



**HALTON  
POLICE  
BOARD**  
EXCELLENCE IN GOVERNANCE

## Public Agenda

**Date:** Thursday, November 30, 2023

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

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

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Members of the public and other interested parties are welcome to watch the livestream of this meeting at the link above.

### 1. GENERAL

- 1.1 Regrets
- 1.2 Disclosure of Conflicts of Interest
- 1.3 Confirmation of Minutes of Meeting P23-10 held Thursday, October 26, 2023  
(Agenda Pages 1 – 6)

### 2. PRESENTATIONS/DELEGATIONS

### 3. INFORMATION REPORTS

- 3.1 **P23-11-I-01** - Financial Report and Forecast – 3rd Quarter 2023  
(Agenda Pages 7 – 14)
- 3.2 **P23-11-I-02** - Semi-Annual Grant Agreements Execution  
(Agenda Pages 15 – 18)
- 3.3 **P23-11-I-03** - Interpreter App Provided by Languages in Motion  
(Agenda Pages 19 – 20)

**4. RECOMMENDATION REPORTS**

4.1 **P23-11-R-04** - Contract Extensions - STSolutions Limited  
(Agenda Pages 21 – 26)

4.2 **P23-11-R-05** - Bronte Harbour - Lease  
(Agenda Pages 27 – 30)

**5. OPERATIONAL VERBAL UPDATES**

**6. ACTION REGISTRY**

6.1 Public Information Action Registry  
(Agenda Pages 31 – 32)

**7. RECEIPT OF PUBLIC CORRESPONDENCE**

**8. NEW BUSINESS**

**9. MOVE INTO CLOSED SESSION**

**10. CLOSED SESSION REPORT**

**11. ADJOURNMENT**



# Public Minutes

**MEETING NO.** P23-09

**DATE OF MEETING:** Thursday, October 26, 2023  
9:00 a.m.

**LOCATION:** Community Room, HRPS Headquarters/Virtual

**MEMBERS PRESENT (in person):** Jeff Knoll (Chair)  
Councillor Lisa Kearns, Curt Allen, Navdeep Dhaliwal, Ingrid Hann, Jane McKenna

**STAFF PRESENT:** Chief Stephen Tanner  
Deputy Chief Roger Wilkie  
Deputy Chief Jeff Hill  
Ken Kelertas, Director of Legal Services and Legal Counsel  
Paul Lavergne, Director, Corporate Services  
Greg Kinnear, Manager, Corporate Services  
Tracy Dottori, Director, Human Resources  
Bill Payne, Director, Information Technology  
Adam Woods, Manager, Information Technology  
Inspector Anita Laframboise  
S/Sgt. Tamara Sandy  
Ellie Bale, President, 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

### 1.1 Regrets



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 P23-08 held Thursday, September 28, 2023**

Moved by: C. Allen

Seconded by: J. McKenna

*“THAT the Minutes of Meeting P23-08 held Thursday, September 28, 2023 be adopted as circulated.”*

Carried.

### **1.4 Confirmation of Minutes of Budget Workshop held Friday, October 6, 2023**

Moved by: C. Allen

Seconded by: J. McKenna

*“THAT the Minutes of the Budget Workshop held Thursday, October 6, 2023 be adopted as circulated.”*

Carried.

## **2. PRESENTATIONS/DELEGATIONS**

### **2.1 2024 Funding Request**

Chief Tanner introduced the 2024 funding request and provided an overview of the highlights. Deputy Hill, Deputy Wilkie and Paul Lavergne, Director of Corporate Services, provided additional details of the funding request and responded to the Board's questions. A copy of the presentation was appended to the meeting agenda.

Moved by: J. McKenna

Seconded by: I. Hann



*“THAT the Board resolve into closed session in order to discuss public security matters and intimate financial matters, under Sections 9.6 a) and b) of the Board’s Procedural By-law 2020-1, as amended.”*

Carried.

The Board resolved into closed session at 10:35 a.m. The Board resumed open session at 11:15 a.m.

### **3. INFORMATION REPORTS**

#### **3.1 P23-10-I-01 - Quarterly Human Resources Summary**

Moved by: I. Hann

Seconded by: J. McKenna

*“THAT Report No. P23-10-I-01 - Quarterly Human Resources Summary be received for information.”*

Carried.

