above the Bank of Canada’s target

range of 1.0 - 3.0%. Services price inflation remains high (shelter costs, wages in the service sector are still rising), prompting many central banks to maintain restrictive monetary policy. In order to combat inflation, the Bank of Canada has increased short-term interest rates by 4.25% since March 2022 and could continue to increase rates if inflation remains higher than anticipated.

The Bank of Canada closely monitors the effectiveness of its actions, along with fiscal and other policy actions taken, to assess whether output and inflation are on paths towards full employment and their 2.0% inflation mid-range target. This target is set jointly by the Bank of Canada and the federal government and, since 1991, has shown that the best way to foster confidence in the value of money and to contribute to sustained economic growth, employment gains and improved living standards is by keeping inflation low, stable and predictable. The inflation-control target guides the Bank of Canada decisions on the appropriate setting for the policy interest rate, which is aimed at maintaining a stable price environment over the medium term. The following graph outlines the historical inflation trends, and outlook for 2023 and 2024.

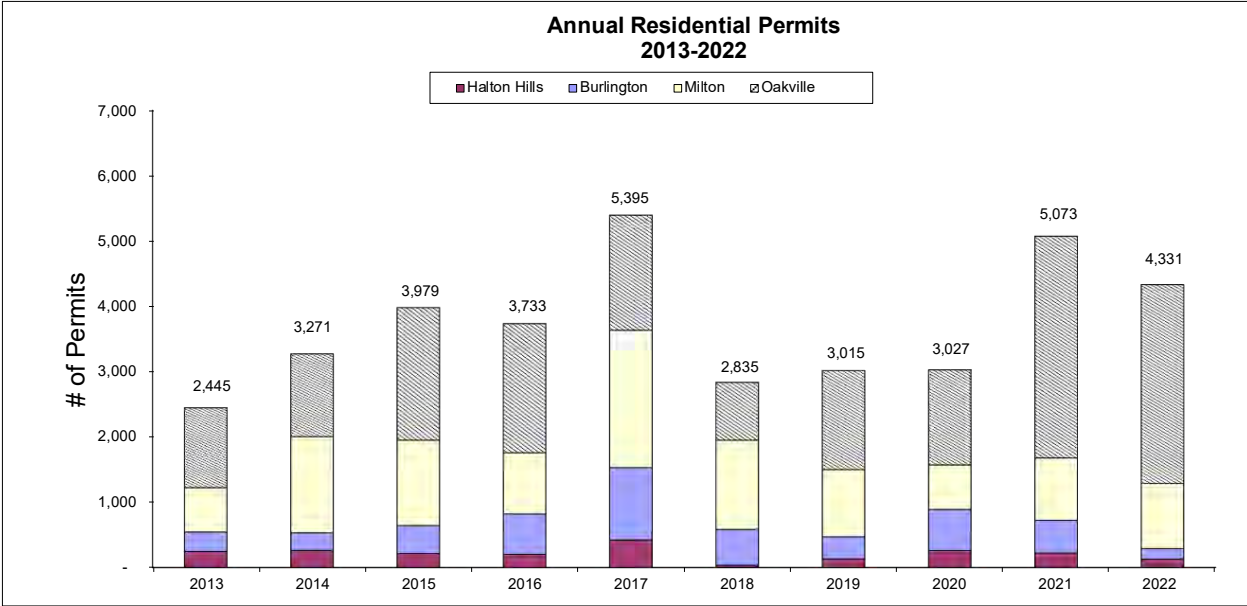


As the world emerged from the effects of COVID-19 and health restrictions were lifted, supply disruptions and strong consumer demand have continued to impact the cost of goods, services and construction. A prolonged period of high inflation has had a significant impact on the cost of goods and services at the Region, as more contracts are exposed to cost increases through renewals, extensions or through new procurements.

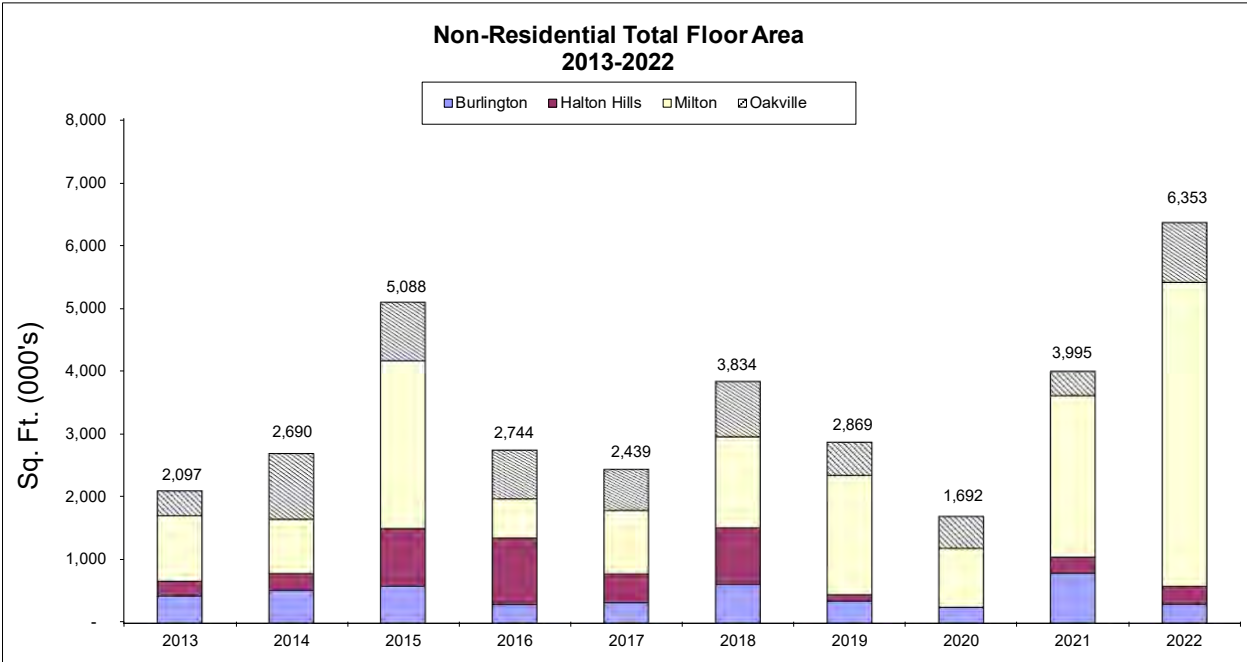
As reported in Report No. FN-25-23 re: Purchasing Activity Report for January 1, 2023 to April 30, 2023, the Region continues to be impacted by the increased cost of goods, services, and construction due to high inflation, and this trend is expected to continue for the remainder of the year. Actual inflation has remained above 3.0% since April 2021, with an overall average of 5.5% experienced during this time. As shown in the graph above, throughout 2021, 2022, and into 2023, actual inflation was significantly higher than the tax increase for Regional services, creating a gap between the budget and the actual cost of services for these years. The 2023 Budget was developed with the anticipation of inflation declining and returning to the Bank of Canada's target range in 2023, therefore an inflationary assumption of 3.0% was used. However actual inflation has remained above 3.0% for longer than anticipated, and as a result the Region is experiencing contract and other increases that significantly exceed the budget. The Bank of Canada is forecasting inflation to remain above their 2.0% target until the end of 2024. Staff are recommending that the 2024 Budget be prepared using an inflation rate of 4.0%, which is below current inflation levels, in order to address the increased cost for goods and services which have had a sustained impact on the Region's budget and continue to maintain service levels.

Economic Development

As shown in the chart below, the average residential building permits between 2013 and 2022 was 3,710 per year. The implementation of the 2012 Allocation Program allowed residential permit activity to increase from 2014 to 2017, with the strong results in 2017 attributed to a considerable increase in condominium development. 2018 and 2019 saw a substantial decline due to delays in some planning approvals (secondary plans, etc.) that had resulted in delays in advancing the next Allocation Program. The 2020 Allocation Program commenced in the summer of 2020 and has resulted in a notable increase in building permits in 2021 and 2022. This increase in permits is expected to substantially increase over the next few years as Halton continues to support increasing the housing supply and affordability in Ontario objectives and fulfilling the housing pledges and priorities of Halton Region's Local Municipalities. The anticipated increase in development activity to meet housing objectives will create increased pressures on infrastructure needs and demand for Regional services.



As shown in the following chart, the annual average non-residential growth over the last 10-years was 3.38 million sq. ft., with higher than average in 2015, 2021 and 2022. It was expected that growth in 2021 and 2022 would be above the 10-year average based on low industrial vacancy rates. Although 2021 and 2022 were strong years, considering COVID-19 impacts, the historical average is well below what was expected based on the Provincial Growth Plan.



The Region provides interim financing for the non-residential share of capital costs, in recognition of the fact that the timing of infrastructure is driven by the residential developers and is delivered well in advance of non-residential requirements. The interim

financing is a strategic investment for the Region, as this infrastructure serves to support continued economic growth in the Region.

To ensure that this interim financing does not impact tax or water and wastewater rates, the Region employs a combination of internal borrowing from its own reserves (Capital Investment Revolving Fund and Tax Capital reserve) and external debt to meet these requirements. Ultimately, these reserves will be fully reimbursed, with interest from the collection of development charges, as non-residential development occurs in the future. The Region's projected reserve balances anticipate slower growth than contemplated in the Best Planning Estimates to ensure that the reserves have the capacity to finance the infrastructure within approved Development Financing Plans. In the event that non-residential development is impacted in the short-term, the reserves have the capacity to mitigate the shortfall until the development charges are collected. The outstanding Regional investment at the end of 2022 was \$527.6 million which is to be repaid by future developers.

2024 Budget Principles

The 2024 Budget will continue to be prepared based on the following budget principles:

- The annual budget is prepared in accordance with the financial plans, annual targets and policies approved by Regional Council;
- Halton's strong financial position and financial planning principles will be continued to ensure the Region's AAA credit rating is maintained;
- Strategic investments in additional staff or other resources resulting from growth, program enhancements or additional federal and provincial funding will require a business case to be considered by Council as part of the annual budget process;
- The annual budget includes investment in the state-of-good-repair of the Region's assets to maintain a good overall condition of the assets as the Region's infrastructure continues to age and expand;
- Regional programs are funded from sustainable revenues to ensure ongoing expenditures are not funded from temporary or one-time revenues;
- 10-year operating and capital budget forecasts are prepared;
- All growth-related capital costs that can be recovered under the *Development Charges Act, 1997* will be recovered from growth in the annual budget. In order to proceed with growth in the Region, an acceptable financing plan must be approved by Council prior to development proceeding;
- Halton's own debt limits are not exceeded throughout the 10-year forecasts;
- Reserves are maintained at levels to ensure financial sustainability to support the state-of-good-repair of Regional assets, tax and rate stabilization reserve targets, and to fund specific program requirements; and,
- The Budget that is presented to Halton Region tax and rate payers is clear and easy to understand, as evidenced by the annual receipt of the Distinguished

Budget Presentation Award by the Government Finance Officers Association of the United States and Canada (GFOA).

In addition, the Region will continue to meet provincially mandated obligations related to the COVID-19 pandemic response.

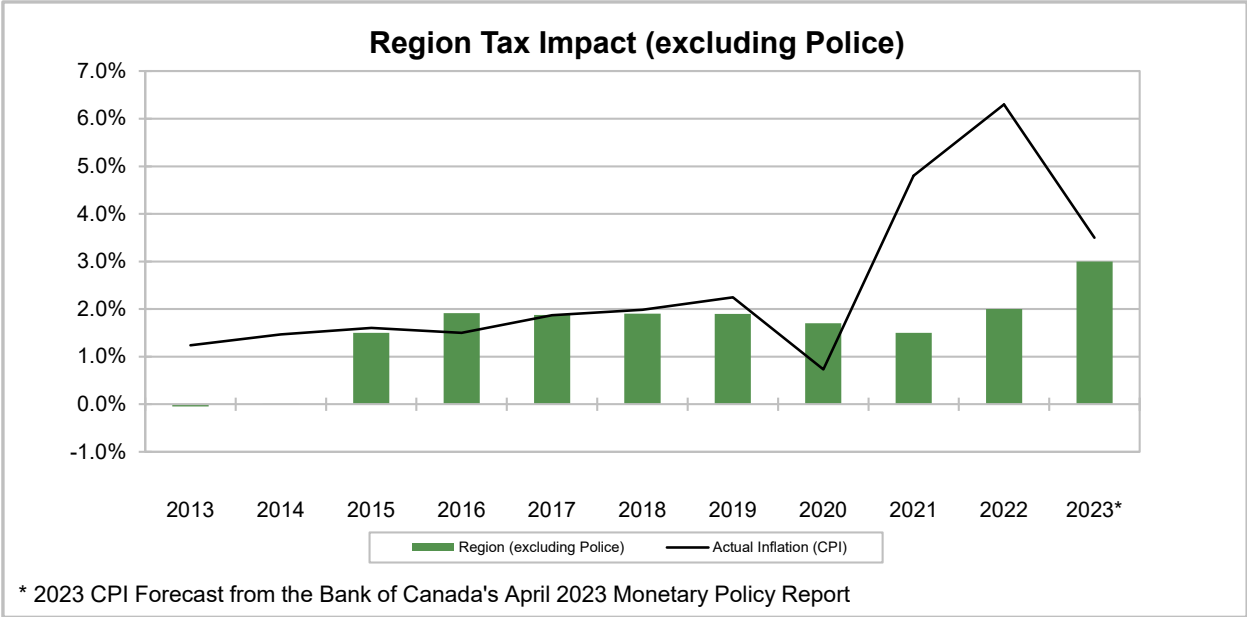
2024 TAX SUPPORTED BUDGET DIRECTIONS

As shown in the table below, the 10-year operating budget forecast in the Regional 2023 Budget and Business Plan projected the tax increase for Regional programs including Police Services in 2024 to be 3.0% after 1.7% assessment growth. The 2023 10-year operating forecast was developed based on maintaining existing levels of service, existing program financing plans, assumptions with respect to provincial funding as well as expected inflationary and growth factors.

| | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 |
|---|------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | Requested Budget | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast |
| Region: | | | | | | | | | | |
| Net Expenditures | \$ 306,927 | \$ 321,423 | \$ 336,800 | \$ 351,215 | \$ 366,013 | \$ 379,532 | \$ 393,560 | \$ 408,235 | \$ 423,290 | \$ 439,299 |
| Net Expenditure Change | 4.7% | 4.7% | 4.8% | 4.3% | 4.2% | 3.7% | 3.7% | 3.7% | 3.7% | 3.8% |
| Region Tax Impact (after assessment growth) | 3.0% | 3.0% | 3.0% | 2.5% | 2.5% | 2.0% | 2.0% | 2.0% | 2.0% | 2.0% |
| Halton Regional Police Service: | | | | | | | | | | |
| Net Expenditures | \$ 186,039 | \$ 194,825 | \$ 204,019 | \$ 213,651 | \$ 223,713 | | | | | |
| Police Net Expenditure Change | 5.7% | 4.7% | 4.7% | 4.7% | 4.7% | | | | | |
| Police Tax Impact (after assessment growth) | 4.0% | 3.0% | 3.0% | 3.0% | 3.0% | | | | | |
| Region Including Police: | | | | | | | | | | |
| Net Expenditures | \$ 492,966 | \$ 516,248 | \$ 540,819 | \$ 564,864 | \$ 589,726 | | | | | |
| Regional Net Expenditure Change (Includes Police) | 5.1% | 4.7% | 4.8% | 4.4% | 4.4% | | | | | |
| Region Including Police Tax Impact (after assessment growth) | 3.4% | 3.0% | 3.0% | 2.7% | 2.7% | | | | | |
| Assessment Growth Assumption | 1.7% | 1.7% | 1.7% | 1.7% | 1.7% | 1.7% | 1.7% | 1.7% | 1.7% | 1.7% |

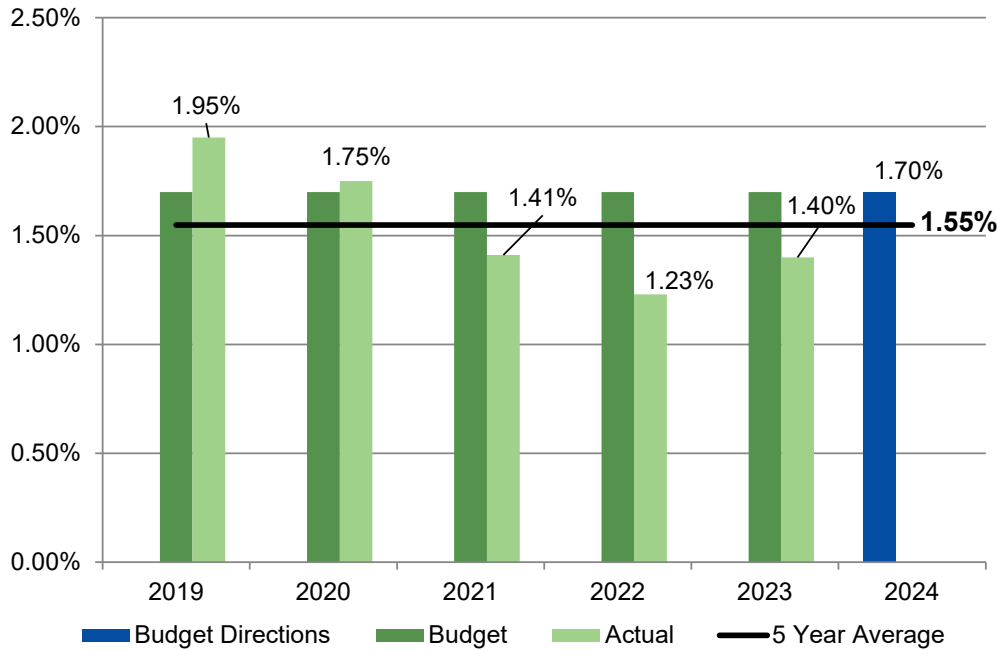
Tax Rate Increases At or Below the Rate of Inflation

The key priority in developing the tax budget guidelines is to prepare the Tax Supported Budget with an increase at or below the rate of inflation. The chart below provides the history of property tax increases for Regional Services (excluding Police) in Halton since 2013. The Region has been successful in delivering an average property tax increase of 1.6% for Regional Services (excluding Police) from 2013 to 2023 while focusing on maintaining existing levels of service and approving investments in high priority core service areas.



As shown in the chart below, the actual assessment growth has fluctuated, with growth ranging from 1.23-1.95% and an overall average of 1.55% over the past 5 years. In line with the forecast, staff are recommending to maintain the 1.7% assessment growth target to prepare the 2024 budget. While actual assessment growth has been lower than anticipated over the past three years, this trend is anticipated to be temporary in nature and growth is expected to return to pre-COVID-19 pandemic levels. As reported through Report No. LPS48-23 re: Updated Information on Potential Future Housing Units in the Development Pipeline, as of April 9, 2023, there were 75,355 potential future housing units in the development pipeline. In addition, as shown in the Annual Residential Permits chart above, there was a notable increase in building permits in 2021 and 2022, and this increase is expected to substantially increase over the next few years as the Region continues to support the Province’s objectives of increasing the housing supply and fulfilling the housing pledges and priorities of Halton’s Local Municipalities.

Weighted Assessment Growth



2024 Tax Budget Target

Regional Council approved the 2023 net Regional levy requirement (including Police) of \$492,966,096 through Report No. FN-06-23 re: 2023 Budget and Business Plan and Disposition of the 2022 Surplus, which assumed in-year assessment growth of 1.7% for 2022. Further, FN-06-23 included a recommendation that any surplus or deficit resulting from a difference in the actual assessment growth from the budgeted assessment growth be transferred to/from the Tax Stabilization Reserve (501020). As outlined in Report No. FN-17-23 re: 2023 Tax Policy, Halton’s actual 2022 assessment growth was 1.4%, which was lower than the 1.7% that was budgeted, resulting in a deficit of \$1,390,217. Accordingly, the \$1,390,217 was transferred from the Tax Stabilization Reserve, resulting in the adjustment of the 2023 Approved Budget from \$492,966,096 to \$491,575,880.

The 2023 Approved Budget has also been amended to reflect the following budget adjustment of \$85,938,093, with no net Regional impact:

- \$131,853 in Services for Seniors as set out in Report No. SS-07-23 re: Nurse Practitioner Funding in Long-Term Care
- \$82,521,840 in Children’s Services as set out in Report No. SS-08-23 re: Children’s Services Program and Funding Update
- \$3,284,400 in Housing Services as set out in Report No. SS-13-23 re: Increased Provincial Funding for Homeless Prevention in Halton

The amended 2023 Budget will be incorporated into the 2024 Base Budget.

Base budget assumption increases incorporated in Budget Directions include:

- Inflation at 4.0% only when applicable
- Provincial subsidies reflective of the latest information available
- Removal of all one-time expenditures and funding in 2023, including one-time COVID-19 impacts
- Compensation increases based on collective agreements, inflation and in-year adjustments

As shown in the following table, after assessment growth of 1.7%, a target tax rate increase of 4.0% is projected for Regional and Police services. The targeted increase is consistent with the strategic priority of tax rate increases at or below the rate of inflation.

| Property Tax Impact of Regional Government Services (Per \$100,000 CVA) | | | | | |
|--|------------------|------------------|-----------------|-------------|---------------|
| | 2023 | | 2024 | | Change |
| | Actual | Target | \$ | % | |
| Regional Services | \$ 178.18 | \$ 185.28 | \$ 7.10 | 4.0% | |
| Police Services | 108.21 | 112.48 | 4.27 | 4.0% | |
| Total Regional Taxes | \$ 286.39 | \$ 297.76 | \$ 11.38 | 4.0% | |

May not add due to rounding

Based on these assumptions, the 2024 property tax impact for Regional Services would be an increase of \$7.10 and the impact for Police Services would be an additional \$4.27, resulting in a combined increase of \$11.38 per \$100,000 current value assessment (CVA). As an example, a home with a current value assessment of \$500,000 would have an increase of \$56.90 in 2024 for all Regional Services and Police Services.

2024 Tax Budget Pressures

Key pressures to be addressed in the development of the 2024 Tax-Supported budget include reflecting the impacts of high inflationary increases on the cost of goods and services, the impacts of Bill 23, and the new Provincial housing pledges.

As reported through Report No. LPS34-23 re: Regional Planning in a Post-Bill 23 Environment, Bill 23, when fully implemented, will result in considerable changes to the Ontario Planning system. It will have the effect of significantly altering roles and responsibilities of upper-tier municipalities, and once the legislation is proclaimed, the Region's role in Planning will become much more focused on infrastructure. Organizational changes made in 2023 to reflect this new role will be reflected in the 2024 Budget. Changes as a result of Bill 23, in the absence of Provincial funding or mitigating strategies, are estimated to be approximately an additional \$190 million over 10 years or \$19 million per year (6.5% tax impact) for the 5-year phase in of DC rate increases, removal of housing from eligible services and the exclusions of the cost of studies from recovery through DCs. Some items such as exclusion of studies and extension of historical service standards will not have an impact until the Region's next DC by-law is

passed. Further to these identified Bill 23 impacts, there are additional impacts that require further analysis or information from the Province. For example, the Affordable and Attainable Housing impacts will vary dependent on the affordable and attainable housing bulletins that the Province will release.

In addition to the loss of DCs, the new Provincial housing pledges will require an acceleration of Regional infrastructure that will need to be financed in the capital program further compounding the financial impacts of DC revenue reductions in Bill 23. Regional staff will look at every opportunity to lessen any impacts on taxpayers while keeping service standards at an acceptable level and fulfilling the local growth pledges.

Budget Drivers

- **Public Health** – In May, 2022, Public Health received its 2022 funding allocation from the Ministry of Health which included a 1% base funding increase for Mandatory Programs. This was the first increase in base funding for Mandatory Programs since 2018. The funding received from the Ministry of Health has not kept pace with the increase in costs and demand for services. The 2023 Budget included an increase in provincial funding to maintain the current cost share level, however while not yet confirmed, the actual increase in provincial funding is anticipated to be significantly lower.

