



**HALTON
POLICE
BOARD**
EXCELLENCE IN GOVERNANCE

Public Agenda

Date: Thursday, November 28, 2024

Time: 9:00 a.m.

Location: James Harding 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 P24-09 held Thursday, October 31, 2024
(Agenda Pages 1 – 10)

2. PRESENTATIONS/DELEGATIONS

- 2.1 Overview of 3 District - Supt. Sue Biggs

3. INFORMATION REPORTS

- 3.1 **P24-11-I-01** - Financial Report and Forecast - 3rd Quarter 2024
(Agenda Pages 11 – 16)
- 3.2 **P24-11-I-02** - Semi-Annual Grant Agreements Execution
(Agenda Pages 17 – 20)

4. RECOMMENDATION REPORTS

- 4.1 **P24-11-R-03** - Chief's Administrative Investigation into Special Investigations Unit Matter – SIU #24-OCI-290/HRPS # 24-187195 - Custody Injury (Agenda Pages 21 – 26)
- 4.2 **P24-11-R-04** - Black Castle Networks Inc. - Contract Extension - Final Billing (Agenda Pages 27 – 30)
- 4.3 **CAE24-11-R-02** - Community Fund Application – Gurdwara Singh Sabha Milton (Agenda Pages 31 – 38)
- 4.4 **SEC24-11-R-01** - 2025 Board Meeting Schedule (Agenda Pages 39 – 42)
- 4.5 **CAE24-11-R-01** - Policy G12 – Board Member Conference Attendance Policy (Agenda Pages 43 – 46)

5. OPERATIONAL VERBAL UPDATES

6. ACTION REGISTRY

- 6.1 Public Information Action Registry (Agenda Pages 47 – 50)

7. RECEIPT OF PUBLIC CORRESPONDENCE

No Public Correspondence This Month

8. NEW BUSINESS

9. MOVE INTO CLOSED SESSION

10. CLOSED SESSION REPORT

11. ADJOURNMENT



Public Minutes

MEETING NO. P24-09

DATE OF MEETING: Thursday, October 31, 2024
9:00 a.m.

LOCATION: James Harding Community Room, HRPS Headquarters

MEMBERS PRESENT: Jeff Knoll (Chair)
Councillor Sameera Ali (left at 12:00 p.m.), Councillor Lisa Kearns, Curt Allen, Navdeep Dhaliwal, Ingrid Hann, Jane McKenna (left at 12:00 p.m.)

STAFF PRESENT: Chief Stephen Tanner
Deputy Chief Roger Wilkie
Deputy Chief Jeff Hill
Deputy Chief Kevin Maher
Paul Lavergne, Director, Corporate Services
Greg Kinnear, Manager, Corporate Services
Bill Payne, Director, Information Technology
Louise More, Acting Director, Human Resources
Sarah Harwood, Acting Director, Human Resources
Superintendent Al Albano
D./Const. Mark Craig
Ellie Bale, President, HRP
Fred Kaustinen, Chief Governance Officer
Chris Lallouet, Yellow Robot Communications
Jessica Warren, EA and Communications Advisor to the Chair
Graham Milne, Board Secretary

GUESTS: David Tilley, Police Services Advisor, Inspectorate of Policing



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**

None.

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 P24-08 held Thursday, September 26, 2024**

Moved by: S. Ali
Seconded by: L. Kearns

"THAT the Minutes of Meeting P24-08 held Thursday, September 26, 2024 be adopted as circulated."

Carried.

2. **PRESENTATIONS/DELEGATIONS**

2.1 **Crime Stoppers of Halton Funding Request** (Refer to Report CAE24-10-R-01 - Crime Stoppers Business Plan and Funding Request)



Lee Ann Lucier, Chair, Crime Stoppers of Halton, Jan Westcott, Past Chair, and Colin Jessome, Executive Director, gave a presentation on their funding request, noting complications with ongoing funding and highlighting the new Community Watch program which is being piloted in southeast Oakville and is hoped to be launched across Halton in the next year.

Mr. Jessome also recognized a student in attendance who has volunteered with Crime Stoppers and the Halton Police's YIPI (Youth In Policing Initiative) and PEACE (Police Ethnic and Cultural Education) Youth Leadership Program.

The report and recommendation regarding this item (4.4 below) were dealt with immediately following the presentation.

The Board recessed at 10:30 a.m. and resumed at 10:45 a.m.

2.2 2025 Funding Request & 10-Year Capital Forecast Presentation

Chief Tanner provided an overview of the 2025 funding request outlining the factors impacting the structure of the proposed budget and how it relates to accomplishing the objectives laid out in the Strategic Plan. Paul Lavergne, Director, Corporate Services, gave an outline of the elements that compose the annual Police budget and the capital forecast for the next ten years. A copy of this presentation is available on the Board's website.

The report and recommendation regarding this item (4.1 below) were dealt with immediately following the presentation.

3. INFORMATION REPORTS

3.1 P24-10-I-01 - 2024 Q3 Human Resources Quarterly Board Report

Moved by: S. Ali
Seconded by: I. Hann

"THAT Report No. P24-10-I-01 - 2024 Q3 Human Resources Quarterly Board Report be received for information."

Carried.



3.2 P24-10-I-02 - Annual Report on Use of Force - 2023

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

“THAT Report No. P24-10-I-02 - Annual Report on Use of Force - 2023 be received for information.”

Carried.

3.3 P24-10-I-03 - Seized Fund Statement – August 31, 2024

Moved by: S. Ali
Seconded by: I. Hann

“THAT Report No. P24-10-I-03 - Seized Fund Statement – August 31, 2024 be received for information.”

Carried.

3.4 Memo - CAPG Workshop on Nation Wide Police Board Training

Moved by: S. Ali
Seconded by: I. Hann

“THAT the Memo - CAPG Workshop on Nation Wide Police Board Training be received for information.”

Carried.

3.5 Memo - Community Safety and Well Being Leadership Group Meeting

Moved by: S. Ali
Seconded by: I. Hann

“THAT the Memo - Community Safety and Well Being Leadership Group Meeting be received for information.”