#### **3.2 P23-10-I-02 - Annual Report on Use of Force - 2022**

Moved by: C. Allen

Seconded by: I. Hann

*“THAT Report No. P23-10-I-02 - Annual Report on Use of Force – 2022 be received for information.”*

Carried.

#### **3.3 P23-10-I-03 - Seized Fund Statement - August 31, 2023**

Moved by: C. Allen

Seconded by: I. Hann

*“THAT Report No. P23-10-I-03 - Seized Fund Statement - August 31, 2023 be received for information.”*

Carried.



#### **4. RECOMMENDATION REPORTS**

##### **4.1 2024 Funding Request and 10-Year Capital Forecast**

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

*“THAT the Halton Police Board approves the 2024 Funding Request of \$203,786,630 and forwards the request to the Region; and further,*

*THAT the Halton Police Board approves an increase in the authorized sworn strength of forty-nine (49) positions; and further,*

*THAT the Halton Police Board approves an increase in the authorized civilian strength of twenty-four (24) positions; and further,*

*THAT the Halton Regional Police Services Board approves the 10-Year Capital Forecast as presented.”*

Carried.

##### **4.2 G07 - Governance Calendar Update**

The Board requested amendments to the presented document as follows:

- Include semi-annual litigation updates
- Notation on advocacy

The Chair noted that the calendar can be amended regularly as situations evolve.

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

*“THAT the Governance Calendar be approved as amended.”*

Carried.



**4.3 P23-10-R-07 - Forward Working - Limited Tendering - Respect, Anti-Harassment and Discrimination Policy Professional Development Creation and Delivery**

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

*“THAT the Halton Police Board authorize the Chair to execute an agreement in a form acceptable to Service Legal Counsel for the Limited Tendering (single source) award with Forward Working for the provision of the customized program design, development and in person facilitation/delivery in the amount of \$156,844 (including tax).”*

Carried.

**4.4 SEC23-10-R-01 - 2024 Board Meeting Schedule**

Curt Allen noted he has a conflict on the proposed April 4, 2024 Governance Workshop Date. The Secretary was directed to canvass the Board membership for a revised date.

Moved by: N. Dhaliwal  
Seconded by: J. McKenna

*“THAT the proposed 2024 Board Meeting Schedule as presented in Report No. SEC23-10-R-01 be approved.”*

Carried.

**5. OPERATIONAL VERBAL UPDATES**

There were no operational verbal updates.

**6. ACTION REGISTRY**

**6.1 Public Information Action Registry**

Items transferred to the Governance Calendar were removed.

Moved by: L. Kearns  
Seconded by: I. Hann

*“THAT the Public Information Action Registry be received.”*



Carried.

**7. RECEIPT OF PUBLIC CORRESPONDENCE**

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

*“THAT the Public Correspondence for October 26, 2023 be received.”*

Carried.

**8. NEW BUSINESS**

There was no new business.

**9. MOVE INTO CLOSED SESSION**

Moved by: J. McKenna  
Seconded by: L. Kearns

*“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**

The meeting adjourned at 3:45 p.m.

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Jeff Knoll  
Chair

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Graham Milne  
Board Secretary