COVID-19 continues to be a highlighted risk and a driver for the 2024 Public Health budget. There are still many unknown variables related to the COVID-19 trajectory and the continuing vaccination needs/requirements. It is anticipated that pressures related to COVID-19 will continue in 2024. One-time funding is anticipated in 2023 to offset costs related to the COVID-19 vaccine program and other extraordinary costs related to Public Health's COVID-19 response, however it is not known at this time if the Ministry of Health will provide funding for these costs in future years. It is projected there will be a need for continued one-time funding for staffing resources to support COVID-19 vaccination and response activities carrying into 2024 as well as continued catch-up of grade 7 immunization. Public Health will also have a significant recovery phase for many of its programs and services that were either suspended or modified during the pandemic and will need to re-prioritize and revitalize programs and services based on emerging community needs. These will be taken into consideration while developing the 2024 budget.

- **Paramedic Services** – Regional staff have not yet received the 2023/24 funding allocation for Paramedic Services, however the Ministry of Health had previously communicated that municipalities can expect funding based on the current funding model which provides increases for growth but not inflation. Based on the Paramedic Services Master Plan and growth in the Region, additional resources will be required in 2024 to maintain service levels. Increased costs associated with inflation, increasing call volumes, maintenance of response times to emergency calls, population and other growth pressures will add pressure on the 2024 budget, particularly without equivalent subsidy level increases.

- **Waste Management** – The tax-supported budget is facing a number of significant cost pressures related to supply chain issues and inflation, most notably impacting the contracts in Waste Management. As reported in Report No. FN-27-23, high inflationary increases are having a significant impact on many of the waste management contracts with annual increases based on inflation. In addition, many contract increases are significantly above the rate of inflation, for example the cost to operate the Household Hazardous Waste Depot and provide services at the Special Waste Drop-off Day events increased by 129% from the previous contract as reported through Report No PW-03-23 re: Tender Award - Operation, Maintenance, Transportation, Processing and Disposal Services for the Halton Region Household Hazardous Waste Program.

As reported in Report No. PW-10-22 re: Recommended Solid Waste Management Strategy 2023-2030, Regional Council endorsed the Solid Waste Management Strategy and the recommended key initiatives. Staff are undertaking a comprehensive analysis of costs and will incorporate financial impacts into the budget for Council's consideration based on the timing of the implementation plan for the various initiatives. Staff continue to plan for the transition of the Blue Box program to full Producer responsibility and will continue to monitor the regulations of the *Resource Recovery and Circular Economy Act, 2016* to ensure that the impacts are taken into consideration when developing programs and services to support the key initiatives of the Solid Waste Management Strategy. In addition, as reported through Report No. PW-09-23 re: Rural Halton Hills Survey to Determine Level of Support for Roadside Collection of Garbage and Metal Items, pending the results of the survey, staff will consider the impacts of expanding the collection of garbage, bulk waste and metal items in rural Halton Hills when developing the 2024 Budget for Regional Council's consideration.

- **Road Operations** – The road maintenance program continues to expand as the Region's transportation infrastructure grows resulting in a funding pressure on the operating budget due to increases in road maintenance costs due to growth and inflation.

The Region also needs to ensure that appropriate investment is made in the state-of-good-repair of existing road assets and expansion to accommodate growth. As the Region continues to support growth mandated by the Province, it will continue to expand its road asset base which, along with the existing road assets, will require investments to keep them in a state-of-good repair.

- **Housing Services** – The 2022 Budget included a \$2.1 million strategic investment for the Halton Rental Assistance Program (HRAP) to support an increased number of rent supplement units related to COVID-19 pandemic pressures and new housing units coming on stream in support of the Region's Comprehensive Housing Strategy (CHS). The impact of this investment was partially phased-in through the 2022 and 2023 Budgets, with \$742,000 remaining to be reflected in

2024. The one-time transfer from the Regional COVID-19 Recovery Reserve that was included in the 2023 Budget will be removed in the 2024 Budget, reflecting the full impact of the investment and ensuring it is sustainably funded.

The Region has started to implement considerable capital housing projects in 2023. For example, in January 2023, through Report No. LPS08-23/SS-02-23 re: Approval to Develop Seniors' Supportive Housing at 263 Kerr Street in Oakville, Council approved the construction of the 4-storey apartment building for seniors with ground-floor space for a Seniors' "Hub" for 263 Kerr Street, Oakville for a total of \$45.4M of which \$18.7M was Regional Investment. Investments have also been made in property acquisitions and continued development of the Rebecca Street project through Report No. LPS47-23/SS-14-23 re: "Approval to Develop Seniors' Supportive Housing at 1258 Rebecca Street in Oakville" for a total of \$10.4M of which \$4.4M was Regional Investment. This level of investment may require the need for deeper subsidies in rents for some of these new units and additional capital reserve contributions to ensure there is funding available to continue to invest in new housing initiatives.

- **Services for Seniors** – The majority of Provincial funding in Services for Seniors is provided for the Long-Term Care (LTC) homes by the Ministry of Long-Term Care (MLTC) on a per bed, per day basis, with an adjustment to reflect the Case Mix Index (CMI) of the home, which is a numeric value assigned to a LTC home used as a measure of the care requirements of residents. While the calculated CMI has been increasing, the MLTC re-indexing factor has been decreasing, resulting in a gap of \$2.1 million in the 2023 Budget between subsidy required and subsidy received. This shortfall continues to increase as the re-indexing factor continues to decrease, resulting in increased Regional investment required to maintain service levels.

As reported in Report No. SS-03-22 re: Services for Seniors Funding Increase – Direct Care Hours, on October 6, 2021 the Ministry of Long-Term Care announced new funding for Long-Term Care (LTC) homes across the Province to increase staffing levels to provide more direct hours of care for residents, ensuring that residents receive on average four hours of direct care per day by 2024/25. Funding for Halton Region is confirmed for the 2022/23 fiscal year, and notional funding is committed by the Province until the 2024/25 fiscal year, however the notional allocations are subject to annual provincial budgetary approvals. The funding is limited to supporting salary, wage, and benefit costs only; additional costs required to support the FTEs such as technology, supplies, and administrative support will need to be funded through increased Regional investment which will be included in the 2024 Budget for Council's consideration.

- **Employment & Social Services** – As reported through Report No. SS-19-22 re: Update – Employment Services Transformation – Announcement of Service System Managers, as part of its employment services transformation, the Provincial government selected Fedcap Canada to be the employment services

system manager for Halton region. As the service system manager, Fedcap Canada became responsible for the overall direction and funding of employment services within Halton region effective July 1, 2022, and effective April 1, 2023, responsibility for the delivery of employment supports to Ontario Works clients was also transferred to Fedcap. As a result of these changes, there is a funding reduction in the Ontario Works Employment Assistance program which is anticipated to be offset with equivalent expenditure reductions, however a review will be undertaken throughout 2023 to determine the requirements of Fedcap and the Provincial government's vision for social assistance reform and ensure staff roles and responsibilities align with the new program delivery standards. Additional information regarding the transformation will be brought forward to Council in 2023 as details become known.

- **Children's Services** – As reported through Report No. FN-27-23 re: Operating Budget Variance Report for the period ending April 30, 2023, reductions in child care fees for parents/caregivers funded through the Canada-Wide Early Learning and Child Care (CWELCC) program have lessened the overall fee subsidy expenditures, thereby reducing the non-legislated Regional contribution required in the fee subsidy program. Child care fees were reduced by 25% retroactively to April 1, 2022 and further reduced by 52.75%, effective January 1, 2023. Additional reductions are planned for September 2024 and 2025 to bring child care fees to \$10 per day, on average. The Region's budgeted contribution of \$2.6 million in the fee subsidy program will be reviewed and reinvested to support priority program areas through the development of the 2024 Budget.
- **Digital Strategy** – A key strategic objective approved by Regional Council includes the delivery of high-quality digital services to residents and businesses. To achieve this objective, the Region developed "Digital First: A Digital Strategy for Halton Region" (Report No. ST-07-21 re: Digital Strategy and Audit and Accountability Fund Update). The strategy provides the framework to enhance digital services by transforming business processes and services to ensure complete, high-quality online service delivery. To support the continued implementation of the Digital Strategy, an investment in digital technology and cybersecurity services will be required going forward. The 2024 Budget will include investments for the continued development and implementation of the Digital Strategy which will enhance the delivery of high-quality online digital services, including offering 125 of its most frequently used customer-facing services, and the top 50 internal processes and staff experiences, as complete digital services by 2025.
- **Tax Write-Offs** – The Region continues to be faced with a risk of assessment appeals mainly involving properties such as big-box retail, shopping malls, office building and other commercial and industrial properties. Successful appeals result in tax write-offs and, for the current year, would negatively impact the net assessment growth. The current budget for tax write-offs is \$4.9 million. Tax write-offs have averaged \$4.8 million and \$5.2 million over the last 5 years and 7 years,

respectively. Staff will continue to monitor developments in the appeal process and review whether any further adjustments are required for the tax write-off provision during the 2024 budget development.

- **Provincial Offences Act (POA)** revenues dropped significantly as a result of the COVID-19 pandemic and related lockdowns. The 2020 year-end revenue allocation to the municipal partners included a material draw from Halton Court Services' Stabilization reserve to offset the shortfall in net revenues. In 2021 and 2022, the shortfalls in revenues were not funded through the Stabilization reserve, and consequently the Region reported unfavourable variances of \$1.3 million through the 2021 Year-end Variance Report (FN-06-22) and \$1.5 million through the 2022 Year-End Variance Report (FN-14-23). The shortfall in revenues is expected to be transitory due to the pandemic, however staff will continue to monitor these revenues and determine if an adjustment is required through development of the 2024 Budget.
- **Boards & Agencies** – In 2021, the Province proposed amendments to the *Conservation Authorities Act, R.S.O. 1990, c. C.27*, as amended (the "Act"), that would redefine the Conservation Authorities' core mandate. The wording in the Act is broad, with detail regarding mandatory programs and transition periods provided in the regulations published under the Act. Conservation Authorities can now negotiate with participating municipalities regarding which non-mandatory programs and services will be provided by the Conservation Authorities. The regulations provide for a transitionary period up to January 1, 2024. Regional staff will work with the Conservation Authorities to review the programs and services identified and assess the impact to future budgets, if any, starting with the 2024 Budget.

A budget guideline increase not to exceed 5.7% will be provided to Conservation Halton, Credit Valley Conservation and Grand River Conservation Authority in order to achieve an overall tax rate impact at or below the rate of inflation. The Conservation Authorities' 2023 forecast projected the following increases for 2024: Conservation Halton 4.5% and Credit Valley Conservation 4.0%. Due to the uncertainty of the Province's proposed amendments to the Act, Grand River Conservation Authority did not complete a forecast as part of their 2023 budget. Regional staff continue to work with Conservation Halton to develop a sustainable financing strategy for their state-of-good-repair capital program. The Royal Botanical Gardens will receive an operating grant from the Region and the City of Hamilton. The Region will continue to provide funding to the Royal Botanical Gardens at a 4.0% rate of inflation.

- **Halton Regional Police Service** – A budget guideline increase not to exceed 5.7% will be provided to the Police in order to achieve an overall tax rate impact at or below the rate of inflation. The 2023 Budget included an increase of 5.7% for the Police, and the forecast projected a 4.7% increase for 2024 before assessment growth.

2024 WATER AND WASTEWATER RATE SUPPORTED BUDGET DIRECTIONS

As shown below, Halton's average annual Water and Wastewater rate increase since 2010 has been 3.7%, while increases in other municipalities across the Greater Toronto Area and Hamilton have been higher. The increases in the water and wastewater rates are largely driven by requirements to support the state-of-good-repair capital program.

| Municipality | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | Average |
|--------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|---------|
| Halton | 0.0% | 4.1% | 3.5% | 4.8% | 4.3% | 4.9% | 5.0% | 5.1% | 3.8% | 3.7% | 3.3% | 2.6% | 2.8% | 4.1% | 3.7% |
| Toronto | 9.0% | 9.0% | 9.0% | 9.0% | 9.0% | 8.0% | 8.0% | 5.0% | 5.0% | 4.0% | 3.0% | 1.5% | 3.0% | 3.0% | 6.1% |
| Peel | 5.0% | 9.1% | 8.0% | 7.0% | 7.4% | 7.0% | 9.0% | 4.3% | 6.5% | 6.5% | 7.2% | 5.5% | 5.8% | 7.9% | 6.9% |
| Durham | 7.2% | 4.5% | 6.4% | 8.4% | 6.5% | 5.0% | 5.0% | 3.6% | 4.0% | 1.8% | 2.3% | 0.8% | 1.8% | 4.3% | 4.4% |
| Hamilton | 4.0% | 4.3% | 4.3% | 4.3% | 4.0% | 4.2% | 4.7% | 4.9% | 4.5% | 4.7% | 4.1% | 4.3% | 5.0% | 6.5% | 4.5% |

As shown in the following table, the 2023 Budget and Business Plan projected an overall rate increase for the 2024 Water and Wastewater Budget of 4.1%, which was comprised of a 1.6% operating increase and a 2.5% capital financing increase to support the state-of-good-repair program, assuming consumption growth of 0.0% and customer growth of 1.4%.

| | 2023 | Ten Year Operating Budget Forecast For Rate Supported Services | | | | | | | | |
|--|------------------|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 |
| | Requested Budget | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast |
| Net Program Impact (\$000s) | \$ 239,435 | \$ 250,936 | \$ 262,763 | \$ 274,930 | \$ 287,307 | \$ 300,251 | \$ 313,779 | \$ 327,616 | \$ 342,251 | \$ 356,869 |
| Annual Water Consumption m ³ (000s) | 52,913 | 52,913 | 52,913 | 52,913 | 52,913 | 52,913 | 52,913 | 52,913 | 52,913 | 52,913 |
| Residential Bill (226 m ³ p.a.) | \$ 1,065 | \$ 1,109 | \$ 1,154 | \$ 1,201 | \$ 1,247 | \$ 1,296 | \$ 1,347 | \$ 1,398 | \$ 1,452 | \$ 1,507 |
| Annual % Rate Increase | 4.1% | 4.1% | 4.1% | 4.0% | 3.9% | 3.9% | 3.9% | 3.8% | 3.8% | 3.8% |

2024 Rate Budget Target

The targeted total rate increase for Water and Wastewater services, including operations and the state-of-good-repair capital program, is proposed not to exceed 4.3%. This target has increased from the 4.1% increase projected in the 2023 Budget and Business Plan to support increased inflationary pressures experienced to date and forecasted to continue into 2024. The 4.3% target increase is projected assuming customer growth of 1.4% and consumption growth of 0.8% to reflect average seasonal conditions and pre-pandemic water consumption trends.

Base budget assumption increases incorporated in Budget Directions include:

- Inflation at 4.0% only when applicable
- Removal of all one-time expenditures and funding in 2023
- Compensation increases based on collective agreements and inflation

The following table highlights the projected utility rate impact for a typical residential home using 226 m³ of water per year. The 4.3% rate increase represents an additional \$46 in 2024 for both water and wastewater charges.

| Rate Impact | | | | | | |
|---|-----------|--------------|-----------|--------------|--------------|-------------|
| On a Typical Residential Customer (226 m ³ / Year) | | | | | | |
| | 2023 | | 2024 | | Change* | |
| | Budget | | Target | | \$ | % |
| Water | \$ | 496 | \$ | 518 | \$ 22 | 4.3% |
| Wastewater | | 569 | | 594 | 25 | 4.3% |
| Total | \$ | 1,065 | \$ | 1,112 | \$ 46 | 4.3% |

Schedule may not add due to rounding

*Based on 0.8% consumption growth and 1.4% customer growth

2024 Rate Budget Drivers

Key pressures to be addressed in the development of the 2024 Rate-Supported Budget include reflecting the impacts of high inflationary increases on the cost of goods and services, the impacts of Bill 23 and growth including acceleration of the capital budget. The following summarizes the pressures and challenges that must be addressed to achieve the Rate Supported Budget Target.

- State-of-Good-Repair** – A key objective of the annual budget is to invest appropriately in the state-of-good-repair to maintain the good overall condition of the assets as infrastructure ages and expands due to growth. The state-of-good-repair budget continues to be a key driver of the rate increases throughout the forecast with a 5.4% increase in capital financing expenditures expected in 2024, however issues such as high inflation and increased construction costs have put additional pressures on the capital program. The needs of the state-of-good-repair capital program will be reviewed throughout the budget development process to determine if any further increase to capital financing expenditures is required. Halton Region endeavours to reduce construction impacts on residents and businesses and achieve the lowest project delivery costs by bundling water, sewer, and road replacement components as large contracts where practical. The investment in the state-of-good-repair capital program has been adjusted with these principles and updated information from the Asset Management Plan.
- Growth of the System** – As the water and wastewater infrastructure continues to expand and increase in complexity, additional resources will be required. The additional resources will support system growth, a capital program that continues to increase in size and complexity, and new legislative requirements in order to ensure appropriate service levels continue to be met.
- Water and Wastewater Maintenance Program** – In 2024, staff will continue to focus on optimizing Reliability Centred Maintenance programs in order to ensure that critical infrastructure is maintained and the maximum value of Halton Region’s water and wastewater assets is realized. The intent of the maintenance management strategy is to extend the useful life of capital infrastructure and as

such, the transfer to reserve for capital investment will continue to be monitored as the strategy continues and the impacts are realized.


- **Supply Chain and Inflationary Pressures** – Rate-supported programs are facing a number of significant cost pressures related to supply chain issues and inflation, including large price increases for treatment chemicals. As reported in Report No. PW-17-23 re: Contract Extensions for Ferric Chloride and Chlorine Supplied by PVS Benson and Brenntag as Part of Water and Wastewater Treatment Process, chemical costs, especially ferric chloride, have significantly increased over the past several years, mainly due to increases in raw material costs, market demand, inflationary increases, and global supply chain shortages.
- **Sustainable Rate Revenue** – The 2023 Budget includes total water consumption of 52.9 million m³. The 5-year average actual water consumption from 2018 to 2022 is 54.4 million m³. Throughout the COVID-19 pandemic, there has been increased residential water consumption as a result of the shift to more residents working from home, however it is still uncertain if this trend will continue in the long-term. Excluding the years impacted by COVID-19, the 5 and 7 year actual average water consumption was 53.3 million m³ and 52.8 million m³ respectively. To reflect the 5-year actual average seasonal conditions and pre-pandemic consumption trends, water consumption is recommended to be increased from 52.9 million m³ to 53.3 million m³ (0.8% growth) in the 2024 Budget. Customer growth is projected to be 1.4% in 2024.

FINANCIAL/PROGRAM IMPLICATIONS

The Regional 2024 Budget and Business Plan will be prepared such that the tax increase for the Tax Supported Budget does not exceed 4.0%, while the rate increase for the Water and Wastewater Rate Supported Budget, including operations and the state-of-good-repair capital program, does not exceed 4.3%.

The budget direction for the Halton Regional Police Service, Conservation Halton, Credit Valley Conservation and Grand River Conservation Authority is not to exceed a 5.7% budget increase, which includes inflation and growth. The budget direction for the Royal Botanical Gardens is not to exceed a 4.0% budget increase which reflects inflation.

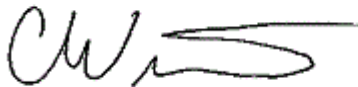
Respectfully submitted,



Debbie Symons
Director, Budgets and Tax Policy



Matthew Buist
Director, Capital and Development
Financing



Cyndy Winslow
Commissioner, Finance and Regional
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Approved by



Jane MacCaskill
Chief Administrative Officer

If you have any questions on the content of this report,
please contact:

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Attachments: None



Public Information Report

To: Halton Regional Police Services Board

From: Fred Kaustinen
Chief Governance Officer

Subject: Forthcoming Provincial Regulations

Report #: CGO23-08-I-02

Date: 31 August 2023

INTRODUCTION AND BACKGROUND:

Before the Government of Ontario brings the 2019 Community Safety and Policing Act into effect (expected Spring 2024), 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. These Regulations are summarized in the chart below.

| Draft Regulation | Comments Due to SOLGEN By | Comments | Next HPB Steps (upon Regulation finalization) |
|---|---------------------------|--|--|
| Adequate & Effective Policing (General) | 1 Sep 23 | <ul style="list-style-type: none"> In general A&E means that “a policing function shall be provided to an extent and in a manner that is reasonable, having regard to the following factors: <ol style="list-style-type: none"> The policing needs of the community. The geographic and socio-demographic characteristics of the police service’s area of policing responsibility. The extent to and manner in which the policing function is effectively provided in similar | Review policy G02 Board Job Description Update Adequacy Standard policies |

| Draft Regulation | Comments Due to SOLGEN By | Comments | Next HPB Steps (upon Regulation finalization) |
|--|---------------------------|---|---|
| | | <p>communities in Ontario.</p> <p>4. The extent to which past provision of the policing function by the police service has been effective.</p> <p>5. Best practices respecting the policing function.”</p> <ul style="list-style-type: none"> • Standard identifies the policing capabilities and policing procedures required in each police service, either with its own resources or through shard service agreements • The Act itself limits outsourcing of policing functions to alternative service providers • The Board and the Chief must each establish a QA/audit program re: adequate & effective policing | <p>Create Board Adequacy-related Audit Policy</p> |
| <p>Response to Active Attacker</p> | <p>1 Sep 23</p> | <ul style="list-style-type: none"> • Chief to provide report to Board after an Active Attacker incident | <ul style="list-style-type: none"> • Policy review |
| <p>Major Incident Response Plan</p> | <p>1 Sep 23</p> | <ul style="list-style-type: none"> • The Major Incident Response Plan (MIRP) replaces the current Provincial Counter-Terrorism Plan (PCTP). • Defines ‘major incident’ • Requires min annual risk assessments • Provisions for public alerts • Post incident review • Linkages to HPB Matters(?) of Strategic Significance policy | <ul style="list-style-type: none"> • Review policy Op04 - Policing Designated Major Events |
| <p>Regulatory requirements relating to training</p> | <p>25 Sep 23</p> | <ul style="list-style-type: none"> • All Board members will be required to complete Ministry training on (1) board roles and responsibilities, and (2) human rights and systemic racism, within 6 months of appointment, in order to continue exercising powers. | <p>Review policy G04 – Board Member Obligations</p> |

| Draft Regulation | Comments Due to SOLGEN By | Comments | Next HPB Steps (upon Regulation finalization) |
|--|---------------------------|---|--|
| | | <ul style="list-style-type: none"> • Of note, standardized OPC-curriculum training courses for all special constables. • Of note, standardized OPC-curriculum de-escalation training is part of mandatory annual police officer requalification (along with use-of-force). | |
| <p>General Matters under Authority of Lt. Gov. in Council</p> | <p>25 Sep 23</p> | <ul style="list-style-type: none"> • Before entering into a shared services agreement, a board must consult with the other board(s) regarding the latter's policies and procedures • Political rights of police officers are identified. Of note, regarding permissible on-duty political activities: <ul style="list-style-type: none"> ○ "If authorized to do so by the chief of police or, in the case of the chief of police, the police service board, a police officer may, on behalf of a police service, <ul style="list-style-type: none"> (a) express views on any issue, as long as the police officer does not, during an election campaign, express views supporting or opposing, <ul style="list-style-type: none"> (i) a candidate in the election or a political party that has nominated a candidate in the election, or (ii) a position taken by a candidate in the election or by a political party that has nominated a candidate in the election; and (b) attend and participate in a public meeting, subject to the restrictions set out in clause" | <p>Review all existing Shared Services Agreements</p> <p>Policy review</p> |

| Draft Regulation | Comments Due to SOLGEN By | Comments | Next HPB Steps (upon Regulation finalization) |
|----------------------------------|---------------------------|--|---|
| | | <ul style="list-style-type: none"> • Annual report mandatory reporting components are identified, and legislative change of responsibility for public reporting from Chief to Board is reinforced • Note that board appointments are covered in the Act itself, rather than Regulation | Create Annual Report policy |
| Major Case Management Regulation | 25 Sep 23 | 'Major Case' and 'Maor Case Investigation' are defined, along with mandatory components and procedures. | Policy review |
| Use of Force | 29 Sep 23 | Summary of Weapon Approvals, Specifications and Standards for Use are prescribed. | Policy review |

Attachments:

Draft Regulations:

- Adequate & Effective Policing (General)
- Response to Active Attacker
- Major Incident Response Plan
- Regulatory requirements relating to training
- General Matters under Authority of Lt. Gov. in Council
- Major Case Management Regulation
- Use of Force

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

ADEQUATE AND EFFECTIVE POLICING (GENERAL)

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INTERPRETATION

Interpretation**1. (1) In this Regulation,**

“critical infrastructure” means processes, systems, facilities, technologies, networks, assets and services essential to the health, safety, security or economic well-being of Canadians and to the effective functioning of government, including processes, systems, facilities, technologies, networks, assets or services that are interconnected and interdependent with those of another province or territory of Canada or the United States; (“infrastructures essentielles”)

“incident commander” means, as applicable, an incident commander and any class of incident commander, including a major incident commander, critical incident commander and major critical incident commander; (“commandant des opérations sur le lieu de l’incident”)

“major incident” means, in relation to a police service, a situation in which there is reason to suspect,

- (a) that a terrorism offence within the meaning of section 2 of the *Criminal Code* (Canada) will be or has been committed that will cause or has caused casualties or negative impacts to critical infrastructure in the police service’s area of policing responsibility,
- (b) that a criminal offence will be or has been committed that will cause or has caused mass casualties that could potentially exceed the capacity of the police service,
- (c) that a criminal offence will be or has been committed that will cause or has caused negative impacts to critical infrastructure requiring a response by the police service that could potentially exceed its capacity, or
- (d) that multiple active attacker incidents will occur, or are occurring, simultaneously, at least one of which is in the police service’s area of policing responsibility, and there is reason to suspect the incidents are related; (“incident majeur”)

“Major Incident Response Plan” means the document titled “Major Incident Response Plan” approved by the Minister, dated [TBC] and available on a website of the Government of Ontario; (“Plan d’intervention en cas d’incident majeur”)

“police service’s area of policing responsibility” means, in relation to a police service, the area in which the police service board or Commissioner, as the case may be, has policing responsibility; (“secteur de responsabilité en matière de services policiers du service de police”)

“policing needs of the community” means, in relation to a police service, the policing needs of the people in the police service’s area of policing responsibility, based on such factors as crime, call for service and public disorder analyses, criminal intelligence, road safety information and any other relevant factor. (“besoins de la collectivité en matière de services policiers”)

(2) A requirement in this Regulation that there be capacity to deploy a specified minimum number of people to an incident shall not, for greater certainty, be read as requiring a minimum of that number of people to be deployed to every applicable incident.