Carried.



4. RECOMMENDATION REPORTS

4.1 P24-10-R-05 - 2025 Funding Request & 10-Year Capital Forecast

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

“THAT the Halton Police Board approves the 2025 Funding Request of \$231,989,891 and forwards the request to the Region; and further,

THAT the Halton Police Board approves an increase in the authorized sworn strength of twenty-six (26) positions; and further,

THAT the Halton Police Board approves an increase in the authorized civilian strength of twenty-one (21) positions; and further,

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

Carried.

4.2 CAE24-10-R-03 - Board Conference Attendance

Moved by: I. Hann
Seconded by: S. Ali

“THAT the report on Board Conference Attendance be received for information;

THAT staff be directed to develop a policy regarding conference attendance, how requests are handled, and reporting back from Board Members after attending conferences.”

Carried.

4.3 CGO24-10-R-01 - Proposed 2025 HPB Governance Budget

This was considered ahead of Item 4.2.

Moved by: L. Kearns
Seconded by: S. Ali



“THAT the Board approve a 2025 Governance Budget of \$621,845 per the direction from Halton Region for an annual increase of no more than 4.8%, to be achieved by reducing the budget for Board conference attendance as outlined in the report.”

Carried.

4.4 CAE24-10-R-01 - Crime Stoppers Business Plan and Funding Request

Moved by: C. Allen

Seconded by: N. Dhaliwal

“THAT the Halton Police Board approve funding for Crime Stoppers of Halton in the amount of \$75,000 for 2025;

THAT Crime Stoppers of Halton be requested to provide an update and fundraising plan to the Board within 6 months and regular updates every 6 months afterwards; and

THAT a Memorandum of Understanding between the Board and Crime Stoppers of Halton be negotiated and executed within the next 6 months.”

Carried.

4.5 CAE24-10-R-05 - Policy A05 – Board Member Expenses

Moved by: S. Ali

Seconded by: I. Hann

“THAT the Board approve the amended policy A05 – Board Member Expenses as presented.”

Carried.

4.6 P24-10-R-04 - Bronte Harbour – Lease

Moved by: C. Allen

Seconded by: N. Dhaliwal

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



THAT the Board Chair be authorized to execute an extension to the Lease effective November 1, 2024 to October 31, 2025 in a form acceptable to the Service and the Director of Legal Services.”

Carried.

4.7 P24-10-R-06 - Chief's Administrative Investigation into Special Investigations Unit Matter – SIU Case #24-OCI-028/HRPS #22-00129470 – Custody Injury

Moved by: C. Allen

Seconded by: I. Hann

“THAT the Halton Police Board receives this report for information.”

Carried.

5. OPERATIONAL VERBAL UPDATES

Operational verbal updates were provided regarding the following:

- 2nd Halton Growing Together Symposium hosted by HRPS EDI unit

6. ACTION REGISTRY

6.1 Public Information Action Registry

Moved by: C. Allen

Seconded by: J. McKenna

“THAT the Public Information Action Registry be received.”

Carried.

7. RECEIPT OF PUBLIC CORRESPONDENCE

Moved by: C. Allen

Seconded by: L. Kearns

“THAT the Public Correspondence for October 2024 be received.”

Carried.



8. NEW BUSINESS

There was no other new business.

9. MOVE INTO CLOSED SESSION

Moved by: N. Dhaliwal

Seconded by: C. Allen

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

- *Personal matters about identifiable individuals including members of the police service or any other employees of the board;*
- *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: C. Allen
Seconded by: N. Dhaliwal

“THAT the Halton Police Board do now adjourn this meeting.”

Carried.

The meeting adjourned at 2:48 p.m.

Jeff Knoll
Chair

Graham Milne
Board Secretary



Halton Regional Police Service Public Agenda Information Report

To: Chair and Board Members

From: Chief Stephen J. Tanner

Subject: FINANCIAL REPORT AND FORECAST – 3RD QUARTER 2024

Report #: P24-11-I-01

Date: November 28, 2024

INTRODUCTION AND BACKGROUND:

Given below is a summary of the Quarterly Financial Report as of September 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	September 30, 2024 YTD				2024 Full Year		2023 YTD
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Compensation & Benefits	45,993	133,175	134,000	825	0.6%	175,972	223	122,553
Materials & Supplies	2,121	7,069	6,697	(372)	(5.5%)	8,995	(675)	6,566
Purchased Services	2,481	13,940	12,914	(1,026)	(7.9%)	14,732	(1,150)	12,746
Rent & Financial	51	811	830	20	2.4%	1,107	0	324
Debt Charges	0	1,776	2,676	900	33.6%	7,200	1,252	1,776
Transfer To Reserve	0	7,689	7,689	(0)		7,689	0	6,644
Interdepartmental Charges	687	2,088	2,296	207	9.0%	3,061	250	1,944
Total Expenditure	51,333	166,548	167,102	554	0.3%	218,755	(100)	152,552
Total Revenue	4,596	12,676	11,777	899	7.6%	14,969	1,375	9,913
Net Expenditure	46,737	153,873	155,326	1,453	0.9%	203,787	1,275	142,639

Comments:

- As of the end of the third quarter, we have expended \$153.9 million (or 76% 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.

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

Compensation & Benefits

\$ 000's
Favourable (Unfavourable)

Cost Elements	Current Quarter	September 30, 2024 YTD				2024 Full Year		2023 YTD
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Salaries	32,218	92,883	96,884	4,001	4.1%	126,051	4,000	85,929
Temporary Help	1,490	3,387	1,727	(1,660)	(96.1%)	2,245	(1,750)	3,006
Net Wages	33,708	96,270	98,611	2,341	2.4%	128,296	2,250	88,936
Overtime & Court-time	2,059	4,643	2,773	(1,870)	(67.4%)	3,605	(2,250)	3,846
Retention Pay	623	1,757	2,088	331	15.8%	2,714	448	1,657
Other Personnel Costs	783	2,007	1,973	(34)	(1.7%)	4,446	(400)	2,076
Total Expenditure	37,174	104,678	105,445	768	0.7%	139,061	48	96,515
Benefits	8,819	28,498	28,555	57	0.2%	36,911	175	26,039
Total Comp. & Benefits	45,993	133,175	134,000	825	0.6%	175,972	223	122,553

Comments:

- **Net Wages** – Salaries and Temporary Help are projected to be favourable by \$2.3 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 (not in 2024 budget).

