



**HALTON
POLICE
BOARD**
EXCELLENCE IN GOVERNANCE

Public Agenda

Date: Thursday, August 29, 2024

Time: 9:00 a.m.

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

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 Indigenous Land Acknowledgement
- 1.2 Regrets
- 1.3 Disclosure of Conflicts of Interest
- 1.4 Confirmation of Minutes of Meeting P24-06 held Thursday, June 27, 2024
(Agenda Pages 1 – 8)

2. PRESENTATIONS/DELEGATIONS

3. INFORMATION REPORTS

- 3.1 **P24-08-I-06** - Semi-Annual Complaints Statistical Report – Public/Internal – January-June 2024
(Agenda Pages 9 – 12)
- 3.2 **P24-08-I-01** - Quarterly Human Resources Summary
(Agenda Pages 13 – 18)
- 3.3 **P24-08-I-07** - FOI/Summary/IPC Annual Report
(Agenda Pages 19 – 28)

- 3.4 **CAE24-08-I-01** - Semi-Annual Board Governance Expenditure Report
(Agenda Pages 29 – 32)
- 3.5 **P24-08-I-05** - Board Community Fund as at June 30, 2024
(Agenda Pages 33 – 34)
- 3.6 **P24-08-I-02** - Financial Report and Forecast – Second Quarter 2024
(Agenda Pages 35 – 42)
- 3.7 **P24-08-I-03** - Purchasing Activity Report – January – June 2024
(Agenda Pages 43 – 48)
- 3.8 **P24-08-I-04** - Capital Projects/Programs Status – June 30, 2024
(Agenda Pages 49 – 52)
- 4. RECOMMENDATION REPORTS**
 - 4.1 **CGO24-08-R-01** - 8 Updated Governance Policies
(Agenda Pages 53 – 90)
 - 4.2 **SEC24-08-R-01** - Special Police Constable Appointments Certificate
(Agenda Pages 91 – 94)
 - 4.3 **P24-08-R-14** - Next Generation 911 (NG9-1-1) Project Change Request for Milton Fire and Rescue Services
(Agenda Pages 95 – 98)
 - 4.4 **P24-08-R-15** - Execution of Services Agreement with the Town of Milton (Milton Fire and Rescue Services)
(Agenda Pages 99 – 102)
- 5. OPERATIONAL VERBAL UPDATES**
- 6. ACTION REGISTRY**
 - 6.1 Public Information Action Registry
(Agenda Pages 103 – 106)
- 7. RECEIPT OF PUBLIC CORRESPONDENCE**
 - 7.1 Monthly Correspondence List – July/August 2024
(Agenda Pages 107 – 108)
 - 7.2 Correspondence from Halton Commissioner of Finance and Regional Treasurer re:
FN-19-24 - 2025 Budget Directions
(Agenda Pages 109 – 130)

7.3 Correspondence from Halton Regional Clerk re: CS-15-24 - Remuneration of Council Members on Halton Police Board
(Agenda Pages 131 – 142)

8. NEW BUSINESS

9. MOVE INTO CLOSED SESSION

10. CLOSED SESSION REPORT

11. ADJOURNMENT



**HALTON
POLICE
BOARD**
EXCELLENCE IN GOVERNANCE

Public Minutes

MEETING NO. P24-06

DATE OF MEETING: Thursday, June 27, 2024
9:00 a.m.

LOCATION: Community Room, HRPS Headquarters/Zoom Video Conference

MEMBERS PRESENT (in person): Jeff Knoll (Chair)
Councillor Sameera Ali, Curt Allen, Ingrid Hann, Jane McKenna

MEMBERS PRESENT (via Zoom Video Conference): Navdeep Dhaliwal

STAFF PRESENT: Chief Stephen Tanner
Deputy Chief Roger Wilkie
Deputy Chief Jeff Hill
Deputy Chief Kevin Maher
Ken Kelertas, Director of Legal Services and Legal Counsel
Paul Lavergne, Director, Corporate Services
Tracy Dottori, Director, Human Resources
Bill Payne, Director, Information Technology
Adam Woods, Manager, Information Technology
Ellie Bale, President, HRP
Superintendent Al Albano
Superintendent Dave Costantini
Inspector Anita Laframboise
Detective Sergeant Ron Wright
Fred Kaustinen, Chief Governance Officer
Chris Lallouet, Yellow Robot Communications
Jessica Warren, EA and Communications Advisor to the Chair (Acting Secretary)



1. **GENERAL**

1.1 **Indigenous Land Acknowledgement**

The Halton Police Board acknowledges the lands on which we gather for this meeting as the Treaty Territory of the Mississaugas of the Credit First Nation and the Traditional Territory of the Haudenosaunee, Huron-Wendat and Anishinabek.

No matter our origins, our lives are intertwined through the shared earth beneath us, the water we consume, and the air we breathe.

As those responsible for the governance of the security of all who gather on this land we now call Halton, we are committed to the path of Truth and Reconciliation in our words and in our actions and call on those watching this meeting to do the same.

1.2 **Regrets**

Councillor L. Kearns.

1.3 **Disclosure of Conflicts of Interest**

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

1.4 **Confirmation of Minutes of Meeting P24-05 held Thursday, May 30, 2024**

Moved by: S. Ali

Seconded by: J. McKenna

"THAT the Minutes of Meeting P24-05 held Thursday, May 30, 2024 be adopted as circulated."

Carried.

2. **PRESENTATIONS/DELEGATIONS**

2.1 **#2 District Overview**

Superintendent Dave Costantini gave an operational overview of #2 District. A copy of the presentation was appended to the agenda.



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

"THAT the #2 District Overview be received."

Carried.

The meeting recessed from 10:40 a.m. – 10:55 a.m.

2.2 Equity, Diversity and Inclusion Update

Dr. Barbara Perry provided an update on the EDI program.

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

"THAT the Equity, Diversity and Inclusion Update be received."

Carried.

2.3 Policing Hate in Halton Update

This item was considered ahead of item 2.1.

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

"THAT the Policing Hate in Halton Update be received."

Carried.

3. INFORMATION REPORTS

3.1 P24-06-I-08 - Report on Response to Hate Crime by Dr. Barbara Perry

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

"THAT Report No. P24-06-I-08 - Report on Response to Hate Crime by Dr. Barbara Perry be received for information."



Carried.

4. RECOMMENDATION REPORTS

4.1 CGO24-06-R-01 - 2025 HRPS Budget Planning Direction

Moved by: C. Allen

Seconded by: S. Ali

"THAT the HRPS 2025 Budget proposal to the Board feature:

- *Program-based budget planning, highlighting program costs and associated community impacts;*
- *Clear explanation of how the proposed Budget relates to the Strategic Plan, particularly its strategic objectives;*
- *Visibility of detailed unit costs, particularly regarding discretionary expenses; and*
- *Assessment of the return on taxpayer investment in policing (ROI).*

Carried.

4.2 P24-06-R-02 - Accountability Mechanism for the Police Response to Survivors of Sexual Assault

Moved by: J. McKenna

Seconded by: I. Hann

"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 SEC24-06-R-01 – Sponsorship of 2024 CAPG Conference in Halifax, NS

Moved by: C. Allen

Seconded by: I. Hann

"THAT the Board sponsor the 2024 CAPG Conference for \$2,000, to be provided from the HPB Community Fund."

Carried.



4.4 CH24-06-R-01 – Crime Stoppers Funding

Moved by: C. Allen

Seconded by: I. Hann

1. *THAT a one-time funding request for Crime Stoppers of \$49,000, from the HPB Community Fund be approved.*
2. *THAT Crime Stoppers present a comprehensive business plan to the Halton Police Board, including fundraising, budget and sustainability components by September 26, 2024, in order to be considered as part of the 2025 Budget process.*

Carried.

5. OPERATIONAL VERBAL UPDATES

Operational verbal updates were provided regarding the following:

- Media Releases – Sexual Assault Offender in Milton and Car Jacking press release partnered with other services 124 arrests, 749 charges 177 stolen vehicles 8 firearms.
- Youth Engagement Team programs are full for summer.
- Two officers who received the Lieutenant Governor Medal for Bravery.

6. ACTION REGISTRY

6.1 Public Information Action Registry

Moved by: I. Hann

Seconded by: J. McKenna

"THAT the updated Public Information Action Registry be approved."

Carried.

7. RECEIPT OF PUBLIC CORRESPONDENCE

Moved by: S. Ali

Seconded by: C. Allen



"THAT the Public Correspondence for June 2024 be received."

Carried.

8. NEW BUSINESS

8.1 Funding Request from Canadian Caribbean Association of Halton

Moved by: C. Allen

Seconded by: S. Ali

"THAT the request for funding from the CCAH be approved in the amount of \$20,000, to be provided from the HPB Community Fund."

Carried.

There was no other new business.

9. MOVE INTO CLOSED SESSION

Moved by: I. Hann

Seconded by: J. McKenna

"THAT the Halton Police Board do now convene into closed session as the subject matters to be discussed concern:

- *personal matters about an identifiable individual, including members of the police service or any other employees of the board, and;*
- *financial information, supplied in confidence to the board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization."*

Carried.

10. CLOSED SESSION REPORT

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



11. ADJOURNMENT

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

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

Carried.

The meeting adjourned at 2:51 p.m.

Jeff Knoll
Chair

Jessica Warren
Acting 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 2024

Report #: P-24-08-I-06

Date: August 29, 2024

INTRODUCTION AND BACKGROUND:

The following is a statistical summary of the complaints received during the first six months of the year 2024 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 Law Enforcement Complaints Agency (LECA).

Table 1 - Summary – Halton Related Public Complaints filed with LECA		2021	2022	2023	2024 YTD
Total complaints (Total Lines 1, 2, 3, 4)		109	100	119	53
Line 1	Not accepted (no action taken)¹	68	55	67	27
Line 2	Retained by LECA²	0	0	0	0
Line 3	Referred to another Service by LECA³	4	2	2	1
Line 4	Referred to our Service	37	43	50	25
<hr/>					
Line 5	• Conduct - <i>Refer to Table 2</i>	40	44	51	19
Line 6	• Policy/Service – <i>Refer to Table 4</i>	1	1	1	7

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, LECA 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 LECA, by another Service or by Halton Police.

Table 2 - Disposition of All Conduct Complaints	2021	2022	2023	2024 YTD
Total Number of Conduct Complaints (Line 5 of Table 1)	40	44	51	19
Outstanding/Under Review	0	0	1	12
Unsubstantiated/Withdrawn	32	36	40	7
Informal Resolution	8	7	9	0
Substantiated	0	1	1	0
Disposition of Substantiated Complaints				
Awaiting Disposition	0	0	0	0
Informal Discipline	0	1	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	2021	2022	2023	2024 YTD
Appealed to OCPC or LECA	10	4	4	1
Outstanding/Under Review	0	0	0	1
Confirmed by OCPC or LECA	10	3	4	0
Modified by OCPC or LECA	0	1	0	0

Policy/Service Complaints:

In accordance with Section 63 of the *Police Services Act (PSA)*, policy/service complaints must be reviewed by the Chief whose written disposition must be submitted to the complainant, LECA and the Police 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	2021	2022	2023	2024 YTD
Total Number of Policy/Service complaints (Line 6, Table 1)	1	1	1	7
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	2021	2022	2023	2024 YTD
Investigations Commenced by SIU	5	11	12	5
Outstanding	0	0	0	2
Concluded with No Action Taken	4	11	12	3
Concluded with Criminal Charges Laid	1	0	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		2021	2022	2023	2024 YTD
Line 1	Total Internal Chief's Complaints	14	13	9	18
Line 2	Still Outstanding/under Investigation	1	0	0	13
Line 3	Referred to another Chief for investigation ⁴	0	0	0	0
Line 4	Completed/disposed – Refer to Table 7	13	13	9	5

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

Table 7 - Disposition of Chief's Internal Conduct Complaints	2021	2022	2023	2024 YTD
Total Number of Internal Complaints Completed/Disposed (Line 4 of Table 6)	13	13	9	5
Unsubstantiated	2	3	1	1
Substantiated	11	10	8	4
Substantiated Complaints				
Awaiting Discipline Disposition	0	0	0	0
Informal Discipline	7	6	6	4
Formal Discipline	4	4	2	0
Suspension without pay, forfeiture of time, reprimand, counselling, specific program	3	0	1	0
Dismissal; Resignation Accepted, Demotion	1	4	1	0
Resulting in Police Act or other charges laid	0	0	0	0
Withdrawn or Resolved prior to PSA hearing	0	0	0	0

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

Table 8 - Appeals of Chief's Internal Conduct Complaint Decisions	2021	2022	2023	2024 YTD
Appealed to OCPC or LECA	0	0	0	0
Outstanding/Under Review	0	0	0	0
Confirmed by OCPC or LECA	0	0	0	0
Modified by OCPC or LECA	0	0	0	0

Workplace Violence and Harassment Investigations

Table 9 - Workplace Violence and Harassment Investigations	2021	2022	2023	2024 YTD
Total Number of Complaints filed by employees this period	10	16	7	1
Total Complaints Still Outstanding	0	0	0	1
Disposition				
Unsubstantiated	4	9	3	0
Informal Resolution	0	5	4	0
Formal Resolution	6	2	0	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: 2024 Q2 HUMAN RESOURCES QUARTERLY BOARD REPORT

Report #: P24-08-I-01

Date: August 29, 2024

INTRODUCTION AND BACKGROUND:

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

POLICE	Q3 2023 Actual	Q4 2023 Actual	Q1 2024 Actual	Q2 2024 Actual	Current Authorized Positions	Current Variance
Chief	1	1	1	1	1	0
Deputy Chief	2	2	2	3	3	0
Superintendent	6	6	6	7	7	0
Inspector	13	13	13	13	13	0
Staff Sergeant	23	23	23	27	26	1
Detective Sergeant	10	10	9	10	11	-1
Sergeant	50	51	49	49	57	-8
Detective	44	44	45	43	46	-3
Constable (1st Class)	476	487	490	502	N/A	
Constable (2nd Class)	46	38	47	63		
Constable (3rd Class)	57	55	44	36		
Constable (4th Class)	44	43	46	42		
Recruits in Training	12	24	19	21		
Total Constables	635	647	646	664	675	-11
TOTAL SWORN	784	797	794	818	839	-21
Cadet *	14	7	6	16	0	0

* Cadets not included in complement (uniform contract positions)

CIVILIAN	Q3 2023 Actual	Q4 2023 Actual	Q1 2024 Actual	Q2 2024 Actual	Current Authorized Positions	Current Variance
Senior Management/ Administration	10	10	10	10	10	0
Supervisory/Professional/ Senior Clerical	100	103	105	112	127	-15
Clerical	101	103.5	101.5	105.5	116	-10.5
Communications	50	50	55	54	59	-5
Special Constables (Escorts/Summons)	30	30	30	30	30	0
Facilities Technicians	7	7	7	7	7	0
TOTAL CIVILIAN	298	303.5	308.5	318.5	349	-30.5

TOTAL COMPLEMENT	1082	1100.5	1102.5	1126.5	1188	-61.5
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TEMPORARY STAFF <i>(Temporary employees do not form part of the authorized complement.)</i>	Q3 2023 Actual	Q4 2023 Actual	Q1 2024 Actual	Q2 2024 Actual	Comments
Full-time	12	10	15	14	* See details below
Part-time	4	2	2	14	1 - District Clerk 1 - Abilities Management Consultant 12 - Students <ul style="list-style-type: none"> o 1 Student - Equity, Diversion & Inclusion o 1 Student - Finance o 1 Student - CBRG o 1 Student - Corporate Communications o 1 Student - Human Resources o 1 Student - Purchasing o 1 Student - RCMB o 1 Student - Records o 2 Students - Policy/Forms o 2 Students - IT
As Required	53	56	70	50	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	69	68	87	78	

* FULL-TIME ALLOCATIONS	Q3 2023 Actual	Q4 2023 Actual	Q1 2024 Actual	Q2 2024 Actual	Comments
Replacements (Secondments/ Maternity/ LTD/etc).	6	4	5	5	1 – Staffing Advisor 1 – Business Analyst 1 – Snr. Corp. Comms. Specialist 1 – HR/Payroll Clerk 1 – Inventory Material Handler
Special Projects	5	4	4	4	1 – Victim Quick Response Coordinator 1 – Researcher Junior Crime Analyst 2– Prisoner Escort Officers
In Training	0	0	0	0	
Vacancy	0	0	3	2	1 – Station Duty Clerk 1 – Inventory Material Handler
Work Volume	1	2	3	3	1 – Business Analyst 1 – Police Analytics Specialist 1 – Facilities Maintenance Technician

SPECIAL SITUATIONS - UNIFORM	Q3 2023 Actual	Q4 2023 Actual	Q1 2024 Actual	Q2 2024 Actual	Comments
External Secondments	5	4	4	10	1 – HRPA President 2 – Ontario Police College 1 – Provincial Firearms Office 1 – OPP Power Case 1 – OPP Intelligence Led Joint Forces Strategy 1 - Repeat Offender Parole Enforcement 1 – OPP Biker Enforcement Unit 1 – OPP – Provincial Anti Terrorism Secondment 1 – OPP Provincial Asset Forfeiture Unit
WSIB >1 year	16	19	20	22	
Leaves of Absences	0	1	1	1	1 – Unpaid LOA
Long Term Disability < 2 yrs	3	3	3	2	
* Long Term Disability > 2 yrs	7	9	8	8	
Short Term Sick Leave/WSIB < 1 Year	20	20	19	26	
Parental/Pregnancy Leave	9	13	6	7	
Jobs Shared by 2 Members	0	0	0	0	

SPECIAL SITUATIONS - CIVILIAN <i>*(Not included in authorized complement)</i>	Q3 2023 Actual	Q4 2023 Actual	Q1 2024 Actual	Q2 2024 Actual	Comments
External Secondments	0	0	0	0	
WSIB >1 year	4	5	5	4	
Leaves of Absences	0	0	1	1	
Long Term Disability < 2 yrs	4	5	5	4	Largely filled with Temporary Full-time
* Long Term Disability > 2 yrs	9	9	9	9	
Short Term Sick Leave/WSIB < 1 Year	4	5	11	12	
Parental/Pregnancy Leave	10	11	7	8	Largely filled with Temporary Full-time
Jobs Shared by 2 Members	0	0	0	0	

DEPARTURES	Q3 2023 Total	Q4 2023 Total	Q1 2024 Actual	Q2 2024 Actual	Total YTD 2024
TOTAL					
Uniform					
Retirements	2	1	5	0	5
Resignations	9	6	4	3	7
Terminations	0	0	0	0	0
Deaths	0	0	0	0	0
Civilian					
Retirements	3	0	4	0	4
Resignations	5	1	2	1	3
Terminations	0	0	0	1	1
Other – position redundant	0	0	0	0	0
Deaths	0	0	0	0	0

ADVANCEMENTS	Q3 2023 Total	Q4 2023 Total	Q1 2024 Actual	Q2 2024 Actual	Total YTD 2024
TOTAL					
Sworn Reclassifications	36	11	35	51	86
Sworn Promotions*	0	0	15	15	30
Civilian Reclassifications	10	16	0	34	34

*SWORN PROMOTIONS	
NAME	RANK
Kevin Maher	Deputy Chief
Cole Repta	Superintendent
Dave Costantini	Superintendent
Dwayne Perron	Inspector
Joe Barr	Inspector
Paul Craig	Staff Sergeant
Tara Craig	Staff Sergeant
Ryan Eacrett	Staff Sergeant
Courtney Lawson	Staff Sergeant
Mark Pidberezny	Staff Sergeant
Paul Rudall	Staff Sergeant
Ryan Smith	Staff Sergeant
Simon Burden	Sergeant
Scott French	Sergeant
Frank Trasmundi	Sergeant



Stephen J. Tanner
Chief of Police

:CB



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 #: P24-08-I-07 Date: August 29, 2024

INTRODUCTION AND BACKGROUND:

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

The Freedom of Information 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 limits¹. In 2023, the Unit consisted of six full-time employees – an Information Privacy Officer/FOI Coordinator, three Freedom of Information Analysts, and two FOI Clerks.

The following are the statistics generated by the Halton Regional Police Service in 2023 pursuant to *MFIPPA*:

1. The FOI Unit received 2,007 new requests in 2023, an increase from 1,636 requests in 2022 (a 23% increase).
2. 97 requests from 2022 were carried over to 2023; 192 requests from 2023 were carried forward to 2024.
3. 9 requests for the correction of personal information were received: 4 corrections were made in whole, 4 corrections in part, and 1 refused. Three (3) Statements of Disagreement were submitted and recorded.
4. 13 requests (0.6%) were appealed to the Information and Privacy Commissioner of Ontario (IPC).
5. A total of \$9,985.00 was generated in application fees. An additional \$10,337.52 was generated in recovery fees, which includes preparation, search, shipping, and photocopy fees; \$1,190.20 of recovery fees were waived under Section 45(4) of *MFIPPA* and Section 8 of Ontario Regulation 823.

