

Halton Police Board Meeting - SEPTEMBER 25, 2025

James Harding Community Room, Halton Regional Police Headquarters

2485 North Service Road West

Oakville, ON, L6M 3H8

Halton Police Board Meeting - SEPTEMBER 25, 2025

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1. General

1.1 Indigenous Land Acknowledgement

1.2 Regrets

1.3 Disclosure of Conflicts of Interest

1.4 Confirmation of Minutes of Meeting 08-25 held Thursday,
August 28, 2025

Public Minutes - August 28, 2025.docx

2. Presentations/Delegations

2.1 Inspector Gates (Barrie Police Service) - 30Forward Initiative

3. Information Reports

3.1 P25-09-I-01 - CSWB Dashboard Report

P25-09-I-01.pdf

P25-09-I-01 attachment.pdf

3.2 P25-09-I-02 - New 1 District Facility - Quarterly Project
Update

P25-09-I-02.pdf

4. Recommendation Reports

4.1 P25-09-R-03 - Mid-Year Performance Report

P25-09-R-03.pdf

4.2 P25-09-R-05 - Bronte Harbour Lease

P25-09-R-05.pdf

4.3 P25-09-R-04 - Kozy Kids Donation from the Domsy
Foundation

P25-09-R-04.pdf

4.4 PBM-09-R-01 - Proposed 2026 HPB Governance Budget

2026 Report - HPB Governance 2026 Budget.pdf

4.5 PBM-09-R-02 - Community Fund Disbursements - September
2025

Community Fund Staff Report.doc

CF Application Package - Aug 2025.pdf

A04-Community-Fund-policy - REVISED 25Sep25.pdf

4.6 CGO-09-R-01 - PoP-06 - External Policing Assistance Policy

PoP06 Ext Policing Assistance - Public Report 25sep25.doc

PoP-06 - External Policing Assistance - v2 proposed 25sep25
(1).docx

4.7 PBM-09-R-03 - Policy A-05 - Board Member Expenses

Report - Board Member Expenses.doc

A05-Board-Member-Expenses-25Sept251.pdf

4.8 PBM-09-R-04 - Procedure By-law Updates

Report - PBL.doc

PBL Attachment.pdf

5. Operational Verbal Updates

6. Action Registry

6.1 Public Information Action Registry

HPB - Action Registry - Public Section (3).docx

7. Receipt of Public Correspondence - NONE

8. New Business

9. Move Into Closed Session

10. Closed Session Report

11. Adjournment



Public Minutes

MEETING NO. P25-08

DATE OF MEETING: Thursday, August 28, 2025
9:26 a.m.

LOCATION: James Harding Community Room, HRPS Headquarters

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

STAFF PRESENT: Chief Stephen Tanner (via Zoom)
Deputy Chief Roger Wilkie
Deputy Chief Jeff Hill
Deputy Chief Kevin Maher
Ken Kelertas, Director, Legal Services and Legal Counsel
Bill Payne, Director of Information Technology
Greg Kinner, Manager of Finance
Kari Buzzelli, Chief Financial Officer
Sara Harwood, Human Resources Manager
Mansoor Ahsan, Manager of Information Technology
Adam Woods, Manager of IT Innovation and Transformation
Fred Kaustinen, Chief Governance Officer
Chris Lallouet, Yellow Robot Communications
Jessica Warren, Manager of Board Operations/ Board Secretary

GUESTS: David Tilley, Ministry of the Solicitor General

1. GENERAL

1.1 Regrets

N/A



1.2 Disclosure of Conflicts of Interest

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

1.3 Confirmation of Minutes of Meeting P25-06 held Thursday, June 26, 2025

Moved by: I. Hann

Seconded by: N. Dhaliwal

"THAT the Minutes of Meeting P25-06 held Thursday, June 26, 2025, be adopted as circulated."

Carried.

2. PRESENTATIONS/DELEGATIONS

2.1 Recruitment Strategy - Provincial Campaign

2.2 Halton Regional Police Recruitment Strategy

Moved by: S. Ali

Seconded by: J. McKenna

"THAT the presentations be received."

Carried.

3. INFORMATION REPORTS

3.1 P25-08-I-04 - Capital Projects/ Programs Status - June 30, 2025

3.2 P25-08-I-06 - Semi-Annual Complaints Statistical Report – Public/Internal – January - June 2025

3.3 P25-08-I-07 - FOI/Summary/IPC Annual Report

3.4 P25-08-I-01 - Quarterly Human Resources Summary

3.5 P25-08-I-02 - Financial Report and Forecast – Second Quarter 2025



- 3.6 P25-08-I-08 - Reserves Status Report - June 30, 2025**
- 3.7 P25-08-I-03 - Purchasing Activity Report - January - June, 2025**
- 3.8 PBM-08-I-01 - Semi-Annual Board Governance Expenditure Report**
- 3.9 P25-08-I-05 - Board Community Fund as of June 30, 2025**

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

"THAT Items 3.1, 3.2, 3.3, 3.4, 3.6, 3.7, 3.8 and 3.9 on the Information Reports agenda be received for information."

Carried.

Moved by: S. Ali
Seconded by: N. Dhaliwal

"THAT Items 3.5 on the Information Reports agenda be received for information."

Carried.

4. RECOMMENDATION REPORTS

4.1 PBM-08-R-02 - 2026 Board Meeting Schedule

Moved by: L. Kearns
Seconded by: N. Dhaliwal

"THAT the 2026 Board Meeting Schedule be approved."

Carried.

5. OPERATIONAL VERBAL UPDATES

Operational verbal updates were provided regarding the following:

- The HRPS Youth Engagement Strategy was launched in August.



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 received and updated."

Carried.