Materials and Supplies

\$ 000's Favourable (Unfavourable)

Cost Elements	Current Quarter	September 30, 2024 YTD				2024 Full Year		2023 YTD
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Tires & Parts For Fleet	166	585	552	(33)	(6.0%)	736		497
Telephone & Data Line	297	748	668	(81)	(12.1%)	890		695
Fuel Cost For Fleet	640	1,799	1,381	(418)	(30.2%)	1,842	(525)	1,699
Clothing & Equipment	212	827	1,052	225	21.4%	1,681	200	804
Supplies	140	388	448	60	13.4%	597		383
Utilities	283	891	966	75	7.8%	1,288		801
Minor Capital	239	1,188	1,098	(90)	(8.2%)	1,344	(200)	947
Other Misc. Material & Supplies	144	643	533	(110)	(20.6%)	617	(150)	740
Total Materials & Supplies	2,121	7,069	6,697	(372)	(5.5%)	8,995	(675)	6,566

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.
- **Clothing & Equipment** – The projected favourable variance relates mainly to lower than anticipated costs related to new hires.
- **Minor Capital** – The projected unfavourable variance relates mainly to costs associated with setup for a new training site (IRD).
- **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	September 30, 2024 YTD				2024 Full Year		2023 YTD
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Computer Maintenance	377	7,559	7,559	(0)	(0.0%)	7,612		7,053
Building Maintenance	286	858	889	31	3.5%	1,185		831
Janitorial Services	193	561	599	38	6.4%	799		587
Staff Development	256	1,098	878	(220)	(25.1%)	1,170	(400)	1,009
Professional Services	665	1,607	1,189	(419)	(35.2%)	1,585	(400)	1,502
Fleet Support Costs	190	587	368	(220)	(59.6%)	491	(250)	401
Advertising/Public Relations	74	144	69	(75)	(109.9%)	71		54
Other Misc. Services	440	1,525	1,364	(161)	(11.8%)	1,819	(100)	1,308
Total Purchased Services	2,481	13,940	12,914	(1,026)	(7.9%)	14,732	(1,150)	12,746

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	September 30, 2024 YTD				2024 Full Year		2023 YTD
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Rent & Financial	51	811	830	20	2.4%	1,107		324
Debt Charges	0	1,776	2,676	900	33.6%	7,200	1,252	1,776
Transfer to Reserves	0	7,689	7,689	(0)		7,689		6,644
Interdepartmental Charges	51	10,276	11,195	920	8.2%	15,996	1,252	8,744

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	September 30, 2024 YTD				2024 Full Year		2023 YTD
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Risk Management	460	1,380	1,380	0	0.0%	1,840		1,148
Fleet Maintenance	214	667	874	207	23.7%	1,166	250	757
Other Charges	13	41	41	0	0.0%	55		39
Interdepartmental Charges	687	2,088	2,296	207	9.0%	3,061	250	1,944

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	September 30, 2024 YTD				2024 Full Year		2023 YTD
	Actual	Actual	Planned	Var \$	Var %	Budget	Proj. Var.	Actual
Government Subsidy	2,957	5,267	4,892	375	7.7%	6,432	500	3,634
Program Fees	508	1,440	1,403	37	2.6%	1,871	75	1,323
External Recoveries	1,066	2,678	2,196	482	21.9%	3,237	800	2,308
Internal Recoveries	64	192	186	5	2.8%	330		185
Transfer from Reserve	0	3,099	3,099	0		3,099		2,463
Total Revenue	4,596	12,676	11,777	899	7.6%	14,969	1,375	9,913

Comments:

- **Government Subsidy** – The projected favourable variance relates mainly to Court Security and Prisoner Transportation funding (\$392K).
- **Program Fees** – The projected favourable variance relates mainly to increased false alarm recoveries.
- **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 third 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 Police Board Members

From: Chief Stephen J. Tanner

Subject: SEMI-ANNUAL GRANT AGREEMENTS EXECUTION

Report #: P24-11-I-02

Date: November 28, 2024

INTRODUCTION AND BACKGROUND:

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

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

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

Stephen J. Tanner
Chief of Police

KK:RM

Attachments: Grant Agreements Chart

EXECUTED GRANT AGREEMENTS

Name and Purpose of Grant	Fiscal Year(s) Covered	Maximum Funding	Current Funding
Victim Quick Response Program: To contribute to the salary and benefits of a VQRP Coordinator	April 1, 2022 – March 31, 2023 April 1, 2023 – March 31, 2024 April 1, 2024 – March 31, 2025	\$56,484.00 \$56,484.00 \$56,484.00	\$56,484.00
ICE Agreement: To assist in implementing a provincial strategy to protect children from sexual abuse and exploitation on the internet	April 1, 2021 – March 31, 2022 April 1, 2022 – March 31, 2023 April 1, 2023 – March 31, 2024 April 1, 2024 – March 31, 2025	\$169,250.00 \$169,250.00 \$169,250.00 \$169,250.00	\$169,250.00
Provincial Human Trafficking Intelligence-Led Joint Forces Strategy: To assist in employing a Human A11 Investigator/Human Trafficking Intelligence Analyst	April 1, 2022 – March 31, 2023 April 1, 2023 – March 31, 2024 April 1, 2024 – March 31, 2025	\$122,090.00 \$122,090.00 \$122,090.00	\$122,090.00
Community Safety and Policing Grant Program – Local Priorities Funding Stream: To implement initiatives that address policing needs and priority risks related to safety and well-being	April 1, 2022 – March 31, 2023 April 1, 2023 – March 31, 2024 April 1, 2024 – March 31, 2025	\$2,402,213.06 \$2,402,213.06 \$2,402,213.06	\$2,402,213.06
Community Safety and Policing Grant Program – Provincial Priorities Funding Stream: To implement initiatives that address policing needs and priority risks related to safety and well-being	April 1, 2022 – March 31, 2023 April 1, 2023 – March 31, 2024 April 1, 2024 – March 31, 2025	\$459,207.50 \$369,891.65 \$375,689.48	\$375,689.48