6. In total, 1,619 requests (86.0%) of requests were completed in complianceⁱ with MFIPPA; a slight decrease from 2022 (89.3% compliance rate).
7. In addition to the 1882 completed FOI requests, the FOI Unit processed:
 - (a) 402 information-sharing requests from law-enforcement or administration of justice agencies in 2023, an increase from 345 requests in 2022 (16.5% increase).
 - (b) 72 requests received from the Office of the Children’s Lawyer; this is a 33.3% increase from 2022.
 - (c) 28 requests were received for records sold under Halton Police Board By-Law 2020-003, including Collision Reconstruction records, Confirmation of Occurrences for frauds & sudden deaths, and audio MVC statements. A total of \$7,976.50 in fees were invoiced; \$3,898.50 has been recovered.
 - (d) 47 requests for records under the Youth Criminal Justice Act were received in 2023, an increase of 123.8%.

Taking into account all requests submitted pursuant to MFIPPA, all information sharing requests, appeals, and court orders, the FOI Unit processed approximately 2,430 separate access to information requests in 2023 (a 15% increase from 2022).

8. The FOI Unit began the Notebook Project in 2019. The project was launched to effectively and securely log and track each notebook received in the FOI office for storage for retrieval and compliance with the records retention schedule. In 2023, the project entered maintenance mode. To date, over 45,500 notebooks have been 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 2023**
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
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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.

	Personal Information	General Records
3.1 New Requests received during the reporting year	1429	571
3.2 Total number of requests completed during the reporting year	1360	521

Section 4: Source of Requests

Enter the number of requests you completed from each source.

	Personal Information	General Records
4.1 Individual/Public	1360	29
4.2 Individual by Agent	0	0
4.3 Business	0	247
4.4 Academic/Researcher	0	1
4.5 Association/Group	0	0
4.6 Media	0	3
4.7 Government (all levels)	0	8
4.8 Other	0	233
4.9 Total requests (Add Boxes 4.1 to 4.8 = 4.9)	1360	521

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:

	Personal Information	General Records
5.1 30 days or less	1145	444
5.2 31 - 60 days	205	72
5.3 61 - 90 days	7	2
5.4 91 days or longer	3	3
5.5 Total requests (Add Boxes 5.1 to 5.4 = 5.5)	1360	521

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.	1115	431
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.	182	63
6.3 Total requests (Add Boxes 6.1 + 6.2 = 6.3)	1297	494

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)).	2	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)	2	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)).	10	13
6.8 Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)).	7	5
6.9 Total requests (Add Boxes 6.7 + 6.8 = 6.9)	17	18

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)).	40	7
6.11 Number of requests completed in excess of the time limit permitted by the Notice to Affected Person (s.28(1)).	4	2
6.12 Total requests (Add Boxes 6.10 + 6.11 = 6.12)	44	9

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)	1360	521

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.

The two main contributing factors that affected our statutory time limit are volume and staffing. In 2023, the HRPS FOI Unit saw a +20% increase in requests, and a 30% decrease in staffing levels. Furthermore, requesters are asking for many more records per application than in previous years. Meeting the demand of an increased volume was a challenge; the staffing issue compounded the issue. HRPS has demonstrated an interest in compliance with the Act, and are supportive of paying overtime in order to attain a high compliance rate.

While this office cannot avoid unplanned medical leaves or staff leaving our Unit, we have increased our permanent staff compliment by one, and have retained some great employees that have alleviated some of the load much faster than anticipated. As long as the office continues to operate as smoothly as it has in 2024, our compliance rate should be significantly higher than 2023.

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	9	9
7.2 Information disclosed in part	946	245
7.3 No information disclosed	353	218
7.4 No responsive records exists	34	26
7.5 Request withdrawn, abandoned or non-jurisdictional	18	23
7.6 Total requests (Add Boxes 7.1 to 7.5 = 7.6)	1360	521

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	726	203
8.4 Section 8(3) — Refusal to Confirm or Deny	0	3
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	0	0
8.9 Section 11 — Economic/Other Interests	2	0

Section 8: Exemptions & Exclusions Applied

8.10 Section 12 — Solicitor-Client Privilege	7	1
8.11 Section 13 — Danger to Safety or Health	0	0
8.12 Section 14 — Personal Privacy (Third Party) ²	0	189
8.13 Section 14(5) — Refusal to Confirm or Deny	7	3
8.14 Section 15 — Information soon to be published	36	15
8.15 Section 20.1 Frivolous or Vexatious	0	0
8.16 Section 38 — Personal Information (Requester)	668	0
8.17 Section 52(2) — Act Does Not Apply ³	141	105
8.18 Section 52(3) — Labour Relations & Employment Related Records	3	1
8.19 Section 53 — Other Acts	21	6
8.20 PHIPA Section 8(1) Applies	0	0
8.21 Total Exemptions & Exclusions Add Boxes 8.1 to 8.20 = 8.21	1611	526

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	56	206	262
9.2.1 Total dollar amount of application fees collected	\$7170.00	\$2815.00	\$9985.00
9.2.2 Total dollar amount of additional fees collected	\$875.80	\$9461.72	\$10337.52
9.2.3 Total dollar amount of fees collected (Add Boxes 9.2.1 + 9.2.2 = 9.2.3)	\$8045.80	\$12276.72	\$20322.52
9.3 Total dollar amount of fees waived	\$1104.80	\$85.40	\$1190.20

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	225	225
10.2 Reproduction	84	215	299
10.3 Preparation	0	219	219
10.4 Shipping	0	202	202
10.5 Computer costs	0	1	1
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)	84	862	946

Section 11: Correction and Statements of Disagreement

Did your institution receive any requests to correct personal information?

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

Personal Information

8
1
0
9

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?

- 11.5** Correction(s) made in whole
- 11.6** Correction(s) made in part
- 11.7** Correction refused
- 11.8** Correction requests withdrawn by requester
- 11.9** Total requests (Add Boxes 11.5 to 11.8 = 11.9)

Personal Information

4
4
1
0
9

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?

- 11.10** Number of statements of disagreement attached:

Personal Information

3

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.

- 11.11** Number of notifications sent:

Personal Information

4

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!

<p>Declaration:</p> <p>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.</p> <hr/> <p style="text-align: center;"><i>Signature</i> <i>Date</i></p>
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Public Agenda Information Report

To: Halton Police Board

From: Jessica Warren
Communications Advisor
and EA to the Chair

Subject: Semi-Annual Board Governance Expenditure Report

Report #: CAE24-08-I-01

Date: August 29, 2024

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, 2024

DISCUSSION:

A summary of the Board's expenditures for the period ending June 30, 2024 is appended as a schedule to this report.

The Board's budget shows a year-end unfavourable variance of \$36,003. This is primarily due higher-than-expected fees for legal services and training along with unbudgeted expenses for technology upgrades and supplies for the Board office. Smaller unfavourable variances such as dues and memberships are primarily paid out at the first half of the year and will equalize by end of year.

The Communications Advisor is continuing to work closely with the Finance Department regarding allocation of costs and to ensure accurate budgeting for 2025.

The next report on this matter is due to be presented to the Board in February 2025.

HRPS

900002 PBS - Civilians

As of Jun 2024

Favourable (Unfavourable)

Actual (YTD)	Open PO's	Total Assigned	Cost Elements	Plan (YTD)	Var \$ (YTD)	Annual Plan
40,846		40,846	11102 - Salaries: Regular		-40,846	
40,846		40,846	Total S&B - Salary		-40,846	
2,345		2,345	11711 - CPP: Company Portion		-2,345	
798		798	11712 - UIC Premiums: Comp		-798	
800		800	11713 - Employer Health Tax		-800	
574		574	11714 - WSIB Premiums		-574	
4,219		4,219	11721 - OMERS: Company Contr		-4,219	
818		818	11731 - EHC Premiums		-818	
254		254	11732 - Dental Plan		-254	
45		45	11733 - Deluxe Travel		-45	
166		166	11741 - Life Insurance		-166	
11		11	11742 - AD&D Premiums		-11	
362		362	11743 - LTD Premiums		-362	
10,391		10,391	Total S&B - Benefits		-10,391	
51,237		51,237	Total Salaries & Benefits		-51,237	
82		82	12862 - Cloth & Equ-Sr Offic		-82	
911		911	12867 - Cloth & Equ-Misc		-911	
993		993	Total M&S - Clothing & Equipment		-993	
18		18	12800 - Mats and Supplies		-18	
660		660	12801 - Office Supplies		-660	
		0	12660 - Gifts and Mementos	104	104	250
678		678	Total M&S - Supplies	104	-574	250
1,525		1,525	14000 - Equipment		-1,525	
3,947	18	3,965	14075 - Comp Hard/Software		-3,965	
5,472	18	5,491	Total M&S - Minor Capital		-5,491	
7,143	18	7,162	Total Materials & Supplies	104	-7,057	250
2,234		2,234	12682 - Cont Maint: Software	14,250	12,016	34,200
2,234		2,234	Total P&S - Computer Maint	14,250	12,016	34,200
13,814		13,814	13011 - Dues/Memberships AP	6,667	-7,147	16,000
17,098		17,098	13020 - Conf/Conventions	14,583	-2,514	35,000
1,541		1,541	13040 - Travel Expenses		-1,541	
32,453		32,453	Total P&S - Staff Development	21,250	-11,203	51,000
115,357		115,357	13100 - Profess Services	149,061	33,704	357,746
20,342		20,342	13130 - Prof Serv: Legal	6,250	-14,092	15,000
		0	13199 - Prof Serv: Consult	0	0	0
135,699		135,699	Total P&S - Professional Services	155,311	19,612	372,746
18		18	12511 - Courier Service		-18	
809		809	12521 - Printing: External	2,500	1,691	6,000
27		27	12740 - Equipment Maint		-27	
577		577	13090 - Meals/ Official Func	1,875	1,298	4,500
2,137		2,137	13999 - Other Expenses	8,319	6,182	19,965

HRPS

900002 PBS - Civilians

As of Jun 2024

Favourable (Unfavourable)

Actual (YTD)	Open PO's	Total Assigned	Cost Elements	Plan (YTD)	Var \$ (YTD)	Annual Plan
3,568		3,568	Total P&S - Other Misc	12,694	9,126	30,465
173,954		173,954	Total Purchased Services	203,505	29,551	488,411
17,500		17,500	44030 - NP Chg: Non-Program	14,583	-2,917	35,000
17,500		17,500	Total Int - Other Charges	14,583	-2,917	35,000
17,500		17,500	Total InterDept Charges	14,583	-2,917	35,000
249,834	18	249,853	Total Expenditure	218,192	-31,661	523,661
249,834	18	249,853	Net Position	218,192	-31,661	523,661



Halton Regional Police Service Public Agenda Information Report

To: Chair and Board Members

From: Chief Stephen J. Tanner

Subject: BOARD COMMUNITY FUND - AS AT JUNE 30, 2024

Report #: P24-08-I-05

Date: August 29, 2024

INTRODUCTION AND BACKGROUND:

Attached is a financial statement indicating the status of the Board's Community Fund held by the Halton Police Board as at June 30, 2024.

The 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 read 'S. J. Tanner'.

Stephen J. Tanner
Chief of Police

:PL/GK

Attachments: Financial Statement

**BOARD COMMUNITY FUND
FINANCIAL STATEMENT
For the 6-month period ended June 30, 2024**

	<u>Revenues</u>	<u>Expenditures</u>	<u>Balance</u>
Balance as of January 1, 2024			\$ 614,793
Transactions:			
Auction Proceeds	35,386		
Found Money	626,938		
Interest Earnings	24,673		
Confidential Special Project		100,000	
Crime Stoppers of Halton		49,000	
Muslim Association of Canada Donation		10,000	
Cdn Caribbean Assoc. - Youth Leadership		20,000	
Canadian Association of Police Boards		2,000	
Toys for Tots - Correction of deposit error		2,928	
	<u>686,997</u>	<u>183,928</u>	<u>503,069</u>
Balance Available - June 30, 2024			<u>1,117,862</u>
	<u>Approved</u>	<u>Balance</u>	
Approved Commitments	<u>Amount</u>	<u>Outstanding</u>	
Purpose:			
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 McIntrye Homicide Reward	50,000	50,000	
Mathew Flannigan - Reward	5,000	5,000	
Halton SALT Committee	5,000	5,000	
	<u>85,000</u>	<u>85,000</u>	
Unencumbered Balance - June 30, 2024			<u><u>\$ 1,032,862</u></u>



Halton Regional Police Service Public Agenda Information Report

To: Chair and Board Members

From: Chief Stephen J. Tanner

Subject: FINANCIAL REPORT AND FORECAST – SECOND QUARTER 2024

Report #: P24-08-I-02

Date: August 29, 2024

INTRODUCTION AND BACKGROUND:

Given below is a summary of the Quarterly Financial Report as of June 30, 2024. 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, 2024 YTD				2024 Full Year		2023 YTD
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Compensation & Benefits	40,697	87,183	88,260	1,077	1.2%	175,972	248	80,023
Materials & Supplies	2,343	4,947	4,783	(164)	(3.4%)	8,995	(550)	4,574
Purchased Services	3,707	11,459	10,771	(688)	(6.4%)	14,732	(1,000)	10,436
Rent & Financial	123	760	779	18	2.4%	1,107	0	210
Debt Charges	1,776	1,776	2,376	600	25.2%	7,200	1,252	1,776
Transfer To Reserve	7,689	7,689	7,689	0		7,689	0	6,644
Interdepartmental Charges	723	1,401	1,530	129	8.5%	3,061	250	1,316
Total Expenditure	57,058	115,215	116,188	973	0.8%	218,755	200	104,979
Total Revenue	5,728	8,080	7,601	479	6.3%	14,969	1,075	7,656
Net Expenditure	51,331	107,136	108,587	1,452	1.3%	203,787	1,275	97,323

Comments:

- As of the end of the first quarter, we have expended \$107.1 million (or 53% of the annual budget) which results in YTD savings of \$1.5 million as compared to our approved 2024 Budget.
- Based on meetings with Operational and Administration managers to discuss their 2024 variances and expectations, Staff is currently conservatively projecting a Net Expenditure savings of \$1.3 million for the full year.

- Collective bargaining is ongoing for 2024 and beyond. Approximately 85% of our costs are compensation related, so the impact of this bargaining can be significant. We have included a conservative estimate of these costs in this projection.

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

Cost Elements	Current Quarter Actual	June 30, 2024 YTD				2024 Full Year		2023 YTD
		Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
		\$ 000's Favourable (Unfavourable)						
Salaries	27,886	60,665	63,026	2,360	3.7%	126,051	3,700	55,927
Temporary Help	918	1,897	1,123	(775)	(69.0%)	2,245	(1,750)	1,701
Net Wages	28,804	62,562	64,148	1,586	2.5%	128,296	1,950	57,628
Overtime & Court-time	1,421	2,584	1,802	(781)	(43.4%)	3,605	(1,750)	2,212
Retention Pay	528	1,134	1,357	223	16.5%	2,714	448	1,080
Other Personnel Costs	718	1,224	1,198	(26)	(2.2%)	4,446	(400)	1,202
Total Expenditure	31,470	67,503	68,505	1,002	1.5%	139,061	248	62,123
Benefits	9,227	19,679	19,755	76	0.4%	36,911		17,900
Total Comp. & Benefits	40,697	87,183	88,260	1,077	1.2%	175,972	248	80,023

Comments:

- **Net Wages** – Salaries and Temporary Help are projected to be favourable by \$2.0 million due to lower than anticipated uniform staffing levels and vacant civilian positions throughout the year. Temporary Help is utilized to offset the much of the civilian vacancy savings.
- **Overtime & Court-time** –The projected unfavourable variance is related mainly to increasing overtime required to meet uniform staffing levels and assisting with public demonstrations.
- **Retention Pay** –Savings relate to retirements of officers who would otherwise have been eligible for their Retention Pay at the end of the year.
- **Other Personnel Costs** –The projected unfavourable variance relates mainly to negotiated increased shift premiums for Patrol Constables.

Materials and Supplies

\$ 000's Favourable (Unfavourable)

Cost Elements	Current Quarter	June 30, 2024 YTD				2024 Full Year		2023 YTD
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Tires & Parts For Fleet	198	419	368	(51)	(13.9%)	736		368
Telephone & Data Line	229	452	445	(6)	(1.5%)	890		473
Fuel Cost For Fleet	609	1,159	921	(238)	(25.9%)	1,842	(450)	1,099
Clothing & Equipment	289	615	701	87	12.4%	1,681	100	572
Supplies	147	248	298	51	17.0%	597		251
Utilities	313	607	644	37	5.7%	1,288		501
Minor Capital	330	949	952	3	0.3%	1,344		688
Other Misc. Material & Supplies	228	499	454	(45)	(10.0%)	617	(200)	624
Total Materials & Supplies	2,343	4,947	4,783	(164)	(3.4%)	8,995	(550)	4,574

Comments:

- **Fuel Cost for Fleet** – The projected unfavourable variance relates to an increase in the net pump price of fuel. Fuel prices continue to fluctuate.
- **Other Misc. Materials & Supplies** – The projected full year unfavourable variance relates mainly to ammunition costs as a result of new training requirements.

Purchased Services

\$ 000's
Favourable (Unfavourable)

Cost Elements	Current Quarter	June 30, 2024 YTD				2024 Full Year		2023 YTD
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Computer Maintenance	1,283	7,183	7,181	(2)	(0.0%)	7,612		6,806
Building Maintenance	290	572	592	20	3.4%	1,185		523
Janitorial Services	167	367	399	32	8.0%	799		377
Staff Development	527	842	585	(257)	(43.9%)	1,170	(400)	562
Professional Services	540	942	793	(150)	(18.9%)	1,585	(250)	1,022
Fleet Support Costs	237	398	245	(152)	(62.1%)	491	(250)	307
Advertising/Public Relations	47	69	66	(4)	(5.6%)	71		29
Other Misc. Services	616	1,086	910	(176)	(19.4%)	1,819	(100)	808
Total Purchased Services	3,707	11,459	10,771	(688)	(6.4%)	14,732	(1,000)	10,436

Comments:

- **Staff Development** – The projected unfavourable variance relates mainly to additional course enrollments due to catch-up from COVID years and additional travel costs.
- **Professional Services** – The projected full year unfavourable variance relates mainly to legal costs and additional IT related consulting offset by staffing vacancies.
- **Fleet Support Costs** – The projected full year unfavourable variance relates to an increased utilization of external garages for maintenance (offset by reduced Interdepartmental Charges).
- **Other Misc. Services** – The projected full year unfavourable variance relates mainly to increased special investigation (projects) costs.

Various

\$ 000's
Favourable (Unfavourable)

Cost Elements	Current Quarter	June 30, 2024 YTD				2024 Full Year		2023 YTD
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Rent & Financial	123	760	779	18	2.4%	1,107		210
Debt Charges	1,776	1,776	2,376	600	25.2%	7,200	1,252	1,776
Transfer to Reserves	7,689	7,689	7,689	0		7,689		6,644
Interdepartmental Charges	9,589	10,225	10,844	618	5.7%	15,996	1,252	8,630

Comments:

- **Debt Charges** – The projected favourable variance relates to not issuing debt related to the 1 District project. It is now expected that debt will be issued in early 2025 and this will not impact current build completion timelines.

Interdepartmental Charges

\$ 000's
Favourable (Unfavourable)

Cost Elements	Current Quarter	June 30, 2024 YTD				2024 Full Year		2023 YTD
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Risk Management	460	920	920	(0)	(0.0%)	1,840		765
Fleet Maintenance	249	453	583	130	22.3%	1,166	250	525
Other Charges	14	27	27	(0)	(0.7%)	55		26
Interdepartmental Charges	723	1,401	1,530	129	8.5%	3,061	250	1,316

Comments:

- **Fleet Maintenance** – The projected favourable variance relates to lower labour charges from the Regional garage partially 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, 2024 YTD				2024 Full Year		2023 YTD
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Government Subsidy	1,143	2,310	2,078	232	11.2%	6,432	500	2,808
Program Fees	516	932	935	(4)	(0.4%)	1,871	(75)	825
External Recoveries	904	1,612	1,364	248	18.1%	3,237	650	1,436
Internal Recoveries	65	127	124	3	2.4%	330		124
Transfer from Reserve	3,099	3,099	3,099	(0)		3,099		2,463
Total Revenue	5,728	8,080	7,601	479	6.3%	14,969	1,075	7,656


Comments:

- **Government Subsidy** – The projected favourable variance relates mainly to Court Security and Prisoner Transportation funding (\$392K).
- **Program Fees** – The projected unfavourable variance relates mainly to reductions in Security Clearances. We are in the process of reviewing our security clearance fees to ensure full recovery.
- **External Recoveries** – The projected favourable variance relates mainly to additional secondments related to guns and gangs and organized crime.

Overall

As of the end of the second quarter, we have YTD savings of \$1.5 million as compared to our 2024 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 \$1.3 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 2024

Report #: P24-08-I-03

Date: August 29, 2024

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 in excess of \$100,000, the following chart provides the Board with further information on all procurement activities for the period January 1, 2024 to June 30, 2024.