# Halton Regional Police Service Public Agenda Information Report

**To:** Chair and Police Board Members

**From:** Chief Stephen J. Tanner

**Subject:** FINANCIAL REPORT AND FORECAST – THIRD QUARTER 2023

**Report #:** P23-11-I-01

**Date:** November 30, 2023

## INTRODUCTION AND BACKGROUND:

Given below is a summary of the Quarterly Financial Report as of September 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	September 30, 2023 YTD				2023 Full Year		2022 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Compensation & Benefits	42,531	122,553	124,721	2,167	1.7%	163,894	3,250	115,677
Materials & Supplies	1,991	6,566	5,994	(571)	(9.5%)	7,925	(575)	6,254
Purchased Services	2,310	12,746	12,057	(689)	(5.7%)	13,796	(800)	10,893
Rent & Financial	114	324	302	(22)	(7.1%)	403	0	319
Debt Charges	0	1,776	1,776	0	0.0%	5,008	0	2,423
Transfer To Reserve	0	6,644	6,644	(0)		6,644	0	4,653
Interdepartmental Charges	628	1,944	2,035	91	4.5%	2,713	125	1,722
<b>Total Expenditure</b>	<b>47,573</b>	<b>152,552</b>	<b>153,529</b>	<b>976</b>	<b>0.6%</b>	<b>200,382</b>	<b>2,000</b>	<b>141,942</b>
Total Revenue	2,257	9,913	9,895	18	0.2%	14,343	100	10,113
<b>Net Expenditure</b>	<b>45,316</b>	<b>142,639</b>	<b>143,634</b>	<b>994</b>	<b>0.7%</b>	<b>186,039</b>	<b>2,100</b>	<b>131,828</b>

**Comments:**

- As of the end of the third quarter, we have expended \$142.6 million (or 77% of the annual budget) which results in YTD savings of \$1.0 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	September 30, 2023 YTD				2023 Full Year		2022 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Salaries	30,002	85,929	90,458	4,529	5.0%	117,640	5,550	82,151
Temporary Help	1,305	3,006	1,588	(1,419)	(89.3%)	2,064	(1,700)	2,339
Net Wages	31,307	88,936	92,046	3,110	3.4%	119,704	3,850	84,490
Overtime & Court-time	1,634	3,846	2,658	(1,188)	(44.7%)	3,471	(1,400)	3,064
Retention Pay	577	1,657	1,931	274	14.2%	2,511	400	1,658
Other Personnel Costs	874	2,076	1,911	(166)	(8.7%)	4,345		1,742
<b>Total Expenditure</b>	<b>34,392</b>	<b>96,515</b>	<b>98,546</b>	<b>2,031</b>	<b>2.1%</b>	<b>130,030</b>	<b>2,850</b>	<b>90,954</b>
Benefits	8,139	26,039	26,175	136	0.5%	33,864	400	24,723
<b>Total Comp. &amp; Benefits</b>	<b>42,531</b>	<b>122,553</b>	<b>124,721</b>	<b>2,167</b>	<b>1.7%</b>	<b>163,894</b>	<b>3,250</b>	<b>115,677</b>

**Comments:**

- **Net Wages** – YTD costs for Salaries and Temporary Help are favourable by \$3.1 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 increasing overtime required to meet staffing levels.
- **Retention Pay** –Projected full year savings relates to retirements of officers who would otherwise have been eligible for Retention Pay.
- **Benefits** –Projected full year savings relates mainly to savings related to vacancies partially offset by increased health and dental utilization.

**Materials and Supplies**

\$ 000's Favourable (Unfavourable)

Cost Elements	Current Quarter	September 30, 2023 YTD				2023 Full Year		2022 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Tires & Parts For Fleet	129	497	530	33	6.3%	707		560
Telephone & Data Line	222	695	689	(6)	(0.9%)	919		632
Fuel Cost For Fleet	600	1,699	1,380	(319)	(23.1%)	1,840	(375)	1,826
Clothing & Equipment	232	804	732	(72)	(9.8%)	1,109		667
Supplies	133	383	430	46	10.8%	573	50	306
Utilities	300	801	822	21	2.6%	1,230		999
Minor Capital	259	947	788	(159)	(20.2%)	850	(200)	721
Other Misc. Material & Supplies	117	740	624	(116)	(18.6%)	699	(50)	544
<b>Total Materials &amp; Supplies</b>	<b>1,991</b>	<b>6,566</b>	<b>5,994</b>	<b>(571)</b>	<b>(9.5%)</b>	<b>7,925</b>	<b>(575)</b>	<b>6,254</b>

**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.
- **Minor Capital** – The projected full year unfavourable variance relates mainly to purchases of carbine rifles and speed monitoring devices.