<p>Ontario’s Strategy to End Human Trafficking: To assist in addressing human trafficking by creating and strengthening partnerships, working with survivors and apprehending traffickers</p>	<p>April 1, 2022 – March 31, 2023 April 1, 2023 – March 31, 2024 April 1, 2024 – March 31, 2025</p>	<p>\$34,800.00 \$34,800.00 \$34,800.00</p>	<p>\$34,800.00</p>
<p>RapidSOS/NG9-1-1 Grant: to support Public Safety Answering Points (PSAPs) with their transition to NG9-1-1 system to implement technology and infrastructure upgrades</p>	<p>April 1, 2022 – March 31, 2023 April 1, 2023 – March 31, 2024 April 1, 2024 – March 31, 2025</p>	<p>\$483,049.10 \$1,816,398.63 \$2,800,000.00 requested</p>	<p>Awaiting announcement for 2024/25 funding</p>
<p>Court Security and Prisoner Transportation (CSPT) Program: To assist municipalities in offsetting their costs of providing CSPT services Agreement between the Region and the Province</p>	<p>January 1, 2023 - December 31, 2023 January 1, 2024 – December 31, 2024 January 1, 2025 – December 31, 2025</p>	<p>\$3,111,521.86 \$3,440,839.00 \$3,440,839.00</p>	<p>\$3,440,839.00</p>
<p>RIDE Agreement: To reduce impaired driving and offset staff costs of enhancing RIDE programs of sobriety checks</p>	<p>April 1, 2022 – March 31, 2023 April 1, 2023 – March 31, 2024</p>	<p>\$42,100.00 (\$32,301.91 used) \$41,600.00 (\$26,042.82 used)</p>	<p>Awaiting announcement for 2024/25 funding</p>
<p>Preventing Auto Thefts (PAT)</p>	<p>April 1, 2023 – March 31, 2024 April 1, 2024 – March 31, 2025 April 1, 2025 – March 31, 2026</p>	<p>\$300,000.00 \$300,000.00 \$300,000.00</p>	<p>\$300,000.00</p>
<p>National Action Plan to End Gender-Based Violence (NAP GBV): Additional funding through the MCCSS contract to support victims. Agreement between the Region and the Province</p>	<p>April 1, 2023 - March 31, 2024 April 1, 2024 - March 31, 2025</p>	<p>\$5,000</p>	<p>\$5,000.00</p>
<p>Total</p>			<p>\$6,906,365.54</p>



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: **CHIEF'S ADMINISTRATIVE INVESTIGATION INTO SPECIAL INVESTIGATIONS UNIT
MATTER – SIU #24-OCI-290/HRPS # 24-187195 - CUSTODY INJURY**

Report #: P24-11-R-03

Date: November 28, 2024

RECOMMENDATION:

“That the Halton Police Board receives this report for information

and that

Within 30 days of receipt, the Halton Police Board shall publish this report on the internet”.

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

Stephen J. Tanner
Chief of Police

:BK

BACKGROUND AND PURPOSE:

Ontario Regulation 90/24 to the Community Safety and Policing Act directs that a Chief of Police shall promptly cause an investigation to be conducted into any incident involving a police officer that becomes subject of an investigation by the SIU director. The purpose of the Chief of Police's investigation is to review the member's conduct in relation to the incident, the policing provided by the member in relation to the incident and the procedures established and report the findings to the Board.

81(1) CSPA If the SIU Director causes an incident to be investigated under section 15 of the *Special Investigations Unit Act, 2019* involving a member of a police service, other than a deputy chief of police, the chief of police of the police service shall investigate,

- (a) the member's conduct in relation to the incident;
- (b) the policing provided by the member in relation to the incident; and
- (c) the procedures established by the chief of police as they related to the incident. 2019, c. 1, Sched. 1, s. 81 (1).

O/Reg 90/24 Section 8 (1) an investigation under Section 81 of the Act shall be reported on in accordance with this section.

(2) A chief of police who is required to report on an investigation under subsection 81 (1) shall give the report to the police service board or, in the case of the Commissioner, to the Minister.

(3) The report shall be given within the following time:

1. If an investigation under section 15 of the *Special Investigations Unit Act, 2019* does not result in charges being laid against a member of the police service in respect of the incident, the report shall be given,

within 90 days after the SIU Director publishes a report in respect of the incident under subsection 34 (1) of that Act or decides under subsection 34 (6) of that Act to not publish the report, or

if it is not possible to give the report within the time specified by subparagraph i, as soon as possible after that time.

(5) No later than 30 days after receiving the report, the police service board or Minister, as the case may be, shall publish the report on the Internet.

(8) A report prepared for the purposes of section 81 of the Act shall not include the following

1. The name of, or any information identifying, a subject official, witness official, civilian witness or affected person, as those terms are defined in the *Special Investigations Unit Act, 2019*, in the incident

Incident Triggering Notification of Special Investigations Unit

In the early morning of July 5, 2024, HRPS officers were executing an arrest of a male party in the City of Burlington. An officer explained to the male that he was under arrest for an outstanding warrant (Peel Regional Police). The male stood from the bench and objected. The officer directed him to place his hands behind the back and encouraged him to cooperate. The male party raised his fists in the air and got into the officer's personal space. The male party jerked forward. A second officer struck the male, who fell to the ground. The male party continued to struggle and resist. The male was eventually handcuffed behind the back by the first arresting officer, the subject officer

and a third officer who arrived on scene during the struggle. The male party was subsequently provided medical care and diagnosed with a fractured nose.

The Special Investigations Unit Act provides the SIU with the authority to investigate incidents of serious injury of a person. A person sustains a “serious injury” for purposes of the SIU’s jurisdiction if they: sustain an injury as a result of which they are admitted to hospital; *suffer a fracture to the skull, or to a limb, rib or vertebra*; suffer burns to a significant proportion of their body; lose any portion of their body; or, as a result of an injury, experience a loss of vision or hearing. In addition, a “serious injury” means any other injury sustained by a person that is likely to interfere with the person’s health or comfort and is not transient or trifling in nature.