	July 1, 2023 – December 31, 2023	January 1, 2024 – June 30, 2024
Total Cost of all Procurements/Awards	\$17,892,177	\$24,221,242
Total Number of Procurement Processes	1,171	1,340
Total Number of Suppliers/Contractors	216	299

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) has been utilized whenever possible for the issuance of open market formal bid solicitations (RFQ, RFT, RFP). Purchasing Services has been successfully awarding 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. Under new leadership, Purchasing Services has also introduced several new initiatives this year to ensure our processes are more effective and efficient, such as:

- The new **Digital Purchase Order Filing Cabinet** which now houses comprehensive information on over 4,000 HRPS purchase orders including client group requisitions, quotations, vendor correspondence, acquisition reports and signed purchase orders, all organized by PO number. This setup ensures efficient access to details for any purchase order placed since 2021.
- The new **Digital Security Clearances** portal folder which contains 200 sorted entries by contractor name. Each file within the folder includes signed security waivers and photo identification, ensuring convenient access when required.
- The new **Digital Uniform and Equipment Sheet** which details 400 uniform and equipment items stocked in our Quarter Master Stores featuring supplier details, contacts, and pricing. Photos accompanying many items provide visual clarity for precise ordering. Additionally, the sheet includes a section for Specialty Order items tailored to specific units (marine unit, motorcycle unit, tactical unit, etcetera). This spreadsheet holds information on 250 Specialty Items offering detailed supplier information, pricing, and photos.



Stephen J. Tanner
Chief of Police

:PL/SS

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

Trust and Respect

Integrity

Accountability

Excellence

Teamwork

Justice

REPORTING - BY-LAW 2020-5, ARTICLE 13
PURCHASING ACTIVITY REPORT
PROCUREMENT OF GOODS AND SERVICES IN EXCESSS OF \$100,000
PERIOD: JANUARY 1, 2024 TO JUNE 30, 2024

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

Month	Vendor	Service / Goods	Value	Type	Budget Type	Comments
January	Goodyear Canada	Goods	\$ 300,000.00	Supply and Delivery of Fleet Vehicle Tires	Operating	Contract Extension
January	Rogers Communications	Goods/Service	\$ 718,819.16	420 Apple Iphones and a Two Year Cellular Contract Extension	Capital and Operating	Contract Extension
January	Ford Canada	Goods	\$ 1,913,088.00	Ford Vehicles	Capital	Buying Group - PCPG
February	Dexterra on Demand	Service	\$ 160,143.33	HVAC Preventative Maintenance and Repairs	Operating	Joint Formal Bid Solicitation
February	FCA Canada Inc.	Goods	\$ 356,160.00	Chrysler Vehicles	Operating	Buying Group - PCPG
February	Dynamic Leasing	Goods	\$ 292,846.88	Thirty-Six Month Lease Contract	Operating	Formal Bid Solicitation
February	Comtech-Solacom Technologies	Service	\$ 6,939,311.32	Implementation of a Primary and Backup NG-911 Call Handling Solution	Capital and Operating	Formal Bid Solicitation
March	Long View Systems Corp.	Goods/Service	\$ 5,988,881.00	Cisco Support Services and Products	Capital and Operating	Leveraged OEM contract
March	Source 44 Consulting	Goods	\$ 120,076.80	Rapid 7's Cybersecurty Products	Operating	Formal Bid Solicitation
March	Renokrew	Service	\$ 693,737.93	Third Floor Renovation at HRPS Headquarters	Capital	Formal Bid Solicitation
March	Suncor Energy Products	Goods	\$ 1,526,400.00	Vehicle Fuel and External Vehicle Washes	Operating	Contract Extension

<i>Month</i>	<i>Vendor</i>	<i>Service / Goods</i>	<i>Value</i>	<i>Type</i>	<i>Budget Type</i>	<i>Comments</i>
April	LaserNetworks Inc.	Goods	\$ 165,459.72	Sixty Month Lease for 23 New Multi-Functional Devices	Operating	<i>Leveraged OEM contract</i>
April	Hexagon Saftey & Infrastructure	Services	\$ 203,520.00	Professional Consulting Services and Materials	Capital	<i>Limited Tendering</i>
May	Visiontec Systems Ltd.	Goods	\$ 211,925.38	Supply and Installation of a Body Scanner in Central Lock Up	Capital	<i>Leveraged existing Police Agency Contract</i>
June	HCE Telecom	Services	\$ 147,296.07	Provision of High-Speed Wide Area Network Services	Operating	<i>Buying Group - HCPG</i>



Halton Regional Police Service Public Agenda Information Report

To: Chairman and Police Service Board Members From: Chief Stephen J. Tanner
Subject: CAPITAL PROJECTS / PROGRAMS STATUS – JUNE 30, 2024
Report #: P24-08-I-04 Date: August 29, 2024

INTRODUCTION AND BACKGROUND:

Attached is a summary of ongoing capital projects and programs showing the budget and expenditures to date for each as at June 30, 2024. Capital projects and capital programs are reviewed regularly to assess not only the project status, but also the ongoing need for the funding to remain as originally assigned.

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

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

A handwritten signature in black ink, appearing to read 'S. J. Tanner'.

Stephen J. Tanner
Chief of Police

:GK/PL

Attachments: Capital Projects/Programs Status Report

**Halton Regional Police Service
Capital Projects / Programs Status Report
For The Six Month Period January 1, 2024 to June 30, 2024**

Capital Projects (represent specific initiatives that have been individually approved by the Board)	Year(s) Approved	Amount(s) Approved	Unspent Balance Period Opening (Jan 1/24)	Spent This Period	Adjustments (see Notes)	Unspent Balance Period Closing (June 30/24)	Funds Committed (PO Issued)	Notes (See Below)
Radio Trunking & Related Projects								
T6888A LTE Project	2017-2023	6,935,441	2,319,448	10,321		2,309,127	586,330	
T6849F P25 Radio System	2019	90,964	90,964			90,964	61,565	
T6912A P25/LTE Backhaul Replacement	2023	1,500,000	1,500,000			1,500,000	1,289,616	
T6884B GPS Portable Phase 2	2022	160,000	160,000		(160,000)	0		1
		8,686,405	4,070,412	10,321	(160,000)	3,900,091	1,937,510	
Facilities Projects								
T6866A District 1 Facilities	2008/15/19/22	19,230,000	13,225,853	865,695		12,360,159	53,482,381	
T6872A HQ - New Building	2014 / 15 / 16 / 18	71,919,000	1,102,912	4,050		1,098,862	573,824	4
T6904A Safety Village	2022	175,000	119,033	16,304		102,729		
		91,324,000	14,447,799	886,049	0	13,561,750	54,056,205	
Other Projects								
T6875A Disaster Recovery Centre	2014, 2021,2023	825,000	255,483	3,634		251,849	3,323	
T6853C HRIS	2016/22/24	2,627,596	1,187,306	902,742	1,327,596	1,612,161	1,540,029	2
T6879A In-Car Camera System (ICCS)	2016/22	1,300,000	263,365	2,255		261,110		
T6879B Body-Worn Cameras	2021/22	500,000	500,000			500,000		
T6877C Portal Re-design - Phase 4	2018/19/20/22/23	530,000	78,111	19,158		58,953	89,694	
T6891A Digital Evidence Management	2019/23/24	625,000	500,000		125,000	625,000		2
T6844J Video Conferencing	2018/24	400,000	43,396		100,000	143,396	10,121	2
T6850C Automated Finger Printing	2020	200,000	119,144	15,376		103,767		
T6858B Handgun Replacement	2020	603,500	134,226			134,226		
T6889B Backup Data Centre	2021/23/24	1,121,368	521,368	17,682	600,000	1,103,686		2
T6893A Next Generation 911	2020, 2021	1,625,000	1,553,663	1,323,646	2,412,522	2,642,539	1,622,526	3
T6894A Intelligence Database	2020, 2021	465,503	131,998	22,972		109,026		
T6896A E-Ticketing	2020	337,000	299,326	103,213		196,113	15,288	
T6901A InCar System and Video Management	2021/22/23/24	550,000	450,000	30,294	100,000	519,706	11,861	2
T6903A Body Scanner	2022	253,500	253,500			253,500	208,420	
T6905A NICE System Upgrade	2022	200,000	200,000			200,000		
T6908A Centralized Computer Crime	2022/23	1,600,000	1,587,982	16,710		1,571,271	698,325	
T6886B Automatic License Plate Recognition	2022	100,000	291,448			291,448		
T6829C MCU #1	2022	100,000	93,664	10,864		82,799		
T6848C Search & Rescue Vessel	2023/24	750,000	201,400	(6,000)	250,000	457,400	529,691	2
T6909A Dedicated Public Safety WAN	2023/24	1,500,000	1,000,000		500,000	1,500,000	8,395	2
T6910A District Office Space Re-align	2023/24	325,000	132,775	10,853	125,000	246,922	10,329	2
T6911A MCU#2	2023	100,000	100,000	61		99,939		
T6914A RIS Shared Infrastructure	2024	500,000				500,000		
T6915A P25 Channel Addition	2024	825,000				825,000		
T6916A Bullet Recovery Tank	2024	130,000				130,000		
T6810C Hard Body Armour	2024	136,000				136,000		
T6810D Soft Body Armour & Carriers	2024	171,200		5,767		165,433		
T6834C Building Security Systems	2024	835,000				835,000		
T6913A Cybersecurity	2023/24	1,005,000	275,000	6,284	730,000	998,716		2
T6917A Data Evidence Storage	2024	100,000	0			100,000		
		20,340,667	10,173,153	2,485,510	6,270,118	16,654,961	4,748,001	
Total Capital Projects		120,351,072	28,691,363	3,381,880	6,110,118	34,116,801	60,741,716	

- 50 -

Notes re: Capital Projects

- 1 Projects completed / closed; remaining funds returned to the Police Capital Reserve and Develop Charge Reserves as appropriate.
- 2 Adjustments relate to additional funds added to the project as part of the 2024 Budget
- 3 Adjustment relates to additional funding from government grant
- 4 HQ settlement with consulting firm and general contractor expected to be completed by Q3 '24.

Capital Programs (represent the on-going replacement of existing infrastructure)	Unspent Balance Period Opening (Jan 1/24)	Addition Approved This Period	Spent This Period	Adjustments	Unspent Balance Period Closing (June 30/24)	Funds Committed (PO Issued)	Notes (See Below)
Technology Projects							
Network Servers (LAN Room Infrastructure) T6844E	443,975	250,000	104,789		589,186	30,546	
Technology Replacements (Infrastructure to User) T6844G	678,841	600,000	248,046		1,030,796	478,701	
Computer Replacement (End User Equipment) T6836D	28,581	100,000	112,223		16,358	78,198	
System Replacements (Software Applications) T6838C	648,549	500,000	29,314		1,119,235	65,934	
	1,799,946	1,450,000	494,371	-	2,755,575	653,379	
Other							
Building Repairs T6865A	515,803	270,000	235,349		550,455	82,775	
Furniture Replacement T6899B	9,269	150,000	36,700		122,569	71,032	
Operational Support Program T6892A	142,108				142,108		
Vehicles (2024) T30824V		3,484,200	417,067		3,067,133	264,697	
Vehicles (2023) T30823V	(87,871)		325,500		(413,371)	358	
Vehicles (2022) T30812V	(350,373)		98,777		(449,150)		5
Vehicles (2021) T30811V	(213,017)			213,017	(0)		6
	15,920	3,904,200	1,113,393	213,017	3,019,744	418,862	
Total Capital Programs	1,815,866	5,354,200	1,607,764	213,017	5,775,318	1,072,241	

Notes re: Capital Programs

- 5 Reconciliation being prepared to validate remaining balances prior to recommendation to close balances into the Vehicle Capital Reserve.
- 6 Project closed and funds taken from the Vehicle Capital Reserve.

Consolidated Capital Summary (from above)	Unspent Balance Period Opening (Jan 1/24)	Addition Approved This Period	Spent This Period	Adjustments	Unspent Balance Period Closing (June 30/24)	Funds Committed (PO Issued)	Notes (See Below)
Total Capital Projects	28,691,363	6,554,796	3,381,880	2,252,522	34,116,801	60,741,716	
Total Capital Programs	1,815,866	5,354,200	1,607,764	213,017	5,775,318	1,072,241	
Total Capital Items	30,507,229	11,908,996	4,989,644	2,465,539	39,892,119	61,813,957	



Public Agenda Recommendation Report

To: Halton Police Board

From: Fred Kaustinen
Chief Governance Officer

Subject: 8 Updated Governance Policies

Report #: CGO24-08-R-01

Date: August 29, 2024

RECOMMENDATION:

THAT the following policies be updated as proposed:

- G01 – Governance Commitment
- G02 – Board Job Description
- G03 - Governance Methodology
- G04 – Board Member Obligations
- G05 – Chair’s Role
- G08 - Stakeholder Engagement
- G09 – Board Committees
- G10 – Board Support

Attachments:

- G01 – Governance Commitment – Proposed 29 August 2024
- G02 – Board Job Description – Proposed 29 August 2024
- G03 - Governance Methodology – Proposed 29 August 2024
- G04 – Board Member Obligations – Proposed 29 August 2024
- G05 – Chair’s Role – Proposed 29 August 2024
- G08 - Stakeholder Engagement– Proposed 29 August 2024
- G09 – Board Committees – Proposed 29 August 2024
- G10 – Board Support – Proposed 29 August 2024

INTRODUCTION AND BACKGROUND:

The Board held a Governance Workshop on 25 July to review to determine where, when and how the Board wishes to strengthen its governance effectiveness in light of new legislation and regulations and our ongoing Governance Renewal Project. A number of policy recommendations emerged from that Workshop. This report addresses those recommendations related to 8 of the 11 Governance policies.

DISCUSSION / ANALYSIS:

The proposed policies amendments serve to conform with the new Community Safety and Policing Act and its regulations as well as to strengthen the Board's overall governance effectiveness.

CONSULTATION:

Board members provided policy suggestions at the Workshop of 25 July 2024.

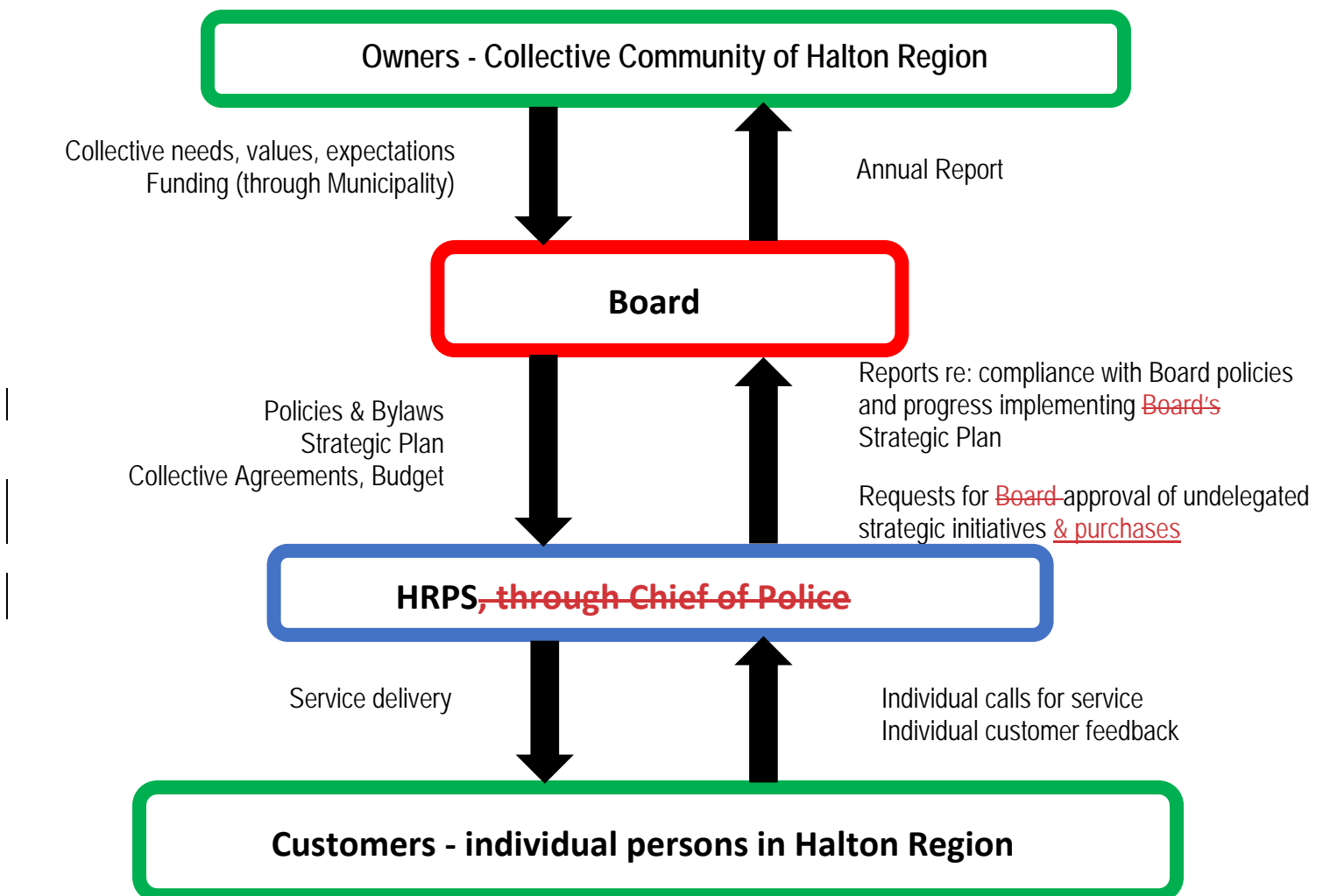
Chief Tanner and HRPS Legal Counsel Ken Kelertas were consulted in the drafting of these proposed policy amendments.



Policy G01 – Governance Commitment

Introduction

1. The Board's relationship with the Service and the Owners of the Service (the collective community of Halton Region) is depicted below.



Commitment

2. The Board is committed to the provision of adequate and effective policing, by ensuring that policing actions and results in Halton Region are congruent with the needs, values and expectations of the community.

Requirements

3. The Board 's analysis of community **needs** for policing shall be based on:
 - a. statutory imperatives
 - a.b. statistical data and metrics related to community safety concerns within Halton Region;and
 - b.c. community safety statistical comparisons to similar jurisdictions and previous timeframes.
4. The Board's analysis of community **values and expectations** shall be based on community feedback and input from stakeholder groups.

Reporting and Evaluation

5. The Board shall ensure that the Service continues to provide exceptional results at appropriate costs, while avoiding or otherwise mitigating unacceptable actions, situations and consequences as described in statues and board policies, by receiving and assessing Service reports, and addressing any gaps by directing Service adjustments and/or revising strategic plan or policy expectations.

Legislative Reference:

CSPA, section 37(1)(a)



Policy G02 - Board Job Description

Purpose

1. The Board is responsible for the provision of adequate and effective police services in Halton Region. It fulfills this responsibility by ensuring that policing actions and consequences are congruent with community needs, values and expectations.

Requirements

2. The Board, as the agent of the owners of the Service - the community of Halton Region, is collectively responsible to:
 - 2.1 establish written governing policies that address and guide, at the broadest levels, all Service decisions and situations – without interfering with any specific, individual Service investigations, deployments, labour decisions or actions;
 - 2.2 prepare and adopt, through stakeholder consultations and analysis, a strategic plan for policing outcomes in Halton Region;
 - 2.3 recruit, hire, direct and compensate, as necessary, a Chief of Police and Deputies to lead the Service in all aspects, legally, ethically and in accordance with Board bylaws and policies;
 - 2.4 recruit, contract, direct and compensate, as necessary, Board staff to support the Board in its governance activities, legally, ethically and in accordance with Board bylaws and policies;
 - 2.5 annually determine results-based performance objectives for Chief of Police, and subsequently monitor and annually evaluate his or her performance relative to those objectives;

- 2.6 appoint the members of the Service and as employer, bargain in good faith and establish collective agreements with the association representing police employees in Halton Police Service;
- 2.7 annually prepare, adopt, propose to Halton Regional Council, and monitor a budget for policing and police governance;
- 2.8 receive question -and review-assess reports ~~from~~ the Chief of Police regarding policy requirements and Strategic Plan progress;
- 2.9 consider requests for reviews of employee grievances and complaints about policies or services;
- 2.10 implement a quality assurance process relating to the delivery of adequate and effective police services, and compliance with the law, regulations, Board's by-laws and policies; and
- 2.11 all other statutory obligations related to police governance.

Reporting and Evaluation

3. The Board will annually evaluate its performance, and duly consider the Inspector General's recommendations, with a view to continuously improving police governance of the Halton Police Service.

Legislative Reference:

~~PSA, sections 31, 69 (1)~~

~~CSPA, sections 35, 37-43, 49~~

~~Procedural By-law (By-law 2020-1 To Govern Board Meeting Procedures, as amended by By-law 2020-4)~~

~~Procurement By-law~~

~~Records Retention By-law~~



Policy G03 - Governance Methodology

Purpose

1. The Board will govern lawfully in accordance with its Procedural By-law, policies and the following governance principles:
 - 1.1 the Board will serve the public interest before and above all else;
 - 1.2 the Board will provide governance leadership and focus on the intended outcomes of policing in the jurisdiction;
 - 1.3 the Board will respect in all ways the clear role distinction of Board as governors and the Chief of Police as the top manager of the Service;
 - 1.4 the Board will encourage and respect diversity of viewpoints;
 - 1.5 Board deliberations and decisions will be primarily forward-looking, while having regard for the past and present;
 - 1.6 Board deliberations and decisions will be strategic; ~~proactive;~~ and informed by statistical results ~~and~~ trends (community needs) and stakeholder views (community values and expectations); and
 - 1.7 Board decisions will be collective rather than individual decisions; only decisions made by a majority of the Board are valid decisions, unless specifically conferred by way of bylaw.