7. RECEIPT OF PUBLIC CORRESPONDENCE

Moved by: N. Dhaliwal

Seconded by: I. Hann

"THAT the updated Public Correspondence for August 28, 2025, be received."

Carried.

8. NEW BUSINESS

Congratulations to Chair Knoll on his re-election as the Ontario Director for the CAPG Board.

9. MOVE INTO CLOSED SESSION

Moved by: J. McKenna

Seconded by: L. Kearns

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

Carried.

10. CLOSED SESSION REPORT

The Chair reported that during the closed session, the Board considered matters pertaining to identifiable individuals and information that section 8 of the *Municipal Freedom of Information and Protection of Privacy Act* would authorize a refusal to disclose if it were contained in a record.

11. ADJOURNMENT

Moved by: J. McKenna

Seconded by: I. Hann



**HALTON
POLICE
BOARD**
EXCELLENCE IN GOVERNANCE

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

Carried.

The meeting adjourned at p.m.

Jeff Knoll
Chair

Jessica Warren
Board Secretary



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: COMMUNITY SAFETY AND WELL-BEING PLANS

Report #: P25-09-I-01

Date: September 25, 2025

INTRODUCTION AND BACKGROUND:

Halton continues to be a leader in community safety and well-being because collaboration, planning and action are central to the work we do to keep our community safe and healthy.

CONSULTATION:

Deputy Chief K. Maher
Inspector B. Dickson
Staff Sergeant Ryan Smith
Alex Sarchuk, Region of Halton
Samantha Jackson, Region of Halton
Dr. Deepika Lobo, Region of Halton

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

Stephen J. Tanner
Chief of Police

:AK

Attachments: Community Safety and Well-Being Status Report – April 2025 – September 2025



Halton Regional Police Service

Community Safety and Well-Being Status Report

April 2025 – September 2025



The Regional Community Mobilization Bureau provides updates on the progress of community safety and well-being planning (CSWB) in Halton. The purpose of this status report is to maintain a timely, consistent flow of information relating to CSWB progress and performance.

Submitted To: Halton Police Board

COMMUNITY SAFETY & WELL-BEING STEERING COMMITTEE

HRPS Deputy Chief Kevin Maher, Inspector Bruce Dickson, Staff Sergeant Ryan Smith, Alex Sarchuk - Commissioner of Social and Community Services, Samantha Jackson - Manager, Human Services Planning and Program Support, and Dr. Deepika Lobo - Commissioner and Medical Officer of Health Health

COMMUNITY SAFETY & WELL-BEING WORKING GROUP

HRPS Sergeant Jacqueline Ross, Constable Ashley Lilliman, Kendra Habing - Decision Support Advisor, CSWB Initiatives, Juan Medina - Decision Support Analyst, and Harmeet Sandhu - Community Partnerships Analyst

Halton Homelessness Action Table Update

The Halton Regional Police Service (HRPS) plays a vital role at the Halton Region Homelessness Action Table, contributing expertise in community safety, crisis response, and frontline engagement with vulnerable populations. Their involvement strengthens the connection between emergency services and social supports, enabling timely information sharing, coordinated interventions, and strategies that address complex issues such as mental health, substance use, and victimization. By offering this unique perspective, HRPS enhances cross-sector collaboration, reinforcing community safety while supporting compassionate and effective approaches that improve outcomes for those experiencing homelessness.

Halton Recognized for Quality By-Name Data 4.0

Halton Region has been recognized by the Canadian Alliance to End Homelessness as the first community in Canada to achieve Foundations Quality By-Name Data 4.0 for both Chronic and All Homelessness. This designation confirms that Halton maintains reliable, real-time data to track trends, improve service coordination, strengthen system planning, and advocate for resources. This milestone reflects the commitment and collaborative efforts of all Action Table partners.

Learning from Lived Experience – April 2025 Update

Funded through the Halton Region Community Investment Fund, Community Development Halton's *Learning from Lived Experience* initiative continues to engage individuals with lived experience of homelessness, with a focus on encampments.

Year 1 Highlights:

- 95 interviews conducted across 15 encampments in all four municipalities
- Community Story Circles hosted in shelters, meal programs, and neighbourhood centres
- Contributions to Halton's 10-Year Comprehensive Housing Strategy, emphasizing accessible and supportive housing, destigmatizing language, and improved system navigation
- Advocacy initiatives, including *In My Backyard: A Winter Walk & Talk* and a Peer Panel on Co-Production and Support

Year 2 Priorities:

- Sustained outreach across encampments
- Expanded peer engagement and leadership
- Knowledge sharing through a video launch, community story mapping, and public education events

These achievements highlight Halton's ongoing commitment to collaborative, equity-informed, and person-centred responses to homelessness.



Halton Regional Police Service

Community Safety and Well-Being Status Report

April 2025 – September 2025



International Overdose Awareness Day Flag Raising Event

In collaboration with the Halton Opioid Action Table, the HRPS Overdose Coordination Group hosted a flag raising ceremony in recognition of Overdose Awareness Day. This day serves as a solemn reminder of the lives lost to substance use and an opportunity to stand in solidarity with families, friends, and communities who continue to grieve. Honouring those who have overdosed is essential—not only to acknowledge their lives and experiences, but also to reduce stigma and reaffirm our commitment to prevention, support, and recovery.

The ceremony featured remarks from HRPS Chief Tanner, Halton Paramedic Deputy Chief Stirling, Associate Medical Officer of Health, Dr. Galange, and Lisa-Marie Burka-Daniels, Patient Care Manager of Mental Health Consult Liaison, Emergency Mental Health and Addiction Services at Halton Healthcare. Lisa-Marie shared her deeply personal perspective on the loss of her sister from an overdose, underscoring the profound human impact of this crisis.