15 (1) The SIU Director may cause an investigation to be conducted into any incident in which any of the following occurs, if the incident may have resulted from criminal conduct by an official:

- 1. The death of a person.*
- 2. The serious injury of a person.*
- 3. The discharge of a firearm at a person.*
- 4. The sexual assault of a person, as reported by the person*

SIU Findings

The SIU Director made his findings public on October 23rd, 2024 He reported, in part, as follows:

Note: For the purposes of the Board report, the involved person/suspect/accused is referred to as the “complainant”, the witness officer(s) are referred to as “WO”, and the subject officer(s) as “SO”.

The Complainant was seriously injured in the course of his arrest by HRPS officers on July 5, 2024. The SIU was notified of the incident and initiated an investigation naming the SO the subject official. The investigation is now concluded. On my assessment of the evidence, there are no reasonable grounds to believe that the SO committed a criminal offence in connection with the Complainant’s arrest and injury.

Pursuant to section 25(1) of the Criminal Code, police officers are immune from criminal liability for force used in the course of their duties provided such force was reasonably necessary in the execution of an act that they were required or authorized to do by law.

WO #1 and the SO were within their rights in seeking to take the Complainant into custody. There was a warrant in effect for his arrest.

With respect to the force used by the SO in aid of the Complainant’s arrest, namely, a punch, I am satisfied it was legally justified. The Complainant had adopted an aggressive posture, intruded into WO #1’s personal space, and had threatened to assault her when the SO delivered a single punch. Considering the need to act quickly and decisively to deter an imminent assault, it would seem that a single punch to the face fell within the range of reasonable force in the circumstances.

In the result, while I accept that the Complainant's injury was the result of the SO's punch, I am not reasonably satisfied it was attributable to unlawful force. As such, there is no basis for proceeding with criminal charges in this case. The file is closed.

The Director's report is a public document and available online;

https://www.siu.on.ca/en/directors_report_details.php?drid=4127

Community Safety and Policing Act Investigative Findings

The Ontario Regulation 90/24 investigation was conducted by Detective Barb Kent of the HRPS Professional Standards Bureau.

The SIU designated one (1) Halton Regional Police officer as a subject official, three (3) Halton Regional Police Officers as witness officials and one (1) Service employee Witness.

Policy Review

As per Ontario Regulation 90/24, the Professional Standards Bureau reviewed the relevant Service Policy Directives and found them to be current, relevant, and in compliance with provincial regulations and adequacy standards where required.

CPO-001 Use of Force
CPO-004 Arrest and Release of Persons
PFS-003 Special Investigations Unit

CPO-001 mirrors the requirements of Ontario Regulation 926 (Equipment and Use of Force) and is current and compliant.

Based on the demonstrated behaviour by the male and with him ignoring the demands of the involved witness officer, the use of force was a reasonable use of force in order affect a lawful arrest as per HRPS policy and provincial guidelines. As explained in the SIU Director's report, the involved officer was justified in their use of force.

CPO-004 -This policy is current and compliant with legislation.

To ensure lawful authority to detain and search a person in custody, a police officer must, when arresting that person: Identify themselves as a police officer, take physical control of that person and inform them that they are under arrest. The evidence supports that the male party was actively resisting arrest and demonstrating assaultive behaviour. The force used was reasonable and justified in this instance.

PFS-003 -This policy is current and compliant with legislation.

This policy addresses the requirements of the Special Investigations Unit Act and the Service's response to a SIU investigation. Most importantly, it requires the on-scene supervisor of an incident where the SIU mandate may be invoked to protect and secure the scene, preserve evidence from loss/contamination, segregate the involved officers and notify the duty officer and SIU liaison. Proper and timely notifications were made to the Service's SIU liaison and to the SIU. All necessary evidence was secured and the scene contained as required.

Conduct Review

On July 5th, 2024, Halton Regional Police officers located a male party, whom was wanted on a valid outstanding arrest warrant (Peel Regional Police). The male party became actively resistant and demonstrated assaultive behaviour. The subject officer administered one strike to the male's face. A minor struggle ensued as officers gained physical control to affect a lawful arrest. The conduct of the subject officer and witnesses were appropriate, professional, justified and in accordance with policies and legislation.

COMMENTS OR RECCOMENDATIONS:

All involved members were provided with support from the Organizational Wellness Unit.

No further action to be taken on this matter.

Pursuant to O.Reg 90/24 Section 8 (5), as amended, the Board shall publish this report on the internet.



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: **BLACK CASTLE NETWORKS INC. – CONTRACT EXTENSION - FINAL BILLING**

Report #: **P24-11-R-04**

Date: November 28, 2024

RECOMMENDATION:

“That the Halton Police Board authorize an amendment to the existing Professional Consulting Services Agreement with Black Castle Networks Inc. to extend the Agreement to November 18, 2024 and to commit additional funds to the Agreement in the amount of \$56,360 (inclusive of HST).”

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

Stephen J. Tanner
Chief of Police

:BP

INTRODUCTION AND BACKGROUND:

In September of 2018, the Chief of Police authorized the Single Source award of a Professional Consulting Services Agreement for *“the continuing implementation and governance of its Public Safety LTE project”* to Black Castle Networks Inc. Within the Agreement, Article 9 allows for amendments to the Agreement with the written consent of the parties.

In accordance with the Board’s Procurement By-law staff sought the Board’s authorization in August of 2020 for an extension to the contract term to September 6, 2021 and an addition of funds to the contract totalling \$268,672 (including a contingency and HST taxes). In 2021, the Board approved a recommendation report in support of the addition of funds to the contract for a 2021-2022 contract extension totalling \$63,104 (including taxes).

Mr. Crnko’s work with the Service on this project has been successful and has been completed. Staff requests the Board’s authorization to extend the Black Castle Networks Inc. Agreement in order to complete payment on final outstanding invoices to Black Castle Networks.