Requirements

2. Accordingly:



- 2.1 The Board will function as a team. The Board, not individual members or anyone else, will be responsible for excellence in police governance in Halton Police Service. The Board will not allow a Board member, committee of the Board, or anyone else to hinder or be an excuse for not fulfilling its police governance commitments.
- 2.2 The expertise of individual Board members may be used to enhance the understanding of the Board as a body, though the expertise of individual members shall not substitute for either the judgment of the Board as a whole, or for the advice of professional staff.
- 2.3 The Board will inspire, direct and evaluate the Service through:
 - a. the thoughtful establishment of strategic policies and plans reflective of the needs, values and expectations of the community of Halton Region, and the input of the Chief of Police, and
 - b. the evaluation of Chief and Service performance relative to these strategic policies and plans.
- 2.4 The Board's strategic policy and planning focus will be on the attainment of enduring outcomes for the community of Halton Region, and not on the administrative or programmatic means of attaining those results.
- 2.5 The Board will be the initiator of policy, not merely a reactor to management initiatives.
- 2.6 The Board shall stress and support continuous learning and development of its members and staff.
- 2.7 The Board will conscientiously enforce upon itself the rules it has established to govern with excellence.



Reporting and Evaluation

3. The Board will annually evaluate its performance, and duly consider the Inspector General's recommendations, with a view to continuously improving police governance in Halton Police Service.

Attachment:

[Board Team Performance Evaluation Process & Form](#)

Legislative Reference:

~~PSA, sections 27, 31~~

CSPA, sections 37- 41

~~Procedural By-law (By-law 2020-1 To Govern Board Meeting Procedures, as amended by By-law 2020-4) Procurement By-law~~



Attachment to G03 – Governance Methodology

Board Team Performance Evaluation Process & Form

Process Notes:

~~1. Each November year in accordance with the Governance Calendar, the CGO shall invite all 7 Board members to complete an the anonymous online survey below (e.g. SurveyMonkey) regarding the Board’s overall annual performance., based on the evaluation form below.~~

~~2.1. _____~~

~~3. Each Board member shall complete the online survey by end of December and the~~

~~4. _____~~

~~5.2. _____ The CGO shall compile the survey results and distribute all result to all Board members for the January Board-only meeting. report those results.~~

~~6.3. _____ The Board shall discuss those results at the January Board-only meeting and initiate improvements as appropriate.~~

Year: _____

Part A - Fulfills Its Responsibilities as a Police Board (Policy G02)

	Needs Improvement	Satisfactory	Strength
1. Establish written governing policies that address and guide, at the broadest levels, all Service decisions and situations – without interfering with any specific, individual Service investigations, deployments, labour decisions or actions			

~~Approved 30 September 2021 Proposed 29 August 2024~~



	Needs Improvement	Satisfactory	Strength
2. Prepare and adopt, through stakeholder consultations and analysis, a strategic plan for policing outcomes in Halton Region			
3. Recruit, hire, direct and compensate, as necessary, a Chief of Police and Deputies to lead the Service in all aspects, legally, ethically and in accordance with Board by-laws and policies			
4. Recruit, contract, direct and compensate, as necessary, Board staff to support the Board in its governance activities, legally, ethically and in accordance with Board by-laws and policies			
5. Annually determine results-based performance objectives for Chief of Police, and subsequently monitor and annually evaluate their performance relative to those objectives			
6. Appoint the members of the Service and as employer, bargain in good faith and establish collective agreements with the association representing police employees in Halton Police Service			
7. Annually prepare, adopt, propose to Halton Regional Council, and monitor a budget for policing and police governance			



	Needs Improvement	Satisfactory	Strength
8. receive, question and assess reports from Receive and review reports from the Chief of Police regarding policy requirements and Strategic Plan progress			
9.8. Consider requests for reviews of employee grievances and complaints about policies or services			
10.9. Implement a quality assurance process relating to the delivery of adequate and effective police services, and compliance with the law, regulations, Board's by-laws and policies			
11.10. Any and all other statutory obligations related to police governance			

How could the Board improve its fulfillment of its statutory responsibilities?

Part B – Follows its own Governance Methodology (Policies G03, G08)



	Seldom	Usually	Always
1. The Board will function as a team. The Board, not individual members or anyone else, will be responsible for excellence in police governance in Halton Police Service. The Board will not allow a Board member, committee of the Board, or anyone else to hinder or be an excuse for not fulfilling its police governance commitments.			
2. The expertise of individual Board members may be used to enhance the understanding of the Board as a body, though the expertise of individual members shall not substitute for either the judgment of the Board as a whole, or for the advice of professional staff.			
3. The Board will inspire, direct and evaluate the Service through: <ul style="list-style-type: none"> a. the thoughtful establishment of strategic policies and plans reflective of the needs, values and expectations of the community of Halton Region, and the input of the Chief of Police, and b. the evaluation of Chief and Service performance relative to these strategic policies and plans. 			
4. The Board's strategic policy and planning focus will be on the attainment of enduring outcomes for the community of Halton Region, and not on the administrative or programmatic means of attaining those results.			



	Seldom	Usually	Always
5. The Board will be the initiator of policy, not merely a reactor to management initiatives.			
6. The Board shall stress and support continuous learning and development of its members and staff.			
7. The Board will conscientiously enforce upon itself the rules it has established to govern with excellence.			
8. The Board ensures its Governance policies remain current and effective.			
9. <u>The Board adequately engages stakeholders to inform the Board's strategic assessment of community needs, values and expectations.</u>			

How could the Board improve its adherence to its own Governance Methodology?



Policy G04 - Board Member Obligations

Purpose

1. Board members oversee how policing is provided in Halton Region by collectively receiving, questioning and assessing information and reports provide to them by from the HRPS Chief of Police and others, to collectively make strategic decisions intended to ensure that policing actions and results in Halton Region are congruent with Community needs, values and expectations, and comply with federal and provincial law.
- 1.2. Service as a member of the Halton Police Board is a privilege rather than a right, and must be seen and accepted as such.

Requirements

2.3. Board members are obligated, by virtue of their appointments and oaths, to:

- 2.1 Place and uphold their duty of loyalty among public affiliations- first and foremost to the Board;
- 2.1.2 uphold and abide by the federal and provincial laws, and regulations, as well as the by-laws, policies and decisions of the Board;
- 2.2.3 comply with the Code of Conduct for Members of Police Services Boards and the Conduct, Confidentiality and Conflict of Interest provisions of the Procedural By-law;
- 2.3.4 actively participate in Board orientation and police governance education and training opportunities;
- 2.4.5 actively prepare for and contribute to fulfilment of the Board's job description (refer to Policy G02) through participation in Board meetings and active contribution towards Board decisions;
- 2.5.6 refrain from engaging in activities or communications that pre-empt, obstruct or otherwise draw Board attention away from fulfillment of the Board's job description purpose of civilian oversight and methodology; and

Proposed 29 August 2024

2.7 refrain from using any Board or Service resources including facilities, equipment, supplies, services, staff or any resource that belongs to or is funded by the Board, for election campaign or any campaign-related purposes.:-

~~2.6~~ Board members are required to be fully vaccinated against COVID-19, as defined by public health authorities, in order to participate in any in-person Board meetings or events including HRPS events. Verification of vaccination status shall be coordinated by the CGO.

Reporting and Evaluation

4. Alleged Board Member Code of Conduct breaches shall be referred to the Inspector General of Policing who may ~~or may not~~ decide to appoint an Investigator to investigate the matter which, based on sufficient evidence of misconduct, may lead to the Inspector General:

4.1 reprimanding the member of the Bboard;

4.2 suspending the member of the Bboard for a specified period or until the member has complied with specified conditions; or

4.3 removing the member from the Bboard.

2. Minor Board Member policy breaches will be addressed by the Chair. Major policy breaches will be discussed by the Board which shall determine whether Member training, reprimand and/or referral to the Inspector General of Policing is in order.

3. The Board will annually evaluate Board Members' performances, and duly consider ~~the any~~ recommendations made by the Inspector General of Policing's recommendations, with a view to continuously improving police governance in Halton Region.

Attachments:

Ontario Regulation 421/23 - Code of Conduct for Police Service Board Members

Board Member Performance Evaluation Form and Process

Legislative Reference:

~~PSA, sections 31, 69 (1)~~

CSPA, sections 35, 37-41, 43, ~~49:102(4), 106,~~

~~Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.~~

Proposed 29 August 2024

~~Adequacy and Effectiveness of Police Services Regulation (O. Reg. 3/99), sections 13 (2), 30 (1), 32 (1), 35.~~

Ontario Regulation ~~421408/97-23~~ - Code of Conduct for Members of Police Services Boards.

Procedural By-law ~~(By-law 2020-1 To Govern Board Meeting Procedures, as amended by By-law 2020-4), sections 9, 10, 14, 16, 17, 18~~

~~Procedural By-law sections 9.9, 14, 16~~

O.Reg. 408/23 - CODE OF CONDUCT FOR MEMBERS OF POLICE SERVICE BOARDS

3. (1) A member of a police service board shall not conduct themselves in a manner that undermines or is likely to undermine the public's trust in the police service board or the police service maintained by the police service board.

(2) A member of a police service board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, their conduct was in the good faith performance of their duties as a board member.
4. A member of a police service board shall comply with the Act and the regulations made under it.
5. A member of a police service board shall not, by act or omission, conduct themselves in a manner that is likely to cause the board to fail to comply with the Act or the regulations made under it.
6. A member of a police service board shall comply with any rules, procedures and by-laws of the police service board.
7. A member of a police service board shall not substantially interfere with the conduct of police service board meetings.
8. A member of a police service board contravenes this code of conduct if they are found guilty of an offence under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada) that was committed after they were appointed as a member of the police service board.
9. (1) A member of a police service board shall not, in the course of their duties, treat any person in a manner that the member, at the time, knows or reasonably ought to know would contravene the *Human Rights Code*.

(2) A member of a police service board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, the member's conduct was in the good faith performance of their duties.
10. (1) A member of a police service board shall conduct themselves in a professional and respectful manner in the course of their duties including, without limitation, not using abusive or insulting language in the course of their duties.

(2) A member of a police service board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, the member's conduct was in the good faith performance of their duties.

Statements and Attendance

11. A member of a police service board shall not knowingly make false statements pertaining to the duties of a member of a police service board.
12. A member of a police service board shall not purport to speak on behalf of the police service board unless authorized by the board to do so.

13. A member of a police service board shall clearly indicate when they are expressing a personal opinion when commenting on an action or omission of the police service board, the police service maintained by the board or a member of the police service.

14. A member of a police service board shall not access, collect, use, alter, retain, destroy or disclose to any person information that has been obtained by or made available to the member in the course of their duties if doing so would be contrary to law.

15. (1) A member of a police service board shall not disclose to the public information obtained or made available in the course of the member's duties except as authorized by the police service board or as required by law.

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

16. A member of a police service board shall attend all police service board meetings unless able to provide a reasonable explanation for the absence.

Misconduct and Conflicts of Interest

17. A member of a police service board shall disclose any conduct of another member of the police service board that the member reasonably believes constitutes misconduct,

(a) to the chair of the board; or

(b) if the misconduct involves the chair, to the Inspector General.

18. (1) A member of a police service board shall disclose any charges laid against them under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada) and any finding of guilt made in relation to those charges.

(2) Subsection (1) only applies to charges or findings that were made after the member's appointment to the police service board.

(3) The disclosure required by subsection (1) must be made to the person or body that appointed the individual as a member of the police service board or, in the case of a member appointed by the Lieutenant Governor in Council, to the Minister.

19. A member of a police service board shall not apply for employment with the police service maintained by the police service board unless they resign from the board before applying.

20. (1) A member of a police service board shall promptly disclose any conflict of interest,

(a) to the chair of the board; or

(b) if the conflict of interest involves the chair, to the Inspector General.

(2) After making the disclosure required by subsection (1), the member shall disclose the conflict at the next meeting of the police service board.

21. A member of a police service board shall not use their position as a police service board member to,

- (a) benefit themselves;
- (b) benefit one or more persons with whom they have a personal relationship; or
- (c) interfere with the administration of justice.

22. A member of a police service board shall not participate in discussion of or voting with respect to matters at police service board meetings if the member has a conflict of interest in the matter.

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Board Member Performance Evaluation Form & Process

Process Notes:

1. Each January, the CGO shall invite all 7 Board members to complete on-line surveys (e.g. SurveyMonkey) regarding each Board member and featuring the evaluation form below.
2. Each member shall complete the six on-line surveys regarding their peers, by end-January. **Unobserved competencies should not be scored.**
3. The CGO shall compile the survey results for each Board member, and distribute all result to all Board members for the February Board-only meeting.
4. The Board shall discuss the results at the February Board-only meeting.

Board Member: _____

Year: _____

Part A - Fulfills Police Board Member Obligations (Policy G04)

	Seldom	Usually	Always
1. Upholds and abides by the laws, regulations, by-laws, policies and decisions of the Board			
2. Complies with the Code of Conduct for Members of Police Services Boards and the Conduct, Confidentiality and Conflict of Interest provisions of the Procedural By-law			
3. Actively participates in Board orientation and police governance education and training opportunities			
4. Actively prepares for and contributes to fulfilment of the Board's job description (refer to Policy G02)			
5. Refrains from engaging in activities or communications that pre-empt, obstruct or otherwise draw Board attention away from fulfillment of the Board's job description			
6. Refrains from engaging in activities or communications that pre-empt, obstruct or otherwise draw Board attention away from fulfillment of the Board's job description			

Part B - Applies Police Governance Principles (Policy G03 – Governance Methodology)

	Seldom	Usually	Always
1. Serves the public interest before and above all else.			
2. Contributes to governance leadership and focus on the intended outcomes of policing in the jurisdiction.			
3. Respects in all ways the clear role distinction of Board as governors and the Chief of Police as the top manager of the Service.			
4. Encourages and respects diversity of viewpoints.			
5. Deliberations and contributes to decision-making that is primarily forward-looking, while having regard for the past and present.			
6. Deliberations and contributes to decision-making that is strategic, proactive; informed by statistical results and trends (community needs) and stakeholder views (community values and expectations)			
7. Contributes to decision-making collaboratively rather than imposingly.			

Part C - Demonstrates Police Board Member Competencies

	Under-developed	Developed	Well Developed
1. Understands the public safety sector in which the police service operates, including the needs, values and expectations of the community. Understands the strategic plan and the respective roles of the executive team in implementing the plan.			
2. Understands own responsibilities, accountabilities and liabilities as a director and board member. Is knowledgeable of best practice principles associated with board structure and board processes as set out by the SOLGEN, the AG and ongoing research.			

3. Can read and interpret financial statements and reports.			
4. Can identify and diminish group think tendencies and recognize decision-making and unconscious biases in board discussions.			
5. Makes decisions and seeks outcomes by consistent application of a logical sequence of steps.			
6. Makes connections between apparently separate issues, seeing patterns, trends, or relationships and developing mental frameworks to explain and interpret information.			
7. Maintains own convictions despite undue influence, opposition or threat.			
8. Values diverse opinions and builds views and opinions with knowledge gained from others.			
9. Based on limited information, retains a positive outlook when the group is unable to resolve an issue or reach a conclusion and is willing to make a risk-adjusted decision when the outcomes are uncertain. Seeks decisions that optimize the relationship between risk and reward.			
10. Applies common sense, measured reasoning, knowledge and experience to come to a conclusion and/or decision.			
11. Demonstrates integrity and ethical decision-making characteristics. Trustworthy and conscientious and can be relied upon to act and speak with consistency and honesty.			
12. Accurately assesses strengths and weaknesses of self and of others and can manage them successfully.			

13. Invests time learning about new approaches to governance, innovation and disruption in the organization and society.			
14. Ensures conflict is resolved with justice and fairness in order to maintain and/or restore healthy relationships.			
15. Gives and receives information with clarity, attentiveness, understanding and perception.			
16. Ability consensus-build among board members and stakeholders (management, council, police association, community groups) in negotiating and impacting at the organizational and board/council levels.			



Policy G05 - Chair's Role

Purpose

1. The Board Chair facilitates the Board's decision-making processes, rather than making the Board's decisions for it. The Chair also represents the Board to the Service, media, stakeholders and other parties.

Requirements

2. The Chair shall assure the integrity of Board decision-making by presiding over all Board meetings, in accordance with the Procedural By-law. In doing so, the Chair ensures that:
 - 2.1 all meeting agenda items and discussions are limited to issues which clearly belong to the Board to decide or to monitor;
 - 2.2 the Board conducts itself in accordance with its own by-laws and policies, and with those rules legitimately imposed upon it by legislation and regulation; and
 - 2.3 Board meeting deliberations are fair, open, relevant and thorough, as well as timely, orderly, and kept to the point.
3. The Chair shall report, at each regularly scheduled Board meeting, any otherwise unreported events and activities of Board interest having occurred since the previous Board meeting.
4. The Chair shall regularly liaise with the Chief of Police to ensure that the Chief is acting upon the Board's direction and that the Chief's interpretation of the Board's intent is reasonable.
- 4.5. The Chair's authority is limited to that expressly conferred upon the Chair by law, the Board's Procedural By-law and/or Board policies. Otherwise, the Chair has no authority to supervise or direct the Chief of Police.
- 5.6. The Chair is authorized to direct, supervise and ~~the~~ evaluate the Board's staff, on behalf of the Board, in accordance with Board policies.

Reporting and Evaluation

~~6.7.~~ The Board will annually evaluate the Chair's performance, using the attached form and duly consider the Inspector General's recommendations, with a view to continuously improving police governance of the Halton Police Service.

Legislative Reference:

~~PSA, s. 28~~

~~CSPA, s.36~~

~~Procedural By law (By law 2020 1 To Govern Board Meeting Procedures, as amended by By law 2020 4), section 6.~~

Attachment:

Board Chair Evaluation Form & Process

Board Chair Evaluation Form

Chair: _____

Year: _____

Designated Facilitator: _____

Process Notes:

1. The Board Secretary shall distribute this form to all Board Members following the October Board meeting, identifying the Designated Facilitator

2. Each Board Member, except the Chair, shall complete this form and submit it to the Designated Facilitator at least one week prior to the Nov Board meeting

3. The Designated Facilitator collates the responses, and debriefs the entire Board including the Chair at the November Board meeting Board-only session. This debrief shall allow for additional comments from Board members, as well as questions and responses from the Chair. The Designated Facilitator shall not add their own perspective, analysis or commentary.

4. Additional evaluation criteria or performance objectives, if any, for the Chair's performance in the next year may be added to this evaluation template by way of resolution at the first meeting following the annual election of that Chair.

	Strongly Disagree	Disagree	Agree	Strongly Agree
1. The Chair ensures that meeting agendas and presentations feature an appropriate balance and flow of reports on Service past performance, and timely information required by the Board for its strategic decision-making				
How might performance be improved?				
2. The Chair ensures that appropriate strategic issues are brought to the Board				
How might performance be improved?				
3. The Chair ensures the Board adheres to its Procedural Bylaw and Board Governance policies				
How might performance be improved?				
4. The Chair allows and encourages members to participate in discussions				

	Strongly Disagree	Disagree	Agree	Strongly Agree
How might performance be improved?				
5. The Chair effectively deals with any group dynamic issues within the Board or its meetings				
How might performance be improved?				
6. The Chair ensures the Code of Conduct is observed by Board members, intervening when necessary				
How might performance be improved?				
7. The Chair ensures that the Board's Strategic Plan is driven by the Board and features Board ownership				
How might performance be improved?				
8. The Chair ensures that the Board's evaluation of the Service, and subsequent Annual Report, is balanced and evidence-based				
How might performance be improved?				
9. The Chair has an effective and productive relationship with all Board members				
How might performance be improved?				
10. The Chair has an effective and productive relationship with the Chief of Police, where appropriate clarifying Board policy and other expectations				
How might performance be improved?				
11. The Chair has an effective and productive relationship with the Chief				

	Strongly Disagree	Disagree	Agree	Strongly Agree
Governance Officer, where appropriate providing direction and/or support				
How might performance be improved?				
12. The Chair effectively facilitates the Board’s annual evaluation of the Chief of Police’s performance				
How might performance be improved?				
13. The Chair effectively facilitates the Board’s annual evaluation of the CGO’s performance				
How might performance be improved?				
14. The Chair ensures that the Board is appropriately represented in stakeholder relations				
How might performance be improved?				
15. The Chair ensures that the Board is appropriately represented in media relations				
How might performance be improved?				
16. The Chair ensures Board is effectively and efficiently fulfilling its role as described in Policy G02 - Board Job Description				
How might performance be improved?				
17. The Chair encourages and acts upon feedback regarding Board leadership, agendas, policies and processes				
How might performance be improved?				
18. The Chair is an effective leader, ably demonstrating the skills and experience necessary for the role.				