**Purchased Services**

\$ 000's  
Favourable (Unfavourable)

Cost Elements	Current Quarter	September 30, 2023 YTD				2023 Full Year		2022 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Computer Maintenance	247	7,053	6,750	(304)	(4.5%)	6,760	(300)	5,957
Building Maintenance	308	831	843	12	1.4%	1,124		834
Janitorial Services	210	587	592	4	0.7%	789		580
Staff Development	446	1,009	853	(156)	(18.3%)	1,137	(250)	707
Professional Services	481	1,502	1,300	(203)	(15.6%)	1,733	(200)	1,194
Fleet Support Costs	93	401	403	2	0.6%	538	(100)	458
Advertising/Public Relations	25	54	44	(10)	(21.6%)	59		36
Other Misc. Services	499	1,308	1,272	(36)	(2.8%)	1,656	50	1,128
<b>Total Purchased Services</b>	<b>2,310</b>	<b>12,746</b>	<b>12,057</b>	<b>(689)</b>	<b>(5.7%)</b>	<b>13,796</b>	<b>(800)</b>	<b>10,893</b>

**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	September 30, 2023 YTD				2023 Full Year		2022 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Rent & Financial	114	324	302	(22)	(7.1%)	403		319
Debt Charges	0	1,776	1,776	0	0.0%	5,008		2,423
Transfer to Reserves	0	6,644	6,644	(0)		6,644		4,653
<b>Interdepartmental Charges</b>	<b>114</b>	<b>8,744</b>	<b>8,722</b>	<b>(22)</b>	<b>(0.2%)</b>	<b>12,055</b>	<b>0</b>	<b>7,395</b>

**Comments:**

None.

**Interdepartmental Charges**\$ 000's  
Favourable (Unfavourable)

Cost Elements	Current Quarter	September 30, 2023 YTD				2023 Full Year		2022 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Risk Management	383	1,148	1,148	(0)	(0.0%)	1,531		939
Fleet Maintenance	232	757	848	91	10.7%	1,131	125	727
Other Charges	13	39	39	(0)	(0.0%)	52		55
<b>Interdepartmental Charges</b>	<b>628</b>	<b>1,944</b>	<b>2,035</b>	<b>91</b>	<b>4.5%</b>	<b>2,713</b>	<b>125</b>	<b>1,722</b>

**Comments:**

- **Fleet Maintenance** – The projected full year favourable variance of \$125 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	September 30, 2023 YTD				2023 Full Year		2022 QTR 3
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Government Subsidy	826	3,634	3,900	(267)	(6.8%)	6,661	(350)	5,318
Program Fees	498	1,323	1,455	(132)	(9.1%)	1,940	(150)	1,260
External Recoveries	872	2,308	1,898	410	21.6%	2,963	600	2,074
Internal Recoveries	61	185	179	6	3.3%	316		188
Transfer from Reserve	0	2,463	2,463	0		2,463		1,274
<b>Total Revenue</b>	<b>2,257</b>	<b>9,913</b>	<b>9,895</b>	<b>18</b>	<b>0.2%</b>	<b>14,343</b>	<b>100</b>	<b>10,113</b>

**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 third quarter, we have YTD savings of \$1.0 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

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# Halton Regional Police Service Public Agenda Information Report

**To:** Chair and Police Board Members

**From:** Chief Stephen J. Tanner

**Subject:** SEMI – ANNUAL GRANT AGREEMENTS EXECUTION REPORT

**Report #:** P23-11-I-02

**Date:** November 30, 2023

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## INTRODUCTION AND BACKGROUND:

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

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

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

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

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**Stephen J. Tanner**  
Chief of Police

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**Attachment:** Executed Grant Agreements