ADEQUATE AND EFFECTIVE POLICING

Generally applicable standard

2. (1) A policing function shall be provided to an extent and in a manner that is reasonable, having regard to the following factors:

1. The policing needs of the community.
2. The geographic and socio-demographic characteristics of the police service’s area of policing responsibility.
3. The extent to and manner in which the policing function is effectively provided in similar communities in Ontario.
4. The extent to which past provision of the policing function by the police service has been effective.
5. Best practices respecting the policing function.

(2) Consideration of a factor listed in subsection (1) shall be based on quantitative and qualitative information, to the extent that such information is available in relation to the factor.

(3) In the event of a conflict between this section and any other provision of this Regulation or of another regulation made under subsection 261 (1) of the Act, the other provision prevails to the extent of the conflict.

CRIME PREVENTION

Standards

3. The following standards for adequate and effective policing, relating to crime prevention, are prescribed:

1. Crime prevention shall involve the provision of crime prevention initiatives, including community-based crime prevention initiatives.

2. Crime prevention initiatives shall be consistent with,
 - i. the strategic plan adopted under section 39 or 61 of the Act that applies with respect to the police service, and
 - ii. the policing needs of the community.
3. Crime prevention initiatives shall be monitored and regularly evaluated to determine their effectiveness and the ongoing need for them.

Procedures

4. Every chief of police shall establish written procedures on crime prevention initiatives.

LAW ENFORCEMENT

Standards

5. (1) The following standards for adequate and effective policing, relating primarily to law enforcement, are prescribed:

1. Community patrol shall be provided, using a police service's own police officers, and shall consist of,
 - i. general patrol, and
 - ii. directed patrol in the areas and at the times where it is considered necessary or appropriate.
2. Police services shall have,
 - i. a criminal intelligence process that meets the requirements of subsection (2),
 - ii. crime analysis, call for service analysis and public disorder analysis capacities, and
 - iii. investigative supports, including supports in the areas of crime scene analysis, forensic identification services, canine tracking, technical collision investigation and reconstruction, breath analysis by a breath analysis technician, drug recognition expert evaluation, standardized field sobriety testing, physical surveillance, electronic interception of private communications, video and photographic surveillance and behavioural science services.

(2) The criminal intelligence process referred to in subparagraph 2 i of subsection (1) shall include,

- (a) the collection of intelligence information, including,
 - (i) an intelligence collection plan that at a minimum addresses the resources to be used for the collection of intelligence information where needed, and
 - (ii) the gathering of information covertly and overtly as needed;
- (b) the processing and collation of intelligence information, including,
 - (i) the storage of intelligence information in record management systems or intelligence databases, as applicable, and
 - (ii) the management and retrieval of collected intelligence information;
- (c) the analysis and evaluation of intelligence information, including,
 - (i) the assessment of the reliability and validity of information and its source,
 - (ii) the analysis of information to assess its usefulness, and
 - (iii) the analysis and collation of information to create intelligence products; and
- (d) the dissemination of intelligence information, including,
 - (i) ensuring that appropriate classifications and restrictions, as determined by Criminal Intelligence Service Ontario, are included on intelligence products,
 - (ii) protocols for the timely approvals and sharing of intelligence information within the police service,
 - (iii) protocols for the timely approvals and sharing of intelligence information with other police services, law enforcement agencies, intelligence agencies such as Criminal Intelligence Service Ontario, appropriate government agencies and other organizations, as applicable,
 - (iv) protocols for the timely approvals and sharing of intelligence information through intelligence databases, as applicable, and
 - (v) a process to record and track the dissemination of intelligence information; and
- (e) the maintenance of intelligence information in a manner that ensures its security.

Procedures

6. Every chief of police shall establish the following written procedures:

1. Procedures on community patrol that address when and where directed patrol is considered necessary or appropriate, based on the policing needs of the community.
2. Procedures on traffic direction and enforcement, including traffic patrol.
3. Procedures for when more than one police officer must respond to an occurrence or call for service.
4. Procedures in respect of,
 - i. internal task forces,
 - ii. joint forces operations,
 - iii. undercover operations,
 - iv. criminal intelligence,
 - v. crime, call for service and public disorder analyses,
 - vi. informants and agents,
 - vii. witness protection and security,
 - viii. police response to persons who are in crisis, regardless of whether those persons appear to have a mental illness or a neurodevelopmental disability,
 - ix. search of the person,
 - x. search of premises,
 - xi. arrest,
 - xii. bail and violent crime,
 - xiii. detainee care and control,
 - xiv. detainee transportation, and
 - xv. property and evidence control.

5. Procedures in respect of the investigative supports listed in subparagraph 2 iii of subsection 5 (1) and any other investigative supports available to members of the police service.
6. Procedures for the provision of law enforcement in respect of all navigable bodies and courses of water within the police service's area of policing responsibility.

MAINTAINING THE PUBLIC PEACE

Standards

7. (1) In this section and section 8,

“public order incident” means an incident requiring the services of a public order unit.

(2) The following standards for adequate and effective policing, relating primarily to maintaining the public peace, are prescribed:

1. A police service board or the Commissioner shall either provide for a public order unit in a police service or, if permitted by Ontario Regulation [***/** reference to regulation re alternative provision of policing functions] made under the Act, enter into an agreement pursuant to section 14 of the Act for the services of such a unit.
2. For the purposes of paragraph 1, a public order unit,
 - i. shall have the capacity to deploy to a public order incident, at a minimum, a section of the unit consisting of,
 - A. at least 32 police officers, including a section leader, and
 - B. a public order commander, and
 - ii. must be able to be deployed in a reasonable time, having regard to,
 - A. the policing needs of the community,
 - B. the geographic and socio-demographic characteristics of the police service's area of policing responsibility,
 - C. the total population and population density of the police service's area of policing responsibility,
 - D. the presence of critical infrastructure in the location where the public order unit is to be deployed,

- E. information about public order incidents in the police service's area of policing responsibility within at least the previous three years, including information about the scope and severity of the incidents, and
- F. best practices in relation to response times for public order units.

Procedures

8. Every chief of police shall establish the following written procedures:

1. Procedures respecting the functions, responsibilities and reporting relationships of a public order unit and its members, including in relation to the role of a public order commander and, if any, to a police liaison team.
2. Procedures respecting the deployment of a public order unit for planned and unplanned public order incidents, including,
 - i. setting out the circumstances for deployment,
 - ii. specifying the process for authorizing deployment, and
 - iii. identifying operational responsibility for authorizing deployment.
3. Procedures for debriefing a public order incident within the police service following the deployment of a public order unit, which shall include,
 - i. the preparation of a summary of information regarding the incident, including the nature of the incident, the date, time and location of the incident, the environment in which the incident occurred and the details on the response to the incident by the public order unit, and
 - ii. an analysis of the outcome of the incident, including what worked well and recommendations for improvements, as well as matters to be addressed through changes to procedures or training.
4. Procedures on police action in respect of labour disputes.
5. Procedures on police action in respect of protests, demonstrations and occupations.

EMERGENCY RESPONSE

Standards

9. (1) The following standards for adequate and effective policing, relating primarily to emergency response, are prescribed:

1. Response to emergency calls for service shall be provided, 24 hours a day.
2. Emergency response shall include,
 - i. the functions of a tactical unit, as set out in subsection (3),
 - ii. the functions of a hostage rescue team, as set out in subsection (4),
 - iii. the functions of an incident commander,
 - iv. the functions of a crisis negotiator, and
 - v. explosive disposal.
3. The members of a police service providing the emergency response functions listed in paragraph 2 must be able to be deployed within a reasonable time, having regard to,
 - i. the policing needs of the community,
 - ii. the geographic and socio-demographic characteristics of the police service's area of policing responsibility,
 - iii. the total population and population density of the police service's area of policing responsibility,
 - iv. information about incidents requiring the provision of an emergency response function listed in paragraph 2 in the police service's area of policing responsibility within at least the previous three years, including information about the scope and severity of the incidents, and
 - v. best practices in relation to emergency response times.
4. A tactical unit or hostage rescue team shall have the capacity to deploy at least 18 full-time tactical officers, including a supervisor, to an incident requiring tactical or hostage rescue services. However, the functions of a tactical unit and hostage rescue team may be provided by a single unit or team that is capable of performing the functions of both a tactical unit and a hostage rescue team.
5. Police officers who are not members of a tactical unit and who are deployed in a containment function, including members of a containment team, shall not, before the arrival of members of a tactical unit, employ offensive tactics unless the police officers believe, on reasonable grounds, that to do so is necessary to protect against the loss of life or serious bodily harm.

6. For the purposes of subparagraph 2 iv, there shall be capacity in the police service to deploy at least two crisis negotiators simultaneously to any incident requiring the functions of a crisis negotiator.
7. Emergency response shall include emergency ground and waterways search, rescue and recovery which, in the case of emergency ground searches for missing persons, shall include capacity to deploy members of a police service to conduct searches and a search manager to coordinate searches and manage searchers.
8. Members of a police service providing emergency ground and waterways search, rescue or recovery must be able to be deployed within a reasonable time, having regard to,
 - i. the policing needs of the community,
 - ii. the geographic and socio-demographic characteristics of the police service's area of policing responsibility,
 - iii. the total population and population density of the police service's area of policing responsibility,
 - iv. information about incidents requiring emergency ground and waterways search, rescue or recovery in the police service's area of policing responsibility within at least the previous three years, including information about the scope and severity of the incidents, and
 - v. best practices in relation to response times for emergency ground and waterways search, rescue and recovery.
9. In the case of emergency ground searches, the search manager must ensure that the area covered by the emergency ground search is recorded and that the steps taken to complete the search are documented.

(2) In paragraph 4 of subsection (1), "full-time tactical officer" means a police officer assigned and dedicated to a tactical unit or hostage rescue team but who, when not training or undertaking tactical or hostage rescue activities, may undertake community patrol.

(3) The functions of a tactical unit are,

- (a) containment; and
- (b) apprehension of an armed barricaded person.

(4) The functions of a hostage rescue team are,

- (a) the functions listed in subsection (3);
- (b) explosive forced entry; and
- (c) hostage rescue.

Procedures

10. (1) Every chief of police shall establish the following written procedures:

1. Procedures respecting the provision of the functions listed in paragraph 2 of subsection 9 (1),
 - i. setting out the circumstances in which the members of a police service providing the functions will be deployed,
 - ii. in relation to the functions of tactical units and hostage rescue teams, authorizing the tactical supervisor or incident commanders to determine how many tactical officers are required to be deployed to an incident, and
 - iii. in relation to the deployment of incident commanders and crisis negotiators,
 - A. specifying the process for authorizing deployment,
 - B. identifying operational responsibility for authorizing deployment, and
 - C. in the case of incident commanders, ensuring that an incident commander assigned to manage an incident has the training prescribed by the Minister under the Act that is appropriate to the incident.
2. If the police service has a containment team, procedures for that team, including setting out the circumstances in which the team will be deployed.
3. Procedures on preliminary perimeter control and containment,
 - i. setting out the circumstances in which preliminary perimeter control and containment will be established,
 - ii. identifying who has operational responsibility for the establishment of preliminary perimeter control and containment, and

- iii. setting out the duties of police officers in respect of establishing preliminary perimeter control and containment until the arrival of a tactical unit or containment team.
4. Procedures relating to major incidents that are consistent with the Major Incident Response Plan.
5. If the police service has a mobile mental health and addictions crisis team, procedures respecting its functions and the provision of those functions.
6. Procedures on explosive forced entry and explosive disposal,
 - i. respecting the initial response to occurrences involving found or suspected explosives,
 - ii. respecting the deployment of police forced entry explosives and explosive disposal services, including,
 - A. setting out the circumstances for deployment,
 - B. specifying the process for authorizing deployment, and
 - C. identifying operational responsibility for authorizing deployment.
7. Procedures on responses to a chemical, biological, radiological, nuclear or explosive incident.
8. Procedures on emergency ground search, rescue and recovery,
 - i. respecting the coordination of searches and management of searchers by a search manager, including the deployment of members of the police service as searchers, and
 - ii. setting out requirements for the tracking and documentation of ground searches by a search manager for the purposes of paragraph 9 of subsection 9 (1).
9. Procedures on emergency waterways search, rescue and recovery, including underwater search and recovery,
 - i. respecting the functions, responsibilities and reporting relationships of members of a police service who are responsible for or undertake waterways search, rescue and recovery and of persons who are assisting those members while acting under their direction, and

- ii. respecting the deployment of members of the police service for waterways search, rescue and recovery, including,
 - A. setting out the circumstances for deployment,
 - B. specifying the process for authorizing deployment, and
 - C. identifying operational responsibility for authorizing deployment.

10. Procedures respecting canine units,

- i. respecting the functions, responsibilities and reporting relationships of canine units and canine teams,
- ii. respecting the deployment of canine units and canine teams, including,
 - A. setting out the circumstances for deployment,
 - B. specifying the process for authorizing deployment, and
 - C. identifying operational responsibility for authorizing deployment.

(2) For the purposes of paragraph 10 of subsection (1),

“canine team” means a team comprised of a dog and a member of a police service who is a dog handler; (“équipe canine”)

“canine unit” means a unit of two or more canine teams. (“unité canine”)

Other duties of chief of police

11. (1) Every chief of police shall ensure that the following individuals are police officers:

1. A member of a tactical unit or hostage rescue team.
2. A member of a containment team, if any.
3. An incident commander.
4. A crisis negotiator.

(2) Every chief of police shall,

- (a) comply with any obligations of chiefs of police set out in the Major Incident Response Plan; and
- (b) ensure that members of the police service respond to major incidents in a manner consistent with the Major Incident Response Plan.

(3) Every chief of police shall take reasonable steps to develop partnerships with other emergency service providers and, if any, trained volunteer groups, for the purpose of facilitating coordination of operations in the police service's area of policing responsibility in relation to the matters listed in paragraphs 7, 8 and 9 of subsection 10 (1).

Agreements under s. 14 of the Act

12. (1) The parties to an agreement under section 14 of the Act regarding the provision of a policing function shall ensure that, before the agreement is entered into, the chiefs of police of the affected police services consult with each other on the procedures each has established under this Regulation with respect to the function.

(2) Before entering into an agreement under section 14 of the Act respecting the provision of the functions of a tactical unit or of a hostage rescue team, the party to the agreement who would be receiving the functions shall ensure that,

- (a) the agreement provides that either,
 - (i) the police service that would provide the functions would also provide the functions of incident commanders and crisis negotiators who have trained with the tactical unit or hostage rescue team, or
 - (ii) the incident commanders and crisis negotiators of the police service that would be receiving the functions would train with the tactical unit or hostage rescue team; and
- (b) the agreement provides that, if police officers from more than one police service participate in the tactical unit or hostage rescue team, the chiefs of police of each of those police services would ensure that all the unit or team members train together.

ASSISTANCE TO VICTIMS OF CRIME

Standards

13. The following standards for adequate and effective policing respecting assistance to victims of crime are prescribed:

1. Victims of crime shall be offered assistance as soon as practicable.

2. Victims of crime shall be provided with referrals to, as appropriate in the circumstances, emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations.

Procedures

14. Every chief of police shall establish written procedures on providing assistance to victims that,

- (a) reflect the principles of the *Victims' Bill of Rights, 1995* and the *Canadian Victims Bill of Rights*; and
- (b) set out the responsibilities of members of the police service in providing assistance to victims.

ADDITIONAL POLICING FUNCTIONS

Dispatching

15. (1) For the purposes of paragraph 6 of subsection 11 (1) of the Act, adequate and effective policing includes dispatching members of a police service.

(2) The following standards for adequate and effective policing, relating to the dispatching of members of a police service, are prescribed:

1. A communications centre that operates 24 hours a day with one or more communications operators or dispatchers to answer emergency calls for service and that maintains constant two-way voice communication capability with police officers who are on patrol or responding to emergency calls must be used for the purposes of dispatching members of a police service.
2. A member of a police service must be available 24 hours a day to supervise police communications and dispatch services.
3. Police officers on patrol must be provided with portable two-way voice communication capability that allows the police officers to be in contact with the communications centre when away from their vehicle or on foot patrol.

(3) Every chief of police shall establish written procedures on communications and dispatch services.

Compliance with other legal duties

16. For the purposes of paragraph 6 of subsection 11 (1) of the Act, adequate and effective policing includes compliance with any duty imposed on a chief of police, police officer, police

service or member of a police service, as applicable, under the *Children's Law Reform Act*, the *Courts of Justice Act*, the *Police Record Checks Reform Act, 2015* or any other Ontario statute.

OTHER MATTERS RE PROVISION OF POLICING FUNCTIONS

Supervision

17. (1) Supervision shall be available to members of a police service 24 hours a day in the provision of any policing function.

(2) Every chief of police shall establish written procedures on supervision, including setting out circumstances in which a supervisor must be contacted and when a supervisor must be present at an incident.

Capability

18. Every chief of police shall ensure that the members of the police service, or persons performing a policing function under the direction of a member, are capable of performing the functions assigned to them.

Emergency plan

19. (1) Every chief of police shall, subject to subsection (2), prepare an emergency plan for the police service setting out the roles and responsibilities of the police service during an emergency and the procedures to be followed during an emergency.

(2) In developing a plan under subsection (1), the chief of police of a police service that is maintained by a police service board shall consult with the municipality or First Nation that maintains the board and any other applicable emergency service providers.

(3) A chief of police to whom subsection (2) applies may adopt as the police service's emergency plan the emergency plan of the municipality or First Nation, if that emergency plan addresses the roles and responsibilities of the police service during an emergency and the procedures to be followed by members of the police service during an emergency.

Compliance with written procedures

20. Every chief of police shall ensure that the police service provides policing functions in accordance with the written procedures the chief of police establishes under the Act.

Quality assurance

21. Every police service board and every chief of police shall implement a quality assurance process relating to,

- (a) the provision of adequate and effective policing; and
- (b) compliance with the Act and the regulations.

COMMENCEMENT

Commencement

22. [Commencement]

RESPONSE TO ACTIVE ATTACKER INCIDENTS

Summary for ORR Posting: Response to Active Attacker Incidents Regulation under the *Community Safety and Policing Act, 2019*

In 2021, the SolGen posted a draft regulation, “Response to Active Attacker Incidents”, under the CSPA. The draft regulation establishes requirements for the response to, and management of, incidents involving an active attacker. These incidents, such as school shootings, have the potential for significant injury and loss of life.

Considering the Mass Casualty Commission Report Recommendations (Nova Scotia) and stakeholder feedback, the ministry is proposing to make amendments to the regulation (see attached Summary of Changes) that address the feedback and establish required equipment and necessary training.

Equipment:

1. Every police officer who performs patrol functions shall be issued at least one tourniquet and at least one pressure bandage or trauma dressing (*police services will have one year to comply with this requirement*).
2. Every police officer who performs patrol functions, and who may be required to respond to an incident involving an active attacker, shall have ready access to:
 - a) a battering ram, bolt cutters and Halligan tool (*police services will have 1 year to comply with this requirement*);
 - b) a semi-automatic rifle, and a minimum of two full magazines (*police services will have 2 years to comply with this requirement*).
3. An officer is considered to have ready access to the equipment listed in section 2. a) and b) if the equipment is in a vehicle that can be reasonably expected to arrive promptly at the location of the active attacker incident.
4. The following must be stored in every motor vehicle that is being used by police officers performing patrol functions:
 - a) a minimum of one manually operated tool that can be used to gain entry into a locked or barricaded structure where an active attack is occurring, such as a battering ram, bolt cutters, an axe, a pry bar, a sledgehammer, or a Halligan tool (*police services will have 1 year to comply with this requirement*); and
 - b) hard body armour, for each officer performing patrol functions using the vehicle while it is in use, that the National Institute of Justice of the United States Department of Justice has classified as Type III or Type IV using its methodology for assessing ballistic performance (*police services will have 1*

year to comply with this requirement).

Assistance to victims:

5. If necessary and operationally feasible, an area shall be established away from the incident location to allow victims and family members to obtain information on survivors, and for providing death notifications.
 - a) To the extent possible, any such area shall be established in a location not accessible to persons other than victims and family members.
 - b) A separate area shall be established for the media.

6. Every chief of police shall take reasonable steps to conclude arrangements with external service providers to facilitate the provision of assistance to victims following an incident involving an active attacker, including arrangements to facilitate the provision of appropriate referrals to health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations.
 - a) The arrangements must provide that, whenever possible, assistance shall be provided from a centralized location or from a common virtual platform.
 - b) If such services are being provided, the chief of police shall publicize how victims of the incident can access these services.

Joint training:

7. Every chief of police shall take reasonable steps to ensure the delivery, at least every year, of scenario based joint active attacker response training and exercises, involving relevant police service, emergency medical services and fire department personnel, including police service communications personnel.
 - a) The training and exercises shall incorporate lessons learned from reports prepared following an incident and best practices.