DISCUSSION / ANALYSIS:

The services of Black Castle Networks Inc. (primary consultant –Mr. Philip Crnko, M.A.Sc., P.Eng.) were sought in 2018 and further extended by the Board in 2020, 2021, and 2022. The Service leads the integration of a Public Safety Broadband Network (PSBN) within the Region of Halton and further develops an operating model and governance to expand the Halton PSBN network to other municipalities in Ontario. Mr. Crnko’s consultancy contributes key components to this development of technical and operating model development. As a professional engineer with a high degree of knowledge and expertise in information technologies, critical communications, and telecommunications, Mr. Crnko has been invaluable in HRPS’s PSBN efforts. Formerly General Manager of Ontario, and National Director of Engineering for Motorola Solutions and with over 20 years experience in the telecom engineering arena, Mr. Crnko brings real world engineering experience in the design and development of mission critical public safety communications systems and operating models.

Mr. Crnko’s work with the Service on this project has been successful and has been completed. His services are no longer required at this phase of the project and staff request the Board’s authorization to extend the Black Castle Networks Inc. Agreement in order to complete payment on final outstanding invoices to Black Castle Networks Inc.

Since the inception of the Professional Service Agreement in 2018 with Black Castle for PSBN support and NG911 support, the total value of all extensions and additional funding is \$871,795 (including taxes). Staff request the Board approve a final amount of \$56,360 (including taxes) to settle all remaining invoices for services provide to Oct 15/24. The total value of the professional services relationship with Black Castle amounts to \$928,155 (including taxes).

Funding for this amendment of \$56,360 will be fulfilled by the Information Technology Unit’s Capital Project account for the PSBN Project – T6888A.

ALTERNATIVES:

Performing a tender for the required services - This option is not recommended as this is a final billing for the services rendered.

CONSULTATION:

- Deputy Chief Roger Wilkie, District Operations
- Ken Kelertas, Director - Legal Services
- Paul Lavergne, Director - Corporate Services
- Bill Payne, Director - Information Technology Services (author)
- Adam Woods, Manager – Information Technology

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

Funds are available in the 2024 Capital account for PSBN – T6888A.

This recommendation is in accordance with the Halton Police Board's By-Law No. 2020-05 "TO GOVERN PROCUREMENT OF GOODS AND SERVICES BY THE HALTON REGIONAL POLICE SERVICE";

CONTRACT EXTENSION:

Section 8.1.1 When the Award of a Contract is based on a Single / Sole Source negotiation or a Competitive Process within the provisions herein, and the original Contract allows for term extensions to be negotiated, the original signing authority may authorize the term extension and additional funding to the Contract if it is in the best interest of the service and/or the Board to do so. If the original signing authority is the Board, the Board may delegate the approval for extension to the Chief or CAO as applicable, within the terms of the original contract.

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

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
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Public Agenda Recommendation Report

To: Chair and Halton Police Board

From: Jessica Warren
Communications Advisor
and EA to the Chair

Subject: Community Fund Application – Gurdwara Singh Sabha Milton

Report #: CAE24-11-R-02

Date: November 28, 2024

RECOMMENDATION:

THAT the Community Fund Application from Gurdwara Singh Sabha Milton be received for information.

Jessica Warren
Communications Advisor & Executive Assistant to the Chair

Attachments: Community Fund Application - Gurdwara Singh Sabha Milton

INTRODUCTION AND BACKGROUND:

Gurdwara Singh Sabha Milton is a Sikh non-profit community organization established in 2023. Each month the group arranges a place of worship and spiritual guidance for the Sikh community, offering a space for prayer, reflection, and gathering in Milton. As described in their application information, this organization offers benefits of cultural understanding, community engagement and trust building, youth education and interaction, and support for seniors.

The application for funding from Gurdwara Singh Sabha Milton was received on November 9, 2024.

DISCUSSION:

Gurdwara Singh Sabha Milton is requesting \$10,000 to expand their community outreach programs, free meals and other charity work. Further details of the request may be found in the attachment to this report.

ALTERNATIVES:

The Board may grant or not grant the request.

CONSULTATION:

N/A

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

The Community Fund contains sufficient resources to grant the request, if the Board so decides.

STRATEGIC MANAGEMENT ISSUES:

N/A

Halton Police Board Community Fund Application



**HALTON
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The Halton Police Board has a Community Fund, consisting of the proceeds from the sale of found and seized property which lawfully comes into possession of the Police Service. This fund may be used for any purpose that the Board considers to be in the public interest.

Members of the community interested in accessing the funding are invited to submit an application form to the Halton Police Board for review. Funding requests will be considered at the regularly scheduled monthly Board meetings (no meetings in July). **Please allow two months' notice for consideration of your request.**

Fund requests must reflect initiatives of the Halton Regional Police Service or the community. The organization receiving funding must clearly provide a benefit for:

- Community Relations and Outreach
- Public Education and Awareness
- Rewards
- Board Priorities

Funds will not be granted for items already funded through the Police Service's current or capital Budget, to support political activities or for any capital costs.

The applicant is requested to provide a written report to the Board within two months after the event on how the funds were used, and the success of their initiative.

Please review the policy on the Community fund [here](#), to ensure your request is in compliance.

I acknowledge I understand the Community Fund Policy A04, and confirm that the request submitted meets all criteria as outlined.

Please sign here: Click or tap here to enter text.

Date: Click or tap to enter a date.

Funding Application



**HALTON
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Name of Organization: GURDWARA SINGH SABHA MILTON

Address: 891 CHAMBER'S PLACE, MILTON, ON L9T6A5

Email and Phone Number:

gurdwaramilton@gmail.com/647-283-3216

Contact Name and Title: PARMJIT SINGH, DIRECTOR

Social Media Accounts: <https://www.facebook.com/singhsabhamilton>

Description of Applicant Organization: NOTE 1

Does your organization have a not-for-profit status? Yes

Is your organization a registered charity? NO

What is your CRA Business Number? 79904 4557 RC0001

Event Name/ Reason for Request/ Date of Event: Nov 17th 2024

Purpose of Initiative:

- List the benefits which can reduce policing intervention and/or strengthen police-community relationships
- Partner organization
- How would will your organization publicize the participation of the Halton Police Board?