**Executed Grant Agreements  
Pursuant to HRPSB Policy**

<b>Name and Purpose of Grant</b>	<b>Fiscal Year(s) Covered</b>	<b>Maximum Grant To Be Received</b>
<i>Victim Quick Response Program: To contribute to the salary and benefits of a VQRP Coordinator</i>	Year 1: April 1, 2022 – March 31, 2023	\$56,484.00
	Year 2: April 1, 2023 – March 31, 2024	\$56,484.00
	Year 3: April 1, 2024 – March 31, 2025	\$56,484.00
<i>ICE Agreement: To assist in implementing a provincial strategy to protect children from sexual abuse and exploitation on the internet</i>	Year 1: April 1, 2021 – March 31, 2022	\$169,250.00
	Year 2: April 1, 2022 – March 31, 2023	\$169,250.00
	Year 3: April 1, 2023 – March 31, 2024	\$169,250.00
	Year 4: April 1, 2024 – March 31, 2025	\$169,250.00
<i>Provincial Human Trafficking Intelligence-Led Joint Forces Strategy: To assist in employing a Human Trafficking Investigator / Human Trafficking Intelligence Analyst</i>	Year 1: April 1, 2022 – March 31, 2023	\$122,090.00
	Year 2: April 1, 2023 – March 31, 2024	\$122,090.00
<i>Community Safety and Policing Grant Program – Local Priorities Funding Stream: To implement initiatives that address policing needs and priority risks related to safety and well-being</i>	Year 1: April 1, 2022 – March 31, 2023	\$2,402,213.06
	Year 2: April 1, 2023 – March 31, 2024	\$2,402,213.06
	Year 3: April 1, 2024 – March 31, 2025	\$2,402,213.06
<i>Community Safety and Policing Grant Program – Provincial Priorities Funding Stream: To implement initiatives that address policing needs and priority risks related to safety and well-being</i>	Year 1: April 1, 2022 – March 31, 2023	\$459,207.50
	Year 2: April 1, 2023 – March 31, 2024	\$369,891.65

	Year 3: April 1, 2024 – March 31, 2025	\$375,689.48
<i>Ontario's Strategy to End Human Trafficking: To assist in addressing human trafficking by creating and strengthening partnerships, working with survivors and apprehending traffickers</i>	Year 1: April 1, 2022 – March 31, 2023	\$34,800.00
	Year 2: April 1, 2023 – March 31, 2024	\$34,800.00
<i>RIDE Agreement: To reduce impaired driving and offset staff costs of enhancing RIDE programs of sobriety checks</i>	Year 1: April 1, 2022 – March 31, 2023	\$42,100.00
	Year 2: April 1, 2023 – March 31, 2024	\$41,600.00
<i>RapidSOS/NG9-1-1 Grant: to support Public Safety Answering Points (PSAPs) with their transition to NG9-1-1 system to implement technology and infrastructure upgrades</i>	Year 1: April 1, 2022 – March 31, 2023	\$2,325,000.00
	Year 2: April 1, 2023 – March 31, 2024	- \$1,841,940.90 unused Total 1 <sup>st</sup> year = \$483,049.10
	Year 3: April 1, 2024 – March 31, 2025	\$2,482,000.00 requested
<i>Victim Support Grant (VSG): to enhance capacity to support victims and survivors of intimate partner violence, human trafficking and child exploitation.</i>	April 1, 2023 – March 31, 2024 one-time funding	\$100,000.00
<i>Court Security and Prisoner Transportation (CSPT) Program: To assist municipalities in offsetting their costs of providing CSPT services</i>	January 1, 2023 - December 31, 2023  Agreement between the Region and the Province	\$3,111,521.86
<i>Youth in Policing Initiative (YIPI): Community Partnership funding for summer program</i>	April 1, 2023 – March 31, 2024	\$52,734.00





# Halton Regional Police Service Public Agenda Information Report

**To:** Chair and Police Board Members

**From:** Chief Stephen J. Tanner

**Subject:** INTERPRETER APP PROVIDED BY LANGUAGES IN MOTION

**Report #:** P23-11-I-03

**Date:** November 30, 2023

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## INTRODUCTION AND BACKGROUND:

The Halton Regional Police Service became aware of a Canadian company (Languages in Motion) who can provide an app for cell phones which will put front line officers in contact with an interpreter 24/7 in less than a minute. It is very easy/straightforward to use – they have interpreters for more than 200 different languages and they also have video capacity which will potentially be a huge benefit/resource to officer interactions with members of the deaf community.

There are a number of Canadian Police Services who are already working with Languages in Motion; these include Vancouver, Edmonton, Saskatoon, Guelph and in the very near future, Niagara.

With the recent transition to cell phones being issued to our front line officers, this seems like a great time to have this tool at the officers' fingertips. A pilot project was done a few months ago with some officers in 1 District and the feedback was quite good.