	Strongly Disagree	Disagree	Agree	Strongly Agree
How might performance be improved?				



Policy G08 – Stakeholder Engagement

Purpose

1. Board stakeholder engagement serves to inform the Board's strategic assessment of community values and expectations, which when considered with community needs informed by public safety statistics, become the basis for the Board's strategic plan and policies for policing, and subsequent performance evaluation of the Chief and Service.
2. Board stakeholder engagement is not intended to solicit or respond to officer conduct complaints or individual service activities. Refer to the appropriate Complaint policy.
3. Board stakeholder engagement shall not replace or substitute for HRPS stakeholder engagement.

Requirements

4. Stakeholder engagement and delegations at Board meetings shall be encouraged and facilitated in accordance with the legislation and the Procedural By-law.
5. The Board shall maintain stakeholder relations proactively by assigning Board outreach (liaison) responsibilities to the Chair, Board Committees, individual Board Members, the CGO, or the Chief, by way of resolution. Refer to the Strategic Planning policy.
6. No person or body shall bind the Board to any future decision or action, in the course of stakeholder engagement or any other deliberation, other than the Board itself and then only by way of resolution.

Reporting and Evaluation

7. The Board shall annually evaluate the effectiveness of its Board Stakeholder engagements.

Legislative Reference:

~~PSA, s. 119, 145~~

CSPA, s. 39



Policy G09 - Board Committees

Purpose

1. Board committees may be established to assist the Board in fulfilling its purpose, without interfering with or replacing the Board. As such, committees have no authority unless expressly conferred upon them by the Board by way of by-law.

Requirements

2. Accordingly:
 - 2.1 Board committees may be created to help the Board do its job, but not to help or advise the Chief or members of the Service. Committees ordinarily will assist the Board by preparing policy alternatives and implications for Board deliberation.
 - 2.2 Committees will be used sparingly in an ad hoc capacity with specific roles, assigned outcomes and identified completion dates.
 - 2.3 Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes.
 - 2.4 This policy applies to any group which is established by Board action, whether or not it is called a committee and regardless of whether the group includes Board members.

Reporting and Evaluation

3. Reporting and evaluation requirements of a committee, if any, will be determined by the Board when the committee is created, or otherwise prior to its assigned completion date.

Legislative Reference:

~~PSA, s. 63~~
CSPA, sections 42-44.



Policy G10 –Governance Support

Purpose

1. The Board shall be assisted in fulfilling its mandate, in a manner which supports its governance commitment, methodology and calendar, rather than pre-empt, divert or obstruct it.

Requirements

2. The Board shall engage a Chief Governance Officer (CGO) and others as required, to assist in carrying out its mandate.

~~3. All Board staff and consultants must be fully vaccinated against COVID-19, as defined by public health authorities, and must provide evidence of such to the CGO. The CGO's vaccination status will be verified by the Chair. No persons not fully vaccinated shall work as Board staff or consultants.~~

4.3. The CGO shall be responsible for coordinating all Board support, and shall supervise all Board support staff, counsel and consultants, with the exception of the Executive Assistant to the Chair and Communication Advisor who shall report to the Chair. Board support includes including but is not limited to:

- 3.1 orientation, education and initial and on-going training of Board members and staff;
- 3.2 the provision of information and advice, including legal advice;
- 3.3 policy and strategic planning research, development and documentation;
- 3.4 communications and outreach;
- 3.5 collective bargaining, and executive selection and remuneration;
- 3.6 liaison with the Chief, Service executives, and corporate advisors; and
- 3.7 administration, financial management and records.

- ~~5.4.~~ Independent legal advice shall be sought for legal matters beyond the expertise of Service legal staff, and whenever the Board is adjudicating a matter where the Service is one of the parties.
- ~~6.5.~~ The Board shall be a member of the Ontario Association of Police Services Boards (OAPSB) and the Canadian Association of Police Governance (CAPG), and partake in their education and training activities.
- ~~7.6.~~ Board members shall be provided with the tools required to fulfil their responsibility, and shall be reimbursed all reasonable expenses related to travel outside of Halton Region on Board business, including but not limited to education and training.
- ~~8.7.~~ Prior to the end of their appointment to the Board, Board members shall be recognized for their contributions.

Reporting and Evaluation

- ~~9.8.~~ The CGO works for the Board as a whole, receiving direction from Board by-laws, policies and decisions. By extension, the CGO also supports, receives direction and reports through the Board's Chair and Committees on matters consistent with their Board-assigned mandates.
- ~~10.9.~~ The CGO shall semi-annually report the condition of the Board's governance budget.
- ~~11.10.~~ The Board shall annually evaluate the CGO's performance, in accordance with the attached form and process.

Legislative Reference:

~~PSA, s. 31(5)~~

~~CSPA, s. 35 (2), 38 and 42 (1)(b)~~

~~Procedural By law~~

~~Procurement By law~~

~~Records Retention By law~~



CONFIDENTIAL WHEN COMPLETE

Chief Governance Officer (CGO) Performance Evaluation Form

Year: _____

Evaluation Process:

1. The Chair shall ensure distribution of this form, along with the CGO's own performance report and the Chair's own comments, as well as the CGO's proposed results-based performance objectives for the subsequent year, to all Board Members following the October Board meeting.
2. Each Board Member shall complete this form and submit it to the Chair at least one week prior to the Nov Board meeting.
3. The Chair shall collate the Board Members' responses, along with any additional comments, perspective, analysis or commentary from the Chair's perspective, and post on the Board Portal for the November Board meeting.
4. The entire Board shall participate in the debrief of the CGO at the November Board meeting Board-only session. This debrief shall allow for additional comments from Board members, as well as questions and responses from the CGO., and culminate with the Board's approval of the CGO Performance Evaluation, edited as appropriate.
5. The entire Board shall then consider, amend as applicable and ultimately approve the CGO's results-based performance objectives for the subsequent year.
6. after the meeting, the Chair shall complete the final CGO Performance Evaluation. A copy of the CGO Performance Evaluation, signed by both Chair and CGO, shall be filed with Board Secretary on the Board Portal.

Evaluation Form:

	Strongly Disagree	Disagree	Agree	Strongly Agree
1. The CGO achieved objective (result) A. How might performance be improved?				
2. The CGO achieved objective (result) B. How might performance be improved?				
3. The CGO achieved objective (result) C. How might performance be improved?				

	Strongly Disagree	Disagree	Agree	Strongly Agree
4. The CGO provides sound strategic advice to the Board and Chair in all matters				
How might performance be improved?				
5. The CGO ensure the Board has the information and advice it needs to make informed police-governance decisions				
How might performance be improved?				
6. The CGO tracks implementation & adherence with legislation, regulations and Board policies, objectives and priorities				
How might performance be improved?				
7. The CGO ensures coordination of the Board's stakeholder engagement activities				
How might performance be improved?				
8. The CGO ensures an effective administrative link between the Board, the Police Service, the Police Association, the Senior Officers Association, civic and provincial government agencies, Board legal counsel, committees of the Board, the media and the public to ensure open lines of communication and cooperation				
How might performance be improved?				
9. The CGO ensures coordination of media statements and interviews				
How might performance be improved?				
10. The CGO coordinates Board orientation and ongoing training				
How might performance be improved?				

	Strongly Disagree	Disagree	Agree	Strongly Agree
11. The CGO ensures the Board is appropriately supported in terms of administration, logistics, records and financial planning and management				
How might performance be improved?				
12. The CGO motivates, mentors and supervises Board staff				
How might performance be improved?				



Public Agenda Recommendation Report

To: Chair and Halton Police Board
From: Graham Milne
Board Secretary
Subject: Special Police Constable Appointments Certificate
Report #: SEC24-08-R-01
Date: August 29, 2024

RECOMMENDATION:

THAT the Halton Police Board approve the form of the new Special Police Constable Appointments Certificate appended to this report as Attachment #1.

Graham Milne, Board Secretary

Attachments: Police Constable Appointments Certificate Template

INTRODUCTION AND BACKGROUND:

The *Community Safety and Policing Act, 2019* has shifted the responsibility of appointing and accrediting new special police constables to police service boards. Section 92(6) includes a requirement that a police service board issue a certificate of appointment to a person being appointed as a special constable at the time of their appointment. The purpose of this report is to seek Board approval for the form of this certificate of appointment.

DISCUSSION / ANALYSIS:

The attached certificate of appointment template was created by the HRPS in consultation with its Legal and Court Services, with input from the Board's Chief Governance Officer, for the Board's consideration. In terms of process, appointment recommendations for special constables will be presented to the Board via report and upon the approval of these appointments, the Board Chair will be requested to execute a

certificate for each individual and provide a copy to the HRPS for their records. Copies will be retained by the Board.

ALTERNATIVES:

N/A

CONSULTATION:

Deputy Chief Maher, Director of Legal Services Kelertas and Chief Governance Officer have consulted on this matter.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

N/A

STRATEGIC MANAGEMENT ISSUES:

N/A

HALTON POLICE BOARD

Special Constable Certificate of Appointment



Pursuant to the provisions of section 92 of the *Community Safety and Policing Act*, the appointment of:

(Insert name)

as a special constable is hereby approved by the Regional Municipality of Halton Police Service Board (the employer) for a three (3) year term commencing on *(insert date of issuance)* per the provisions noted below:

1. Purposes for which the individual may act as a special constable:
 - a. Provide security in relation to premises that,
 - i. are used for court proceedings,
 - ii. are used by the Halton Regional Police Service, or
 - iii. the Halton Regional Police Service has undertaken to patrol or maintain security on a time-limited basis due to a special event.
 - b. Assisting police officers with performing policing functions, such as assisting with investigations into criminal offences or missing persons. Assisting with investigations may include,
 - i. detaining, arresting or releasing individuals while acting under the direction of a police officer,
 - ii. securing or preserving evidence under the direction of a police officer,
 - iii. seizing or storing evidence under the direction of a police officer,
 - iv. securing crime scenes,
 - v. collecting DNA evidence or extracting DNA from an individual as required as part of an investigation,
 - vi. fingerprinting individuals brought into police custody in connection with an investigation,
 - vii. performing electronic searches or seizures under the direction of a police officer,
 - viii. storing or processing evidence under the direction of a police officer,
 - c. Preparing and serving summonses or other legal documents.
 - d. Executing warrants or other court orders.

- e. Swearing informations.
 - f. Searching, ensuring secure custody of and transporting individuals who are in custody.
2. The individual may exercise the powers of a police officer while performing the duties of a special constable for the following Acts:
- a. *The Courts of Justice Act*
 - b. *The Mental Health Act*
 - c. *The Provincial Offences Act*
 - d. *The Trespass to Property Act*
 - e. *The Cannabis Control Act, 2017*
 - f. *The Liquor Licence and Control Act, 2019*
 - g. *The Smoke-Free Ontario Act, 2017*
3. Weapons the individual is authorized to carry or use in the course of their duties as a special constable:
- a. Oleoresin capsicum spray
 - b. Oleoresin capsicum foam
 - c. A baton

Appointed on _____ at the Town of Oakville by the Regional Municipality of Halton Police Service Board.

Chair (or designee) printed name: _____

Chair (or designee) signature: _____

Date of signature: _____



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: NEXT GENERATION 911 (NG9-1-1) PROJECT CHANGE REQUEST
FOR MILTON FIRE AND RESCUE SERVICES

Report #: P24-08-R-14

Date: August 29, 2024

RECOMMENDATION:

“That the Halton Police Board Chair authorize the expansion in value of the existing contract with Comtech-Solacom for an additional amount of \$1,178,897 (inclusive of 10% contingency and HST) to permit the inclusion of hardware and services required for the Halton Regional Police Service to host Next Generation 9-1-1 call handling services for Milton Fire and Rescue Services (MFRS),

And;

That the Halton Police Board Chair sign a Contract Change Request with Comtech-Solacom to authorize the changes required in the existing project to include MFRS as a ‘tenant’ in the HRPS Next Generation 9-1-1 call handling system – the costs of which will be fully recovered from the Town of Milton under a separate agreement.”

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

Stephen J. Tanner
Chief of Police

:BP

INTRODUCTION AND BACKGROUND:

In February of 2024, the Service awarded a contract to Comtech-Solacom for the provision of Next Generation 9-1-1 (NG9-1-1) call handling system and services following a competitive Request for Proposal (RFP) process. As set out in the information report submitted to the Board at the February 29, 2024 meeting, all 9-1-1 call centers across Canada must be transitioned to new NG9-1-1 call handling systems by March 2025.

As the Service prepares for the transition of the HRPS operated primary 9-1-1 call center to NG91-1 technology, the MFRS Chief (Chief Gatto) formally requested of Chief Tanner to explore the feasibility of sharing the HRPS awarded NG9-1-1 call handling system with MFRS dispatch. HRPS executives and NG9-1-1 project team have engaged with MFRS and Comtech-Solacom to assess the feasibility of hosting and including MFRS as a tenant on the HRPS system.

Through this research, staff have found that the sharing of this system with MFRS is feasible and in-fact brings a number of efficiencies and opportunities to improve emergency response in the future. As such, a statement of work with the vendor has been defined, MFRS has reviewed and accepted the proposal and costs, and staff recommend the work be approved to enable the inclusion of MFRS into the HRPS call handling system. Staff will be requesting the Board's approval – under a separate recommendation (P24-08-R-15) - a services agreement for ongoing support from HRPS technical staff, the agreement for which HRPS staff have prepared to execute with MFRS.

Finally, all costs to include MFRS on the system will be passed through to the Town of Milton.

DISCUSSION / ANALYSIS:

On March 19, 2024, the Fire Chief for the Town of Milton sent a Letter of Intent (LoI) to the HRPS Chief of Police indicating “an expression of our interest on behalf of the Town of Milton to proceed with the necessary negotiations and formalize a service level agreement to become a hosted PSAP on the Halton Regional Police Service emergency service communication call handling solution”.

Chief Tanner approved the engagement of staff in assessing the feasibility of this configuration, and HRPS staff proceeded to explore the opportunity with MFRS, Town of Milton staff, Federal Engineering (under contract by MFRS), and the awarded NG9-1-1 system vendor – Comtech-Solacom.

The research involved an exploration of best practices for 911 call centres, assessment of the capabilities of the selected products, the cost of the solution, exploration of improving emergency response through data sharing, and the ongoing support implications.

As a result of this work, a Statement of Work (SoW) and change request have been drawn up by the vendor which will be appended to the HRPS contract as setup in the award of the RFP.

In anticipation of this work proceeding, the Town of Milton Council approved two recommendation reports in support of the Change Request – one authorizing payment to the Halton Police for the anticipated change request value which includes the initial hardware, software, and labour, and a second approving as well as five (5) years of system support from the vendor.

ALTERNATIVES:

The Town of Milton could establish its own solution through a formal bid solicitation.

CONSULTATION:

Roger Wilkie, Deputy Chief - Operations
 Ken Kelertas, Director - Legal Services
 Paul Lavergne, Director - Corporate Services
 Bill Payne, Director - Information Technology (Author)

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

This project has an established capital budget within the Service’s budgets for this initiative which will not be affected by this Change Request. All costs for this Change Request will be fully recovered from the Town of Milton in accordance with an Agreement between the Board and the Town of Milton.

Cost Breakdown for MFRS Change Request		
Item	Description	Cost
Change Request – Comtech-Solacom	Includes all hardware, software, services, and 5 years of support to MFRS	\$948,429
	Contingency 10%	94,842
	HST Tax 13%	135,625
	Total Contract Value Expansion	\$1,178,897

STRATEGIC MANAGEMENT ISSUES:

The approval of this request aligns with the Service’s **Strategic Plan 2024-2027:**

Strategic Priority 1 – Achievement of the highest weighted clearance rate among comparator police services.

Strategic Application:

Ensuring that the Service has up to date and efficient technology tools ensures that calls for service can be received from the public, captured accurately, and responded to appropriately contributes significantly to this strategic priority.

Strategic Priority 2 – Achievement of 80% or better community satisfaction with the HRPS.

Strategic Application:

Ensuring that the Service has up to date and efficient technology tools ensures that calls for service can be received from the public, captured accurately, and responded to appropriately contributes significantly to this strategic priority.



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: EXECUTION OF SERVICES AGREEMENT WITH THE TOWN OF MILTON
(MILTON FIRE AND RESCUE SERVICES)

Report #: P28-08-R-15

Date: August 29, 2024

RECOMMENDATION:

“That the Halton Police Board Chair be authorized to sign a Next Generation 9-1-1 services agreement with the Town of Milton for the provisioning of access to the HRPS hosted Next Generation 9-1-1 Call Handling Solution by Milton Fire and Rescue Services, with associated technical support from HRPS staff – representing a cost recovery value of \$1,339,415 over the ten (10) year term of the agreement and cost recovery for the Comtech-Solacom change request with a total possible upset limit of \$1,178,897. The terms and conditions of the final version of the services agreement are to be in a form acceptable to HRPS legal counsel.”

Stephen J. Tanner
Chief of Police

:BP

INTRODUCTION AND BACKGROUND:

In a related recommendation report (P24-08-R-14) submitted to the August 29, 2024, Halton Police Board, staff outlined the recommendation to the Board to sign a change management order with Comtech-Solacom to permit work to proceed to include Milton Fire and Rescue Services (MFRS) as a tenant in the new HRPS Next Generation 9-1-1 call handling system.

In February of 2024, the Service awarded a contract to Comtech-Solacom for the provision of Next Generation 9-1-1 (NG9-1-1) call handling system and services following a competitive Request for Proposal (RFP) process. As set out in the information report submitted to the Board on the February 29, 2024 meeting agenda, all 9-1-1 call centers across Canada must be transitioned to new NG9-1-1 call handling systems by March 2025.

As the Service prepares for the transition of the HRPS operated primary 9-1-1 call center to NG9-1-1 technology in Q1 2024, the MFRS Chief (Chief Gatto) formally requested Chief Tanner explore the feasibility of sharing the HRPS awarded NG9-1-1 call handling system with MFRS dispatch.

HRPS executives and NG9-1-1 project team have engaged with MFRS and Comtech-Solacom to assess the feasibility of hosting and including MFRS as a tenant on the HRPS system. Staff have found this arrangement to be feasible and recommended proceeding with system integrations.

In association with this work – staff have prepared a services agreement to be executed with MFRS which outlines the roles and responsibilities of each party as we create this new relationship.

The agreement covers a number of terms which include:

- Responsibilities of each party in the operation of the system
- Limitations of liability of the parties
- Confidentiality
- HRPS technical support services requested by MFRS
- Recovery of pass-through of costs for the Comtech-Solacom change request
- Recovery of fees for support services to be provided to MFRS from HRPS

The agreement will be executed with terms that coincide with the contract terms set out in the HRPS awarded contract with Comtech-Solacom – to ensure synchronization of the co-termination of the contracts.

Staff request the Board’s approval to execute this services agreement between HRPS and MFRS.

DISCUSSION / ANALYSIS:

On March 19, 2024 the Fire Chief for the Town of Milton sent a Letter of Intent (LoI) to Chief Tanner indicating “an expression of our interest on behalf of the Town of Milton to proceed with the necessary negotiations and formalize a service level agreement to become a hosted PSAP on the Halton Regional Police Service emergency service communication call handling solution”.

Chief Tanner approved the engagement of staff in assessing the feasibility of this configuration, and HRPS staff proceeded to explore the opportunity with MFRS, Town of Milton staff, Federal Engineering (under contract by MFRS), and the awarded NG9-1-1 system vendor – Comtech-Solacom.

The research involved an exploration of best practices for 911 call centres, assessment of the capabilities of the selected products, the cost of the solution, exploration of improving emergency response through data sharing, and the ongoing support implications.

As a result of this work, a Statement of Work (SoW) and change request have been drawn up by the vendor which will be appended to the HRPS contract that was executed in the award of the RFP.

Additionally, HRPS staff have prepared a services agreement to outline the ongoing relationship between HRPS and MFRS. Included in this agreement includes the provisioning of technical support services to be provided to MFRS by HRPS, for an ongoing cost recovery fee. As outlined in the following financial section of this recommendation report – MFRS will transfer funds to HRPS annually over the term of the agreement for an initial amount of \$109,000 and will increase at a nominal 4.5% inflation rate per year. These fees will be used to offset effort required by HRPS in the oversight of the new configuration and to provide technical support to MFRS for the Next Generation 9-1-1 call handling system over the term of the agreement.

ALTERNATIVES:

The Town of Milton could establish its own solution for MFRS through a formal bid solicitation and engage Town of Milton staff to provide some of the technical support services. However – the Town currently is not structured to provide these services and interfacing with HRPS technical staff would be required regardless under the recommended configuration.

CONSULTATION:

- Roger Wilkie, Deputy Chief - Operations
- Ken Kelertas, Director - Legal Services
- Paul Lavergne, Director - Corporate Services
- Bill Payne, Director - Information Technology (Author)

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

The Services agreement is structured such that HRPS will recover costs from MFRS over the term of the contract according to the following schedule.