Halton Situation Table 2025 Recap

The Halton Situation Table continues to serve as a vital mechanism for identifying and addressing situations of Acutely Elevated Risk (AER) within the community. This collaborative initiative brings together police, health, social services, and community-based organizations to provide timely and coordinated interventions. By working collectively, the Situation Table ensures that vulnerable individuals and families in Halton are connected with the most appropriate supports, often at a critical point where intervention can prevent further harm. The strength of this process lies in the shared expertise and resources of all participating agencies, reinforcing the importance of multi-sector partnerships in enhancing community safety and well-being.

Case Summary

- **Total Discussions (Jan 1 – Present):** 26
 - 1 discussion was rejected
 - 25 met the AER threshold
 - 22 have been concluded
 - 2 remain active

Demographics of Concluded Discussions

- **Most Common Demographics Identified:**
 - Females, ages 70–79
 - Males, ages 30–39
- **Total Number of Individuals Assisted:** 49

Agency Involvement

- **Top Originating Agency:** Halton Regional Police Service
- **Top Lead Agency:** Halton Regional Police Service
 - HRPS originated and led **12 cases** (46% of total cases).

Conclusion

The 2025 Situation Table activity to date reflects a strong response to community needs, with 45 individuals supported through multi-agency collaboration. HRPS continues to play a central role, leading over half of all cases.

CSWB Frequently Asked Questions Document:

Halton's Community Safety and Well-Being Team has developed a frequently-asked questions document to provide an overview of Community Safety and Well-Being planning and Halton information relevant to the initiative. The document can be found on [Halton.ca](https://www.halton.ca).

To learn more about our [community safety and well-being initiatives](https://www.halton.ca), visit [Halton.ca](https://www.halton.ca).



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: NEW 1 DISTRICT FACILITY, QUARTERLY PROJECT UPDATE

Report #: P25-09-I-02

Date: September 25, 2025

This report is provided to meet the Boards amended resolution to report C23-12-R-07 - #1 District Facility Plan – Approval to Construct, where the Board adopted as amended the motion, “THAT quarterly updates on the construction be provided to the Board.”

INTRODUCTION AND BACKGROUND:

Since the June update, construction has advanced steadily. Exterior work has progressed significantly with the installation of window glass, waterproofing membrane, insulation, and completion of the brick veneer masonry. Solar panels have been installed on the roof. Inside, drywall installation is nearly complete, and suspended ceiling grid work has begun. Washroom plumbing is fully installed across all levels, with floor and wall tiling underway in the basement washrooms. All major electrical equipment is in place, with wiring ongoing, and primary and secondary hydro connections are progressing to establish permanent utility power to the building.

Site finishing has commenced with the construction of a retaining wall along the western property line. The general contractor has relocated site offices into the building and removed temporary trailers, clearing space for work to commence on parking lot lighting, fencing, curbs, paving, and landscaping.

Construction Look-Ahead: Next 3 Months:

- Completion of building exterior finishes
- Interior finishing nearing completion
- Completion of all site finishing work
- Commencing of commission phase for all building systems

SITE IMAGES:



South West Elevation, brick veneer masonry installed – August 7, 2025



Rooftop, solar panel installation in progress – August 21, 2025



2nd floor, Drywall installation – Aug 21, 2025

OVERALL PROJECT “HEALTH”:

As of September 2025, the project remains within the approved budget and the over all project schedule is on target for the new facility to be open and fully operational in Q1 2026. There are not any significant project risks known at this time.

Stephen J. Tanner
Chief of Police

:KB/MMcM



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Board Members

From: Chief Stephen J. Tanner

Subject: MID-YEAR PERFORMANCE REPORT

Report #: P25-09-R-03

Date: September 25, 2025

RECOMMENDATION:

"That the Halton Police Board receives Report #P25-09-R-03 for information and discussion."

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

Stephen J. Tanner
Chief of Police

:KM

INTRODUCTION AND BACKGROUND:

This report presents an overview of the Service's January-to-June 2025 performance in a number of key statistical measures compared to previous years, along with a discussion about noted trends. It also provides an overview of the Service's 2024 full-year performance in comparison to other large police agencies in Ontario, based on data released by Statistics Canada in July.

DISCUSSION / ANALYSIS:

2025 Mid-Year Statistical Summary

This section of the report provides a statistical summary for the January–June 2024 and 2025 timeframes, in addition to presenting a summary of five-year trends. Data was obtained from the in-house Niche Records Management System (RMS) and was prepared and analysed by the Police Analytics Unit. The crime categories are slightly different to those reported by Statistics Canada at each year's end due to the reporting requirements and data processes utilized by Statistics Canada. The Niche RMS statistics are valid for internal comparison purposes.

Analysis indicates that 665 less criminal offences were reported in the first six months of 2025 (7,523) than were recorded in the same period in 2024 (8,188). This is a raw number decrease of 8.1%, but represents a decrease in the crime rateⁱ of 11.7% when regional population growth is considered.

Violent crimeⁱⁱ offences increased by 2.1% from 1,266 in 2024, to 1,292 in 2025. This, however, represents a violent crime rate decrease of 2.0% due to population increase. These crimes accounted for 17.2% of all criminal offences, up from 15.5% in 2024.

Property crimeⁱⁱⁱ fell by 12.5% from 6,354 in 2024 to 5,561 in 2025. This represents a property crime rate decrease of 15.9%.

The “Other Crimes”^{iv} category of offences was up by 18.0% in 2025 (from 568 to 670 offences). This represents a crime rate increase of 13.3% in this category of crimes.

The 2025 clearance rate^v (37.8%) was higher than the 2024 value (34.5%).