Uniform patrol will be immediately impacted by the implementation of this initiative. Currently, if a uniform officer requires an interpreter, they have to reach out to Communications to assist; whether this be by contacting the current interpretive service we use, or trying to find an officer who might speak the language required.

This app can also be accessed on desktop computers/tablets - Communications, front desk/station duty clerks and central lock up officers would greatly benefit by having immediate access to this type of interpreter service.

This app will create an enormous efficiency to this - uniform officers will be able to, in real time, access an interpreter which will allow them to provide the best customer service to the communities that they patrol.

This app is projected to be rolled out in January of 2024, to all officer's phones in conjunction with Training and IT.

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**Stephen J. Tanner**  
**Chief of Police**

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# Halton Regional Police Service Public Agenda Recommendation Report

**To:** Chair and Police Board Members

**From:** Chief Stephen J. Tanner

**Subject:** CONTRACT EXTENSION – STSOLUTIONS LIMITED

**Report #:** P23-11-R-04

**Date:** November 30, 2023

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## RECOMMENDATION:

*"That the Halton Police Board approve a twenty-four (24) month extension of the single source Professional Consulting Services Agreement for the acquisition of consulting services from STSolutions Limited for an amount not to exceed \$431,095 (inclusive of taxes); and*

*That the Board authorize the Chief to execute the contract extension on the Board's behalf."*

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

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**Stephen J. Tanner**  
Chief of Police

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## INTRODUCTION AND BACKGROUND:

In September 2014, the Board approved a single source contract extension with STSolutions Limited (P14-9-CPS-R-02) in support of the Intergraph Upgrade 9.3 project. The project was successfully completed and the new Computer Aided Dispatch (CAD) system was brought on-line in December 2015 for 911 Communicators and front-line officers. Post-implementation work was required in order to complete Halton specific customizations and in June 2016 the board authorized the Chief to execute an eighteen (18) month extension to this contract (P16-6-R-01).

In November of 2017, the Board authorized an additional eighteen (18) month extension to the contract with an associated value of \$221,000 (P17-11-R-12).

In November of 2019, the Board authorized an additional twenty-four (24) month extension to the contract with an associated value of \$375,883 (P19-10-R-11) in support of the Hexagon's (formerly Intergraph) CAD 9.4 upgrade project. The system was successfully launched in May of 2021 and post-implementation customizations are currently in progress.

In December of 2021, the Board authorized an additional twenty-four (24) month extension to the contract with an associated value of \$399,455 (P21-12-R-04) in support of the Hexagon's CAD platform with ongoing maintenance, and enhancements – including phase II of the integration of GPS from portable radios, Next Generation 911 enhancements, and future enhancements to 911 Dispatcher and the frontline officer mobile CAD system.

The services provided by STSolutions Limited's consultant (Sarah Byram) are key in the successful customization and support of CAD related projects and in the implementation of several key enhancements to the CAD system. Specializing in the inner workings of Hexagon's CAD system, this consultant's expertise provides considerable savings for the Service compared to contracting with Hexagon directly

Staff recommends extending the existing Professional Services Agreement with STSolutions Limited to assist with future projects, ongoing maintenance, and enhancements, Next Generation 911 integration, and future enhancements to 911 Dispatcher and the front-line officer mobile CAD system.

#### **DISCUSSION / ANALYSIS:**

The specialized consulting services of STSolutions Limited's consultant (Sarah Byram) have been under contract with the Service since August 2012. As a specialist in CAD, and previously employed by Hexagon Inc., this consultant brings in-depth knowledge and experience regarding Hexagon's CAD system. The services of STSolutions have proven vital in the successful and cost-effective delivery of many Service CAD related projects including Business Intelligence/Data Warehousing, CAD customizations for 911 Communicators and front-line officers, new headquarters move, and past CAD upgrades. Further CAD related work is required, which includes mobile software customization, integration with Next Generation 911 technologies, and other ongoing enhancements.

The services of STSolutions are needed to complete additional upcoming projects which include:

#### CAD Software Enhancements and Updates

As is expected with any major enterprise software products, ongoing enhancements are a critical component. Changes in business process, legislation, or other supporting technologies requires the Service to constantly adjust and enhance the CAD environment.