Cost Breakdown for MFRS Change Request			
Item	Year of Recovery	Description	Cost
Change Request – Comtech-Solacom	2024-2025	Includes all hardware, software, services, and 5 years of support to MFRS (inclusive of taxes and contingency).	Range: \$1,072,854 to \$1,178,897
Technical Support	2025	7/24 support services access	109,000
Technical Support	2026	7/24 support services access	113,905
Technical Support	2027	7/24 support services access	119,030
Technical Support	2028	7/24 support services access	124,387
Technical Support	2029	7/24 support services access	129,984
Technical Support	2030	7/24 support services access	135,833
Technical Support	2031	7/24 support services access	141,946
Technical Support	2032	7/24 support services access	148,333
Technical Support	2033	7/24 support services access	155,008
Technical Support	2034	7/24 support services access	161,984
		Total Cost Recovery (up-to)	\$2,518,312

STRATEGIC MANAGEMENT ISSUES:

The approval of this request aligns with the Service's **Strategic Plan 2024-2027:**

Strategic Priority 1 – Achievement of the highest weighted clearance rate among comparator police services.***Strategic Application:***

Ensuring that the Service has up to date and efficient technology tools ensures that calls for service can be received from the public, captured accurately, and responded to appropriately contributes significantly to this strategic priority.

Strategic Priority 2 – Achievement of 80% or better community satisfaction with the HRPS.***Strategic Application:***

Ensuring that the Service has up to date and efficient technology tools ensures that calls for service can be received from the public, captured accurately, and responded to appropriately contributes significantly to this strategic priority.



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	December 2024	Subject to new Provincial regulations
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	December 2024	As per new Provincial Regulation: Adequate & Effective Policing - General Standard
31 Aug 23	3.2	<i>THAT Board staff draft a policy regarding complaints and requests to reconsider complaints, with Ministry Advisor input.</i>	CGO	September 2024	Subject to new Provincial regulations
14 Dec 2023	3.2	<i>THAT a policy be developed regarding reporting of Secondary Employment to the Board.</i>	CGO	October 2024	Subject to new Provincial regulations



Motion Date	Motion ID	Motion	Task Assigned To	Scheduled Completion	Status/Comments
14 Dec 23	4.1	<i>THAT quarterly updates on the [Division 1 building] construction be provided to the Board.</i>	Chief	September 2024 December 2024 as required afterwards	
25 Apr 2024	3.2	<i>THAT staff be directed to look into ways to support new community initiatives for Neighbourhood Watch programs, and what level of support HRPS would be willing to invest in terms of time and resources.</i>	Chair/Comms Advisor	Q3 2024	
25 Apr 2024	3.3	<i>THAT the Service be directed to provide a presentation on the Sergeant Development program at a future meeting to be determined.</i>	Chief	September 2024	
31 May 2024		<i>“THAT the Chief provide forecast of shared service needs for the purpose of maintaining baseline adequacy standards over the next 1-3 years, and;</i> <i>THAT the Chief ensure the Board Office is provided copies of all current shared service agreements, including Chief to Chief agreements, and;</i>	Chief Chief	Interim Report September 2024	



Motion Date	Motion ID	Motion	Task Assigned To	Scheduled Completion	Status/Comments
		<i>THAT the CGO update the Board's Section 14 agreements (formerly Shared Service Agreements) as necessary."</i>	CGO		



Monthly Correspondence List – August 29, 2024

Below is the list of Correspondence to the Halton Police Board received during the past month. Copies of the documents are available through the Board's online portal. Please contact the Board Secretary for further information.

<u>No.</u>	<u>Title</u>	<u>Date Received</u>
1.	Halton Commissioner of Finance and Regional Treasurer re: FN-19-24 – 2025 Budget Directions	July 10, 2024
2.	Halton Regional Clerk re: CS-15-24 - Remuneration of Council Members on Halton Police Board	July 11, 2024
3.	Letter from Private Individuals	August 15, 2024
4.	Letter from Private Individual	August 16, 2024
5.	Letter from Private Individual	August 20, 2024



Finance Department
Office of the Commissioner

July 10, 2024

VIA EMAIL

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 2025 Budget Directions at its meeting, held Wednesday, July 10, 2024 as attached in this letter (Report No. FN-19-24 Re: 2025 Budget Directions), and adopted the following resolution:

RESOLUTION: FN-19-24 – 2025 Budget Directions

3. THAT a letter from the Commissioner of Finance and Regional Treasurer identifying the 2025 Budget Directions target not to exceed the following budget increases, and a copy of Report No. FN-19-24, be forwarded to the respective boards as follows:
 - a. Halton Regional Police Service 4.8% increase
 - b. Conservation Halton 4.8% increase
 - c. Credit Valley Conservation 4.8% increase
 - d. Grand River Conservation Authority 4.8% increase
 - e. Royal Botanical Gardens 3.0% 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 4.8%, which reflects inflation and growth. As part of the 2025 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 2025 budget submission.

Sincerely,

A handwritten signature in black ink, appearing to read "CW", written over a light blue circular stamp.

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

Report To:	Regional Chair and Members of Regional Council
From:	Cyndy Winslow, Commissioner, Finance and Regional Treasurer
Date:	July 10, 2024
Report No.:	FN-19-24
Re:	2025 Budget Directions

Recommendation

1. THAT the 2025 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 2025 Rate Supported Budget be prepared such that the total rate increase, including operations and the state-of-good-repair capital program, does not exceed 5.5%.
3. THAT a letter from the Commissioner of Finance and Regional Treasurer identifying the 2025 Budget Directions target not to exceed the following budget increases, and a copy of Report No. FN-19-24, be forwarded to the respective boards as follows:
 - a. Halton Regional Police Service 4.8% increase
 - b. Conservation Halton 4.8% increase
 - c. Credit Valley Conservation 4.8% increase
 - d. Grand River Conservation Authority 4.8% increase
 - e. Royal Botanical Gardens 3.0% increase

Report

Executive Summary

- The 2025 Budget Directions have been prepared with identified pressures as highlighted in Report No. FN-19-24 that will be considered as part of the budget process.
- The target budget increase for Regional Services before assessment growth is 5.8%. After assessment growth of 1.8%, the tax increase is targeted not to exceed 4.0% for Regional Services. The target reflects an inflationary increase of 3.0% for Regionally controlled programs and services, plus an additional 1.0% required to address the provincial funding budget shortfalls that have accumulated over the past few years.

- The 2025 water and wastewater rate increase, including operations and the state-of-good-repair capital program, is targeted not to exceed 5.5%. This target is comprised of the 2024 10-year forecast of 4.5%, plus an additional 1.0% required to address pressures related to increased capital expenditures required to support growth and increased construction costs.
- 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 4.8% increase, which reflects inflation and growth. The budget direction for the Royal Botanical Gardens is not to exceed an increase of 3.0%, which reflects inflation.
- The 2025 Budget and Business Plan is scheduled to be reviewed by Regional Council on December 4, 2024 and consideration of approval is scheduled on December 11, 2024.

Background

The purpose of this report is to seek approval for the 2025 budget guidelines for the Tax and Rate Supported Budgets and to highlight some of the challenges that will be addressed in preparing the 2025 Budget and Business Plan. These guidelines are intended to provide direction to staff in preparing the 2025 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 continue to be a significant driver of the 2025 operating and capital budgets. Inflation has remained persistently high, above the Bank of Canada's target range of 1.0% to 3.0% for a prolonged period of time, and it will take a number of years to recover as the Region continues to face the impacts of the high increases on the costs of goods and services.

The 2025 Budget will also need to address pressures related to provincial funding budget shortfalls that have accumulated over the past few years in Health and Social Services. The following provincial funding budget shortfalls will need to be considered in order to maintain service levels if additional provincial funding, which was anticipated in the Region's budget forecast, is not received to support these critical services:

- **Provincial Funding Gap:** Through the COVID-19 pandemic, the budget included anticipated increases in provincial base funding to support critical investments in the ongoing work that would continue post-pandemic due to needs identified in Public Health and Long-Term Care, however the actual increases received to date have been significantly lower. The 2024 Budget identified a gap of \$3.4 million between the budgeted funding level and the latest confirmed funding allocations at the time for Public Health and Long-Term Care.

- Provincial Funding Reduction: the Ministry of Education provided updated 2024 early years and child care guidelines and funding allocations to Halton Region on November 30, 2023, which included a reduction of approximately \$2.5 million in administrative funding for Children’s Services. Staff will review opportunities to mitigate the \$2.5 million impact of the funding reduction, and will reflect the latest confirmed funding allocations in the 2025 Budget.

These provincial funding budget shortfalls are in addition to the Regional contribution of \$14.7 million that is included in the 2024 Budget for cost-shared programs in Health and Social Services where the provincial funding received is less than the prescribed cost-share level. This Regional contribution continues to grow each year as provincial funding does not keep pace with increases in costs and growth.

The 2025 Budget will also continue to 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 2025 Budget will incorporate the latest information available while identifying risks and pressures with a conservative approach. Through the development of the 2025 Budget, staff will continue to focus on core services, continuous improvement and finding cost efficiencies in all program areas to mitigate the tax impact.

Discussion

BUDGET SCHEDULE

As approved through Report No. LPS60-23 re: “2024 Regional Council Calendar of Meetings”, the 2025 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 13, 2024. Council is scheduled to review the Regional budget on December 4, 2024 and consideration of approval of both the Tax and Rate Supported Budgets is scheduled for December 11, 2024.

2025 Boards & Agencies Presentations	November 13, 2024
2025 Council Budget Meeting	December 4, 2024

2025 BUDGET ASSUMPTIONS & PRINCIPLES

Real Gross Domestic Product (GDP)

The global economic outlook has brightened significantly since last year, with growth projections being frequently revised upward. The world economy is expected to grow by 3% in both 2024 and 2025, with the major driver of this positive outlook being the surprising strength of the U.S. economy. Consumer demand has been robust, supported by increasing incomes and plentiful jobs. Fiscal policy has provided additional stimulus, with government spending and incentives. Financial conditions have eased, with stock markets reaching all-time highs. Consumers and businesses have benefitted from increased access to credit.

China has started 2024 by reporting faster than expected growth, with first quarter GDP higher at 5.3%. The real estate crisis that has been weighing on the economy for the past two years deeply impacted the retail consumer. Domestic demand continues to be weak, with falling property prices and rising unemployment negatively impacting consumer sentiment. GDP momentum may not continue as China's exports, traditionally the main source of growth, are threatened by a series of tariffs and other barriers.

The U.S. economy was the world's growth engine during 2023, expanding by 2.5%. Even with rising interest rates, consumers and businesses kept spending and investing. Corporate earnings surprised on the upside. In 2024, the U.S. economy is expected to continue growing at a pace of 2.7%. Last year, Canadian economic growth was significantly weaker than in the U.S., expanding by 1.1%, with no growth recorded in the second half of the year. Economic activity is expected to accelerate in 2024, with output expanding 1.5%. Housing, a significant component of GDP, is forecast to recover as interest rates eventually move lower. Strong population growth will offset weak productivity growth. Labour markets are still healthy, although the unemployment rate has been rising recently as job creation cannot keep up with the population growth.

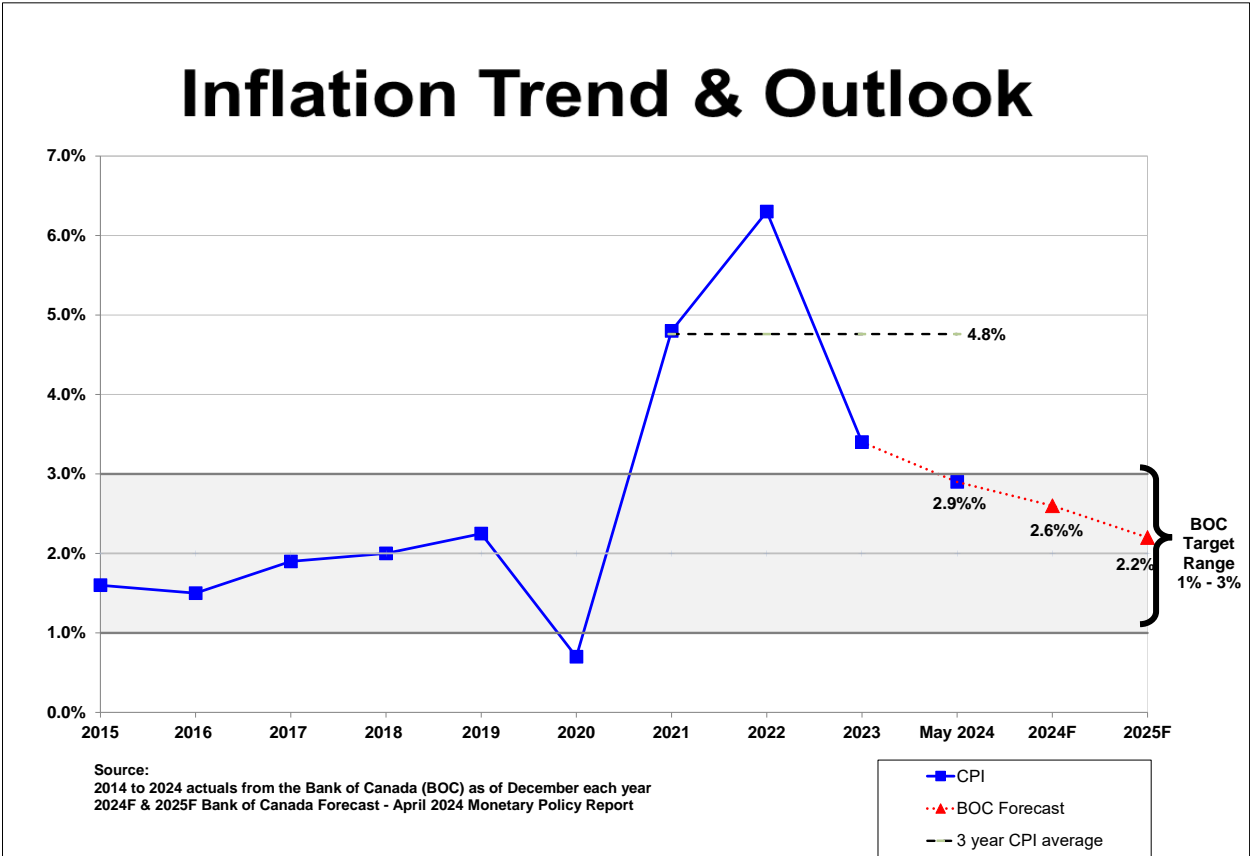
Inflation

Inflation has moderated in most of the developed world, and is expected to return to the 2% target in 2025. However, the move towards the 2% target will not be a smooth one, as inflation is still higher and the conflict in the Middle East has increased the volatility of oil and gas prices.

During last year, the Bank of Canada continued to raise interest rates, albeit at a slower pace, taking the overnight rate to 5%. Restrictive monetary policy has been successful in lowering inflation. April CPI came in weaker than expected, at 2.7%, the fourth CPI monthly reading below 3%. These positive developments, along with weaker than expected economic growth, opened the door to rate cuts. In June, the Bank of Canada cut the overnight rate by 25 basis points (to 4.75%) and noted that further cuts are possible, should inflation continue to move lower.

The Bank of Canada closely monitors the effectiveness of its actions, along with fiscal and other policy actions taken, to assess whether inflation is moving towards their 2.0% 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 monetary policy, which is aimed at maintaining a stable price environment over the medium term.

The following graph outlines the historical inflation trends, and outlook for 2024 and 2025.

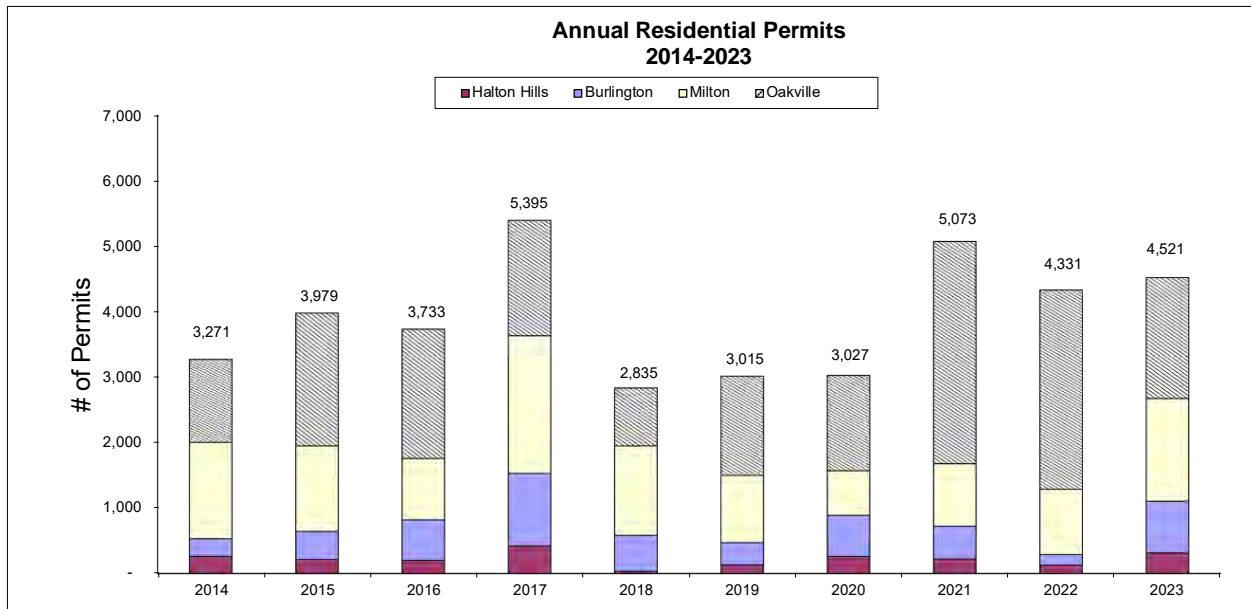


The Bank of Canada's inflation control target remains at 2.0%, which is the midpoint of the Bank's 1.0% to 3.0% target range. CPI inflation has been declining gradually from a peak of 8.1% in June 2022, however has remained persistently above the Bank of Canada's 2.0 % target since March 2021, with an overall average of 4.8% experienced during this time. The latest CPI inflation release for May 2024 was 2.9%. The 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. Throughout 2021, 2022, and 2023, actual inflation was higher than the tax increase for Regional services, creating a gap between the budget and the actual cost of services for these years, and as a result the Region has been experiencing contract and other increases that significantly exceed the budget. The Bank of Canada is forecasting inflation to remain around 3% throughout the second quarter of 2024, easing below 2.5% in the second half of 2024, before reaching the 2% target in 2025, however notes that there is a meaningful risk that inflation could adjust more slowly.

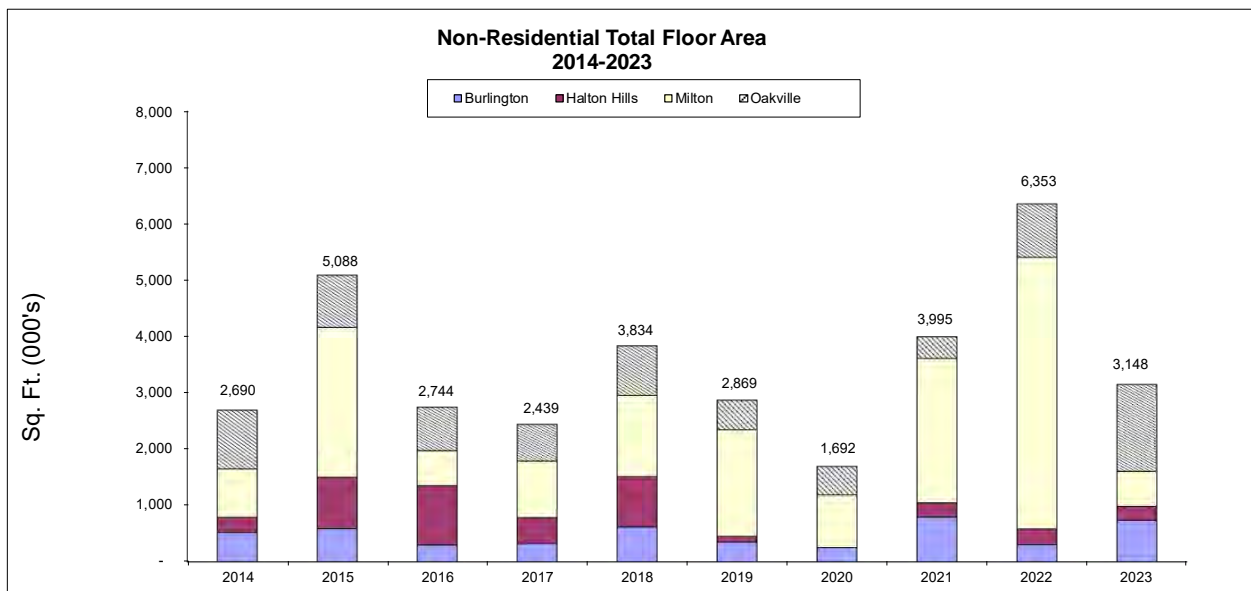
Staff are recommending that the 2025 Budget be prepared using an inflation rate of 3.0%, with an overall tax increase target not to exceed 4.0% for Regional Services. The target reflects the 3.0% inflationary increase plus an additional 1.0% required to address the provincial funding budget shortfalls in Health and Social Services in order to maintain service levels.