Communications:

8. Every chief of police shall ensure that the police service has a phone line, website or other means of communication that can be used by community members to request and receive non-urgent information in the event of an active attacker incident.
 - a) Every chief of police shall ensure the public is made aware of the means they should use to request and receive non-urgent information.

Report following incident:

9. Following an incident the chief of police shall prepare a report reviewing and evaluating the police service's response to the incident, which must include the following:
 - a) General information regarding the incident, including the nature of the incident, the date, time, duration, and location of the incident, including whether the attack began in one location and moved to another, and the environment in which the incident occurred.
 - b) Specific information regarding the active attacker including information regarding any weapons, ammunition, or explosives owned or used by the attacker; criminal history; whether the attacker shared information about the attack or plans for the attack; and tactics used during the attack.
 - c) The type of personnel from the police service and other agencies involved in responding to the incident and their role in the response.
 - d) Details on the response to the incident, including the use of communication, intelligence, tactics, and equipment.
 - e) An analysis of the outcome of the incident, including elements of the response that were effective and recommendations for improvements, including matters to be addressed through changes to procedures and training elements that were not effective.
 - f) As applicable, the impact of the active attacker incident and the police service's response to the incident as it related to victims; the community; the police service and other first responder agencies; and individual members of the police service.

10. If the response to an active attacker incident involves the members of more than one police service, the chief of police of the police service with policing responsibility for the area in which the incident occurred shall prepare a report in consultation with the chiefs of police of the other involved police services.

11. The chief of police shall prepare the report within 120 days after,
 - a) the day of the incident, if there is no Special Investigations Unit investigation into the incident; or
 - b) if there is a Special Investigations Unit investigation into the incident, the day on which public notice in respect of the incident is given under section 33 of the Special Investigations Unit Act, 2019 or a report is published in respect of the incident under section 34 of that Act, as the case may be.

12. If the chief of police is unable to complete the report within 120 days, the chief of police shall notify the police service board, or the minister in the case of the Commissioner, of the status of the report 30 every days until the report is complete.

13. The chief of police shall provide the police service board, or the minister in the case of the Commissioner, with the report within 30 days of the completion of the report.

14. After consulting with the chief of police regarding redacting the report, and, after making any redactions, the police service board or minister shall publish the report on the internet.
15. The board or the minister shall not redact from the report any information that could not be redacted if access to the report were requested under the *Municipal Freedom of Information Act* or the *Freedom of Information Act*, as applicable.
16. In the case of a joint report, the chief of police shall consult with the chiefs of the other involved police services before advising the board or minister regarding redacting the report.

Note: the ministry's proposed regulation will address response priorities; the provision of equipment; arrangements to ensure coordinated responses; public alerts; response procedures including roles and responsibilities of individuals and units; and reviews/reports following incidents.

MINISTRY OF THE SOLICITOR GENERAL
DRAFT MAJOR INCIDENT RESPONSE PLAN

DRAFT - FOR PUBLIC CONSULTATION

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1.0 INTRODUCTION

“Major incident” means, in relation to a police service, a situation in which there is reason to suspect,

- a) that a terrorism offence within the meaning of section 2 of the *Criminal Code* (Canada) will be or has been committed that will cause or has caused casualties or negative impacts to critical infrastructure in the police service’s area of policing responsibility,
- b) that a criminal offence will be or has been committed that will cause or has caused mass casualties that could potentially exceed the capacity of the police service,
- c) that a criminal offence will be or has been committed that will cause or has caused negative impacts to critical infrastructure requiring a response by the police service that could potentially exceed its capacity, or
- d) that multiple active attacker incidents will occur, or are occurring, simultaneously, at least one of which is in the police service’s area of policing responsibility, and there is reason to suspect the incidents are related.

The Major Incident Response Plan (MIRP) **replaces** the current Provincial Counter-Terrorism Plan (PCTP). However, it is important to note that the scope of the MIRP is broader than the PCTP and is not limited to acts of terrorism. Further, the MIRP also replaces the Extreme Event Communications Protocol distributed by All Chiefs Memo (ACM) 19-0050 on July 03, 2019.

Generally, the primary operational response to any major incident in Ontario is made by the Police Service of Jurisdiction (**PoJ**) along with other first responders. Local (i.e., municipal or First Nation), provincial governments, and law enforcement have varied responsibilities that may require concurrent or complementary action in response to a major incident. The MIRP will assist the PoJ in standardizing their training and preparations for responding to any major incident. The MIRP focuses on effective police coordination and communication, while acknowledging that a coordinated and effective response to any major incident can involve numerous agencies and departments from all levels of government with overlapping responsibilities and mandates.

1.1 Purpose

The aim of the MIRP is to outline the specific responsibilities of the chief of police or designate of the PoJ in Ontario in responding to and effectively managing a major incident with the goal of:

- Preventing the continuation of the incident; safeguarding human life and property; and restoring order.

1.2 Scope and Application

The MIRP provides a strategic framework for police services for systematic, coordinated and effective police response to any major incident. It will complement other response plans such as the Provincial Emergency Response Plan (PERP) and the Provincial Nuclear Emergency Response Plan (PNERP). The MIRP and other response plans may also be activated simultaneously. Such circumstances may include, but are not limited to, the following: activation of the PERP or the occurrence of a Chemical, Biological, Radiological, Nuclear and Explosives (CBRNE) related major incident, which may also result in the activation of the PNERP.

2.0 PLANNING

Every chief of police or designate shall:

- a. Ensure that the notification protocol (Referred to in Section 3.3) is disseminated to appropriate front-line members through to senior command of the police service;
- b. Ensure the protocol is kept current with regard to contacts and positions, titles and roles.
- c. Undertake risk assessments at a minimum annually or more frequently as required to identify potential targets including, but not limited to:
 - i. creating and maintaining an up-to-date inventory of potential targets (e.g., critical infrastructure) within the police service's area of responsibility; and
 - ii. assessing the risk of a major incident (high/medium/low) associated with these targets;
- d. Ensure open lines of communication are created and maintained to share information, including intelligence relevant to a major incident with other police services and relevant entities including but not limited to OPP Provincial Operations Centre (POC).
- e. Based on assessment of police services' local needs, ensure that a process is in place to identify and access necessary resources, including but not limited to:
 - i. personal protective equipment;
 - ii. specialized services (e.g., tactical units);
 - iii. vehicles;
 - iv. training;
 - v. temporary accommodation;
 - vi. decontamination equipment; and
 - vii. telecommunications equipment (which are also interoperable).
- f. Review, train on and exercise their respective procedures annually, and following legislative and operational changes affecting major incident response as applicable. This process will consist of:
 - i. Reviewing their respective procedures for compliance with legislation and operational changes, including linkages with the municipal or First Nation emergency plan(s) within their jurisdiction;
 - ii. Conducting a simulated drill or sequence of events that places participants in a situation requiring them to function in the capacity that would be expected of them in the event of a real major incident. The simulated drill or sequence of events shall be performed concurrently with other police services and should also involve other relevant entities (e.g., emergency service providers). This simulated drill or sequence of events shall at a minimum, test the interoperability of communication systems between the PoJ and other participating police services and any participating other relevant entities; and
 - iii. Considering how recent major incidents were responded to and lessons learned.

3.0 OPERATIONAL RESPONSE

3.1 PoJ Response

Based on information received regarding a **major incident**, the chief of police of the PoJ or their designate shall ensure that the following responsibilities are fulfilled as the circumstances require in addition to satisfying any other operational priorities that may exist:

- a) Implementing initial response and determining priorities, roles, and responsibilities of responding police officers on the scene(s);
- b) Undertaking the applicable steps from the Notification Protocol (**see section 3.3**);
- c) Establishing an incident command or an integrated unified incident command (as applicable);
- d) Co-ordinating actions of responding police officers and specialized responders as applicable, including liaising with other emergency service providers, such as fire and emergency medical services;
- e) Activating any applicable agreements, as required, including agreements for the transfer of command to other police services or the RCMP, where applicable;
- f) Following the inter-agency cooperation and information and intelligence sharing protocols (**see section 4.0**).
- g) Providing timely and relevant information to the media, including issuing public alerts, as required (**also see section 5.1**); and
- h) Providing assistance to victims and witnesses, including the provision of referrals that are appropriate in the circumstances to emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations.

3.1.1 Consequence Management Response

The chief of police or designate of the PoJ shall ensure that notification is given to municipal, First Nation, provincial, and federal government emergency service providers, as applicable, when it is safe for them to start addressing the consequence(s) of a major incident.

To ensure a coordinated effort with respect to consequence management response, including rescue and recovery efforts, chiefs of police or designates shall liaise with other emergency services providers, such as fire, emergency medical services, hospitals and public health officials, as applicable.

3.1.2 Criminal Investigative Response

The chief of police or designate of the PoJ shall exercise primary responsibilities in resulting investigations subject to the *Security Offences Act* or other legislation assigning primary responsibility to a specific police service or to an agreement pursuant to s. 14 of the *Community Safety and Policing Act, 2019* with another police service to undertake the relevant investigation.

3.1.3 Request for Temporary and Emergency Assistance

Not all major incidents are necessarily **emergencies** within the meaning of subsection 19(4) of the *Community Safety and Policing Act, 2019* (CSPA, 2019) or the *Emergency Management and Civil Protection Act*. Whether a major incident would be classified as an emergency would depend on various factors including, but not limited to, the level of threat, number of casualties, resources employed, and the overall severity and scope of a major incident.

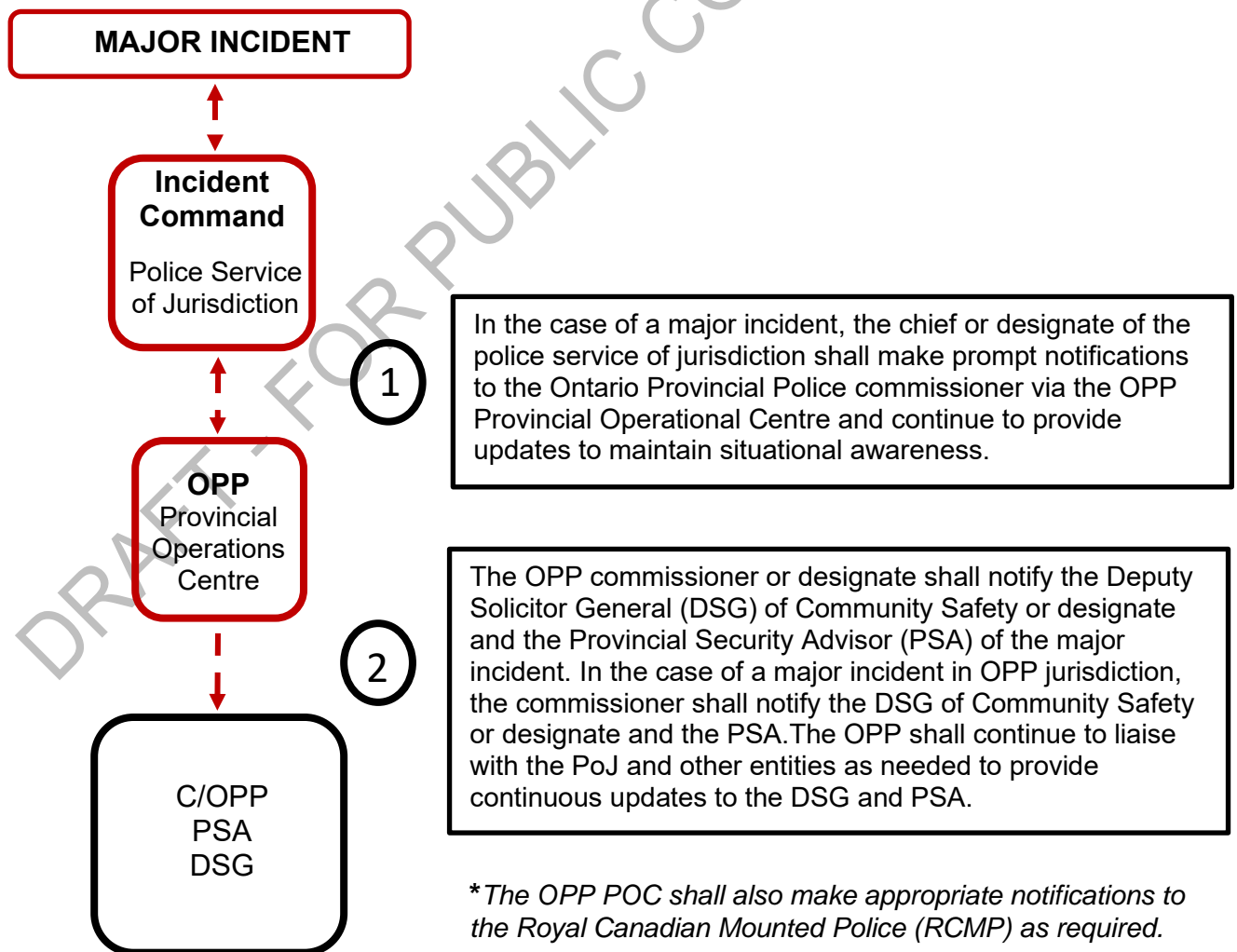
In accordance with section 19 of the *Community Safety and Policing Act, 2019* a chief of police of a PoJ, who is of the opinion that a major incident that exists in their jurisdiction is an emergency, may request the commissioner of the OPP or chief of another police service to provide assistance. A police service board may also request the OPP's or another police service's assistance by resolution. The commissioner shall provide such temporary or emergency assistance as he or she considers necessary. Other chiefs of police may provide assistance or may decline.

If it is determined that existing resources, including those provided under section 14 agreements, are inadequate to respond effectively to a major incident, the PoJ may contact the Ministry of the Solicitor General (SolGen) through the OPP POC for support and higher-level coordination in accordance with the Notification Protocol.

3.2 Provincial Government Responsibilities

The efficacy of the ministry's response is contingent upon the effective communication between relevant partners. Hence, chiefs of police are required to comply with the processes outlined in the Notification Protocol. The Notification Protocol is established to ensure that necessary notifications are made, and a continuous information flow is maintained with relevant entities for situational awareness and to inform strategic decisions as needed.

3.3 NOTIFICATION PROTOCOL



4.0 INTER-AGENCY COOPERATION, AND INFORMATION AND INTELLIGENCE SHARING PROTOCOLS

4.1 Continuous Information and Intelligence Sharing and Inter-Agency Cooperation

The chiefs of police or designates of the PoJ and other police services shall share information, including intelligence relevant to a major incident with each other and relevant entities as necessary to support an effective response, maintain situational awareness, and facilitate coordination of resources in accordance with local plans and standard operating procedures, or on an ad hoc basis, to the extent such disclosure is legally permitted.

4.2 Situational Awareness and Monitoring

The chief of police or their designate of the PoJ shall provide updates to the OPP Provincial Operations Centre (POC) as per the notification protocol included in section 3.3.

The members of the OPP POC shall liaise with the PoJ, other appropriate police services, and relevant entities to provide updates to DSG and PSA.

The purpose of the updates is to:

- Maintain situational awareness of the major incident; and
- Issue appropriate notifications and updates on the major incident.

5.0 COMMUNICATIONS

5.1 Public Communications and Media Relations

The decision whether to make public any information relating to the major incident shall be made by the chief of police or designate of the PoJ. The chief of police or designate of the PoJ shall, where applicable:

- Disseminate directions to personnel with regards to media scene access restrictions and access to the perimeters of the scene, as appropriate;
- Release appropriate information to the media and members of public; and
- Maintain ongoing liaison with the media.

5.2 Public Alerts

The chief of police or designate of the PoJ shall ensure that public alerts are made as required using:

- Social media notification; and
- An emergency alert system that delivers alerts through television, radio, and wireless devices.

6.0 POST INCIDENT REVIEW

The chief of police or designate of the PoJ shall prepare a report reviewing and evaluating the police service's response to the incident. At a minimum, it must include:

- General information regarding the incident, including the nature of the incident, the date, time and location of the incident, the environment in which the incident occurred and the details on the response to the incident.
- The type of personnel from the police service and other agencies involved in responding to the incident and their role in the response.
- An analysis of the outcome of the incident, including what worked well and recommendations for improvements, including matters to be addressed through changes to procedures and/or training.
- As applicable, the impact of the major incident and the PoJ's response to the major incident as it related to:
 - Victims;
 - The community;
 - The PoJ and other first responder agencies; and
 - Individual members of the PoJ.

When a major incident involves the members of another police service, the chief of police of the jurisdiction in which the major incident occurred shall prepare the above report in consultation with the chiefs of police of the other involved police services and those chiefs of police are not required to prepare a report.

The chief of police or designate of the PoJ shall endeavour to ensure the report is prepared within 120 days after:

- The day of the incident, if there is no Special Investigations Unit investigation into the incident; or
- If there is a Special Investigations Unit investigation into the incident, the day on which public notice in respect of the incident is given under section 33 of the *Special Investigations Unit Act, 2019* or a report is published in respect of the incident under section 34 of that Act, as the case may be.

If the above timing requirements are not met, the chief of police shall give notice of the status of the report to the board every 30 days until the report is prepared.

Submission of the Report:

- The chief of police or designate of the PoJ shall provide their police service board or, in the case of the commissioner of the Ontario Provincial Police, the Solicitor General with the report within 30 days after the chief of police or commissioner's approval.
- The board or Solicitor General shall not make any information from the report available to the public without consulting with the chief of police regarding whether any information from the report should not be disclosed subject to requirements in FIPPA and MFIPPA.

7.0 APPENDIX A: GLOSSARY

Consequence Management: Measures and activities undertaken to alleviate the damage, loss, hardship, and suffering caused by major incidents. It also includes measures to restore essential services, protect public health, and provide emergency relief to affected governments, businesses, and populations.

Active Attacker: As defined in the draft Responses to Active Attacker Incidents Regulation made under the CSPA: Definition of 'Active Attacker' is as follows:
"Active attacker" means an individual who appears to be engaged in, attempting to engage in, or about to engage in an attack where there is reason to suspect that,
(a) the attack will be sustained,
(b) the attacker will cause serious bodily harm or death to other individuals, and
(c) the attacker will continue to attack more individuals if the attacker is not stopped.

Police Service of Jurisdiction (PoJ): The police service responsible for providing adequate and effective policing in the relevant jurisdiction in accordance with sections 10 and 11 of the *Community Safety and Policing Act, 2019*.

Situational Awareness: A continuous process of collecting, analyzing and disseminating intelligence, information and knowledge relating to a major incident to allow relevant organizations and individuals to anticipate requirements and to prepare appropriately for responding to a major incident.

Critical Infrastructure: Processes, systems, facilities, technologies, networks, assets, and services essential to the health, safety, security, or economic well-being of Canadians and to the effective functioning of government including processes, systems, facilities, technologies, networks, assets or services that are interconnected and interdependent with those of another province or territory of Canada, or with the United States.

Description of Proposed Regulatory Requirements made under the *Community Safety and Policing Act, 2019*, regarding Training

Overview

The purpose of the proposed regulatory requirements relating to training under the CSPA is to:

- Prescribe training requirements for mandatory police officer training, including exemptions and alternative requirements to mandatory training;
- Prescribe training requirements for mandatory special constable training, including exemptions and alternative requirements to mandatory training;
- Prescribe requirements for additional training for specific roles and responsibilities that a police officer and/or special constable may have;
- Prescribe training requirements on use of force and de-escalation techniques for police officers and certain categories of special constables; and
- Prescribe the timeline in which members of a police service board, OPP detachment board, First Nation OPP board, or of a committee of any of the aforementioned boards must complete mandatory training.

Overarching Requirements

To hold a specific position, including a rank, within a police service, a member of a police service must have successfully completed any applicable training requirements set out in this document.

The chief of police of every police service is required to ensure that any training requirements set out in this document are satisfied.

Note that “chief of police” is defined in the CSPA as including the OPP Commissioner, so all references to chiefs throughout this document include the Commissioner.

Training for police officers

The training required under subclause 83(1)(e)(i) of the CSPA, including training to de-escalate conflict situations, is the Basic Constable Training delivered by the Ontario Police College (OPC).

The Director of the Ontario Police College may exempt a person from the training requirement under subclause 83(1)(e)(i) of the CSPA if the Director is satisfied that:

- (a) The person has successfully completed training delivered in Canada that is substantially equivalent to the Basic Constable Training; or

- (b) The person has otherwise acquired skills that are substantially equivalent to those that would be obtained in the Basic Constable Training.

Training for special constables

The training required under subclause 92(1)(f)(i) of the CSPA, including training to de-escalate conflict situations, is specific to different groups of special constables.

For special constables whose employer is:

- a ministry;
- a commission;
- a board; or
- other administrative unit of the Government of Ontario, including any Agency but excluding the Niagara Parks Commission or Metrolinx

the required training is the minimum two-week Regulatory Enforcement training developed by the OPC and delivered by police services or special constable employers.

For special constables who are members of a police service or whose employer employs First Nation Officers, the required training is the minimum three-week Police Employed training developed by the OPC, and delivered by police services or special constable employers.

For special constables whose employer is the Niagara Parks Commission, the required training is the Basic Constable Training delivered by the OPC.

Special constables whose employer employs police officers pursuant to the law of another jurisdiction are exempt from the training required under subclause 92(1)(f)(i) of the CSPA, as these special constables will have completed similar training in their home jurisdictions.

For special constables who are not otherwise described in the other groups, the required training is the minimum four-week Broader Public Sector Specialized Law Enforcement training developed by the OPC, and delivered by police services or special constable employers.

The Director of the OPC may exempt a person from the relevant prescribed training for special constables if the Director is satisfied that:

- (a) The person has successfully completed training delivered in Canada that is substantially equivalent to the relevant prescribed training for that category of special constable; or

- (b) The person has otherwise acquired skills that are substantially equivalent to those that would be obtained in the relevant prescribed training for that category of special constable.

Special constables whose appointment was continued under paragraph 1 of subsection 92 (12) of the CSPA (i.e., they held an appointment as a special constable under the *Police Services Act* immediately before it was repealed and replaced by the CSPA) are exempt from the training required under subclause 92(1)(f)(i) of the CSPA.

Training on Use of Force and De-escalation Techniques for police officers

Every police officer:

- Who may be required to use force on another person, or carry or use a weapon shall:
 - Have successfully completed initial training on any other issued weapons not covered in Basic Constable Training, delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose; and
 - Every twelve months, successfully complete the Use of Force Requalification course, which includes training on de-escalation techniques, firearms, and requalification training on any other issued weapons, delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose; and shall
- Every twelve months, successfully complete the Mental Health Crisis Response Training (MHCRT) or the Virtual Reality – Mental Health Crisis Response Training (VR-MHCRT), delivered by Wilfrid Laurier University, Toronto Metropolitan University or a trainer who has successfully completed the Wilfrid Laurier University, Toronto Metropolitan University VR-MHCRT Master Trainer course for this purpose.

Every police officer who:

- Is issued a Conducted Energy Weapon (CEW) shall, prior to carrying or using a CEW, successfully complete the Conducted Energy Weapon (CEW) Operator course, delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose; and
 - Shall, every twelve months, successfully complete the Conducted Energy Weapon (CEW) Requalification course, delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose.

- Delivers Use of Force training must:
 - Prior to delivering the training, have successfully completed the OPC-delivered Use of Force Trainer course; and
 - Officers who have these responsibilities on the date that this training requirement comes into effect are exempt.
 - Every two years thereafter, successfully complete the OPC-delivered Use of Force Trainer Re-Certification training in order to continue delivering use of force and de-escalation techniques training.

- Who delivers the CEW Trainer Course must:
 - Prior to delivering the course, have successfully completed the OPC-delivered Conducted Energy Weapon (CEW) Master Trainer course; and
 - Officers who have these responsibilities on the date that this training requirement comes into effect are exempt.
 - Every two years thereafter, successfully complete the OPC-delivered CEW Master Trainer Re-certification.