About Gurdwara Singh Sabha Milton (NOTE 1). Established in 2023, Gurdwara Singh Sabha Milton is a non profit organization and every month they organize a place of worship and spiritual guidance for Sikhs, offering a space for prayer, reflection, and community gathering in Milton and this strengthens the faith of individuals, promotes spiritual growth, and reinforces moral values such as equality, humility, and service. This place of work ship emphasize the importance of Seva (selfless service), encouraging community members to volunteer in various capacities, from serving food to drive food drive and this place also offer a safe and welcoming environment for individuals of all backgrounds, promoting values such as equality, compassion, and human dignity.

The partnership between Gurdwara Singh Sabha Milton and Halton Regional Police Service offers numerous benefits that can reduce the need for police intervention while strengthening relationships between the police and the Sikh community. Here's how:

1. Cultural Understanding :

The monthly gatherings at the Gurdwara Singh Sabha Milton foster the respect for Sikh traditions while welcoming people from all backgrounds. It includes teaching customs, promoting inclusivity, and ensuring everyone feels comfortable. This creates an environment where both Sikh values and cultural diversity are honored and understood and it will create a platform for Halton Police to learn about Sikh traditions, values, and religious practices firsthand. This promotes understanding and reduces the likelihood of cultural misunderstandings.

2. Community Engagement and Trust-Building:

Each month, community organizes a food drive from the monthly gathering where local community member contribute canned goods, vegetable soups, beans etc .The Gurudwara Singh Sabha Milton Volunteers collect the donations and dropped off to food 4 kids in Halton region. The goal is to ensure each child in the home would receive their own food package, and it provide nourishment to all children in the home. By attending Gurdwara Singh Sabha Milton's events, Halton Police can also directly engage with the community, fostering open dialogue and trust. The police can become familiar faces in non-crisis situations, making them more approachable, especially to the youth and elders of the community.

3. Youth Education and Interaction :

The Gurudwara gatherings offer children and youth the opportunity to learn about Sikh traditions and values, while also teaching them the importance of giving back through community service and given the space where education seminar is provided. The monthly gathering also promote punjabi language among the children and youth that foster a connection to Sikh heritage and facilitating communication within the community. Further more Gurudwara's gatherings and events allow Halton Police to interact with Sikh youth and educate them about the values of the police force. This helps young people understand the role of law enforcement, breaking down barriers and reducing fear or mistrust of authority and by directly interacting with Sikh children and youth in a positive setting, Halton Police officers can serve as role models. This helps in promoting respect for law enforcement and encourages the youth to consider careers in policing, further diversifying the force.

4. Support for Senior:

Honoring its elders, the Gurudwara Singh Sabha gathering offers programs that cater to the needs and interests of seniors, ensuring they feel supported, engaged, and valued. The Halton police will also have the opportunity to interact with seniors, listen to their concerns, gather feedback, and provide the necessary support.

5. The Gurdwara gatherings and events offers a welcoming environment for individuals of all backgrounds. Regular participation by Halton Police officers can open lines of communication, allowing the community to voice concerns and build collaborative solutions. As the police build stronger relationships with the community, they gain a better understanding of the community's needs and challenges. This proactive approach can help prevent issues before they escalate, reducing the need for police intervention.

This initiative fosters an environment of mutual learning, respect, and collaboration, which ultimately strengthens the relationship between Halton Police and the Sikh community, creating a safer and more harmonious community for all.

Budget

- What specifically would the funding be used for?
- Other funding sources

Community Development:

Currently, the Gurudwara Singh Sabha Milton is funded by community donations collected during monthly gatherings. These contributions help organize meals (Langar), cover the hall rent for monthly gathering, and support other miscellaneous activities.

Funding from Halton Police Board can help create or improve facilities of Gurudwara Singh Sabha, community gatherings, and educational activities, fostering a sense of belonging and spiritual growth.

With additional resources, the gurdwara can expand its community outreach programs, such as free meals (langar), charity work, and support for those in need, which are core tenets of Sikh values.

Furthermore, the funding will help with marketing efforts, ensuring that more people in Milton are aware of Gurudwara Singh Sabha Milton, its events and services it offers.

Amount Requested:

\$10,000

Eligibility Criteria

Having reviewed the Community Fund Policy A04, please explain how your funding request meets objectives of the Halton Regional Police Service.

Policy A04 Community fund

Section 2.1-Requires that eligible disbursements should enable the community relations and outreach of Board or Services members at not-for-profit events for community organizations that works closely with Halton Regional Police services. As we already mentioned above the benefits and the partnership will lead to collaboration between the board or service members of Gurdwara Singh Sabha Milton and HRPS and strengthen the relationship and community involvement.

**Please submit completed application and supporting documents to
info@haltonpoliceboard.ca**



Public Agenda Recommendation Report

To: Chair and Board Members

From: Graham Milne
Board Secretary

Subject: 2025 Board Meeting Schedule

Report #: SEC24-11-R-01

Date: 28 November 2024

RECOMMENDATION

THAT the proposed 2025 Board Meeting Schedule as presented in Report No. SEC24-11-R-01 be approved.

Graham Milne, Board Secretary

Attachments: None

EXECUTIVE SUMMARY:

- Each fall the Halton Police Board approves its schedule of meetings for the forthcoming year.
- The 2025 Schedule of Meetings proposes 11 regular meetings of the Board and 1 Workshop.
- The schedule has been prepared to avoid conflicts with annual Police Governance and other conferences throughout the year.

INTRODUCTION AND BACKGROUND:

The proposed 2025 Schedule of Meetings is set out below. The schedule adheres to the Board's practice of scheduling meetings on the final Thursday of each month, except for December to account for the holiday period. As has been the customary practice, no meeting is proposed for July.

DISCUSSION / ANALYSIS:

The proposed 2025 Schedule of Meetings is below. A schedule of 11 meetings throughout the year is proposed. Additional meetings may be called as necessary by the Chair of the Board. Other retreats and workshop dates may be scheduled on an *ad hoc* basis as needed. Regular start time is 9:00 a.m.