Growth in Halton

As shown in the chart below, the average residential building permits between 2014 and 2023 was 3,845 per year. With the approval of the Provincial Housing Targets by the Local Municipalities and the 2023 Allocation Program through Report No. CA-02-24/PW-04-24/FN-05-24 re: "Revised 2023 Allocation Program", the number of permits is expected to substantially accelerate over the next few years. 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 3.49 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.



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 outstanding Regional investment at the end of 2023 was \$608.9 million which is to be repaid by future developers.

2025 Budget Principles

The 2025 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/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).

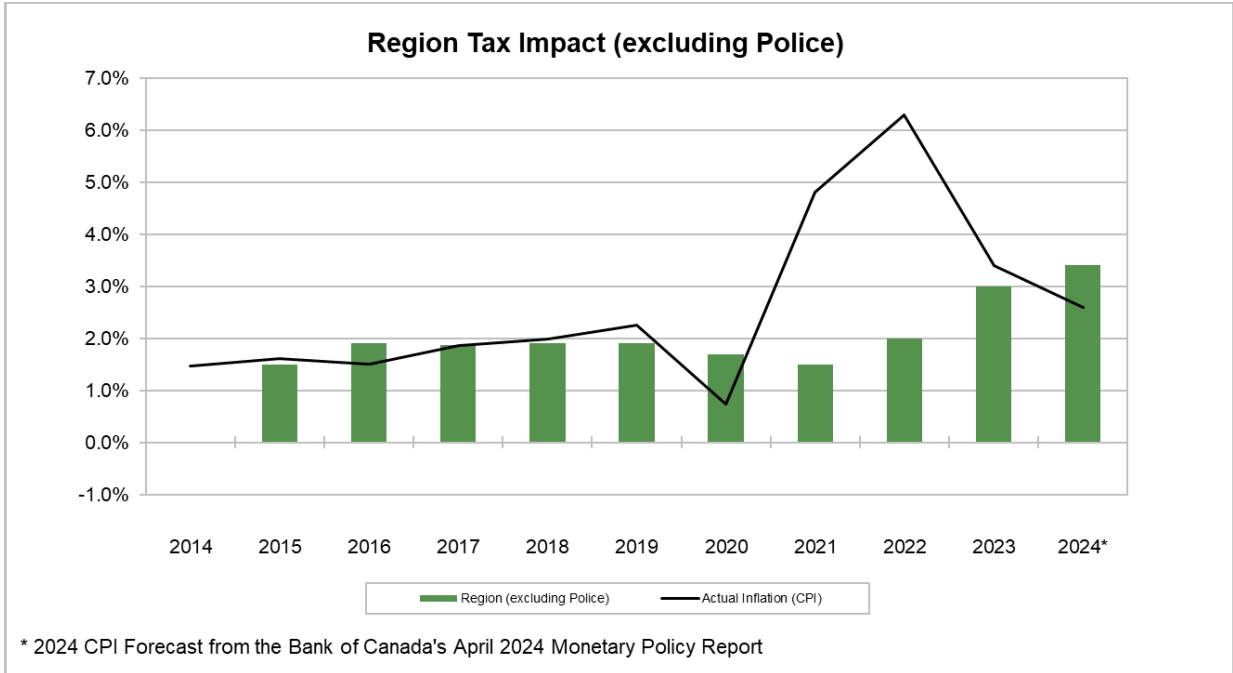
2025 TAX SUPPORTED BUDGET DIRECTIONS

As shown in the table below, the 10-year operating budget forecast in the Regional 2024 Budget and Business Plan projected the tax increase for Regional programs (excluding Police) in 2025 to be 3.0% after 1.8% assessment growth. The 2024 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. The 2025 budget forecast assumed that provincial funding budget shortfalls would be addressed through increased base funding from the Province for Public Health and Long-Term Care. This funding has not been confirmed by the Province and there is no confidence that the required increases will materialize. The recommended 2025 budget direction includes an additional 1.0% to address this issue and ensure the budget for these programs is sustainable.

Ten Year Operating Budget Forecast For Tax Supported Services (\$000s)										
	2024 Requested Budget	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast	2031 Forecast	2032 Forecast	2033 Forecast
Region:										
Net Expenditures	\$ 321,436	\$ 337,154	\$ 353,910	\$ 371,943	\$ 389,612	\$ 409,525	\$ 429,022	\$ 450,775	\$ 473,606	\$ 497,506
Net Expenditure Change	5.2%	4.9%	5.0%	5.1%	4.8%	5.1%	4.8%	5.1%	5.1%	5.0%
Region Tax Impact (after assessment growth)	3.4%	3.0%	3.0%	3.0%	2.5%	2.5%	2.0%	2.0%	2.0%	2.0%
Halton Regional Police Service:										
Net Expenditures	\$ 203,787	\$ 216,576	\$ 231,360	\$ 245,396	\$ 259,790					
Police Net Expenditure Change	9.5%	6.3%	6.8%	6.1%	5.9%					
Police Tax Impact (after assessment growth)	7.7%	4.4%	4.8%	4.0%	3.6%					
Region Including Police:										
Net Expenditures	\$ 525,223	\$ 553,730	\$ 585,271	\$ 617,339	\$ 649,402					
Regional Net Expenditure Change (Includes Police)	6.8%	5.4%	5.7%	5.5%	5.2%					
Region Including Police Tax Impact (after assessment growth)	5.1%	3.6%	3.7%	3.4%	2.9%					
Assessment Growth Assumption	1.7%	1.8%	1.9%	2.0%	2.2%	2.5%	2.7%	3.0%	3.0%	3.0%

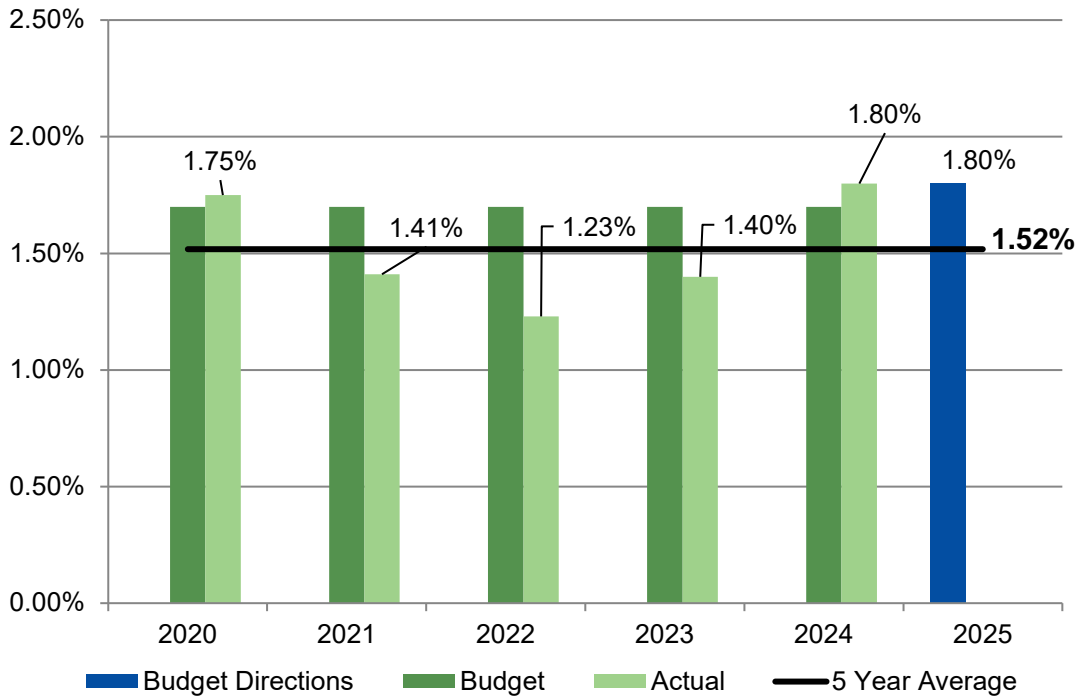
Tax Rate Increases At or Below the Rate of Inflation

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 2014. The Region has been successful in delivering an average property tax increase of 1.9% for Regional Services (excluding Police) from 2014 to 2024 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% to 1.80%, and an overall average of 1.52% over the past 5 years. In line with the forecast and last year's actual growth, staff are recommending to maintain the assessment growth target of 1.80% to prepare the 2025 budget. This assessment growth reflects the data provided by the Municipal Property Assessment Corporation (MPAC) which indicates that Halton is growing faster than other municipalities across the province. Over the next few years, assessment growth is anticipated to increase as a result of the Local Municipalities' housing pledges to support the Provincial housing target to achieve 1.5 million homes by 2031. Staff will monitor the impacts to assessment growth projected and update as necessary throughout the forecast period.

Weighted Assessment Growth



2025 Tax Budget Target

Base budget assumption increases incorporated in Budget Directions include:

- Inflation at 3.0% only when applicable
- Provincial funding reflective of the latest information available
- Removal of all one-time expenditures and funding in 2024
- Compensation increases based on collective agreements, inflation and in-year adjustments
- Assessment growth of 1.8%

As shown in the following table, after assessment growth of 1.8%, a target tax increase of 4.0% is projected for Regional Services (excluding Police Services). The targeted tax increase of 4.0% for Regional Services reflects the 3.0% inflationary increase plus an additional 1.0% required to address the provincial funding budget shortfalls in Health and Social Services in order to maintain service levels. The budget direction for Police Services is not to exceed a 4.8% budget increase, which includes inflation and growth, for a net tax impact of 3.0% after assessment growth.

Property Tax Impact of Regional Government Services (Per \$100,000 CVA)					
	2024		2025		Change
	Actual	Target	\$	%	
Regional Services	\$ 184.04	\$ 191.39	\$ 7.35	4.0%	
Police Services	116.43	119.91	3.48	3.0%	
Total Regional Taxes	\$ 300.47	\$ 311.30	\$ 10.83	3.6%	

*Schedules may not add due to rounding

Based on these assumptions, the 2025 property tax impact for Regional Services would be an increase of \$7.35 and the impact for Police Services would be an additional \$3.48, resulting in a combined increase of \$10.83 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 \$54.15 in 2025 for Regional Services and Police Services.

2025 Tax Budget Pressures

Key pressures to be addressed in the development of the 2025 Tax-Supported budget include continuing to recover from the extended period of high inflationary increases on the cost of goods and services, managing the shortfalls in provincial funding in order to maintain critical services in Health and Social Services, continuing to address provincial legislative changes, and support the Province’s objective of delivering 1.5 million new homes in Ontario by 2031.

Bill 23, *More Homes Built Faster Act, 2022*, received Royal Assent on November 28, 2022 and included changes to the *Planning Act* and *Development Charges Act, 1997* (DCA) that would fundamentally alter the Region’s role in land use planning and its ability to fund and deliver growth-related infrastructure. Subsequently, Bill 185, *Cutting Red Tape to Build More Homes Act, 2024*, received royal assent on June 6, 2024.

The impacts initially estimated for Bill 23 were \$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. With the enactment of Bill 185, the loss is now estimated at \$50 million over the 10 years (\$5 million per year) for the removal of Housing services as an eligible service. The impacts related to the Affordable and Attainable Housing DC exemption will vary dependent on take-up based on the bulletin that is released yearly and requires further analysis.

In addition to the loss of DCs, the new Provincial housing pledges 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** –The funding received from the Ministry of Health has not kept pace with the increase in costs and demand for services. Through the COVID-19 pandemic, the budget included anticipated increases in provincial funding to maintain the budgeted cost-share level and support critical investments in the ongoing work continuing post-pandemic in Public Health, however, the actual increases received to date have been significantly lower. For mandatory cost-shared programs, in 2022, 2023 and 2024, Public Health received 1% base funding increases of approximately \$200,000 per year. Prior to these increases, the last increase received was in 2018. This has created a funding gap of \$2.1 million projected for 2025, that will need to be addressed given provincial funding has not been confirmed. This challenge was identified in the 2024 Budget as an issue to be addressed in 2025 if provincial funding was not confirmed.

COVID-19 continues to be a highlighted pressure for the 2025 Public Health budget. In 2024, the Region has requested one-time funding for the projected COVID-19 extraordinary costs however the Ministry of Health has communicated that additional funding will be dependent on provincial budget decisions and funding availability, and that there is an expectation that all vaccine work be managed as part of 2024 approved funding for cost-shared public health programs and services. It is expected that there will be a need to provide ongoing COVID-19 support to the community, which will put pressure on the 2025 budget if there is not additional provincial funding provided to support this essential service.

- **Paramedic Services** – Regional staff have not yet received the 2024 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. As reported through Report No. MO-10-24 re: “Paramedic Services Division Annual Update”, staff are currently working with a consultant to update the Paramedic Services Master Plan for the period 2025 to 2034, and a final report to Council is expected in late 2024, or early 2025. The Master Plan will provide the strategic planning framework for the delivery of paramedic services and will outline the anticipated pressures that the Division is expected to face over the next 10-years. To support the growth in the Region, additional resources will be required in 2025 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 2025 budget, particularly without equivalent funding increases.

- **Waste Management** – As reported in Report No. PW-08-24 re: “Blue Box Transition Period (April 1 to December 31, 2025)”, Halton Region’s transition of the Blue Box program to full Producer responsibility is scheduled for April 1, 2025, with the transition period from April 1, 2025 to December 31, 2025. On January 1, 2026, Halton Region will no longer be responsible for collecting Blue Box materials from residences.

It is anticipated that there will be savings in the Blue Box program resulting from the implementation of full Producer responsibility, however due to the integrated nature of the waste management system, there will be impacts on the contracts related to the other waste streams following the transition period. As reported in Report No. PW-13-24 re: “Miller Waste Systems Inc. Contract Extension Collection of Solid Waste in Halton Region”, the estimated one-year extension of the Miller Waste contract for period of April 4, 2026 to April 2, 2027 reflects an estimated increase of \$11.3 million, or 68 per cent, from the current contract pricing (excluding the blue box program costs). Staff will review the projected impact of the blue box program changes through the development of the 2025 Budget.

- **Road Operations** – The road maintenance program continues to expand as the Region’s transportation infrastructure grows resulting in 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** – As reported in Report No. SS-13-24 re: “Halton Region’s Next 10-Year Housing and Homeless Plan 2025-2035: Proposed Consultation Approach”, 2024 marks the final year of Halton Region’s current 10-year Comprehensive Housing Strategy (CHS). The CHS serves as the Region’s strategic road map on housing; it lays out how new assisted and supportive housing opportunities are created. Regional staff have initiated a review of the existing plan to identify current strengths and new activities to support Regional objectives for supportive and assisted housing, and will undertake consultation in the Fall to provide opportunity for Regional Council and key partners to review, inform, and validate the work and identify any potential gaps for inclusion in the updated strategy. Regional staff will update and finalize the Region’s next 10-year assisted housing strategy, after consultation is completed, and present the strategy covering the period 2025-2035 for Council’s consideration in 2025. Advancing development of Halton’s next 10-year assisted housing strategy in the near term is critical given the growing need for assisted and supportive housing, and emergency shelter need in our community. The 2024 Budget includes an annual transfer of \$7.5 million to the Regional Housing New Units reserve to support the creation of new assisted housing opportunities. Staff will continue to seek out

opportunities to meet this growing need with support from senior levels of government, however there will be ongoing Regional commitment required for operating costs in addition to capital funding to build units that, together with the loss of Development Charge revenues for new assisted housing as a result of Bill 23, will put pressure on the 2025 Budget.

- **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 shortfall of \$2.5 million in the 2024 Budget between the funding required and funding received. This shortfall continues to increase as the re-indexing factor continues to decrease, resulting in increased Regional investment required to maintain service levels.

In addition to the shortfall in CMI funding, the 2024 Budget also identified a gap of \$819,000 between the budgeted funding level and the latest confirmed base funding allocation at the time. Through the COVID-19 pandemic, the budget included anticipated increases in Provincial funding at the current cost-share level to support critical investments in the ongoing work that would continue post-pandemic in LTC, however the actual increases received to date have been significantly lower.

The tax-supported budget is facing a number of significant cost pressures related to the extended period of high inflation, and the Services for Seniors Division in particular has been impacted by the high cost of food, medical supplies, and contracted services, while provincial funding to support these costs has not kept pace. These funding pressures will need to be addressed in the 2025 Budget if additional provincial funding is not received.

- **Children’s Services** – As reported through Report No. SS-09-24 re: “Early Years and Child Care Funding and Canada-Wide Early Learning and Child Care System Update”, the Ministry of Education provided updated 2024 early years and child care guidelines and funding allocations to Halton Region on November 30, 2023, which included a reduction of approximately \$2.5 million in administrative funding. Staff are reviewing opportunities to mitigate the \$2.5 million impact of the provincial funding reduction and will report back to Regional Council with updates through the operating variance reports. The Ministry of Education has also communicated that it will implement a new funding model for the Canada-Wide Early Learning and Child Care System beginning in January 2025. The 2025 Regional Budget will be updated to reflect the latest confirmed funding allocations from the Province.

- **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 modernize the Region’s technology platforms and enhance digital services by transforming business processes and services to ensure complete, high-quality online service delivery. To support the implementation of the Digital Strategy, an investment in digital technology services will be required. This includes an estimated increase of \$2.0 to \$3.0 million in the 2025 Budget related to subscription services for cloud-based SAP, Microsoft 365, and other significant applications to enhance the delivery of high-quality digital online services.
- **Service Delivery Post-Bill 23** – Regional staff are currently working closely with staff at the Local Municipalities to continue the implementation of the Regional Planning changes and are reviewing opportunities to streamline services. Staff will bring forward any proposed changes for Council’s consideration, and will incorporate any approved changes into the Region’s budget through the 2025 Budget process.
- **Boards & Agencies** – A budget guideline increase not to exceed 4.8% will be provided to Conservation Halton, Credit Valley Conservation and Grand River Conservation Authority which reflects a 3.0% rate of inflation and 1.8% growth. The Conservation Authorities’ 2024 forecasts projected the following increases for 2025: Conservation Halton 4.5% and Credit Valley Conservation 4.0%. Grand River Conservation Authority did not complete a forecast as part of their 2024 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 3.0% rate of inflation.
- **Halton Regional Police Service** – A budget guideline increase not to exceed 4.8% will be provided to the Police which reflects a 3.0% rate of inflation and 1.8% growth. The 2024 Budget included an increase of 9.5% for the Police, and the forecast projected a 6.3% increase for 2025 before assessment growth. The Police Services’ 2024 Budget and Forecast highlighted pressures related to population growth, impacts related to collective bargaining, inflationary cost increases, and capital budget requirements that may require increases above the Region’s guideline. The Police will present their 2025 operating and capital budget requirements to Regional Council on November 13, 2024.

2025 WATER AND WASTEWATER RATE SUPPORTED BUDGET DIRECTIONS

As shown below, Halton's average annual Water and Wastewater rate increase since 2015 has been 4.0%, which is lower than most of the other municipalities across the Greater Toronto Area and Hamilton that it is benchmarked against. The increases in the water and wastewater rates are largely driven by requirements to support the state-of-good-repair capital program.

Municipality	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Average
Halton	4.9%	5.0%	5.1%	3.8%	3.7%	3.3%	2.6%	2.8%	4.1%	4.3%	4.0%
Toronto	8.0%	8.0%	5.0%	5.0%	4.0%	3.0%	1.5%	3.0%	3.0%	3.0%	4.3%
Peel	7.0%	9.0%	4.3%	6.5%	6.5%	7.2%	5.5%	5.8%	7.9%	6.8%	6.7%
Durham	5.0%	5.0%	3.6%	4.0%	1.8%	2.3%	0.8%	1.8%	4.3%	7.4%	3.6%
Hamilton	4.2%	4.7%	4.9%	4.5%	4.7%	4.1%	4.3%	5.0%	6.5%	10.0%	5.3%

As shown in the following table, the 2024 Budget and Business Plan projected an overall rate increase for the 2025 Water and Wastewater Budget of 4.5%, which was comprised of a 1.7% operating increase and a 2.8% capital financing increase to support the state-of-good-repair program, assuming consumption growth of 0.0% and customer growth of 1.4%.

Ten Year Operating Budget Forecast For Rate Supported Services										
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
	Requested Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Net Program Impact (\$000s)	\$ 252,645	\$ 265,687	\$ 279,349	\$ 294,000	\$ 310,099	\$ 328,371	\$ 348,002	\$ 368,516	\$ 390,178	\$ 413,391
Annual Water Consumption m ³ (000s)	53,340	53,340	53,340	53,340	53,340	53,607	53,875	54,144	54,415	54,687
Residential Bill (226 m ³ p.a.)	\$ 1,111	\$ 1,162	\$ 1,214	\$ 1,268	\$ 1,326	\$ 1,385	\$ 1,446	\$ 1,508	\$ 1,573	\$ 1,641
Annual % Rate Increase	4.3%	4.5%	4.5%	4.5%	4.5%	4.4%	4.4%	4.3%	4.3%	4.3%

2025 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 5.5%. This target has increased from the 4.5% increase projected in the 2024 Budget and Business Plan as a result of increased capital financing expenditures required to provide the non-development portion of water and wastewater infrastructure in support of Local Municipal housing pledges. The 5.5% target increase is projected assuming consumption growth of 0.0% and customer growth of 1.4%.