- Delivers CEW training must:
 - Prior to delivering the training, have successfully completed the Conducted Energy Weapon (CEW) Trainer course delivered by the OPC or an OPC certified Master CEW trainer; and
 - Officers who have these responsibilities on the date that this training requirement comes into effect are exempt.
 - Every two years thereafter, successfully complete the CEW Trainer Re-certification, delivered by the OPC or a OPC certified Master CEW trainer.

Additional Training for police officers with specific roles and responsibilities

Foundational Training

Every police officer who:

- Provides coaching to a probationary police officer shall, within twelve months of their assignment, successfully complete the Coaching Police Professionals course as delivered by the OPC or a course that is delivered by their police service in compliance with the OPC's Course Training Standard.

- Attempts to collect identifying information about a person from that person, or whom the Chief of Police has delegated powers and or duties under section 10 of the Collection of Identifying Information in Certain Circumstances Regulation under the CSPA, shall have, within the previous 36 months, successfully

completed the Collection of Identifying Information in Certain Circumstances course delivered by the OPC.

Incident Command Training

Every police officer who:

- Is assigned to front line patrol supervisory responsibilities in an indefinite capacity shall:
 - Within twelve months of their assignment, successfully complete:
 - the Front Line Supervisor course delivered by the OPC;
 - the Incident Command 100 course delivered by the OPC; and
 - the Incident Command 200 course delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose.
 - An exemption may be provided by the Director of the OPC if an officer **both**:
 - a) already has these responsibilities on the date that this training requirement comes into effect, and
 - b) has successfully completed training that the Director of the OPC has determined is equivalent
- Is assigned to the rank of Staff Sergeant or Acting Staff Sergeant in an indefinite capacity shall, prior to their appointment to the rank, have successfully completed the Incident Command 300 course delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose.
 - Note: This does not preclude Chiefs of Police from approving Sergeants for training at the IC 300 level.
- Is assigned to the rank of Inspector or Acting Inspector in an indefinite capacity and would be responsible for responding as final strategic command of critical incidents shall:
 - Prior to their appointment to the rank, have successfully completed the Incident Command 400 course delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose; and
 - Officers who have successfully completed equivalent training delivered by the Ontario Provincial Police or the Canadian Police College prior to this training requirement coming into effect are exempt.
 - Note: This does not preclude Chiefs of Police from approving Staff Sergeants for training at the IC 400 level.

- Completed the Basic Constable Training program prior to January 1, 2020 and is assigned to front-line operations, shall, prior to undertaking or continuing to undertake these responsibilities, have successfully completed the Incident Command 100 course, delivered by the OPC.
- Has responsibilities that includes the recording of information and decisions during a critical incident, shall, prior to undertaking these responsibilities, have successfully completed the Boards and Scribes course, delivered by the OPC.
 - Officers who have these responsibilities on the date that this training requirement comes into effect are exempt.

Forensics Training

Every police officer who:

- Performs the responsibilities of a scenes of crime officer shall, prior to undertaking or continuing to undertake these responsibilities, have successfully completed the Scenes of Crime Officer course delivered by OPC or delivered by their police service in compliance with the OPC's Course Training Standard.
- Performs the responsibilities of a forensic identification officer shall:
 - Prior to undertaking or continuing to undertake these responsibilities, have successfully completed the Forensic Identification Officer course delivered by the OPC; and
 - Officers who have successfully completed equivalent training delivered by the Canadian Police College prior to this training requirement coming into effect are exempt.
 - Every three years, successfully complete the Forensic Identification Officer Re-certification requirement delivered by the OPC.
- Performs the responsibilities of a forensics identification officer with responsibilities that include providing scientific expert opinion evidence in bloodstain pattern analysis shall:
 - Prior to undertaking or continuing to undertake these responsibilities, have successfully completed the Bloodstain Pattern Analyst Certification Program delivered by the OPC; and
 - Every three years, successfully complete the Bloodstain Pattern Analyst Re-Certification Requirement delivered by the OPC in order to continue undertaking these responsibilities.

Communications

Every police officer who:

- Supervises communications operators and dispatchers must have successfully completed the Communications Centre Supervisor course delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose.

Emergency Response and Public Order

Every police officer who:

- Performs patrol functions, and who may be required to respond to an incident involving an active attacker must:
 - Have completed the Immediate Rapid Deployment (IRD) Basic course delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose; and
 - Officers who have completed the Basic Constable Training program after April 2023 are exempt from this requirement.
 - An exemption may be provided by the Director of the OPC if an officer **both**:
 - a) already has these responsibilities on the date that this training requirement comes into effect, and
 - b) has successfully completed training that the Director of the OPC has determined is equivalent
 - Every twelve months, successfully complete the IRD Refresher Training delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose.
- Delivers IRD training must:
 - Prior to delivering the training, have successfully completed the Immediate Rapid Deployment (IRD) Trainer course delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose; and
 - Officers who have these responsibilities on the date that this training requirement comes into effect are exempt.
 - Every two years thereafter, successfully complete the OPC-delivered IRD Trainer Re-certification training in order to continue delivering IRD training.
- Is assigned to a public order unit whose responsibilities include safe crowd management and maintaining public order shall:

- Prior to undertaking these responsibilities, have successfully completed the Public Order Operator course delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose; and
 - Officers who have these responsibilities on the date that this training requirement comes into effect are exempt.
- Every twelve months, complete the Public Order Re-certification training delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose in order to continue undertaking these responsibilities.
- Has responsibilities that include supervision of a public order section shall:
 - Prior to undertaking these responsibilities, have successfully completed the Public Order Section Lead course delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose; and
 - Officers who have these responsibilities on the date that this training requirement comes into effect are exempt.
 - Every twelve months, complete the Public Order Re-certification training delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose in order to continue undertaking these responsibilities.
- Has responsibilities that include the tactical command of a public order unit shall:
 - Prior to undertaking these responsibilities, have successfully completed the Public Order Commander course delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose; and
 - Officers who have these responsibilities on the date that this training requirement comes into effect are exempt.
 - Every twelve months, complete the Public Order Re-certification training delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose in order to continue undertaking these responsibilities.
- Has responsibilities that include crisis negotiation shall:
 - Prior to undertaking or continuing to undertake these responsibilities, have successfully completed the Crisis Negotiator course delivered by the OPC; and

- Officers who have successfully completed equivalent training delivered by the Canadian Police College prior to this training requirement coming into effect are exempt.
 - Complete the annual Crisis Negotiator Re-certification training delivered by the OPC in order to continue undertaking these responsibilities.
- Has responsibilities that include explosives disposal shall:
 - Prior to undertaking or continuing to undertake these responsibilities, have successfully completed the Police Explosives Technicians Course delivered by the Canadian Police College; and
 - Every five years, successfully complete the Police Explosives Technicians Validation Course delivered by the Canadian Police College in order to continue undertaking these responsibilities.
- Has responsibilities that include explosive forced entry shall, prior to undertaking or continuing to undertake these responsibilities, have successfully completed the Tactical – Police Explosives Technician course delivered by the Canadian Police College.
- Has responsibilities that include chemical, biological, radiological, nuclear and explosive response shall, prior to undertaking these responsibilities, have successfully completed the Chemical, Biological, Radiological, Nuclear and Explosive course delivered by the OPC.
 - Officers who have these responsibilities on the date that this training requirement comes into effect are exempt.
- Has responsibilities that include the physical collection of evidence for the rendering safe and decommissioning of synthetic drug laboratories shall:
 - Prior to undertaking or continuing to undertake these responsibilities, have successfully completed the Synthetic Drug Operations course delivered by the OPC; and
 - Every twelve months, successfully complete the Synthetic Drug Operations Recertification course delivered by the OPC in order to continue undertaking these responsibilities.
- Has primary responsibilities that include the protection of a VIP/high risk person, shall, prior to undertaking these responsibilities, have successfully completed the Close Protection Operator course, delivered by the OPC.
 - Officers who have these responsibilities on the date that this training requirement comes into effect are exempt.

Road Safety

Every police officer who:

- Has responsibilities that include serving as a motorcycle escort to a VIP motorcade shall, prior to undertaking or continuing to undertake these responsibilities, have successfully completed the Motorcade VIP Escort course delivered by the OPC.
- Has responsibilities that include the analysis of breath samples with an “approved instrument” within the meaning of section 320.11 of the *Criminal Code* must, prior to undertaking or continuing to undertake these responsibilities, have completed the Qualified Technician (Breath) course delivered by the Centre of Forensic Sciences.

Investigations

Every police officer who:

- Has successfully completed the Criminal Investigators Training delivered by the OPC or by a trainer who has successfully completed the OPC instructor course for this purpose will satisfy the definition of “senior investigator” for the purposes of the Investigations Regulation under the CSPA.
 - Officers who have these responsibilities on the date that this training requirement comes into effect are exempt.
- Is a senior investigator for the purposes of the Investigations Regulation under the CSPA shall, within 12 months of being assigned as a senior investigator, successfully complete the Investigative Interviewing Techniques and the Search Warrant courses delivered by the OPC or by a trainer who has successfully completed the OPC instructor course for this purpose, in order to continue to be a senior investigator.
- Is assigned to a threshold investigation in the role of a Major Case Manager, Primary Investigator, File Coordinator, or Multi-Jurisdictional Major Case Manager, as described in the Major Case Management Regulation under the CSPA shall, prior to undertaking responsibilities in relation to the threshold investigation, have successfully completed the Ontario Major Case Management course, delivered by the OPC, or a trainer who has successfully completed the OPC instructor course for this purpose.

- Is assigned to a threshold investigation as a File Coordinator or an Information Coordinator as described in the Major Case Management Regulation shall, prior to undertaking responsibilities in relation to the threshold investigation, have successfully completed the Managing Investigation Using PowerCase course delivered by the OPC.
- Is assigned to a threshold investigation as a Multi-Jurisdictional Manger Case Manager as described in the Major Case Management Regulation shall, prior to undertaking responsibilities in relation to the threshold investigation, have successfully completed the Multi-Jurisdictional Major Case Management course delivered by the OPC.
- Has responsibilities that primarily involve investigating suspicious deaths, missing persons cases where the disappearance is suspicious, or any other circumstances that could reasonably lead to a homicide investigation shall:
 - Prior to undertaking or continuing to undertake these responsibilities, successfully complete the Homicide Investigation course delivered by the OPC; and
 - An exemption may be provided by the Director of the OPC if an officer **both**:
 - a) already has these responsibilities on the date that this training requirement comes into effect, and
 - b) has successfully completed training that the Director of the OPC has determined is equivalent
 - Every two years, successfully complete the Homicide Investigation course delivered by the OPC in order to continue undertaking these responsibilities.
- Has responsibilities that primarily involve investigating sexual assaults shall:
 - Prior to undertaking or continuing to undertake these responsibilities, successfully complete the Sexual Assault Investigation course delivered by OPC; and
 - An exemption may be provided by the Director of the OPC if an officer **both**:
 - a) already has these responsibilities on the date that this training requirement comes into effect, and
 - b) has successfully completed training that the Director of the OPC has determined is equivalent

- Every two years, successfully complete the Sexual Assault Investigation course delivered by the OPC in order to continue undertaking these responsibilities.
- Has responsibilities that primarily involve investigating child abuse and neglect shall:
 - Prior to undertaking or continuing to undertake these responsibilities, successfully complete the Investigating Offences Against Children course delivered by the OPC; and
 - An exemption may be provided by the Director of the OPC if an officer **both**:
 - a) already has these responsibilities on the date that this training requirement comes into effect, and
 - b) has successfully completed training that the Director of the OPC has determined is equivalent
 - Every two years, successfully complete the Investigating Offences Against Children course delivered by OPC to continue undertaking these responsibilities.
- Is newly assigned responsibilities that primarily involve investigating domestic violence occurrences after the date this requirement comes into force shall, within six months of being assigned to these responsibilities, successfully complete the Domestic Violence Investigation course delivered by the OPC.
 - An exemption may be provided by the Director of the OPC if an officer has successfully completed training that the Director of the OPC has determined is equivalent
- Is newly assigned responsibilities that primarily involve investigating elder abuse occurrences after the date this requirement comes into force shall, within six months of being assigned to these responsibilities, successfully complete the Elder Abuse Investigation course delivered by the OPC.
 - An exemption may be provided by the Director of the OPC if an officer has successfully completed training that the Director of the OPC has determined is equivalent
- Is newly assigned responsibilities that primarily involve investigating human trafficking occurrences after the date this requirement comes into force shall, within six months of being assigned to these responsibilities, successfully complete the Human Trafficking Investigation course delivered by the OPC.

- An exemption may be provided by the Director of the OPC if an officer has successfully completed training that the Director of the OPC has determined is equivalent

Hate Crimes

Every police officer who:

- Has responsibilities that primarily involve tracking extremism and hate-motivated crimes and incidents shall, within six months, successfully complete the Hate Crime Investigation course delivered by the OPC.

Intelligence and Covert Training

Every police officer who:

- Has covert or intelligence gathering responsibilities shall, prior to undertaking or continuing to undertake these responsibilities, have successfully completed the Lawful Justification Training delivered by the Criminal Intelligence Service Ontario.
- Performs Technical Investigator functions shall, prior to undertaking or continuing to undertake these responsibilities, have successfully completed the Technical Investigator Training delivered by the Criminal Intelligence Service Ontario.
- Performs Surveillance Officer functions shall, prior to undertaking or continuing to undertake these responsibilities, have successfully completed the Mobile Surveillance Outreach Training delivered by the Criminal Intelligence Service Ontario.
- Performs Covert or Undercover Operator Handler functions shall, prior to undertaking or continuing to undertake these responsibilities, have successfully completed the Covert Operation Handler Course delivered by the Criminal Intelligence Service Ontario.

Future Training

At a future date after the enforcement of the CSPA, the following training requirements will be added to the proposed regulatory requirements relating to training under the CSPA:

Every police officer who:

- Is issued a carbine shall, prior to carrying or using a carbine, successfully complete the Carbine Operator course, delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose; and
 - Shall, every twelve months, successfully complete the Carbine Requalification course, delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose.

- Delivers Carbine training must:
 - Prior to delivering the training, have successfully completed the Carbine Trainer course delivered by the OPC or an OPC certified Master Carbine trainer; and
 - Officers who have these responsibilities on the date that this training requirement comes into effect are exempt.
 - Every two years thereafter, successfully complete the Carbine Trainer Re-certification training, delivered by the OPC or a OPC certified Master Carbine trainer.

- Is assigned to a containment team or is deployed in a containment function, shall prior to undertaking these responsibilities, have successfully completed the Containment course, (part of the Basic Tactical Operator courses) delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose.
 - Officers who have these responsibilities on the date that this training requirement comes into effect are exempt.

- Is assigned to a tactical unit, shall prior to undertaking these responsibilities, have successfully completed the Tactical course, (part of the Basic Tactical Operator courses) delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose.
 - Officers who have these responsibilities on the date that this training requirement comes into effect are exempt.

- Is assigned to a hostage rescue team, shall prior to undertaking these responsibilities, have successfully completed the Hostage/Rescue course, (part of the Basic Tactical Operator courses) delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose.
 - Officers who have these responsibilities on the date that this training requirement comes into effect are exempt.

- Performs the functions of a canine handler, shall prior to undertaking these responsibilities, have successfully completed the Canine Handler course, delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose.
 - Officers who have these responsibilities on the date that this training requirement comes into effect are exempt.

- Has responsibilities that involve emergency ground search, rescue and recovery, have successfully completed the Basic Search course, delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose.
 - Officers who have these responsibilities on the date that this training requirement comes into effect are exempt.

- Has responsibilities that involve managing emergency ground and waterways search, rescue and recovery, have successfully completed the Search Manager course, delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose.
 - Officers who have these responsibilities on the date that this training requirement comes into effect are exempt.

Exemptions for Police Officers training

A Chief of Police may grant a police officer a one-time extension of 60 days or less to successfully complete the following courses if it is not reasonably possible for the police officer to retake the course within twelve months:

- Use of Force Requalification;
- Conducted Energy Weapon (CEW) Requalification;
- Immediate Rapid Deployment (IRD) refresher training;
- Mental Health Crisis Response Training (MHCRT); and
- Virtual Reality Mental Health Crisis Response Training (VR-MHCRT).

Police officers appointed under the *Interprovincial Policing Act, 2009* are exempt from the requirement to successfully complete the Use of Force Requalification course.

The Chief of Police may exempt a police officer from the requirement to complete annual Crisis Negotiator Re-certification training if the officer has within the last twelve months conducted a crisis negotiation.

The Chief of Police may exempt a police officer from the requirement to complete the Homicide Investigation course if the officer has conducted a homicide investigation or

has been a primary investigator in an investigation of another threshold offence within the last twenty-four months.

The Chief of Police may exempt a police officer from the requirement to complete the Sexual Assault Investigation course if the officer has conducted a sexual assault investigation or has been a primary investigator in an investigation of another threshold offence within the last twenty-four months.

The Chief of Police may exempt a police officer from the requirement to complete the Investigating Offences Against Children course if the officer has conducted an investigation of child abuse or neglect, or has been a primary investigator in an investigation of another threshold offence, within the last twenty-four months.

Additional Training for special constables with specific roles and responsibilities

Use of Force and De-escalation Techniques

Every special constable whose employer is the Niagara Parks Commission:

- Who may be required to use force on another person or carry or use a weapon, shall
 - Have successfully completed initial training on any other issued weapons not covered in Basic Constable Training, delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose; and shall
 - Every twelve months, successfully complete the Use of Force Requalification course, which includes training on firearms, de-escalation techniques and requalification training on any other issued weapons, delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose; and
- Who is issued a Conducted Energy Weapon (CEW) shall, prior to carrying or using a CEW, successfully complete, the Conducted Energy Weapon (CEW) Operator course, delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose; and
- Shall, every twelve months, successfully complete the Conducted Energy Weapon (CEW) Requalification course, delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose.

Foundational Training

Every special constable whose employer is the Niagara Parks Commissions and who attempts to collect identifying information about a person from that person, shall have,

within the previous 36 months, successfully completed the Collection of Identifying Information in Certain Circumstances course delivered by the OPC.

Incident Command Training

Every special constable whose employer is the Niagara Parks Commission and who is assigned to front line patrol supervisory responsibilities in an indefinite capacity shall, within twelve months of their assignment, successfully complete the Incident Command 200 course delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose.

Foundational Training

Special constables, including those employed by Metrolinx and excepting those employed by:

- a ministry, commission, board, or other administrative unit of the Government of Ontario apart from Metrolinx,
- a police service or an employer that employs First Nation officers,
- the Niagara Parks Commission,
- an employer that employs police officers pursuant to the law of another jurisdiction,

who:

- Attempts to collect identifying information about a person from that person, shall have, within the previous 36 months, successfully completed the Collection of Identifying Information in Certain Circumstances course delivered by the OPC.

Use of Force and De-escalation Techniques

Special constables, including those employed by Metrolinx and excepting those employed by:

- a ministry, commission, board, or other administrative unit of the Government of Ontario apart from Metrolinx,
- a police service or an employer that employs First Nation officers,
- the Niagara Parks Commission,
- an employer that employs police officers pursuant to the law of another jurisdiction,

who:

- May be required to use force on another person or carry or use a weapon, shall:

- Have successfully completed initial training on any other issued weapons not covered in mandatory initial training on use of force, and the initial training on any other issued weapon must be delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose; and shall
- every twelve months, successfully complete the Use of Force Requalification course, which excludes training on firearms and includes training on de-escalation techniques and requalification training on any other issued weapons, delivered by the OPC or a trainer who has successfully completed the OPC instructor course for this purpose.

Exemptions to special constable training

The police service board or the OPP Commissioner that appointed the special constable, as applicable, may grant a special constable a one-time extension of 60 days or less to successfully complete the Use of Force Requalification course if it is not reasonably possible for the special constable to retake the course within twelve months.

The police service board that appointed a special constable employed by the Niagara Parks Commission who is issued a CEW may grant the special constable a one-time extension of 60 days or less to successfully complete the Conducted Energy Weapon (CEW) Requalification course if it is not reasonably possible for the special constable to retake the course within twelve months.

Special constables whose employer employs police officers pursuant to the law of another jurisdiction are exempt from the requirement to successfully complete the Use of Force Requalification course.

Training for members of a police service board, OPP detachment board, First Nation OPP board, or of a committee of any of the aforementioned boards

Members of a police service board, OPP detachment board, First Nation OPP board, or of a committee of any of the aforementioned boards must successfully complete the training required under paragraphs 2 and 3 of subsection 35(2) of the CSPA in six months or less after the day of their appointment in order to continue to exercise their powers or perform their duties (i.e., these deadlines are prescribed for the purpose of subsection 35 (4) of the Act).

Additional requirements related to CSPA Training regulation

At least one member of a tactical unit responding to a critical incident must have successfully completed the Basic Crisis Negotiator course delivered by the OPC.

- Members of a tactical unit who have completed the Crisis Negotiators course delivered by the Canadian Police College meet the above requirement.

At least one member of a domestic violence investigations team must have successfully completed the Domestic Violence Investigation course delivered by the OPC.

At least one member of a hate crimes investigation team must have successfully completed the Hate Crime Investigation course delivered by the OPC.

At least one member of an elder abuse investigations team must have successfully completed the Elder Abuse Investigation course delivered by the OPC.

At least one member of a human trafficking investigations team must have successfully completed the Human Trafficking Investigation course delivered by the OPC.

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

GENERAL MATTERS UNDER THE AUTHORITY OF THE LIEUTENANT GOVERNOR IN COUNCIL

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PART I APPLICATION

Non-application to extra-provincial police officers

1. This Regulation does not apply with respect to police officers appointed under the *Interprovincial Policing Act, 2009*.

PART II DEFINITIONS AND CLARIFICATIONS

Definition of “emergency” in the Act

2. (1) For the purposes of the Act, “emergency” has the same meaning as in section 1 of the *Emergency Management and Civil Protection Act*.

(2) The definition of “emergency” in subsection (1) modifies the phrase “emergency assistance” in the Act but does not modify the phrases “emergency calls for service” and “emergency response” in the Act.

PART III PROVISION OF POLICING

Additional requirement for alternative provision of policing agreement

3. The following is prescribed as a requirement that must be met before a police service board or the Commissioner may enter into an agreement under section 14 of the Act:

1. Before entering into the agreement, the police service board or the Commissioner shall consult with the police service board or the Commissioner with whom the agreement will be entered into regarding the respective police services’ policies and procedures with respect to the policing function that is contemplated to be provided under the agreement.

PART IV GENERAL ADMINISTRATION

Policies to be established

4. (1) The following matters are prescribed for the purposes of clauses 38 (1) (g) and 60 (1) (f) of the Act:

1. The publication of crime analysis, call analysis and public disorder analysis data, and of information on crime trends.
2. Every matter with respect to which a chief of police is required, under Ontario Regulation ***/** [regulation number for reg2021.0708 to be filled in on filing] (Adequate and Effective Policing) made under the Act, to establish procedures.

(2) Policies established for the purposes of paragraph 1 of subsection (1) shall require that the data and information be published annually on the internet.

Strategic plan

5. The following matters are prescribed for the purposes of subparagraph 3 x of subsection 39 (1) of the Act and subparagraph 3 x of subsection 61 (1) of the Act:

1. Drug crime and clearance rates for drug crime.

PART V POLICE SERVICES MAINTAINED BY POLICE SERVICE BOARDS

Application

6. In this Part,

- (a) a reference to a police service is a reference to a police service maintained by a police service board; and
- (b) a reference to a police officer is a reference to a police officer who is a member of a police service maintained by a police service board.

Provision of uniform and equipment

7. A police service board shall provide to members of a police service maintained by the board all articles of uniform and equipment necessary for the performance of their duties but, if an article of uniform or piece of equipment is damaged or lost through the fault of the member of the police service, the member shall bear the cost of the replacement.