Other Trends:

Motor vehicle collision totals were 0.3% lower during 2025 (down from 4,974 to 4,958). Property damage collisions^{vii} were down from 4,519 to 4,486 (-0.7%). Injury collision^{viii} totals were up from 453 to 470 (+3.8%). Fatal collisions were unchanged at 2.

Impaired driving apprehensions were up 15.1% in 2025 (from 186 to 214).

Warning notices (Warns) provide officers with an opportunity to document an offence and educate the public, but proceed by way of a warning option instead of a charge. Total enforcement (Provincial Offence Notices issued, plus Warns) was up by 6,077, or 27.9%, to 27,841 (from 21,764 in 2024).

Total CAD events^{vi} increased by 7,638, or 11.4%, to 74,856 (from 67,218 in 2024).

Statistical Trend Discussion

Drilling down into the data for the first six months of the year, the following key trends have been identified:

- Violent crime is up about 2% (26 occurrences), but with population growth taken into account this represents a drop in the violent crime rate of approximately 2%. The increase of 26 occurrences is statistically insignificant, but in percentage terms, the following were the most impactful:
 - Abduction/forcible confinement (up 9, from 17 to 26, +53%) – this is a highly variable occurrence type with no long-term pattern in either direction
 - Robbery (up 13, from 68 to 81, +19%) – also varies by year with no overall trend

- Property crime is down (having risen in each of the previous five years) – decreasing by 12.5% (793 occurrences) - this represents a drop in the property crime rate of about 16%. Despite this decline, the number of property crimes in the first six months of 2025 was still higher than the same period in 2023. Property crime totals for the January to June period have risen from 3,532 in 2019, to 5,561 in 2025. However, the fall in 2025 is a welcome reversal over the recent trend. This 2025 decrease is due to declines in almost every property crime category, including:
 - Theft – down 129 (-4%)
 - Break & Enter - down 138 (-26%)
 - Fraud – down 164 (-13%)
 - Mischief – down 110 (-21%)
 - Arson – down 15 (-62%)

Of note: the massive growth of theft of motor vehicle offences over the past five years reversed somewhat in the first six months of 2025 (down 254, from 796 to 542, -32%) – taking population growth into account this actually represents a 35% decline in the theft of auto crime rate. In the first six months of 2019 there were 215 auto theft occurrences, and this number peaked last year at 796. The 2025 decline is both statistically significant and very welcome news.

- The overall clearance rate is up from 34.5% to 37.8%. The major factors related to this improvement are:
 - **A shift in workload toward solvable crimes:** A 12.5% drop in property crime (traditionally harder to solve) means fewer of those lower-clearance cases are being reported. At the same time, violent crime (traditionally higher-clearance) increased by 2.0%, so the relative proportion of cases that are more solvable is now higher. In the first six months of 2025, violent crimes accounted for 17.2% of all criminal offences, up from 15.5% in 2024.
 - **Impact on clearance rates:** The Service achieved a 3.3% overall improvement in clearance rates, likely driven by a reduction in the “weight” of harder-to-solve property crimes. While the change in violent crime was more modest, the significant drop in property crime has eased investigative pressures and may allow some resources to be reallocated toward higher-priority areas such as violent crime.
 - **Operational and community impact:** The decline in property crime has lessened the demand on frontline patrol and investigative units, which has created opportunities to redirect resources toward violent crime. While the smaller change in violent crime warrants sustained attention given its greater seriousness, the substantial reduction in property crime remains a positive outcome.
- In summary, these statistics suggest a noteworthy reduction in crimes that are typically harder to solve, which has improved clearance rates and resource efficiency. While violent

crime increased slightly, the sharp drop in property crime is particularly significant because it reduces the volume of lower-clearance cases.

Five Year Statistical Trends

The following four tables provide a summary of crime and workload trends over the past five years for a selection of key crime types and measures. The statistics presented below, excluding the clearance rate, are **expressed as a rate** (per 100,000 population) to remove the impact of population growth:

Halton Region:

	2021	2022	2023	2024	2025	5-Year Average
Robbery	7	13	7	10	11	10
Assault	85	115	101	104	101	101
Sexual Assault	15	22	16	13	12	16
Violent Crime	159	213	194	184	181	186
Break and Enter	49	53	64	78	56	60
Auto Theft	49	84	117	116	76	88
Theft	278	403	453	457	421	402
Fraud	90	108	98	186	155	127
Property Crime	553	750	817	926	778	765
Other Criminal Code	159	160	146	83	94	128
Total Crime	871	1,124	1,157	1,193	1,053	1,080
Impaired Driving	38	32	36	27	30	33
Property Damage	447	332	660	659	628	546
Personal Injury Collisions	45	65	68	66	66	62
PONs and Warns Issued	3,960	3,357	2,917	3,171	3,897	3,461
CAD Events	11,342	10,674	10,545	9,795	10,479	10,567
Crime Clearance Rate	45.7%	43.1%	41.3%	34.5%	37.8%	40.5%

District 1:

	2021	2022	2023	2024	2025	5-Year Average
Robbery	9	10	11	8	12	10
Assault	107	120	96	100	105	106
Sexual Assault	6	21	12	10	14	13
<i>Violent Crime</i>	164	203	188	178	176	182
Break and Enter	53	39	42	48	35	43
Auto Theft	34	96	104	90	56	76
Theft	230	311	338	367	347	319
Fraud	58	80	71	124	118	90
<i>Property Crime</i>	448	618	634	708	612	604
<i>Other Criminal Code</i>	169	247	276	97	120	182
Total Crime	781	1,068	1,098	983	909	968
Impaired Driving	42	37	32	24	31	33
Property Damage	329	607	N/A	N/A	N/A	-
Personal Injury Collisions	51	84	N/A	N/A	N/A	-
PONs and Warns Issued	3,102	2,916	2,936	2,926	3,592	3,096
CAD Events	10,016	9,641	10,029	8,890	9,365	9,588
Crime Clearance Rate	67.1%	48.4%	55.9%	39.4%	40.3%	50.2%