Base budget assumption increases incorporated in Budget Directions include:

- Inflation at 3.0% only when applicable
- Removal of all one-time expenditures and funding in 2024
- 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 5.5% rate increase represents an additional \$61 in 2025 for both water and wastewater charges.

Rate Impact					
On a Typical Residential Customer (226 m ³ / Year)					
	2024	2025	Change*		
	Budget	Target	\$	%	
Water	\$ 515	\$ 543	\$ 28	5.5%	
Wastewater	597	629	33	5.5%	
Total	\$ 1,111	\$ 1,173	\$ 61	5.5%	

Schedule may not add due to rounding

*Based on 0.0% consumption growth and 1.4% customer growth

2025 Rate Budget Drivers

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 7.8% increase in capital financing expenditures expected in 2025, however issues such as high inflation, coupled with the increase in the non-development portion of water and wastewater infrastructure in support of Local Municipal housing pledges, have put 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 2025, 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. Growth of the system continues to increase the number of assets to be maintained, putting pressure on the existing operating budgets and maintenance programs. The intent of the maintenance management strategy is to extend the useful life of capital infrastructure. The focus on maximizing asset life cycle through refurbishments will continue to have a favourable impact on mitigating the cost increases for the state-of-good-repair capital program.
- **Sustainable Rate Revenue** – The 2024 Budget includes total water consumption of 53.3 million m³. During the COVID-19 pandemic, there was an increase in residential water consumption as a result of the shift to more residents working from home. This trend has continued post-pandemic, although water consumption is starting to normalize to pre-pandemic usage trends. 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 maintained at 53.3 million m³ in the 2025 Budget. Customer growth is projected to be 1.4% in 2025.

Financial/Program Implications

The Regional 2025 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 5.5%.

The budget direction for the Halton Regional Police Service, Conservation Halton, Credit Valley Conservation and Grand River Conservation Authority is not to exceed a 4.8% budget increase, which includes a 3.0% rate of inflation and 1.8% growth. The budget direction for the Royal Botanical Gardens is not to exceed a 3.0% budget increase which reflects inflation.

Respectfully submitted by,

Debbie Symons
Director, Budgets and Tax Policy

Matthew Buist
Director, Capital and
Development Financing

Cyndy Winslow
Commissioner, Finance and Regional Treasurer

Approved by,

Jane MacCaskill
Chief Administrative Officer

If you have any questions about the content of this report, please contact:
Debbie Symons, Director, Budgets and Tax Policy

Attachments:
None

Additional Information:

The sources listed below are for supplemental information and reference only. Halton Region is not responsible for the currency, accuracy, or legality of the content from any external links.

None



VIA EMAIL

July 11, 2024

Corporate Services Department
Legal Services
Office of the Regional Clerk
1151 Bronte Road
Oakville ON L6M 3L1

Chair Jeff Knoll c/o Board Secretary, Halton Police Board
Chief Stephen Tanner, Halton Regional Police Service

Please be advised that at its meeting held Wednesday, July 10, 2024, the Council of The Regional Municipality of Halton adopted the following resolution:

RESOLUTION: CS-15-24 - Remuneration of Council Members on Halton Police Board

1. THAT commencing January 1, 2027, the Council Members of the Halton Police Board be remunerated at a rate equal with remuneration paid by Conservation Halton to Members of Council and to the leadership of the Conservation Halton Board, to be funded from the operating budget of Regional Council and paid as follows:
 - A per diem of \$150 per day, which shall include attendance at regular meetings, special meetings and subcommittee meetings;
 - An annual payment, in addition to the per diem noted above, of \$10,000 to any Council Member serving as Chair of the Halton Police Board;
 - An annual payment, in addition to the per diem noted above, of \$3,000 to any Council Member serving as Vice-Chair of the Halton Police Board.
2. THAT going forward, the rates noted in Recommendation #1 be increased commensurate with any corresponding increase adopted by Conservation Halton.
3. THAT the Regional Clerk forward a copy of this resolution to the Halton Police Board and the Halton Regional Police Service for their information.

Please find attached a copy of Report No. CS-15-24 for your information. Please note that the resolution adopted by Council differs from the staff recommendation in the report. If you have any questions, please contact me at the email address below.

Sincerely,

Graham Milne
Regional Clerk
graham.milne@halton.ca

Regional Municipality of Halton

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The Regional Municipality of Halton

Report To:	Regional Chair and Members of Regional Council
From:	Bob Gray, Commissioner, Corporate Services and Corporate Counsel
Date:	June 19, 2024
Report No.:	CS-15-24
Re:	Remuneration of Council Members on Halton Police Board

Recommendation

1. THAT Report No. CS-15-24 re: "Remuneration of Council Members on Halton Police Board" be received for information.
2. THAT the Regional Clerk forward a copy of Report No. CS-15-24 to the Halton Police Board for its information.

Report

Executive Summary

- At its meeting of April 17, 2024, Regional Council adopted a motion requesting that staff conduct an environmental scan and outline options for remuneration for the Members of Halton Regional Council serving on the Halton Police Board.
- This report responds to the April 17th resolution and includes information on rates of remuneration from comparator municipalities, including the "Big 12" Police Services in Ontario, as well as remuneration rates for non-police board agency members.

Background

At its meeting of April 17, 2024, Regional Council adopted the following resolution:

THAT staff be directed to conduct an environmental scan and outline options for remuneration for the Members of Halton Regional Council serving on the Halton Police Board, and;

THAT staff be directed to report back with this information for the June meeting of Regional Council.

This report contains that information along with additional background regarding the Halton Police Board and the duties of its members.

Overview – Role of Police Boards

The role of a Municipal Police Board is to provide governance and oversight of the administration of the Police Service. The *Community Safety and Policing Act, 2019*, S.O. 2019, which came into force on April 1, 2024, defines the duties of a Municipal Police Board as follows:

- a) ensure that adequate and effective policing is provided in the area for which it has policing responsibility;
- b) employ members of the Police Service;
- c) appoint members of the Police Service as Police Officers;
- d) recruit and appoint the Chief of Police and any Deputy Chief of Police and determine their remuneration and working conditions, taking their submissions into account;
- e) prepare and adopt a diversity plan to ensure that the members of the Police Service reflect the diversity of the area for which the Board has policing responsibility;
- f) monitor the Chief of Police's performance;
- g) conduct a review of the Chief of Police's performance at least annually in accordance with the regulations made by the Minister, if any;
- h) monitor the Chief of Police's decisions regarding the restrictions on secondary activities set out in section 89 [of CSPA] and review the reports from the Chief of Police on those decisions;
- i) monitor the Chief of Police's handling of discipline within the Police Service;
- j) ensure that any police facilities, including police lock-ups, used by the Board comply with the prescribed standards, if any; and
- k) perform such other duties as are assigned to it by or under this or any other Act, including any prescribed duties.

While a Municipal Police Board may give directions to the Chief of Police, it is prohibited from directing the Chief of Police with respect to specific investigations and the day-to-day operation of the Police Service.

Halton Region Police Service Board

The Halton Police Board consists of seven members, whose composition is prescribed by the Community Safety and Policing Act to include:

- three Members of Regional Council appointed by Council (one of whom who shall be the Regional Chair unless a decision is made by the Regional Chair not to serve);
- three Members appointed by the Province; and
- one member appointed by Council who is neither a member of the Council or an employee of the municipality (i.e. citizen member).

The Halton Police Board holds eleven full-day meetings annually at Halton Regional Police Headquarters, customarily on the last Thursday of each month except July. At least one full-day workshop is also scheduled during the annual budget process. Additional Board retreats and other training events may be held during the year. Members are also expected to represent the Board at ceremonial events throughout the year, including swearing-in of new officers, retirement ceremonies and other public forums. Under legislation, Board members must swear an Oath or affirmation of office.

The Chair and Vice-Chair of the Board are elected for one-year terms at the first calendar meeting of the Board in each year. Any member of the Board may serve in either role. The Board Chair has the responsibility to provide leadership to the Board, serve as spokesperson and conduct other duties as required. The Board Chair works closely with the Board's Chief Governance Officer to structure the Board's agendas for its meetings and its overall strategic goals. The Chair also holds regular consultations with the Chief of Police. With the Chief, the Board Chair presents the Board's annual budget request to Regional Council.

Police Board Compensation

Section 50(1)(b) of the *Community Safety and Policing Act, 2019* provides that a municipality that maintains a police board shall provide that board with sufficient funding to pay the expenses of the board's operation, except for the remuneration of its members. Remuneration is to be paid by the municipality directly and not flowed through the budgets of the board or the police service.

The amount of remuneration for Provincial appointees on a police board is prescribed through O. Reg. 90/24 of the *Community Safety and Policing Act, 2019*, which stipulates that "Each member of a municipal board who is appointed by the Lieutenant Governor in

Council or by the Minister shall be paid by a municipality at a daily rate of at least \$150.” The regulation specifies payment by *the municipality*, not by the board or the police service. The *Community Safety and Policing Act, 2019* and O.Reg. 90/234 are silent on the issue of remuneration for members of council who are appointed to a police board – that determination is within the jurisdiction of the council itself.

Halton Region Police Board Compensation

On the Halton Police Board, the three Provincial members and the Region’s citizen member are remunerated for their service on the Board through a fixed bi-weekly salary amount paid through Halton Region every two weeks. The yearly amount is reported publicly on an annual basis through the required Council remuneration report. Traditionally, the citizen member is remunerated at the same rate as the Provincial appointees (as shown in Attachment #1). The remuneration amount for both Provincial appointees and citizen member is increased annually based on the Consumer Price Index in the absence of any additional approved increase. While the origin of the set amount is not certain, the current rate for the Halton Police Board is comparable to that of remuneration for other board members in the Big 12 police services, which suggests that the original rate was a result of a similar analysis taken prior to at least 1990 and adjusted on an annual basis since then.

Under O. Reg. 90/24, Halton’s paid members are entitled to at least a minimum of \$1,650 annually based on attendance at 11 regular board meetings per year; however, as noted in the overview section, attendance is expected at numerous other functions and events throughout the calendar year resulting in a commitment of more than 11 days. Rates of remuneration are at the discretion of the municipality (i.e. Council) as indicated in the regulation.

Members of Council who serve on the Halton Police Board do not receive specific remuneration for their service. They do receive reimbursement for related expenses which may include training, attendance at conferences and miscellaneous expenses incurred throughout the year in the course of their service on the Board. They do not receive the regular bi-weekly salary that is paid to the Provincial and citizen members of the Board.

Discussion

The practice of remuneration for Council members on Police Boards is inconsistent throughout the Province. Of the Big 12 Police Services in Ontario, Hamilton, London, Ottawa, Sudbury, Toronto and York provide no remuneration to Council board members – with the exception of Sudbury where the Chair of the Board receives a modest

remuneration regardless of whether they are a Councillor or not. The City of Windsor pools compensation for all its Council members who sit on agencies, boards and committees, which includes its Police Board. Council Members receive direct remuneration for service on the Police Boards of Durham, Niagara, Peel and Waterloo.

Tables showing the full list are below. Table 1 shows the other Regions in Ontario for a direct comparison. Table 2 shows the other members of the Big 12.

Table 1: Comparator of Regions in Big 12

	Halton	Durham	Niagara	Peel	Waterloo	York
Regional Councillor serving on Police Services Board	Yes	Yes	Yes	Yes	Yes	Yes
Regional Councillor receiving separate remuneration for Police Services Board	No	Yes*	Yes	Yes	Yes	No

*Remuneration for Durham Council Members is at a lower rate than that provided to the Provincial and citizen appointees. Niagara, Peel and Waterloo remunerate council members comparably with the other members of their respective police boards.

Table 2: Comparator of Other Members of Big 12

	Hamilton	London	Ottawa	Sudbury	Toronto	Windsor
Councillor serving on Police Services Board	Yes	Yes	Yes	Yes	Yes	Yes
Councillor receiving separate remuneration for Police Services Board	No	No	No	Chair Only	No	Yes**

**Remuneration for Windsor Councillors serving on all agencies, boards and committees is pooled and shared amongst the full membership of their council.

In general, Halton Council Members are not provided additional remuneration for service on other agencies, boards and commissions, including Halton Citizen Advisory or other committees. However, some reimbursement is usually provided in the form of regular expenses such as travel or per diems which is consistent with reimbursement paid to Halton Councillors on the Halton Police Board. The primary exception is Conservation Authorities, which, under Section 37 of the *Conservation Authorities Act*, are permitted to provide remuneration and expenses to its members as they see fit. The Conservation Authorities exercise this discretion as noted in Table 3 below.

Table 3 summarizes the other external agencies, boards and commissions on which Members of Regional Council serve and whether remuneration is paid. Committees of Council, Advisory Committees and the Halton Community Housing Corporation Board and its sub-committee are not included as no additional remuneration is provided for membership of those bodies. Further information may be found in the most recent annual Council remuneration report, hyperlinked under “Additional Information” below for reference.

Table 3: Remuneration for Council Membership on Agencies Boards and Commissions

Agency, Board and Commission/Committee	Number of Regional Council Members Serving	Council Members Remunerated
Halton Police Board	3	No
Association of Municipalities of Ontario	1	Yes (as president)
Conservation Halton	10	Per diem/honorarium
Credit Valley Conservation	2	Yes (chair)/per diem
Federation of Canadian Municipalities	3	No
Golden Horseshoe Food and Farming Alliance	1 (+1 alternate)	No
Grand River Conservation Authority	0***	Per diem
Great Lakes and St. Lawrence Cities Initiative	1	No
Niagara Escarpment Commission	1	Per diem
Royal Botanical Gardens Board of Directors	1	No

***Regional Council’s appointed representative to the Grand River Conservation Authority is a member of Town of Milton’s Local Council.

Conclusion

There are no legislated requirements to remunerate Council Members who serve on the Halton Police Board. However, there are also no prohibitions on providing such remuneration. Legislation and regulations leave the decision to the Council of the municipality that funds the police board.

If Council directs remuneration for the Council Members on the Halton Police Board, this could take one of several different forms:

- Remuneration for Board service at a rate equal to the Halton Police Board Provincial and citizen members, in addition to their regular Council remuneration. This is the approach undertaken in Niagara, Peel and Waterloo.
- Remuneration at a lesser rate than the other appointees (Durham model) recognizing that Council Members already receive a salary, at a rate to be determined by Council. With both this and the above described option Council may also wish to consider whether to offer the Board Chair a premium in addition to the rate that is provided to the regular Council Board members.
- Remuneration for the Board Chair only (who is presently a Council Member), recognizing the extra duties and responsibilities of that position, regardless of whether the Chair is a Council Member or not (Conservation Authority model).

Should Council wish to direct remuneration the Council Members on the Halton Police board, the following options for timing could be considered:

- Immediately for the existing Board members;
- Commencing January 2025 for the existing Board members;
- Introduction of remuneration for the next term of Regional Council (2026-2030) for the Board members who are appointed at that time (December 2026).

Council may also choose not to support remuneration for the Council Police Board Members in which case the status quo will continue, and no action is required.

Financial/Program Implications

There are no direct financial implications to this information report as submitted to Council.

If Council directs remuneration be provided for the Council Members on the Halton Police Board, it would be reflected in Council's operating budget. The financial implications of introducing remuneration are dependent on the timing of Council's direction regarding this matter. Directing that remuneration commence immediately for the sitting Board appointees will create a budget variance for 2024. Commencement of remuneration in 2025 will be incorporated into the budget for that fiscal year that will be considered for adoption in December 2024. If Council directs that remuneration commence with the next term of Council that will form part of the first budget of the new Council to be considered in January 2027.

If the Council Members of the Halton Police Board were remunerated at an equivalent rate to the Provincial appointees, the approximate annual cost to taxpayers would be \$39,000 in salary and benefits divided among the three Members, based on the 2023 remuneration rate. The annual cost would be lower if one of the other options noted above is selected. The overall cost would be slightly higher if Council also wishes to add a premium for the role of Board Chair in addition to a standard remuneration rate at the level of the Provincial appointees, as that position is presently held by a member of Council.

Any remuneration paid to Regional Councillors for service as a Halton Police Board Member would be required to be reported annually to the Region in accordance with the requirements of Section 284 of the *Municipal Act, 2001*.

Respectfully submitted by,

Jody Johnson
Director, Legal Services

Bob Gray
Commissioner, Corporate
Services and Corporate Counsel

Approved by,

Jane MacCaskill
Chief Administrative Officer

If you have any questions about the content of this report, please contact:
Jody Johnson, Director, Legal Services

Attachments:

Attachment #1 – Remuneration Rates for Big 12 Police Service Boards in Ontario (as of 2023)

Additional Information:

The sources listed below are for supplemental information and reference only. Halton Region is not responsible for the currency, accuracy, or legality of the content from any external links.

[Council Report No. FN-06-24 - Remuneration and Expenses Paid to Members of Regional Council and Board Appointees During 2023 \(Administration and Finance Item No. 9 in agenda\)](#)

Big 12 Police Board Remuneration					
(as of June 1/23)					
Police Board	Provincial/Citizen Appointees			Councillors	
Durham	Member	\$11,298.00		Member	\$6,000.00
	Chair	\$16,087.00		Chair	\$11,000.00
	Vice Chair	\$11,298.00		Vice-Chair	\$6,000.00
Halton	Member	\$12,363.00		Member	\$0.00
	Chair	\$15,998.00		Chair	\$0.00
	Vice Chair	\$12,363.00		Vice-Chair	\$0.00
Hamilton	Member	\$9,132.24		Member	\$0.00
	Chair	\$12,872.40		Chair	\$0.00
	Vice Chair	\$9,132.24		Vice-Chair	\$0.00
London	Member:	\$7,590.00		Member	\$0.00
	Chair	\$8,487.00		Chair	\$0.00
	Vice Chair	\$7,590.00		Vice-Chair	\$0.00
Niagara	Member	\$6,755.06		Member	\$6,562.66
	Chair	\$9,569.55		Chair	\$9,297.08
	Vice Chair	\$6,755.06		Vice-Chair	\$6,562.69
Ottawa	Member	\$8,000.00		Member	\$0.00
	Chair	\$54,000.00		Chair	\$0.00
	Vice Chair	\$10,000.00		Vice-Chair	\$0.00
Peel	Member	\$14,351.21		Member	\$13,696.95
	Chair	\$19,210.94		Chair	\$18,281.60
	Vice Chair	\$16,043.05		Vice-Chair	\$15,266.95
Sudbury	Member	\$8,074.21		Member	\$0.00
	Chair	\$9,538.99		Chair	\$1,429.32
	Vice Chair	\$8,074.21		Vice-Chair	\$0.00
Toronto	Member	\$15,750.00		Member	\$0.00
	Chair	\$90,963.00		Chair	\$0.00
	Vice Chair	\$22,500.00		Vice-Chair	\$0.00
Waterloo	Member	\$11,824.00		Member	\$11,824.00
	Chair	\$15,200.00		Chair	\$15,200.00
	Vice Chair	\$11,824.00		Vice-Chair	\$11,824.00
Windsor	Member	\$6,500.00		Member	(See Notes)
	Chair	\$7,500.00		Chair	
	Vice Chair	\$6,500.00		Vice-Chair	
York	Member	\$9,651.14		Member	\$0.00
	Chair	\$9,651.14		Chair	\$0.00
	Vice Chair	\$9,651.14		Vice-Chair	\$0.00

Additional Notes

- Toronto:** Remuneration includes the maximum possible with per meeting per diem added. Toronto Police Board Chair is a full time position.
- Ottawa:** Board Chair remuneration increased to \$54,000 in 2023.
- Windsor:** Remuneration for Councillors on ABCs is pooled and distributed evenly.
- Peel:** An additional \$100 per month is paid for out-of-pocket expenses.



HALTON REGION

AMENDMENT

DATE: July 10, 2024

ITEM: CS-15-24 - Remuneration of Council Members on Halton Police Board

DATE OF MEETING
AMENDMENT
TO BE CONSIDERED: Council Meeting – July 10, 2024
(referred from Council Meeting of June 19, 2024)

MOVED BY: Councillor Clark Somerville

SECONDED BY: Councillor Colin Best

THAT Report No. CS-15-24 re: “Remuneration of Council Members on Halton Police Board” be amended by deleting the existing recommendation and inserting the following:

1. THAT commencing January 1, 2025, the Council Members of the Halton Police Board be remunerated at a rate equal with remuneration paid by Conservation Halton to Members of Council and to the leadership of the Conservation Halton Board, to be funded from the operating budget of Regional Council and paid as follows:
 - A per diem of \$150 per day, which shall include attendance at any and all regular and special meetings, workshops, subcommittee meetings, and all ceremonial and other events at which Board member attendance is required;
 - An annual payment, in addition to the per diem noted above, of \$10,000 to any Council Member serving as Chair of the Halton Police Board;
 - An annual payment, in addition to the per diem noted above, of \$3,000 to any Council Member serving as Vice-Chair of the Halton Police Board.
2. THAT going forward, the rates noted in Recommendation #1 be increased commensurate with any corresponding increase adopted by Conservation Halton.
3. THAT the Regional Clerk forward a copy of this resolution to the Halton Police Board and the Halton Regional Police Service for their information.