Ranks

8. (1) Every police service may have all or any of the police ranks listed in subsection (2) and the police ranks listed in subsection (3), if applicable, but may not have any others.

(2) The following are the police ranks mentioned in subsection (1):

1. Chief of Police.
2. Deputy Chief.
3. Staff Superintendent or Chief Superintendent.
4. Superintendent.
5. Staff Inspector.
6. Inspector.
7. Staff Sergeant.
8. Sergeant.
9. Constable, which shall have the following classifications in descending seniority:
 - i. First-Class Constable.
 - ii. Second-Class Constable.
 - iii. Third-Class Constable.
 - iv. Fourth-Class Constable.

(3) If a police service has a detective branch, the police service may have the ranks of,

- (a) Detective Superintendent, which is equivalent to the rank of Superintendent;
- (b) Detective Inspector, which is equivalent to the rank of Inspector;
- (c) Detective Sergeant, which is equivalent to the rank of Staff Sergeant;
- (d) Detective, which is equivalent to the rank of Sergeant; and
- (e) Detective Constable, which is equivalent to the rank of Constable and has the same classifications as set out in paragraph 9 of subsection (2).

(4) The police ranks listed in subsections (2) and (3) may only be issued to or held by members of the police service who are police officers.

(5) A Constable or Detective Constable is eligible for reclassification to the next highest constable classification, if any, after serving for one year in a given classification.

(6) Despite subsection (5), a Constable or Detective Constable may be eligible for reclassification to the next highest constable classification, if any, in less than a year in the case of outstanding or meritorious service.

(7) For greater certainty, a constable classification applies in respect of a police officer regardless of whether their rank changes from Constable to Detective Constable or vice versa.

Definition, political organization

9. In sections 10 and 11,

“political organization” means a political party or any other organization engaged in political activity.

Political rights

10. A police officer may,

- (a) vote in an election;
- (b) be a member of a political organization or be an officer or director or otherwise participate in the leadership of a political organization; and
- (c) make contributions of money or goods to,
 - (i) a political organization, or
 - (ii) a candidate in an election.

Permitted activities while off duty

11. (1) A police officer may engage in any political activity if the officer is off duty and not in uniform, except that the officer may not,

- (a) express views on any issues directly related to the police officer’s responsibility as a police officer;
- (b) associate any of the police officer’s views with the police officer’s position or represent those views as those of a police service;
- (c) solicit or receive funds, including doing so on behalf of a political organization or on behalf of a candidate in an election; or

- (d) engage in any political activity that would place or be likely to place the police officer in a position of conflict of interest.

(2) Without limiting the generality of subsection (1) and subject to the restrictions set out in that subsection, a police officer may,

- (a) attend and participate in a public meeting, including,
 - (i) a meeting with elected representatives or government officials, or
 - (ii) a meeting with candidates in an election;
- (b) attend and participate in a meeting or convention of a political organization;
- (c) canvass on behalf of a political organization, or on behalf of a candidate in an election;
- (d) act as a scrutineer for a candidate in an election; and
- (e) on the polling day of an election, transport electors to a polling place on behalf of a candidate.

Permitted on-duty activities

12. If authorized to do so by the chief of police or, in the case of the chief of police, the police service board, a police officer may, on behalf of a police service,

- (a) express views on any issue, as long as the police officer does not, during an election campaign, express views supporting or opposing,
 - (i) a candidate in the election or a political party that has nominated a candidate in the election, or
 - (ii) a position taken by a candidate in the election or by a political party that has nominated a candidate in the election; and
- (b) attend and participate in a public meeting, subject to the restrictions set out in clause (a).

Appointments, etc.

13. (1) In this section,

“local board” means a local board as defined in section 1 of the *Municipal Affairs Act*, other than a police service board.

(2) Unless doing so would interfere with the police officer's duties as a police officer or place or be likely to place the police officer in a position of conflict of interest, a police officer may,

- (a) be a candidate for election to a local board, be appointed to a local board or serve on a local board; and
- (b) engage in political activity related to the candidacy, appointment or service.

Application, ss. 15, 16 and 17

14. Sections 15, 16 and 17 of this Regulation do not apply with respect to a chief of police or a deputy chief of police.

Candidacy for election

15. (1) Unless on a leave of absence granted under subsection (4), a police officer may not seek to become or be a candidate in,

- (a) a federal or provincial election;
- (b) an election for band council; or
- (c) an election for municipal council.

(2) A police officer who seeks to become a candidate in an election mentioned in subsection (1) shall apply to the police service board for a leave of absence without pay.

(3) Despite subsections (1) and (2), a police officer may seek to become a candidate or may be a candidate in an election for band council or an election for municipal council without taking a leave of absence if,

- (a) the police service board that employs the police officer does not provide police services within,
 - (i) the relevant First Nation reserve, in the case of an election for band council, or
 - (ii) the relevant municipality, in the case of an election for municipal council; and
- (b) seeking to become or being a candidate does not interfere with the police officer's duties and does not place, or is not likely to place, the police officer in a position of conflict of interest.

(4) Regardless of whether a leave of absence is required under this section, a police service board shall grant any leave of absence without pay that a police officer requests if the leave is to

enable the police officer to seek to become a candidate or to be a candidate in an election mentioned in subsection (1).

(5) The leave of absence granted to a police officer under subsection (4) shall begin and end on the date specified in the police officer's application, subject to the following restrictions:

1. A leave of absence to be a candidate in an election mentioned in subsection (1) may not begin earlier than,
 - i. the day on which the police officer is nominated as a candidate, in the case of a leave for an election for band council or an election for municipal council, or
 - ii. the day on which the writ for the election is issued, in the case of a leave for a federal or provincial election.
2. The latest day on which a leave of absence to be a candidate in a federal or provincial election may begin is the last day for nominating candidates under the applicable provincial statute or the *Canada Elections Act*.
3. No leave of absence may continue after,
 - i. the day on which the police officer withdraws from or loses the nomination campaign, or
 - ii. polling day, if the police officer wins the nomination.

Resignation upon election

16. (1) Subject to subsection (2), a police officer who is elected in a federal or provincial election, an election for band council or an election for municipal council shall immediately resign as a police officer.

(2) A police officer elected in an election for band council or an election for municipal council is not required to resign if,

- (a) the police service board that employs the police officer does not provide police services within,
 - (i) the relevant First Nation reserve, in the case of an election for band council, or
 - (ii) the relevant municipality, in the case of an election for municipal council; and

- (b) being a member of the municipal council or the band council would not interfere with the police officer's duties or place, or be likely to place, the police officer in a position of conflict of interest.

(3) A police officer who is elected in an election for municipal council and who, as permitted by subsection (2), does not resign as a police officer shall not,

- (a) take part at any meeting of the municipal council in the discussion of, or vote on, any question relating to the budget for a police service board under section 50 of the Act; and
- (b) attempt in any way, whether before, during or after a meeting of the municipal council, to influence the voting on any such question.

(4) Subject to the restrictions on being appointed a police officer set out in section 83 of the Act, a former police officer who resigns as required by subsection (1) and who later ceases to hold the elected position that led the officer to resign is entitled to be appointed to any vacant position for which the former officer is qualified on the police service of the former officer if the former officer,

- (a) ceased to hold the elected position within five years after resigning as a police officer; and
- (b) makes an application to be reappointed to the police service within 12 months after ceasing to hold the elected position.

(5) Another person's right to be appointed or assigned to a position on a police service by virtue of a collective agreement prevails over the right conferred by subsection (4).

Effect of absence on length of service

17. (1) The period of a leave of absence granted under subsection 15 (4) shall not be counted in determining the length of the police officer's service, but the service before and after the period of leave shall be deemed to be continuous for all purposes.

(2) Subsection (1) applies, with necessary modifications, to a police officer who has resigned and subsequently been reappointed to the police service in accordance with subsection 16 (4).

Forfeiture of pay

18. (1) If a disciplinary measure of more than one day's forfeiture of pay is imposed under Part XII of the Act, not more than one day's pay shall be deducted in each pay period until the full amount has been paid, unless otherwise agreed to by the police officer against whom the disciplinary measure is imposed or otherwise ordered by the chief of police, police service board or adjudicator, as applicable, imposing the disciplinary measure.

(2) If the police officer against whom a disciplinary measure described in subsection (1) is imposed ceases to be a member of the police service, the whole amount of the forfeiture of pay then remaining may be deducted from any pay then due.

PART VI ONTARIO PROVINCIAL POLICE

Provision of uniform and equipment

19. The Commissioner shall provide to other members of the Ontario Provincial Police all articles of uniform and equipment necessary for the performance of their duties but, if an article of uniform or piece of equipment is damaged or lost through the fault of a member of the Ontario Provincial Police, the member shall bear the cost of the replacement.

Ranks

20. (1) The Ontario Provincial Police may have all or any of the police ranks listed in subsections (2) and (3) but may not have any others.

(2) The following are the police ranks mentioned in subsection (1):

1. Commissioner.
2. Deputy Commissioner.
3. Chief Superintendent.
4. Superintendent.
5. Inspector.
6. Sergeant Major.
7. Staff Sergeant.
8. Sergeant.
9. Constable, which shall have the following classifications in descending seniority:
 - i. First-Class Constable.
 - ii. Second-Class Constable.
 - iii. Third-Class Constable.

iv. Fourth-Class Constable.

(3) The following are the police ranks mentioned in subsection (1) in respect of detective ranks:

1. Detective Superintendent, which is equivalent to the rank of Superintendent;
2. Detective Inspector, which is equivalent to the rank of Inspector;
3. Detective Staff Sergeant, which is equivalent to the rank of Staff Sergeant;
4. Detective Sergeant, which is equivalent to the rank of Sergeant; and
5. Detective Constable, which is equivalent to the rank of Constable and has the same classifications as set out in paragraph 9 of subsection (2).

(4) The police ranks listed in subsections (2) and (3) may only be issued to or held by members of the Ontario Provincial Police who are police officers.

Political activity

21. No member of the Ontario Provincial Police shall contravene or fail to comply with any provision in Part V (Political Activity) of the *Public Service of Ontario Act, 2006*.

No contracting debts

22. No member of the Ontario Provincial Police shall contract debts that the member is unwilling or unable to discharge and that may interfere with the performance of the member's duties as a member of the Ontario Provincial Police.

Forfeiture of pay

23. (1) If a disciplinary measure of more than one day's forfeiture of pay is imposed under Part XII of the Act, not more than one day's pay shall be deducted in each pay period until the full amount has been paid, unless otherwise agreed to by the police officer against whom the disciplinary measure is imposed or otherwise ordered by the Commissioner or adjudicator or, if the disciplinary measure is imposed on the Commissioner, by the Minister.

(2) If the police officer against whom a disciplinary measure described in subsection (1) is imposed ceases to be a member of the Ontario Provincial Police, the whole amount of the forfeiture of pay then remaining may be deducted from any pay then due.

Notice of resignation

24. Without the consent of the Commissioner, no member of the Ontario Provincial Police shall resign unless the member has given two weeks' notice in writing to the Commissioner.

PART VII
DUTIES OF MEMBERS OF A POLICE SERVICE

Preparing informations

25. (1) A member of a police service shall not swear an information that alleges the commission of an offence unless it has been prepared by a member of a police service.

(2) A member of a police service shall ensure that an information mentioned in subsection (1) is prepared in a manner suitable for laying before a justice of the peace and, if required, on a prescribed form.

Withdrawal of certificates of offence, offence notices

26. A member of a police service shall not offer to withdraw a certificate of offence or offence notice issued under the *Provincial Offences Act* on the condition that the person to whom the certificate or notice has been issued participate in a program offered by the police service.

Acoustic hailing device

27. (1) A member of a police service shall not use an acoustic hailing device, unless,

- (a) the device is used only for the purpose of communicating;
- (b) the sound levels emitted by the device, or by another device that is the same model and made by the same manufacturer, have been measured at various settings and distances from the device, and an analysis of the resulting measurements is set out in a report;
- (c) recommendations about the device are available to the chief of police that,
 - (i) are based on the report referred to in clause (b),
 - (ii) address matters such as settings, distances, duration of use and other reasonable protective measures, and
 - (iii) are capable of supporting the establishment of procedures under clause (d);
- (d) the chief of police has established procedures in respect of the use of the device to protect members of the public from being exposed to a sound level produced by the device that is greater than an equivalent sound exposure level of 85 dBA, $L_{ex,8}$; and
- (e) the member has received training on the procedures referred to in clause (d) and on proper use of the device.

(2) The report and recommendations referred to in clauses (1) (b) and (c) may not be used to satisfy the requirements set out in those clauses unless the person who made the report or recommendations met the following requirements at the time the report or recommendations were made:

1. The person was not a member of the police service of which the chief of police referred to in clause (1) (d) is a member.
2. The person was independent of the manufacturer of the device.
3. The person was qualified because of knowledge, training and experience to prepare the report or recommendations.

(3) For greater certainty and for the purposes of clause (1) (a), the use of an alarm or alert tone on an acoustic hailing device to get the attention of members of the public is communicating.

(4) In this section,

“acoustic hailing device” means a device that was designed for communicating voice messages or other sounds over long distances and that is capable of emitting, or was designed to emit, sounds that are 135 decibels or greater when measured at a distance of one metre from the device, but does not include a siren that was designed to be mounted on a vehicle; (“dispositif à ondes acoustiques”)

“dBA” means a measure of sound level in decibels using a reference sound pressure of 20 micropascals when measured on the A-weighting network of a sound level meter; (“dBA”)

“equivalent sound exposure level” is the steady sound level in dBA that is produced by an acoustic hailing device which, if a person were exposed to the sound level for eight hours in a day, would contain the same total energy as that generated by the actual and varying sound levels produced by the device to which the person is exposed in the day, determined in accordance with the following formula:

$$L_{ex,8} = 10 \text{ Log}_{10} \left(\frac{[\sum_{i=1}^n (t_i \times 10^{0.1 \text{ SPL}_i})]}{8} \right)$$

in which,

$L_{ex,8}$ is the equivalent sound exposure level in eight hours,

Σ is the sum of the values in the enclosed expression for all activities from $i = 1$ to $i = n$,

- i is a discrete instance in which a person is exposed to a sound level produced by an acoustic hailing device,
- t_i is the duration in hours of i,
- SPL_i is the sound level of i in dBA, and
- n is the total number of discrete instances in which the person is exposed to a sound level produced by an acoustic hailing device in a day. (“niveau d’exposition sonore équivalent”)

Sub-compact motor vehicle

28. A member of a police service shall not use a sub-compact motor vehicle for the purpose of general police patrol.

PART VIII COURT SECURITY

Court security

29. If a police service board or the Commissioner has the responsibilities referred to in section 243 of the Act with respect to premises where court proceedings are conducted, the chief of police of the relevant police service or the Commissioner shall,

- (a) prepare a court security plan;
- (b) establish procedures on court security that address supervision and training; and
- (c) ensure that court security personnel have the capability to perform their functions related to court security.

PART IX DUTIES OF THE CHIEFS OF POLICE

Operational plan for certain incidents

30. (1) This section applies if,

- (a) an incident requires multiple members of a chief of police’s police service to provide emergency response or maintaining the public peace policing functions outside of the area for which the police service has policing responsibility; and
- (b) the provision of policing functions by the police service in relation to the incident is anticipated to continuously last, or has already continuously lasted, longer than the duration of a normal shift for the involved members of the police service.

(2) The chief of police shall develop an operational plan for the deployment of members of the chief's police service in relation to the incident described in subsection (1), having regard to any applicable collective agreements.

(3) The operational plan shall address, without limitation, breaks and meals for members of the police service who are deployed in relation to the incident.

(4) The chief of police shall comply with the requirements in the operational plan.

Skills development and learning plan

31. Every chief of police shall establish a skills development and learning plan for the members of the police service that addresses,

- (a) the provision of a program to coach or mentor new officers; and
- (b) the development and maintenance of the capabilities of members of the police service, including,
 - (i) the police service's criminal investigators,
 - (ii) members of the police service who provide investigative support functions, if any,
 - (iii) members of a public order unit, if any, and
 - (iv) members of the police service who provide any emergency response functions.

Investigation of misconduct

32. Every chief of police shall establish procedures for the investigation of misconduct.

Annual report

33. (1) On or before June 30 in each year, every chief of police, other than the Commissioner, shall prepare an annual report for the police service board relating to the activities of the police service during the previous fiscal year, including information on,

- (a) implementation of the strategic plan prepared and adopted by the police service board under subsection 39 (1) of the Act;
 - (b) public complaints; and
 - (c) the actual cost of policing.
- (2) The relevant police service board shall publish the annual report on the Internet.

**PART X
COMMENCEMENT**

Commencement

34. [Commencement]

Major Case Management Regulation – Description

Definitions

“Approved software” means the software approved by the Minister for the purpose of this regulation

“Command Triangle” means the Major Case Manager, Primary Investigator and File Coordinator with respect to a major case investigation

“Familial relationship” means a current or former relationship between members of a family, or between an individual and their caregiver or their attorney for personal care or attorney for property, and includes, without limitation a relationship between:

- adoptive parents, adoptive siblings, and adoptive children
- stepparents, step-siblings and step-children
- individuals in a parent-child relationship within the meaning of s. 4 of the Children’s Law Reform Act
- current and former married and common-law spouses and the children of either spouse

“Forensic identification officer” means a member of a police service responsible for conducting forensic examinations at crimes scenes that has completed the forensic training prescribed by the Solicitor General.

“File Coordinator” means a police officer responsible for managing investigative information in relation to a major case investigation and who has successfully completed the training prescribed by the Minister.

“Joint management team” means representatives of the senior command from each police service involved in a multi-jurisdictional major case investigation who have authority to make decisions on the allocation of resources to investigations.

“Investigation” means a systematic inquiry to,

- (a) locate a missing person, or
- (b) determine whether an offence under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada) or the Cannabis Act (Canada) has been or will be committed when there is a reasonable suspicion that such an offence has been or will be committed

“Linked major case investigation” means an unsolved major case investigation if there is reason to suspect that one or more offences under investigation were committed by the

same offender as in another major case investigation, whether the investigation is conducted by the same police service or another police service.

“Major case” means an occurrence involving one or more of the following:

- homicide within the meaning of subsection 222 (4) of the *Criminal Code* (Canada) and attempted homicide
- sexual assault and attempted sexual assault within the meaning of sections 271 to 273 of the *Criminal Code* (Canada)
- sexual interference within the meaning of section 151 of the *Criminal Code* (Canada)
- sexual exploitation within the meaning of section 153 and 153.1 of the *Criminal Code* (Canada)
- invitation to sexual touching within the meaning of section 152 of the *Criminal Code* (Canada)
- abduction or kidnapping within the meaning of sections 279, 280 or 281 of the *Criminal Code* (Canada), where the victim and offender are not in a familial relationship, or an attempt thereof
- trafficking in persons within the meaning of section 279.01 of the *Criminal Code* (Canada), trafficking in persons under the age of eighteen years within the meaning of s. 279.011 of the *Criminal Code* (Canada), or attempts thereof
- a missing person occurrence, if:
 - there is a strong possibility that the missing person has been the victim of homicide, an assault causing serious bodily harm, abduction or kidnapping, or
 - the person cannot be located or contacted by a member of a police service for 30 days after being reported missing
- occurrences involving found human remains that are suspected to be homicide
- criminal harassment within the meaning of section 264 of the *Criminal Code* (Canada) where the harasser is not known to the victim and there is reason to believe the harassment is for a sexual purpose

“Major case investigation” means an investigation into any major case, including a threshold investigation and a non-threshold investigation

“Major Case Manager” means a police officer responsible for the overall management and administration of a major case investigation and who has successfully completed the training prescribed by the Minister.

“Multi-jurisdictional major case investigation” means an investigation involving linked major case investigations being conducted by two or more police services, excluding investigations into trafficking in persons, trafficking in persons under the age of

eighteen, or attempts thereof, that the SPCIC has determined should proceed as a single investigation.

“Multi-jurisdictional major case manager” (or “MJMCM” in this document for convenience) means a major case manager identified by the SPCIC to manage a multi-jurisdictional major case investigation.

“Non-Threshold investigation” means any major case investigation that is not a threshold investigation, i.e., an investigation into any major case other than a major case listed under the definition of threshold investigation. For greater certainty, a non-threshold investigation means an investigation into:

- trafficking in persons within the meaning of section 279.01 of the *Criminal Code* (Canada), trafficking in persons under the age of eighteen years within the meaning of s. 279.011 of the *Criminal Code* (Canada), or attempts thereof
- a missing person occurrence, if the person cannot be located or contacted by a member of a police service for 30 days after being reported missing, but there is not a strong possibility that the missing person has been the victim of homicide, serious bodily harm, abduction or kidnapping
- sexual assaults or attempts, if the criteria for a threshold investigation in respect of sexual assault are not met or at least one of the following circumstances applies:
 - the victim and offender have or had a familial relationship,
 - the victim and offender have or had another kind of relationship,
 - the offence being investigated occurred more than one year prior to the commencement of the investigation, or
 - within 14 days of the commencement of the investigation into the offence, the offender is arrested, charged, or deceased
- criminal harassment where the harasser is not known to the victim and the harassment is believed to be for a sexual purpose

“Non-threshold investigator” means a police officer responsible for leading a non-threshold investigation who has the competency and experience to perform the duties.

“Primary Investigator” means a police officer responsible for leading the investigation of a threshold major case and who has successfully completed the training prescribed by the Minister

“Supporting role” means:

- Canvass Coordinator,
- Digital Evidence Coordinator,
- Field Investigator,

- Forensic Identification Officer,
- Judicial Authorization Coordinator,
- Information Coordinator,
- Media Liaison,
- Scene Coordinator,
- Victim Liaison, or
- Any other role deemed necessary for a particular major case investigation by the major case manager

“Threshold investigation” means an investigation into one or more of the following major cases:

- abduction or kidnapping within the meaning of sections 279, 280 or 281 of the *Criminal Code* (Canada), where the victim and offender are not in a familial relationship, or an attempt thereof
- homicide or attempted homicide,
- occurrences involving found human remains that are suspected to be homicide
- a missing person occurrence, but only if there is a strong possibility that the missing person has been the victim of homicide, serious bodily harm, abduction or kidnapping
- sexual assault, attempted sexual assault, sexual interference, sexual exploitation, or invitation to sexual touching, if the offender is believed to have done one or more of the following:
 - carried, used, or threatened to use a weapon or an imitation weapon
 - threatened to cause bodily harm to a person other than the victim
 - caused bodily harm to the victim
 - was a party to the offence with any other person
 - committed an aggravated sexual assault within the meaning of subsection 273 (1) of the *Criminal Code* (Canada)
 - tortured the victim
 - used restraints, bondage or a disguise
 - used photographic, video or audio equipment to record to offence
 - removed a personal item of the victim from the location of the offence
 - told the victim what to say or how to speak during their interaction
 - used a con or ruse to lure the victim
 - committed any other offence for the purpose of facilitating any offence listed in this definition

However, an investigation into sexual assault, attempted sexual assault, sexual interference, sexual exploitation, or invitation to sexual touching meeting the

above criteria is not a threshold investigation if one or more of the following circumstances apply:

- the victim and offender have or had a familial relationship,
- the victim and offender have or had another kind of relationship,
- the offence being investigated occurred more than one year prior to the commencement of the investigation, or
- within 14 days of the commencement of the investigation into the offence, the offender is arrested, charged, or deceased

“Scenes of crime officer” means a police officer responsible for supporting forensic examinations at crime scenes that has completed the forensic training prescribed by the Solicitor General.

“SPCIC” means the Serial Predator Crime Investigations Coordinator in the Major Case Management Unit of the Ministry of the Solicitor General.