### Next Generation 911 (NG911) Functionality

The Canadian Radio Television and Telecommunications Commission (CRTC) has released updated specifications for NG911 functionality. The Halton Regional Police Service has been selected as a trial site for technical testing and integration of these exiting modernizations to Canada's 911 response system. NG911 functionality will transform how the public communicates with 911 Emergency Services. Following a number of back-end technical changes in how calls are handled, the initiative will eventually enable text to 911 for the general public and addresses the transmission of various multimedia sources from the public. The CRTC has set a deadline of March 1, 2025 for telephone carriers to prepare for this functionality. As such, the Service will need to prepare for further customizations to the CAD environment in support of these trials and mandated changes.

Staff have negotiated an hourly increase with ST Solutions, representing an increase in hourly charges from a rate from \$101 per hour to a new rate of \$109 per hour. Staff assess that the increase is reasonable and in line with the value of services performed.

Staff recommend that the Board approve the extension of the Professional Consulting Services Agreement with STSolutions Limited through to December 31, 2025, in order to successfully complete these projects.

### **ALTERNATIVES:**

Do not contract with STSolutions Limited – Not recommended. As noted above, additional professional services would have to be contracted from Hexagon to compensate for this resource shortage within the Service at a considerably higher cost.

### **CONSULTATION:**

Roger Wilkie, Deputy Chief - Operations  
Ken Kelertas, Director – Legal Services  
Paul Lavergne, Director – Corporate Services  
Bill Payne, Director – Information Technology  
Adam Woods, Manager – Information Technology (Author)  
Ron Hansen, Inspector – Strategic Management Office

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

Funding for this request will be provided by established capital and operating accounts with funding breakdown as follows:

Project	Capital/Operating Account	Amount
CAD Software Enhancements	2024 Operating Budget – Consulting – 1,250 hrs	\$ 136,250
Next Generation 911 Functionality	2024 Capital Budget – T6893A – 500 hrs	54,500
CAD Software Enhancements	2025 Operating Budget – Consulting – 1,250 hrs	136,250
Next Generation 911 Functionality	2025 Capital Budget – T6893A – 500 hrs	54,500
Subtotal		381,500
HST	13%	45,595
Total		\$ 431,095

While the majority of the consultant’s time is engaged with HRPS, the consultant provides services for other organizations in her capacity as an independent consultant.

This recommendation is in accordance with the Regional Municipality of Halton Police Services Board’s By-Law No. 2020-5 *To Govern Procurement of Goods and Services by the Halton Regional Police Service*;

Article 8; Contract Extension

8.1.1 When the Award of a Contract is based on a Single / Sole Source negotiation or a Competitive Process within the provisions herein, and the original Contract allows for term extensions to be negotiated, the original signing authority may authorize the term extension and additional funding to the Contract (including a provision for price escalation after considering market conditions) if it is in the best interests of the Service and/or the Board to do so. If the original signing authority is the Board, the Board may delegate the approval for extension to the Chief or CAO as applicable, within the terms of the original Contract.

8.1.2 Where additional funds are required due to a fixed rate change increase, then the Contractor must provide supporting documentation for the change in rate and it must be accepted by the original signing authority.

**STRATEGIC MANAGEMENT ISSUES:**

Engaging the services of STSolutions Limited is both consistent with and in support of the 2020-2023 Strategic Plan:

Theme 3 – Capability and Engagement Goal 3:

Maximize the effectiveness and efficiency of the organization by:

- a. Working effectively with community and municipal partners;
- b. Purposefully harnessing technology and maximizing innovation;
- c. Enhancing the use of police analytics and evidence-based policing; and
- d. Ensuring that necessary police resources are available through accountable fiscal planning and sustainable funding.





# Halton Regional Police Service Public Agenda Recommendation Report

**To:** Chair and Police Board Members

**From:** Chief Stephen Tanner

**Subject:** BRONTE HARBOUR - LEASE

**Report #:** P23-11-R-05

**Date:** November 30, 2023

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## RECOMMENDATION:

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

*That the Board Chair be authorized to execute an extension to the Lease effective November 1, 2023 to October 31, 2024 in a form acceptable to the Service and the Director of Legal Services."*

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

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**Stephen J. Tanner**  
Chief of Police

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## INTRODUCTION AND BACKGROUND:

Since September 2008, the Service has leased office space in the Bronte Harbour building located at 2340 Ontario Street, Oakville to accommodate the Marine Unit. Originally, the Lease for the space was with The Marina Group, a company that itself leased the Bronte Harbour property from Halton Region from September, 2008 until April 14, 2018. At that time, the Region transferred its interest in the Bronte Harbour lands (which are owned by the Government of Canada) to the Town of Oakville (the "Town").