District 2:

	2021	2022	2023	2024	2025	5-Year Average
Robbery	6	17	6	11	11	10
Assault	76	103	99	102	99	96
Sexual Assault	16	24	16	12	10	15
<i>Violent Crime</i>	150	210	178	183	183	181
Break and Enter	45	62	66	92	73	68
Auto Theft	46	87	152	142	101	106
Theft	269	382	472	451	441	403
Fraud	93	114	101	218	169	139
<i>Property Crime</i>	550	738	859	990	854	798
<i>Other Criminal Code</i>	86	79	67	64	71	74
Total Crime	786	1,027	1,104	1,237	1,108	1,052
Impaired Driving	28	21	28	18	25	24
Property Damage	339	525	N/A	N/A	N/A	-
Personal Injury Collisions	40	49	N/A	N/A	N/A	-
PONs and Warns Issued	4,455	3,440	3,115	3,169	4,133	3,663
CAD Events	10,927	10,002	10,072	9,713	10,951	10,333
Crime Clearance Rate	40.2%	37.2%	31.3%	30.5%	34.7%	34.8%

District 3:

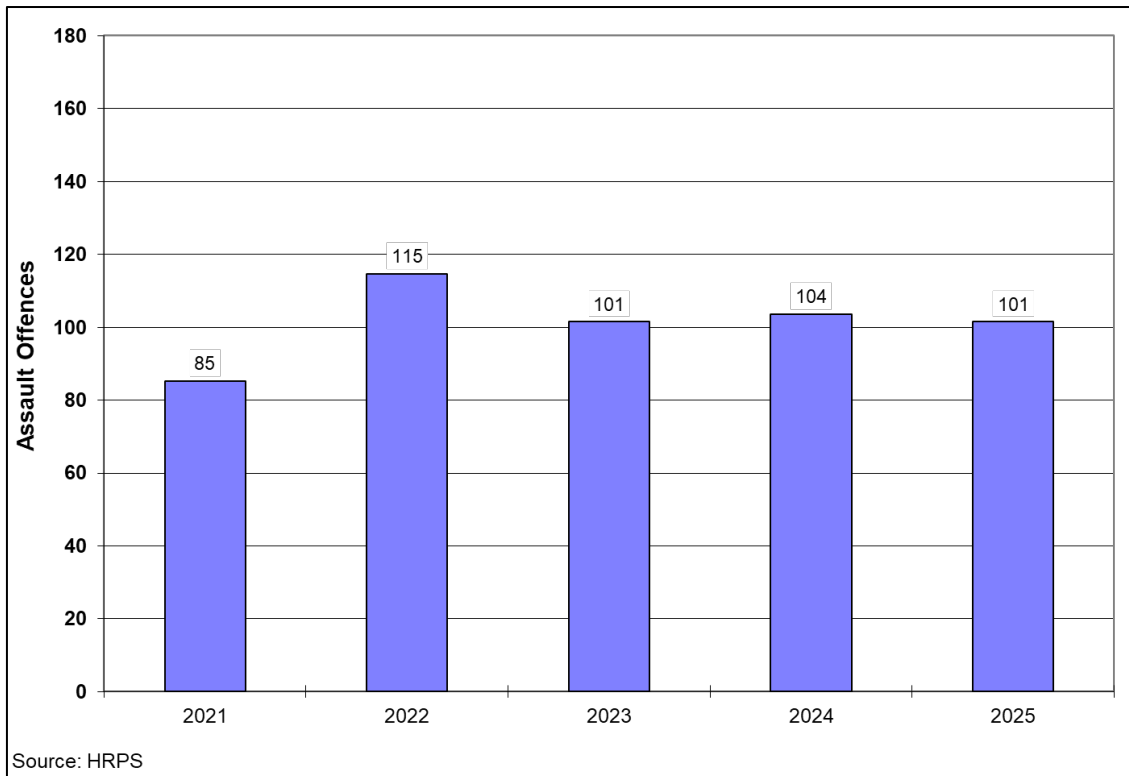
	2021	2022	2023	2024	2025	5-Year Average
Robbery	8	11	4	11	11	9
Assault	88	120	110	108	99	105
Sexual Assault	13	21	19	19	12	17
<i>Violent Crime</i>	150	224	218	190	180	192
Break and Enter	77	60	83	96	60	75
Auto Theft	51	67	91	116	68	78
Theft	309	485	552	552	472	474

Fraud	97	127	125	210	178	147
Property Crime	642	856	958	1073	868	879
Other Criminal Code	80	158	89	85	87	100
Total Crime	872	1,238	1,264	1,348	1,136	1,172
Impaired Driving	50	39	41	32	32	39
Property Damage	360	598	N/A	N/A	N/A	-
Personal Injury Collisions	45	63	N/A	N/A	N/A	-
PONs and Warns Issued	3,926	3,304	2,100	2,840	3,258	3,087
CAD Events	12,264	11,328	10,117	9,983	9,988	10,736
Crime Clearance Rate	47.6%	45.1%	37.5%	34.8%	39.1%	40.8%