Note the following acronym is also used in this document for convenience:

“ICT” means investigative consultant team

General Major Case Investigation Requirements

Procedures

- The chief of police shall develop procedures on major case management that are consistent with this Regulation.
- The procedures referred to above must address, at a minimum, the following:
 - how to structure a major case investigation in compliance with this regulation, and
 - who is responsible for each task in a major case investigation, consistent with the roles and responsibilities set out in this regulation.
- Without limitation, the procedures referred to above shall reflect and acknowledge the importance of the following principles in major case investigations:
 - Following a consistent and thorough investigative methodology;
 - Effective management of large volumes of investigative information;
 - Effective communication among members of the investigative team;
 - Maintaining clear and detailed investigative chronologies and records of investigative decisions;
 - Effective investigation management planning with clear objectives and strategies to achieve them; and
 - Preventing tunnel vision in major case investigations

Assignment of Major Case Personnel

- The chief of police shall ensure that any individual assigned as a major case manager:
 - has the necessary competence, experience and training to fulfill the role in accordance with this regulation, and
 - at a minimum, possesses the following attributes:
 - Strong communication skills
 - Leadership and team building skills
 - Emotional intelligence and creativity
 - Critical thinking skills
 - Ability to understand ethical and legal considerations
 - Time management and organizational skills
- A major case manager shall ensure that any individual assigned as a primary investigator, a file coordinator, has the necessary competence, experience, and training to fulfil the role in accordance with this regulation.

- A major case manager shall ensure that any individual assigned as a non-threshold investigator or to a supporting role has the necessary competence, experience and training to fulfil the role in accordance with this regulation.
- A major case manager, in assigning individuals under the bullet above, shall consider whether the individual to be assigned possesses the following attributes:
 - Strong communication skills
 - Leadership and team building skills
 - Emotional intelligence and creativity
 - Critical thinking skills
 - Ability to understand ethical and legal considerations
 - Time management and organizational skills
- A major case manager shall ensure that anyone assigned as a forensic identification officer or scenes of crime officer has successfully completed the training prescribed by the Minister
- A major case manager shall ensure that anyone assigned as information coordinator has successfully completed the training prescribed by the Minister

General Compliance Requirements

- A major case manager shall ensure that every major case investigation for which they are responsible is conducted in accordance with this Regulation
- No member of a police service shall speak to the media regarding a major case investigation except as authorized by the major case manager

Threshold Investigations

Threshold Investigation Personnel

- The chief of police shall ensure a command triangle is assigned to every threshold investigation
- The major case manager shall ensure that the following supporting roles are assigned to every threshold investigation: field investigator, forensic identification officer, media liaison, scene coordinator and victim liaison
- The major case manager shall assign the field investigator, media liaison, scene coordinator and victim liaison
- The forensic identification supervisor shall assign the forensic identification officer

Major Case Manager Responsibilities

- The major case manager shall assign and oversee a primary investigator and file coordinator for each threshold investigation
 - The major case manager may assign the same individual as both primary investigator and file coordinator in major case investigations that are, in the opinion of the major case manager, less complex
- For every threshold investigation, the major case manager shall:
 - oversee the investigative process
 - in consultation with the primary investigator and file coordinator, develop strategies with respect to the speed, flow, and direction of the investigation
 - in consultation with the primary investigator and file coordinator, identify risks and develop mitigation strategies relating to the investigation
 - ensure the implementation of investigative strategies as appropriate
 - in consultation with the primary investigator and file coordinator, determine whether a threshold investigation requires any supporting roles beyond those identified under “Threshold investigation Personnel” above, and if so, shall assign an individual to the role
 - in consultation with the primary investigator, identify and manage the human, financial, and material resources required to conduct the investigation
 - assign a member of the police service as a victim liaison
 - assign a member of the police service as a media liaison
 - determine whether a member of the police service is authorized to speak to the media regarding the investigation maintain thorough and complete investigative notes
 - ensure a detailed investigative chronology is maintained by the file coordinator in consultation with the primary investigator

- in consultation with the file coordinator, establish and implement processes to manage investigative information as required under this Regulation
- in consultation with the primary investigator and file coordinator, determine whether there are linked or potentially linked major case investigations of which the SPCIC should be notified
- ensure that any linkages or potential linkages between major cases are investigated
- if there are linked major case investigations, ensure that the SPCIC is notified within seven days and, in consultation with the SPCIC, determine any further investigative action
- consider engaging forensic and other support resources as needed ensure that case conferences are facilitated at the earliest stage possible of the investigation
- request the assignment of a scientific advisor from the Centre of Forensic Sciences as needed
- in consultation with the primary investigator and the file coordinator, where there is a suspected nexus to organized crime, contact the officer in charge of the police service's intelligence unit, or their designate, to seek direction and guidance on the collection, storage, and dissemination of intelligence information, or, if the police service does not have an intelligence unit, liaise with the assigned Regional Intelligence Coordinator from the Criminal Intelligence Service Ontario for advice and guidance
- consider engaging the Ontario Multi-Disciplinary Case Conference Consortium for investigative assistance as needed
- ensure that human resources are sufficient to manage investigations through the approved software
- ensure compliance with this regulation throughout the investigation
- the Major Case Manager, in consultation with the Primary Investigator, File Coordinator, and Scene Coordinator, shall determine whether to obtain expert services for conducting examinations of digital evidence
- the Major Case Manager, in consultation with the Primary Investigator and the File Coordinator, Scene Coordinator and Forensic Identification Officer, shall determine whether to obtain expert services for conducting examinations of the scene under investigation

Primary Investigator Responsibilities

- The primary investigator shall report to the major case manager
- For every threshold investigation, the primary investigator shall:
 - consult with the major case manager on:
 - the speed, flow, and direction of the investigation,
 - risks and mitigation strategies relating to the investigation, and
 - human, financial, and material resources required to conduct the investigation
 - provide instructions, and assign roles and responsibilities to personnel within the investigative team based on their competency, investigative experience, and training
 - consult with the file coordinator on the investigative chronology
 - review and assess all investigative information
 - when individuals are identified as a suspect or a person of interest:
 - ensure thorough and complete background inquiries are conducted
 - review the results of the inquiries in consultation with the major case manager and file coordinator
 - ensure that all relevant investigative avenues have been exhausted
 - ensure any information received in connection with the investigation is assessed for investigative significance, prioritized, and actioned in the approved software as required
 - ensure actions are generated in the approved software and completed in a timely fashion
 - communicate relevant investigative information to the investigative team through regular meetings/briefings and, in consultation with the file coordinator, maintain meeting/briefing minutes
 - maintain a record of all investigative decisions in consultation with the file coordinator
 - report if any investigations may be linked major case investigations to the major case manager as soon as possible
 - report if there is a reasonable suspicion of any other potential linkages between major case investigations to the major case manager as soon as possible
 - consult with the major case manager and file coordinator regarding notifying the SPCIC of any investigations that may be linked major case investigations
 - ensure similarities between any entries in the approved software about a person, place or thing relevant to the investigation are investigated
 - liaise with the Digital Evidence Coordinator to ensure that digital evidence is submitted for processing and analysis and is reviewed upon completion.

- when required, in consultation with the major case manager, assign members of the police service to supporting roles
- ensure all persons submitting exhibits to forensic testing facilities provide the primary investigator with status reports every 30 days until all final results have been received
- when judicial authorizations to intercept private communications are required, ensure a qualified police officer prepares the affidavit in consultation with the local Crown Attorney designated as agent for the Attorney General
- maintain thorough and complete investigative notes

File Coordinator Responsibilities

- The file coordinator shall report to the major case manager
- For every threshold investigation, the file coordinator shall:

Investigative Duties

- consult with the major case manager on processes to manage investigative information as required under this Regulation
- ensure actions that are generated are completed and entered in the approved software
- in consultation with the primary investigator, create and maintain the investigative chronology
- maintain a record of investigative decisions
- report any potential linkages between major case investigations to the major case manager and primary investigator as soon as possible
- report where there is a reasonable suspicion that two or more major case investigations involve the same offender, whether within a single or multiple jurisdictions, to the major case manager as soon as possible
- consult with the major case manager and primary investigator regarding notifying the SPCIC of potentially linked major case investigations
- notify the primary investigator of any similarities between any entries in the approved software about a person, place or thing relevant to the investigation in consultation with the primary investigator, ensure meeting minutes are maintained
- ensure the appropriate security (as in, security to an appropriate level) of all documents containing investigative information
- maintain thorough and complete investigative notes
- consult with the primary investigator on the record of all investigative decisions

- ensure all investigative information is prepared for disclosure in accordance with local requirements

Information Management Duties

- review all investigative information to ensure accuracy and completeness
- provide advice to the major case manager and primary investigator on the investigative relevance of all investigative information
- ensure the investigative information is prioritized for review by the Command Triangle in accordance with [provisions on information management below]
- in consultation with the major case manager, select and assign as required, one or more members of the police service to fulfill the role of information coordinator
- ensure all investigative information is entered, researched, indexed, and cross-referenced in the approved software by a member of the police service who has successfully completed the training prescribed by the Solicitor General
- review and verify all investigative information entered in the approved software
- ensure all investigative information is entered in the approved software as soon as practicable, but no more than 30 days after receipt of the information
- ensure investigative information is managed and stored in accordance with this Regulation

Mandatory Supporting Roles

Field Investigator

A field investigator shall:

- report to the primary investigator
- develop appropriate interviewing strategies to maximize the effectiveness of interviews and the quality of information and evidence obtained

Forensic Identification Officer

A forensic identification officer shall:

- report to the primary investigator
- determine the sequence of evidence examination
- work in close cooperation with the Scene Coordinator

- contact the Centre of Forensic Sciences or other forensic testing facilities to determine the status of exhibits submitted at least every 30 days and report the results of that contact to the Command Triangle

In a major case investigation of any major case other than homicide, a scenes of crime officer may undertake the duties of a forensic identification officer, when the primary investigator, in consultation with the forensic identification officer, determines that the scenes of crime officer is qualified to conduct the required tasks.

Media Liaison

A media liaison officer shall:

- report to the major case manager
- obtain approval for all media releases from the major case manager
- manage and control all police media releases
- meet with the media as necessary
- liaise directly with the major case manager on matters concerning written releases, media enquiries, public appeals, problems involving media personnel, or chiefs' procedures relating to media
- ensure all media releases and reports in any medium are forwarded to the file coordinator

Scene Coordinator

A scene coordinator shall:

- report to the primary investigator
- in consultation with the command triangle and forensic identification officer, develop a scene investigation plan including:
 - areas to be searched and items to be searched for
 - personnel requirements (who will be needed to assist)
 - specialized investigative techniques or equipment to be used
 - legal requirements relating to the search
- in consultation with the forensic identification officer, identify barriers to controlling scenes of crime, assess how to overcome them, and implement scene control measures and health and safety procedures
- ensure a log of who has entered and exited the crime scene is maintained
- in consultation with the Command Triangle and Forensic Identification Officer, release the scene after ensuring that all practicable search methods and investigative techniques in relation to the scene have been exhausted

Victim Liaison

A victim liaison shall:

- report to the major case manager
- ensure all information releases (disclosures of information about the investigation) to victims are authorized by the major case manager
- liaise and maintain regular contact with victims
- maintain a log of contact with victims
- control all information released by the investigative team to victims
- ensure that any information relating to a major case investigation that is going to be made public is first shared with victims
- assist victims in obtaining support and referrals for victim support services
- work closely with the appropriate support service liaison or Victim Witness Assistance Program personnel as applicable
- ensure victims are informed of the case status, bail conditions, court dates and final disposition, as applicable

Optional Supporting Roles

Canvass Coordinator

A canvass coordinator shall:

- report to the primary investigator
- in consultation with the primary investigator, establish a canvass plan that:
 - outlines the objectives of the canvass
 - determines the area to be canvassed
 - identifies any specific questions to be asked when canvassing
- brief canvass personnel on the questions to ask and the types of information to be collected
- collect all documents prepared for the purpose of or resulting from the canvass and provide them to the file coordinator

Digital Evidence Coordinator

A digital evidence coordinator shall:

- report to the primary investigator
- as needed, consult with digital forensics analysts or experts to ensure coordination for the proper seizure, continuity, submission, processing, and preservation of digital evidence

- submit digital evidence for analysis (by applicable analysts or experts, e.g., experts in video footage) as needed
- report the results of the analysis to the primary investigator

Information Coordinator

An information coordinator shall:

- report to the file coordinator
- assist the file coordinator with responsibilities under this Regulation
- enter complete and accurate investigative information into the approved software
- enter actions that are generated and completed into the approved software (as in, indicate in the approved software where actions are completed)
- research, index, and cross-reference all investigative information as required under this Regulation
- identify and report immediately to the file coordinator:
 - any inconsistencies observed in investigative information, and
 - any similarities between new and existing entries in the approved software about a person, place or thing relevant to the investigation
- assist the file coordinator in the preparation of disclosure in accordance with local jurisdictional requirements

Judicial Authorization Coordinator

A judicial authorization coordinator shall:

- report directly to the primary investigator
- prepare or coordinate the preparation of all judicial authorizations, search warrants, production orders and consent forms
- monitor applicable judicial timelines, including for reports on seized items and for detention orders
- provide updates to the Command Triangle on the status of all judicial authorizations, search warrants, production orders and consent forms
- liaise with the local Crown Attorney on legal issues, as required

Non-Threshold Investigations

Major Case Manager Duties

For every non-threshold investigation, the major case manager shall:

- assign a non-threshold investigator
- consider assigning personnel to supporting roles as needed
- when linked major case investigations have been identified, ensure that the SPCIC is notified within seven days, and, in consultation with the SPCIC and the major case managers of any linked major case investigations, determine the need for any further investigative action
- consider engaging forensic and other support resources as needed
- continually assess the nature of the investigation, taking into account that a non-threshold investigation can transition quickly into a threshold investigation subject to the rules for threshold investigations under this Regulation
- approve the results of the investigation or assign it back to the primary investigator for further investigation

Non-Threshold Investigator Duties

A non-threshold investigator shall:

- report to the major case manager
- (for greater certainty) comply with the Investigations Regulation, except where this regulation conflicts; in the event of conflict, this Regulation prevails over the Investigations Regulation (as noted above)

Multi-Jurisdictional Major Case Investigations

SPCIC

Upon being notified of linked or potentially linked major case investigations (whether in a single or multiple jurisdictions), the SPCIC shall:

- conduct a review of:
 - the nature of the offences under investigation
 - the scope and complexity of the investigations
 - the number of victims
 - the time-frame in which the offences were committed
 - the likelihood of escalation of criminal activity by the offender
- facilitate a case conference with the police services involved in the investigations
- following the case conference, determine whether the investigations will proceed as a multi-jurisdictional major case investigation

- in consultation with the Provincial Lead of the Major Case Management Unit, identify the multi-jurisdictional major case manager responsible for the multi-jurisdictional major case investigation, if applicable
- continue to monitor and assess the multi-jurisdictional major case investigation or linked or potentially linked major case investigations, as applicable
- if it is determined the investigations will not proceed as a multi-jurisdictional major case investigation, continually assess the progress of the linked or potentially linked major case investigations to determine whether they should proceed as a multi-jurisdictional major case investigation

The SPCIC shall ensure that an individual assigned to the role of multi-jurisdictional major case manager (MJMCM) has the necessary competence, experience and training to fulfil the role in accordance with this regulation, and in assigning an individual shall consider whether the individual possesses the following attributes:

- Strong communication skills
- Leadership and team building skills
- Emotional intelligence and creativity
- Critical thinking skills
- Ability to understand ethical and legal considerations
- Time management and organizational skills

The SPCIC shall also ensure that the individual assigned to the role of MJMCM has successfully completed the training prescribed by the Solicitor General.

Multi-Jurisdictional Major Case Manager (MJMCM)

In every multi-jurisdictional major case investigation, the MJMCM shall:

- determine whether the linked major case investigations will proceed separately or as a merged investigation.
 - If proceeding separately, all duties pertaining to threshold investigations shall continue to be met by members of the command triangle in each police service, the MJMCM shall oversee the investigations, and the major case manager from each police service shall report to the MJMCM
 - If proceeding as a merged investigation, the requirements pertaining to threshold investigations apply with the following modifications:
 - The MJMCM shall carry out the duties of the major case manager
 - The MJMCM shall ensure a single file coordinator, primary investigator, media liaison and victim liaison is assigned to act in

relation to the merged investigation in place of the individuals assigned to these roles by each police service

- establish an investigative consultant team
- draft a multi-jurisdictional major case investigative plan in accordance with this Regulation
- ensure the multi-jurisdictional major case investigative plan is approved by all members of the Joint Management Team before the investigation proceeds or investigative information is shared between the involved police services for the purpose of the investigation
- Amend the multi-jurisdictional major case investigative plan and seek approval from the joint management team as needed throughout the investigation
- report to the Joint Management Team as required with regard to the overall direction and management of the investigation and decisions to change investigative strategies or directions
- when needed, as determined in consultation with the SPCIC, prepare a request for provincial funding
- ensure detailed written progress updates, reports, briefing notes, and financial records are prepared as requested by the Joint Management Team
- consult with the SPCIC throughout the investigation
- at the conclusion of the investigation, participate in a case review as directed by the SPCIC

Multi-Jurisdictional Major Case Investigative Plan

The multi-jurisdictional major case investigative plan shall include the following components:

- Investigative Overview
- Threat to Community
- Purpose of Investigation (known operationally as “project proposal”; major initiatives are generally titled “project XX”)
- Investigative Goals
- Operational Plan
- Other Investigative Issues/Techniques
- Duties and Responsibilities
- Reporting
- Administrative/Miscellaneous Matters
- Provincial Funding Requests

Joint Management Team

In every multi-jurisdictional major case investigation, the joint management team shall:

- meet with SPCIC, the MJMCM, and the involved major case managers and maintain contact throughout the investigation
- approve a Multi-Jurisdictional Major Case Investigative Plan
- monitor the expenditure, financial accountability, and cost effectiveness of the investigation
- provide general oversight of the investigation without participating in investigative decisions, unless those investigative decisions involve a substantial change to the investigative plan or require a change in the (board/Solicitor General) policies or (chief's) procedures for the police service, in which case the joint management team shall assist with making the investigative decision
- provide advice, support, and authorization of additional resources as needed to facilitate the investigation
- establish a schedule for reporting on the progress of the investigation by the MJMCM
- ensure the minutes of joint management team meetings are retained in the records of the investigation
- in consultation with the SPCIC and MJMCM, determine whether the investigation should continue to proceed as a multi-jurisdictional major case investigation or proceed instead as multiple distinct major case investigations

Investigative Consultant Team

- The investigative consultant team shall consist of the members of the command triangles from each police service involved in conducting the multi-jurisdictional major case investigation.
- The investigative consultant team may also include, without limitation and at the discretion of the MJMCM: forensic experts, medical experts, representatives from the Centre of Forensic Sciences, representatives from the Office of the Chief Coroner, forensic psychiatry experts, local Crown Attorneys, and forensic pathology experts.
- In every multi-jurisdictional major case investigation, the investigative consultant team shall provide guidance, assistance and support to the MJMCM.

Major Case Managers

In every multi-jurisdictional major case investigation, the major case managers involved in the investigation from each involved police service shall:

- report to the MJMCM
- meet with the MJMCM as required to share investigative information for briefings
- liaise with the investigative consultant team, in consultation with the MJMCM

Investigative Information

Prioritizing Suspects and Persons of Interest

- If an individual is identified as a suspect, the major case manager, in consultation with the primary investigator and file coordinator, shall rank the suspect as high, medium, or low priority for further investigation based on the following factors:
 - existence and extent of corroborating evidence
 - reliability of investigative information
 - the frequency with which the person is mentioned across all sources of investigative information
 - existence of motive
 - existence of opportunity
 - relationship to the victim
 - background of the suspect
- If an individual is identified as a person of interest, the major case manager, in consultation with the primary investigator and file coordinator, shall rank the person of interest as high, medium, or low priority for further investigation.
- For all suspects and persons of interest, the primary investigator shall:
 - ensure that a thorough background investigation is conducted
 - in consultation with the Command Triangle, review the results of the inquiries
 - ensure that all relevant investigative avenues have been exhausted (i.e., until no further follow-up is required)

Prioritizing Actions

- The major case manager, in consultation with the primary investigator and file coordinator, shall rank all actions in the approved software as high, medium, or low priority based on the following factors:
 - risk to public safety
 - potential for loss of evidence
 - whether the source of the information is known or anonymous, and if known, whether the source can be contacted frequency of references to the same information
 - specificity of the information
 - whether the source of the information is known or anonymous
 - seriousness of the offence
 - reliability of the source, if known

- For all actions, the primary investigator shall:
 - ensure that a thorough investigation is conducted
 - in consultation with the Command Triangle, review the results of the actions
 - ensure that all relevant investigative avenues have been exhausted (i.e., until no further follow-up is required)

In-Custody Informers

In any major case investigation that involves an in-custody informer, the primary investigator or non-threshold investigator, as applicable, shall consult with the local Crown Attorney prior to commencing investigation.

Approved Software

Members of police services shall use the approved software to manage investigative information in major case investigations.

The Minister shall approve software capable of supporting the requirements relating to managing investigative information, including data entry and organization of records, in this regulation. The minister may approve new software from time to time.

Data entry requirements

Threshold investigations

- Subject to the exceptions below, for all threshold investigations: a member of a police service who has been assigned responsibility for entering investigative information in the approved software shall enter the information as soon as practicable, but no more than 30 days after receipt of the information
- The file coordinator shall ensure all investigative information is entered, indexed, researched, and cross-referenced in the software

Exceptions

- In situations where an investigation has been reclassified as a threshold investigation, a member of a police service who has been assigned responsibility for entering investigative information in the approved software shall enter the information as soon as practicable, but no more than 30 days following the reclassification
- For all threshold investigations where the victim and offender were in a familial relationship or the offender is arrested, charged, or deceased within 14 days of the commencement of the investigation, only the following information must be indexed, researched, and cross-referenced (still as soon as practicable but no more than 30 days after receipt):

- date, time, location of incident
- name and personal identifiers of the victim
- name and personal identifiers of the accused, suspect or persons of interest

For greater certainty, where the exception in the bullet immediately above applies, it is still permitted, but not required, to input any other information that may assist in the investigation into the approved software.

Non-threshold investigations

For all non-threshold investigations:

- a member of a police service who has been assigned responsibility for entering investigative information in the approved software shall enter all investigative information into the software as soon as practicable, but no more than 30 days after receipt of the information
- The file coordinator shall ensure the following information is indexed, researched, and cross-referenced in the software:
 - date, time, location of incident
 - name and personal identifiers of the victim
 - name and personal identifiers of the accused, suspect or persons of interest

For greater certainty, in non-threshold investigations, it is permitted, but not required, to input any other information that may assist in the investigation into the approved software.

Rules for certain confidential information

Crime Stoppers tips

- Despite anything in this regulation, documents provided by Crime Stoppers relating to tips received shall not be entered into the software.
- Despite anything in this regulation, investigative information obtained from a Crime Stoppers tip shall only be entered into the approved software in a manner that does not identify the source of the tip

Confidential human sources

- Personal information or information that, by reason of its uniqueness would reasonably be expected to identify a confidential human source, also known as a confidential informant, shall not be entered into the software.

Police Agents and Undercover Officers

- Information that would identify a police agent or undercover police officer shall not be entered into the approved software

ViCLAS submissions

- Despite anything in this regulation, ViCLAS submissions (i.e., reports required to be submitted to ViCLAS, the requirements for which will remain largely the same as in O Reg 550/96 and will likely be included in the Investigations regulation) shall not be entered into the software.

Headings

- The file coordinator shall ensure all investigative information in the approved software is organized using the headings available within the approved software, or such additional headings as applicable

Using Approved Software for Non-Major Case Investigations

- Members of a police service may use the approved software for an investigation that is not a major case investigation if the investigation relates to one or more of the following:
 - arson
 - child pornography
 - cruelty to animals
 - discharge of a firearm
 - indecent act
 - indecent exposure
 - an intelligence project
 - luring child by means of a computer
 - major fraud
 - organized crime
 - trespass at night
 - voyeurism
 - hate-related offences, including any offences believed to be motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, or gender identity or expression, or on any other similar factor

- Members of police services may use the approved software for any other investigation if authorized to do so by the Provincial MCM Software Coordinator (in the Ministry's Major Case Management Unit)

Summary of Weapon Approvals, Specifications and Standards for Use

The definitions of “firearm”, “handgun” and “less lethal projectile” from the PSA Equipment and Use of Force Regulation would apply to the proposals in this document.