On March 29, 2018, the Service brought a recommendation to the Board [Report No.: P18-3-R-10] to enter into a Lease with the Town for the same rent that had previously been approved by

the Board with The Marina Group. The Lease was effective April 15, 2018 until October 31, 2020. That Lease was renewed at the end of the term when the Service brought a recommendation to the Board [Report No.: P20-09-R-01] for a renewal and an amendment to the Lease effective November 1, 2020 to October 31, 2022.

Further, in November, 2021, the Service brought a recommendation to the Board [Report No.: P21-11-R-04] to enter into an Amending Agreement with the Town to add an additional 368 sq. feet to the leased area and the option to store the vessels at the Marina year-round. The leased premises now consist of approximately 1068 square feet of office space, storage space, three docking slips in the Bronte Marina, and two reserved parking spaces.

The current Lease expires October 31, 2023. The Town has advised that they are still in the process of trying to acquire the underlying lands from the Federal Government and that until that occurs, they are unable to enter into any long-term Agreement. As such, the Town has proposed a further one year extension to the Lease on the same terms and conditions. The Town has not increased the base rent on the renewal, and the annual lease cost of approximately \$20,288 (plus taxes and additional rent).

#### **DISCUSSION / ANALYSIS:**

The Bronte Marine Office is an ideal location given its proximity to the Oakville and Burlington Harbours and ready access to Lake Ontario. The Bronte Outer Harbour location provides sufficient office space for our Marine Officers and a small boardroom for meetings. The location offers excellent road and water exposure and easy access for members of the public. The office and water berths in the Bronte Outer Harbour provide the Marine Unit with an optimal location in terms of visibility and response times for search and rescue operations.

#### **ALTERNATIVES:**

The alternative to not leasing the space would be to minimize the level of marine service in the Bronte/Oakville area. There are no other available leased space options currently on the water in the Bronte or Oakville Harbour areas and properties for sale are not within the parameters of the current capital budget for marine facilities.

#### **CONSULTATION:**

Inspector Cole Repta, Emergency Services

S/Sgt. Dave Preece, ESU/Training

Sgt. Joseph Davis, Marine Unit

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

There will be no increases to the minimum rent or the additional rent over the proposed one-year term.

**STRATEGIC MANAGEMENT ISSUES:**

Maintaining facilities to support our Marine Unit supports Theme 1 Goal 2 and Theme 3 Goal 3(a);

*Community Safety & Well-being – Deter criminal activity and maximize crime clearance rates – strengthen crime prevention, enhance community policing and safety initiatives and relentlessly pursue criminals.*

*Organizational Capacity – Maximize the effectiveness and efficiency of the organization by working effectively with community and municipal partners.*







### Action Registry – Public Section

Motion Date	Motion ID	Motion	Task Assigned To	Scheduled Completion	Status/Comments
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	TBD 2024	
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,</i>	Chief	March 2024	



Motion Date	Motion ID	Motion	Task Assigned To	Scheduled Completion	Status/Comments
		<p><i>THAT the Board request that Dr. Perry return to the Service to determine the effectiveness of the implementation, and</i></p> <p><i>THAT the Service be directed to include an EDI report card as part of its performance reporting.”</i></p>		March 2024	
6 Oct 2023	N/A	<p><i>Requested reporting from Budget Workshop:</i></p> <ul style="list-style-type: none"> <li>· <i>Trend in number of HRPS employees on long-term disability</i></li> <li>· <i>Status and positioning of reserves and deployment against proposed budget</i></li> <li>· <i>Impact of changes in provincial funding and grants</i></li> <li>· <i>A report to the Board including relevant policy on deployment of body-worn cameras</i></li> </ul>	Chief	TBD	