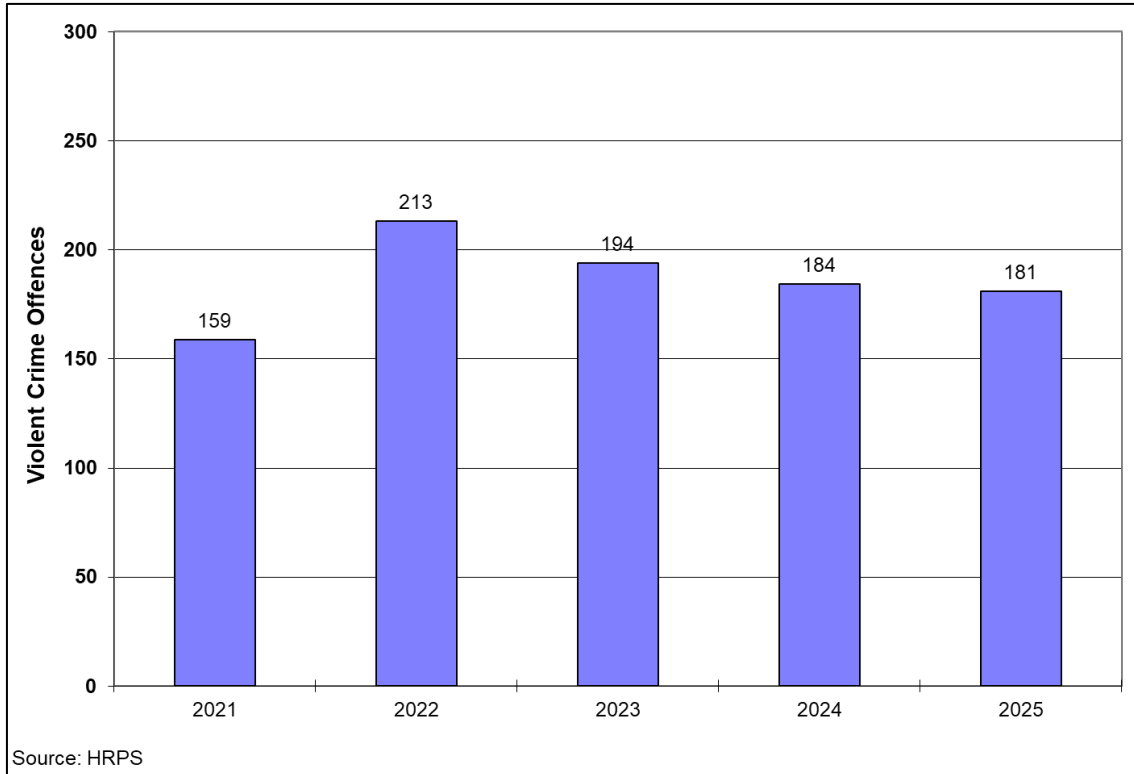
Key Trends

The following graphs give a quick visual update of the five-year trends in key measures tracked by the Service. The statistics presented below, excluding the clearance rate, are **expressed as a rate** (per 100,000 population) to remove the impact of population growth. The following data is for the Halton Region as a whole (January – June) for each year:

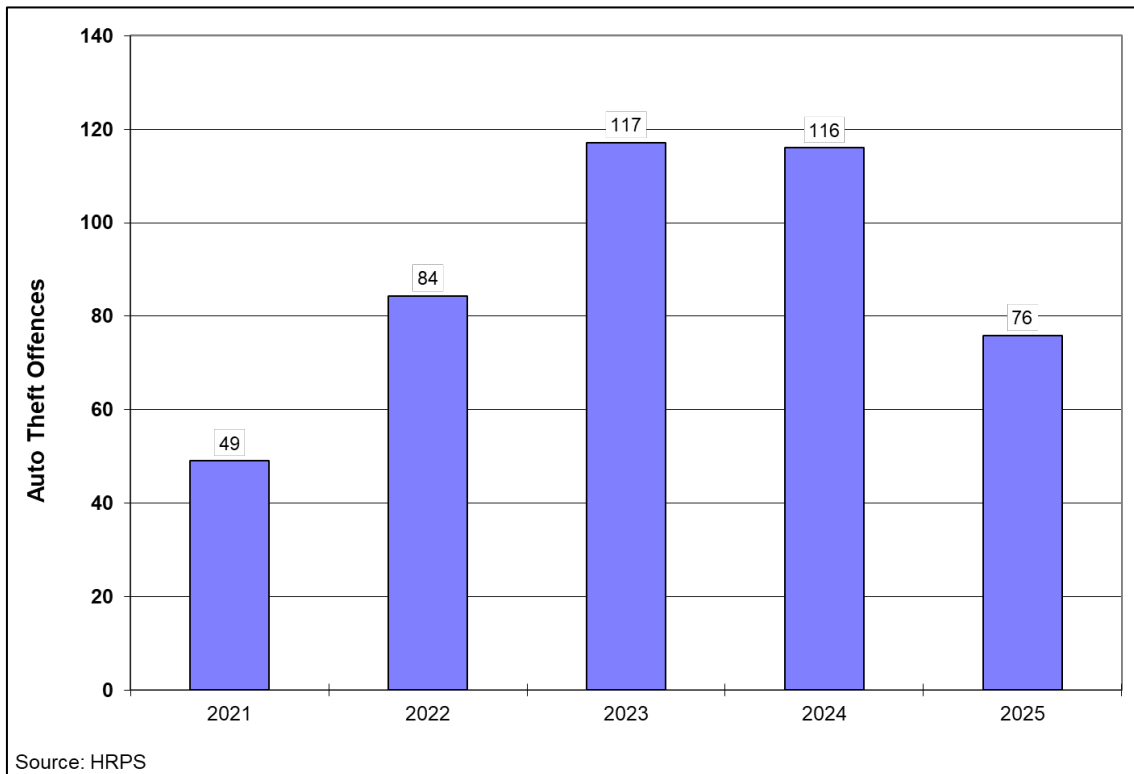
Assault Rate



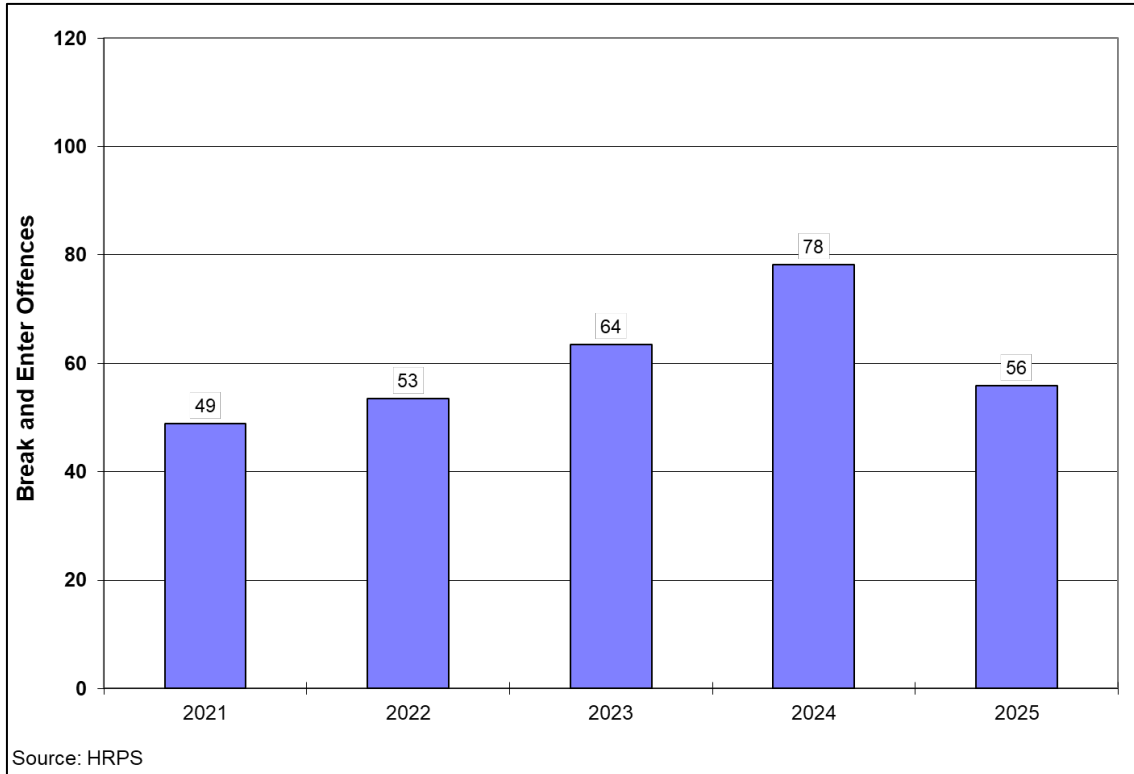
Violent Crime Rate



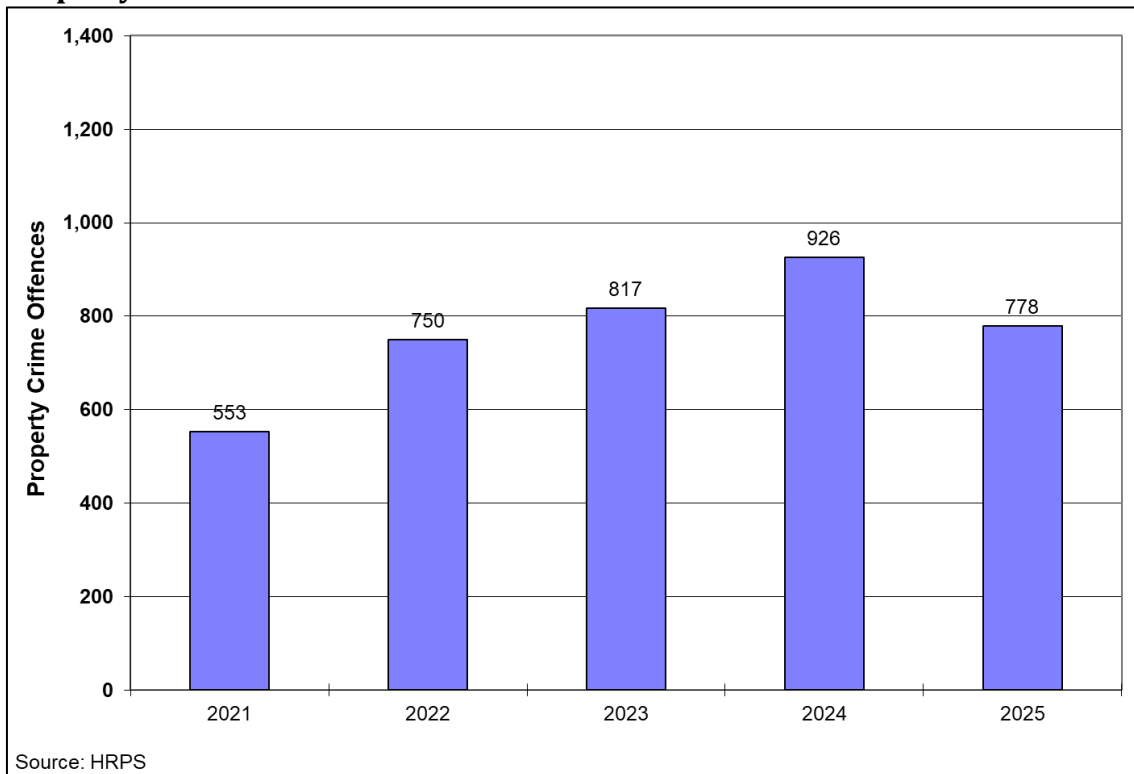