1. Firearms deployed with less lethal ammunition:

- a) The only less lethal projectile permitted for use in shotguns used by frontline members is a bean bag round in a “sock” configuration.
 - i. “Frontline member” means a member of a police service who is primarily assigned to perform policing functions on patrol or in response to calls for service and is not a member of a specialized team such as a tactical unit, public order unit, containment team or hostage rescue team.
- b) Extended range impact weapons of 37 mm or 40 mm calibre may be used by members of tactical teams, hostage rescue units, containment teams, and public order units, provided the following requirements are met:
 - i. The only ammunition used in the weapons is less lethal projectiles.
 - ii. Ammunition is factory loaded, unless the ammunition is loaded solely for training purposes.

2. Aerosol weapons:

- a) Aerosol weapons, the active ingredient of which is oleoresin capsicum (OC), may be used by a member of a police service if the following requirements are met:
 - i. the weapon must be a hand-held canister;
 - ii. the weapon may dispense a foam, gel or spray;
 - iii. the active ingredient is subject to a maximum Major Capsaicinoid (MC) percentage of 1.33 as measured by a High Performance Liquid Chromatograph (HPLC) test;
 - iv. there must be a legible serial number and expiry date on the weapon;
 - v. the weapon must be able to be continuously deployed from any angle or orientation;
 - vi. the weapon must be equipped with a safety device to prevent unintentional discharge;
 - vii. the propellant must be high pressure, non-flammable, non-ozone-depleting, chemically inert and toxicologically safe;
 - viii. the contents must not contain any carcinogenic ingredients, or probable carcinogens;
 - ix. weapon must be CEW-compatible (i.e., the contents will not be ignited by a CEW deployment); and
 - x. the contents must not be blended with tear gas (CS or CN).

- b) Despite the above requirements, an aerosol weapon, the active ingredient of which is oleoresin capsicum (OC), used by a member of a public order unit, tactical unit, hostage rescue team, or containment team does not need to meet the above requirements.

3. PepperBall System:

- a) A member of a tactical unit, hostage rescue team or public order unit may use the weapon known as the PepperBall.

4. Tear Gas:

- a) Only 2-Chlorobenzylidenemalononitrile (CS) may be used, and it may only be used by a member of a tactical unit, hostage rescue team or public order unit
 - i. For greater certainty, chloroacetophenone (CN) is not permitted.
- b) Tear gas may not be applied intentionally in concentrated form directly to a person.

5. Batons:

- a) A baton may be used if it meets the following requirements:
 - i. be of fixed length or expandable;
 - ii. be straight or handled;
 - iii. be rigid at all times, including when expanded; and
 - iv. have a minimum length (when expanded in the case of an expandable baton) of 16 inches.
- b) Despite the above requirement, a baton used by a member of a public order unit is not required to meet the above specifications.

6. Conducted Energy Weapons:

- a) A conducted energy weapon of the following type may be used:
 - i. TASER X26P
 - ii. TASER X2
 - iii. TASER 7
- b) A member of a police service shall not use a conducted energy weapon on a person unless the member reasonably believes that,
 - i. the person is,
 - a) without the consent of another person, applying force intentionally to that person, directly or indirectly, or
 - b) attempting or threatening, by an act or a gesture, to apply force to another person, if the person has, or causes that other person to believe on reasonable grounds that the person has, present ability to effect this purpose; or

- c) taking into account the totality of the circumstances, there is an imminent need for control of the person in order to,
 - i. arrest the person, or
 - ii. prevent the commission of an offence.



Public Information Report

To: Halton Regional Police Services Board
From: Fred Kaustinen
Chief Governance Officer

Subject: Police Records Check Reform Act (PRCRA) 2015 –
Five-Year Review

Report #: CGO23-08-I-01
Date: 31 August 2023

INTRODUCTION AND BACKGROUND:

Police Records Checks provide members of the public with certified documents at their request, which those members of the public require for certain types of security-sensitive employment or voluntary service.

Police Records Check Reform Act (PRCRA) was enacted in 2015, and is undergoing its scheduled five-year review, and is at the public consultative stage of that review.

DISCUSSION/ANALYSIS:

The Provincial Government's consultative process seeks to determine whether the PRCRA is achieving its policy intent of standardizing the police record check process while balancing public safety and privacy rights.

The consultative questions are oriented primarily towards public applicants and employers/supervisors of those public applicants, rather than the providers of those records (the police).

Note that since 2022 police are required to provide record checks for volunteers (other than vulnerable sector volunteers) free of charge.

Attachments:

- Police Records Check Reform Act (PRCRA) Five-Year Review – Consultation Document

Police Record Checks Reform Act, 2015

Five-Year Review: Consultation Paper

The Ministry of the Solicitor General (the ministry) is conducting a review of the [Police Record Checks Reform Act, 2015](#) (PRCRA), in line with Section 21 of the act, which requires a review within five years of the act coming into force. The purpose of the review is to determine whether the PRCRA is achieving its policy intent of standardizing the police record check process while balancing public safety and privacy rights.

The review also aims to gather information related to issues not directly governed by the PRCRA such as:

- Exploring baselines/minimum requirements, reusability, and validity periods for police record checks;
- Issues that impact the delivery of police record checks, such as processing times and how frequently checks are required / requested;
- Employment opportunities for those with a criminal record and connection to public safety;
- The impact(s) of record check requirements on the supply and demand of volunteers; and,
- Impact of police record checks on the resource capacity of police services, municipalities, and Ontarians.

As part of its review and to help identify potential areas of improvement, the ministry is soliciting feedback from the public.

Instructions

Please respond to all or some of the engagement questions below and submit your responses through the Ontario Regulatory Registry or by email to SOLGENinput@ontario.ca with the subject line: PRCRA Legislative Review. All feedback provided by respondents will be reviewed and considered by the ministry. If you require an accessibility accommodation or an alternative method to provide your feedback please submit your request to SOLGENinput@ontario.ca.

The questions are divided into four themes:

1. Balancing public safety and privacy rights
2. Service delivery
3. Impact of PRC requirements on volunteering and employment opportunities
4. Additional feedback

Notice to Consultation Participants

Submissions and comments provided to the Ministry of the Solicitor General (the Ministry) are part of a public consultation process to solicit views on the *Police Record Check Reform Act, 2015* (PRCRA). An individual who provides a submission or comments and indicates a professional affiliation with an organization will be considered a representative of that organization. The collection of personal information during this consultation is in compliance with subsection 38(2) of the *Freedom of Information and Protection of Privacy Act, 1990*. If you have any questions regarding the collection of personal information as a result of this consultation, you may contact the Ministry's Freedom of Information Office, FOI.SOLGEN@ontario.ca.

Section 1: Respondent information (optional)

Name (Optional):

Role/Occupation (Optional):

Organization that you work for or represent (Optional):

Industry or sector that you work in or represent (Optional):

Section 2: Balancing public safety and privacy rights

Overview

Proclaimed into force in November 2018, the *Police Record Checks Reform Act, 2015* (PRCRA) established the province's first-ever clear, consistent and comprehensive set of standards to govern how a police record check (PRC) is conducted and disclosed in Ontario.

The PRCRA sets out three types of police record checks (PRCs) and restricts the information that can be included in each type:

- A. Criminal Record Check (CRC):** Includes applicable criminal convictions and findings of guilt under the federal *Youth Criminal Justice Act*.
- B. Criminal Record and Judicial Matters Check (CRJMC):** Expands on the CRC by including discharges, outstanding charges, arrest warrants and certain judicial orders.
- C. Vulnerable Sector Check (VSC):** Expands on the CRJMC by including applicable findings of not criminally responsible on account of mental disorder, record suspensions, and certain non-conviction information (subject to a strict test).
 - VSCs are used to determine suitability for positions of trust or authority over vulnerable persons and are also governed in part by the federal *Criminal Records Act*.

The PRCRA contains a Schedule that details information that is authorized for disclosure under each type of check. The Schedule can be reviewed on e-Laws, [here](#).

The PRCRA also sets out that providers must obtain consent from the requesting individual prior to conducting a PRC. In most cases, a “second consent” is required

before the completed check can be disclosed to a third party (such as a future employer, etc.), unless the individual chooses to disclose the check themselves.

Consent requirements are intended to give a person the opportunity to review their PRC before anyone else. This helps ensure that a person can take action to address imprecise information on their PRC through a corrections process and make decisions about who or what organization they allow to have access to their personal information.

Additional information regarding police record checks can be found on Ontario.ca, [here](#), as well as in the Appendix.

The ministry is also collecting information on how organizations use PRCs when hiring new staff or volunteers.

Questions

1. Does the information disclosed in a Criminal Record Check (CRC), Criminal Record and Judicial Matters Check (CRJMC), or Vulnerable Sector Check provide adequate information/insight into an individual's risk to public safety? Is the information useful to you?
2. Aside from legislative requirements, how does your organization determine whether a PRC is required for a role? How do you determine which level of check to request?
3. If your organization requires workers or volunteers to obtain PRCs for any worker or volunteer positions, are there specific criteria related to the position that trigger the requirement (e.g. degree of responsibility or authority of the position, types of populations served, anticipation duration of the role, etc.)? If so, does your organization have different criteria for different levels of PRC requests?
4. How long does your organization consider a PRC to be valid, once received? Do you require PRCs to be updated after they are provided? If so, how frequently do you require PRCs to be updated for individuals?
5. Vulnerable sector checks are specific to a particular position, while other types of police record checks are not. If your organization requires Criminal Record Checks or Criminal Record and Judicial Matters checks for certain roles, do you archive and reuse past PRCs for individuals who apply to future positions/roles?

6. Do you accept PRCs that were completed previously for other job or volunteer opportunities for other organizations?
7. Since the introduction of the PRCRA, describe any issues you may have encountered with the disclosure and/or retention of information in a PRC.
8. How are the privacy rights of an individual protected when a PRC is disclosed (i.e., electronically or hardcopy)?
9. Are there guidelines or best practices to ensure data privacy and integrity?

Exceptional Disclosure

Under the PRCRA, police services are permitted to disclose non-conviction information in a VSC only if certain criteria are met. This includes whether there are reasonable grounds to believe that the individual has engaged in a pattern of predatory behaviour that indicates they present a risk of harm to a vulnerable person (for more information about the criteria please see Appendix A).

Exemptions

The PRCRA allows for exemptions from some or all the Act's requirements, under the Act itself and through the Exemptions Regulation ([O. Reg. 347/18: EXEMPTIONS](#)). If an exemption applies, police services may, for example, include information when conducting a PRC that would otherwise not be permitted to be released.

The amended Exemptions Regulation came into force on July 1, 2021. The new exemptions framework codifies safeguards to ensure that the use of regulatory exemptions is based on clear and compelling public safety needs that balance privacy rights and mitigate the risks of discrimination and bias. The framework provides additional protections for PRCs conducted based on a regulatory exemption (see Appendix for additional details on this framework).

Question

10. Do the exceptional disclosure criteria / Exemptions Regulation framework prevent the inappropriate disclosure of non-criminal information (that is not relevant to maintain public safety)?
 - a. Do the criteria/framework prevent from being disclosed non-criminal information which should be disclosed for public safety reasons?

Section 3: Service delivery

General

There are some operational aspects of PRCs that the PRCRA does not govern, including fingerprinting requirements, processing times for providers to complete PRCs, and approval or licensing of third-party PRC providers.

Although the PRCRA does not currently address these issues, the ministry is interested in feedback on whether the PRCRA has affected the delivery of PRCs. The ministry is interested in experiences of individuals and organizations requesting PRCs, and of police services and third-party providers that conduct PRCs.

Questions

11. Prior to the introduction of the PRCRA, approximately how long would it take to receive the results of a PRC? Describe any processing issues your organization or stakeholders may have experienced requesting/providing a police record check since 2018.
12. Has PRC processing time had an impact on the hiring/onboarding process for employees/volunteers? If so, please describe this impact and any mitigation strategies.
13. What service delivery concerns does your organization encounter most often (i.e., processing times, fees, verification process, fingerprinting) in relation to different types of police record checks set out under the PRCRA? Do these concerns vary by type of police record check?
14. If you have used both police services and third-party providers for PRCs, did you notice any differences in the process?

Corrections and Reconsideration Processes

Under the PRCRA, all PRC providers must provide a process for an individual to request corrections to their PRC.

The PRCRA and [O. Reg 348/18](#) also outline the process that must be followed if an individual would like the decision to include non-conviction information in their VSC to be reconsidered. For instance, individuals must submit the request in writing within 45 days of receiving their VSC, and police services must reconsider the disclosure within

30 days of receiving the request. Police services must also inform the individual of the result (i.e., whether or not the information will be removed from their VSC). (See Appendix for additional information on exceptional disclosure).

Questions

15. Do the current correction and reconsideration processes work to support corrections to the disclosure of information in a PRC?
16. Have you encountered issues regarding the correction or reconsideration process (i.e., the time required, length of the process for correction, paperwork, privacy issues)?

Section 4: Impact of PRC requirements on volunteering and employment opportunities

General

The PRCRA does not govern whether a PRC is required for a certain position or activity, or the type of check that is required. The ministry is aware that there are legislative and regulatory requirements related to PRCs for some sectors, while other organizations may require them as matter of policy.

The PRCRA does not currently establish validity periods for PRCs, or dictate how frequently an organization can request one. In some cases, individuals may also be asked to provide a new PRC after a set amount of time has passed.

The ministry is interested in how PRC requirements may impact employment and volunteering opportunities – from the perspective of both recruiting organizations and individuals seeking opportunities.

Question

17. How do PRC requirements affect your experience in attracting volunteers or employees?

Volunteering

In 2022, amendments to the PRCRA that seek to reduce barriers for volunteers came into effect. Police services are now required to conduct and provide the results of two types of checks for volunteers for free (CRCs and CRJMCs). If copies are requested at

the time of the initial PRC request, police services must also provide up to five free copies of the results (Note: VSCs were not included in these amendments).

The amendments also added a definition of “volunteer” to the PRCRA. A volunteer is a person who performs a service but who receives no compensation for doing so other than an allowance for expenses or an honorarium. This definition does not include someone who receives some other form of credit, such as academic credit or fulfilling a sentence requirement.

Question

18. Please describe impacts to your organization since the amendments to support volunteers came into force.

Section 5: Additional feedback

The ministry is interested in other experiences you may have had with the PRCRA or with PRCs in general. Please feel free to share additional observations to help inform the review.

Question

19. Do you have any other feedback related to the impact of the PRCRA or police record checks that you would like to add?

Appendix A: Background

A Police Record Check (PRC) reflects the results of a **search of information** in police databases about an individual at the **point in time** when the search is conducted. PRCs are often used as **part of a screening process** for employment or volunteering, entering education or a profession, adoption, licensing, and access to programs or services, etc.

A PRC **may be required by law**, as a result of policies, or for insurance purposes.

Proclaimed into force in November 2018, the *Police Record Checks Reform Act, 2015* (PRCRA) established the province's first-ever clear, consistent and comprehensive set of standards to govern how a PRC is conducted and disclosed in Ontario.

The goals of the PRCRA are to promote public safety by governing types of record checks that can be conducted for screening and strengthen privacy protection by creating consistent practices around what information is disclosed in PRCs and how it is done.

Since the PRCRA was proclaimed into force, significant milestones have included:

- 2021 amendments to O. Reg. 347/18 (Exemptions) for a new exemption framework; and
- 2022 legislative amendments to reduce barriers for volunteers.

Types of Police Record Checks and Information Disclosed

There are three types of police record checks:

- 1. Criminal Record Check (CRC):** Includes applicable criminal convictions and findings of guilt under the federal *Youth Criminal Justice Act*. Results can be used across positions.
- 2. Criminal Record and Judicial Matters Check (CRJMC):** Expands on the CRC by including discharges, outstanding charges, arrest warrants and certain judicial orders. Results can be used across positions.
- 3. Vulnerable Sector Check (VSC):** Expands on the CRJMC by including applicable findings of not criminally responsible on account of mental disorder, record suspensions, and certain non-conviction information (subject to a strict test).
 - VSCs are used to determine suitability for positions of trust or authority over vulnerable persons and are also governed in part by the federal *Criminal Records Act*.

Under the PRCRA, police record check providers are [required to include certain types of information](#), depending on the type of PRC being conducted, and are not permitted to include any other types of information.

Exceptional Disclosure of Non-Conviction Information

Under the PRCRA, police services are permitted to only disclose non-conviction information if:

- Disclosure is part of a VSC.
- The following criteria are met:
 - The non-conviction record relates to an offence prescribed in [O. Reg. 350/18](#) under the PRCRA;
 - The alleged victim was a child or vulnerable person; and,
 - Based on an assessment of the following factors, the provider has reasonable grounds to believe that the individual has engaged in a pattern of predatory behaviour indicating that they present a risk of harm to a vulnerable person:
 - Whether the individual appears to have targeted a vulnerable person;
 - Whether the individual's behaviour was repeated and directed to more than one vulnerable person;
 - When the incident(s) of behaviour took place;
 - Number of incidents; and
 - Reason the incident(s) or behaviour did not lead to a conviction.

Exemptions

The PRCRA (within the act and the Exemptions Regulation) allows for additional or specific information to be provided as part of a check for some sectors, where ministries or regulators put forward a compelling rationale:

- for a certain purpose
- to adhere to legislative requirements

After extensive consultations, the amended Exemptions Regulation came into force on July 1, 2021. The new exemptions framework codifies safeguards to ensure that the use of exemptions is based on clear and compelling public safety needs that balance privacy rights and mitigate the risks of discrimination and bias. The framework provides additional protections for PRCs conducted based on a regulatory exemption, related to:

- A. Consent:** Police services shall obtain written consent from an individual prior to conducting a PRC.

- B. Restricting information:** Police services are required to ensure that information can be disclosed only when it is based on information that:
- raises clear public safety concerns;
 - is recent or has occurred with enough frequency to raise ongoing public safety concerns;
 - is directly related to the risks of the position; and
 - is based on reliable sources.
- The amended regulation also establishes additional restrictions around how non-conviction information (such as: mental health, street checks and victim) is disclosed.
- C. Transparency and procedural fairness:** Police services shall disclose the police record check results to the applicant upon request and create a process to correct errors or to reconsider the information disclosed.
- D. Establishing conditions:** Police services shall prepare and maintain statistics on exempted checks and comply with any directives issued by the Minister in relation to the act.
-

Email SOLGENinput@ontario.ca



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Board Members From: Chief Stephen J. Tanner
 Subject: CAPITAL PROJECTS / PROGRAMS STATUS – JUNE 30, 2023
 Report #: P23-08-R-08 Date: August 31, 2023

RECOMMENDATION:

“That the Halton Police Board approves the closure of the following Capital Accounts / Projects:

| | | |
|---------|--------------------------|------------------|
| #T6902A | Burlington Court Antenna | \$ 9,947 |
| #T6868B | ESU Robot Replacement | 61 |
| #T6906A | Night Vision Equipment | <u>28,015</u> |
| | <i>Total</i> | <u>\$ 38,023</u> |

and further,

that the combined surplus funds of \$38,023 available as a result of the above recommendation be returned to the Police Capital Reserve and the Development Charge Reserves as appropriate.”

Stephen J. Tanner
Chief of Police

:PL / GK

Attachments: Capital Projects/Programs Status Report

INTRODUCTION AND BACKGROUND:

Attached is a summary of ongoing capital projects and capital programs showing the budget and expenditures to date for each as at June 30, 2023. Capital projects and capital programs are reviewed regularly to assess not only the project status but also the ongoing need for the funding to remain as originally assigned.

DISCUSSION / ANALYSIS:

Staff has reviewed the status of existing Capital Project Accounts and recommend closure/reduction of the following projects since the projects are complete and that the funds be returned to the Police Capital Reserve / Police Vehicle reserve and the Police Development Charge Reserves as appropriate:

| Capital Project Name | Year Set Up | Unspent Balance | Reason for Closure/Reduction |
|-----------------------------------|--------------------|------------------------|-------------------------------------|
| T6902A – Burlington Court Antenna | 2021 | \$ 9,947 | Project complete |
| T6868B – ESU Robot Replacement | 2022 | \$61 | Project complete |
| T6906A – Night Vision Equipment | 2022 | \$ 28,015 | Project complete |

CONSULTATION:

- Paul Lavergne – Director, Corporate Services (co-author)
- Greg Kinnear – Manager, Finance Services (co-author)
- Project Managers – Capital Projects

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

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

STRATEGIC MANAGEMENT ISSUES:

This supports Theme 3 (Capability and Engagement) Goal 3 of the 2020-2023 Strategic Plan:

Maximize the effectiveness and efficiency of the organization by:

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



Action Registry – Public Section

| Motion Date | Motion ID | Motion | Task Assigned To | Scheduled Completion | Status/Comments |
|-------------|-----------|---|------------------|----------------------|-----------------|
| 31 Mar 2022 | 3.3 | <i>THAT future reporting on Use of Force be listed as a discussion item on Board agendas.</i> | Chief | October 2023 | |
| 24 May 2022 | 2.1 | <i>THAT the Halton Police Board receive a yearly program update from Crime Stoppers.</i> | Chief | June 2024 | |
| 30 Jun 2022 | 4.2 | <i>THAT an updated [HR] policy be brought back for future consideration by the Board including language regarding reporting internal harassment cases and their disposition.</i> | CGO | 28 Sep 2023 | |
| 30 Mar 2023 | 3.3 | <i>“THAT future annual Police Service Performance Reports be presented as discussion items, including trends and mitigation impacts and a formal presentation to the Board; and THAT portions of the report be presented in Confidential Session as deemed appropriate.”</i> | Chief | March 2024 | |



| Motion Date | Motion ID | Motion | Task Assigned To | Scheduled Completion | Status/Comments |
|-------------|-----------|--|------------------|--|-----------------|
| 27 Apr 2023 | 3.2 | <i>THAT the Halton Police Board direct the Chief Governance Officer to prepare a report prior to the end of 2023 on an independent quality assurance audit of Service, quality assurance and audit policies, to be conducted on behalf of and reported directly to the Board.</i> | CGO | Dec 2023 | |
| 27 Apr 2023 | 3.3 | <i>THAT the Service provide a presentation to the Board on the recruiting process and current status.</i> | Chief | TBD - Chief to advise | |
| 2 Jun 2023 | 3.1 | <i>“THAT the Service report back to the Board on changes made and a detailed implementation plan with specificity on actions and timelines on the proposed recommendations made by Dr. Perry within six (6) months, and further, THAT the Board request that Dr. Perry return to the Service to determine the effectiveness of the implementation, and THAT the Service be directed to include an EDI report card as part of its performance reporting.”</i> | Chief | Dec 2023 March 2024 | |



| Motion Date | Motion ID | Motion | Task Assigned To | Scheduled Completion | Status/Comments |
|--------------------|------------------|--|-------------------------|-----------------------------|------------------------|
| 2 Jun 2023 | 4.4 | <i>“THAT a Budget Workshop be held in October, THAT detailed financial information be provided to Board members, through the Board Secretary, at least one week prior to the Budget Workshop, in a format and level of detail similar to the Town of Oakville and the Region of Halton.”</i> | Chief | October 2023 | |
| 2 Jun 2023 | 4.4 | <i>THAT a Strategic Planning Workshop be held in early November to consider and analyze the public survey and focus group results, as well as statistical data, as the key drivers with which the Board will establish the results-based strategic objectives that will anchor the Strategic Plan, and frame the Chief’s development of corresponding action plans.”</i> | CGO | November 2023 | |