The proposed schedule also includes a Board Budget Workshop date as this is to be scheduled on an annual basis per the Board's Governance Calendar.

2025 Proposed Schedule of Meetings

Meeting No. 01-25	Thursday, January 30, 2025
Meeting No. 02-25	Thursday, February 27, 2025
Meeting No. 03-25	Thursday, March 27, 2025
Meeting No. 04-25	Thursday, April 24, 2025
Meeting No. 05-25	Thursday, May 22, 2025
Meeting No. 06-25	Thursday, June 26, 2025
Meeting No. 07-25	Thursday, August 28, 2025
Meeting No. 08-25	Thursday, September 25, 2025
Budget Workshop	Thursday, September 25, 2025 (following regular meeting)
Meeting No. 09-25	Thursday, October 30, 2025
Meeting No. 10-25	Thursday, November 27, 2025
Meeting No. 11-25	Thursday, December 18, 2025

The calendar has been structured to avoid conflicting with the annual police governance conferences that Board Members or Police Executive may attend, such as:

- Ontario Association of Police Service Boards (OAPSB) (June 3 – 5, 2025)
- Canadian Association of Police Governance (CAPG) (August 14 – 16, 2025)
- Ontario Association of Chiefs of Police (OACP) conference (June 22 – 25, 2025)
- Canadian Association of Chiefs of Police (CACP) conference (April 28 – 30, 2025)
- International Association of Chiefs of Police conference (October 18 – 21, 2025)

Further, the May meeting has been scheduled one week earlier than usual to avoid conflicting with the Federation of Canadian of Municipalities Annual Conference (May 29 – June 1, 2025) which is usually attended by the Council Members on the Board.

ALTERNATIVES:

N/A

CONSULTATION:

The calendar has been pre-circulated to Board Members and Police Executive to mitigate conflicts. No major conflicts were identified prior to publication of this report.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

N/A

STRATEGIC MANAGEMENT ISSUES:

N/A



Public Agenda Recommendation Report

To: Halton Police Board

From: Jessica Warren
Communications Advisor
and EA to the Chair

Subject: Policy G12 – Board Member Conference Attendance Policy

Report #: CAE24-11-R-01

Date: November 28, 2024

RECOMMENDATION:

THAT Policy G12- Board Member Conference Attendance Policy be approved.

Jessica Warren
Communications Advisor & Executive Assistant to the Chair

Attachments: Proposed Policy – G12 – Board Member Conference Attendance Policy

INTRODUCTION AND BACKGROUND:

At the October 31, 2024 Board staff were directed to develop a policy regarding conference attendance, the handling of requests for attendance, and reporting back from Board Members after participation in these conferences.

The Board's approved 2025 budget includes a reduction in conference expenses for the forthcoming year from \$40,000 as in the 2024 budget to a total of \$26,500.

DISCUSSION / ANALYSIS:

The requested policy is appended to this report as an attachment for the Board's consideration.

ALTERNATIVES:

The Board may elect not to approve the policy and continue to participate in conferences on an as requested basis without this proposed governance model in place. However, the reduced conference budget for 2025 does not permit continuing the practice of previous years.

CONSULTATION:

The Chief Governance Officer and Board Secretary were consulted in the preparation of this report.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

Conference participation is a budgetary issue.

STRATEGIC MANAGEMENT ISSUES:

N/A



Policy G11 - Board Member Conference Attendance

Purpose

1. Halton Police Board Members and staff attend various conferences, seminars and other meetings (collectively referred to as conferences) to enhance their knowledge and abilities as police governors and support staff.

Requirements

2. Regarding all conferences:
 - 2.1 Board staff shall report upcoming police governance conferences expeditiously;
 - 2.2 Board Members and staff shall indicate their interest in attending conferences during Board-only meetings, and the Board shall approve such requests (or not) in consideration of the conference's agenda and cost including travel, and the Board's current budget; and
 - 2.3 Board staff shall register conference participants in accordance with Board decisions.

Reporting and Evaluation

3. Board members who attend an event will report back to the Board, individually or collectively, at the first-available Board-only meeting, addressing:
 - 3.1 ideas or concepts learned that may benefit police governance in Halton Region, and
 - 3.2 an evaluation of the conference's value.

Related Policies:

G10 – Governance Support

A05 – Board Member Conference Expenses



Action Registry – Public Section

Motion Date	Motion ID	Motion	Task Assigned To	Scheduled Completion	Status/Comments
30 Jun 2022	4.2	<i>THAT an updated [HR] policy be brought back for future consideration by the Board including language regarding reporting internal harassment cases and their disposition.</i>	CGO	TBD	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	TBD	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	TBD	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	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	TBD	
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 CGO	Interim report September 2024 Received	



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>		Pending receipt of prior reports	
26 Sep 24	4.1	<p><i>"THAT the Halton Police Board receives Report P24-09-R-03 for information and discussion; and</i></p> <p><i>THAT future HRPS Performance Reports from the Service address:</i></p> <ul style="list-style-type: none"> <i>· Linkages directly to the 5 performance objectives as identified in the Strategic Plan and planned adjustments to achieve those objectives, and;</i> <i>· Statistics regarding repeat offenders who are committing crimes."</i> 	Chief	Q1 2025	
31 Oct 24	4.4	<p><i>THAT Crime Stoppers of Halton be requested to provide an update and fundraising plan to the Board within 6 months and regular updates every 6 months afterwards; and</i></p> <p><i>THAT a Memorandum of Understanding between the Board and Crime Stoppers of</i></p>	Crime Stoppers/Chair/CGO	April 2025	



Motion Date	Motion ID	Motion	Task Assigned To	Scheduled Completion	Status/Comments
		<i>Halton be negotiated and executed within the next 6 months.</i>			
31 Oct 24	4.2	<i>THAT staff be directed to develop a policy regarding conference attendance, how requests are handled, and reporting back from Board Members after attending conferences.</i>	CGO/Chair's EA	November 2024	Refer to this agenda