Auto Theft Rate



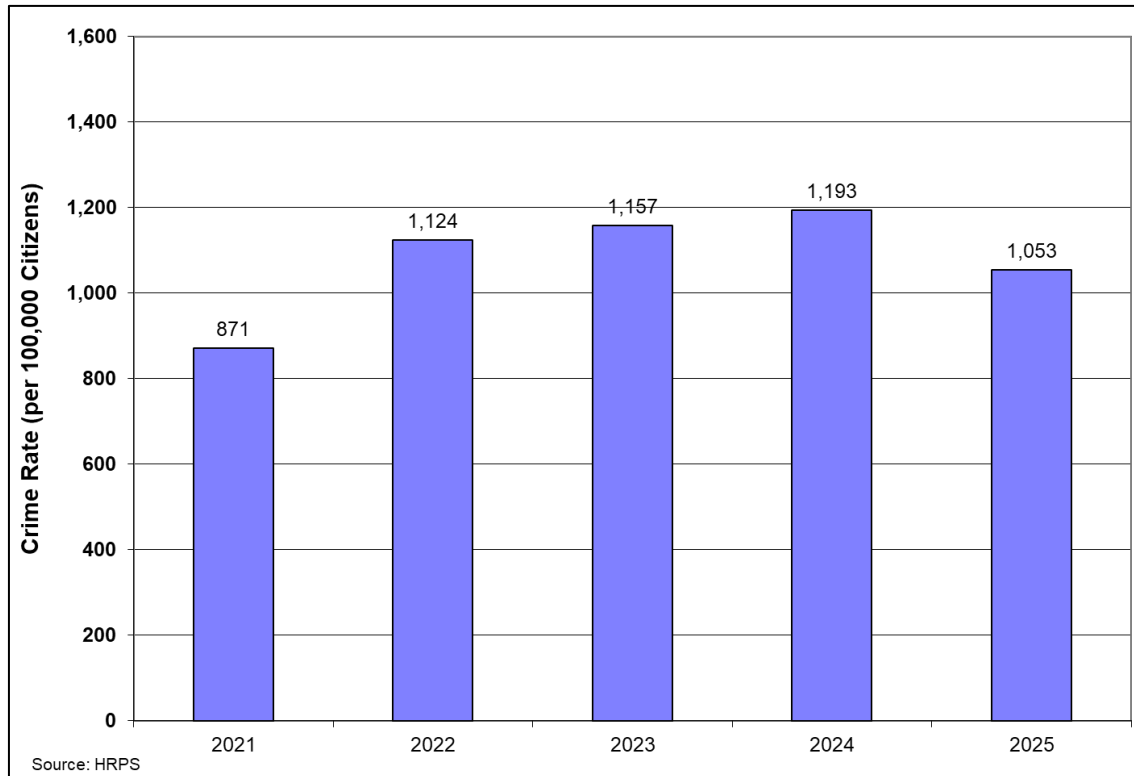
Break and Enter Rate



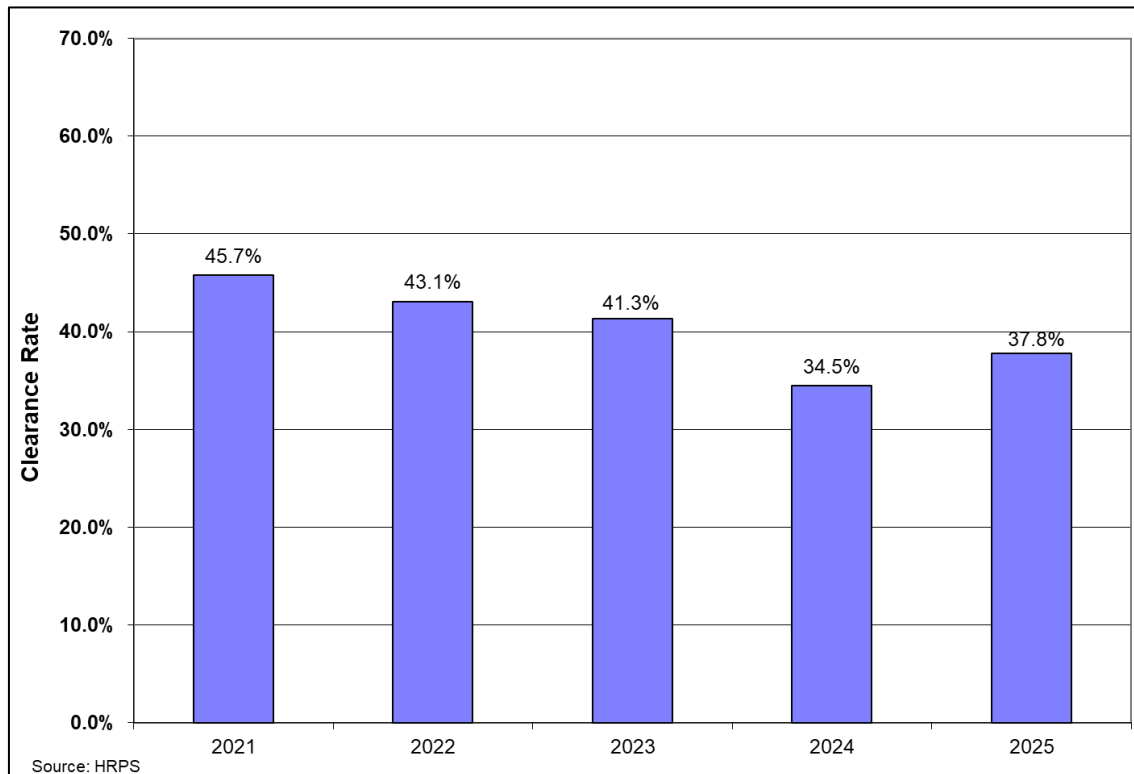
Property Crime Rate



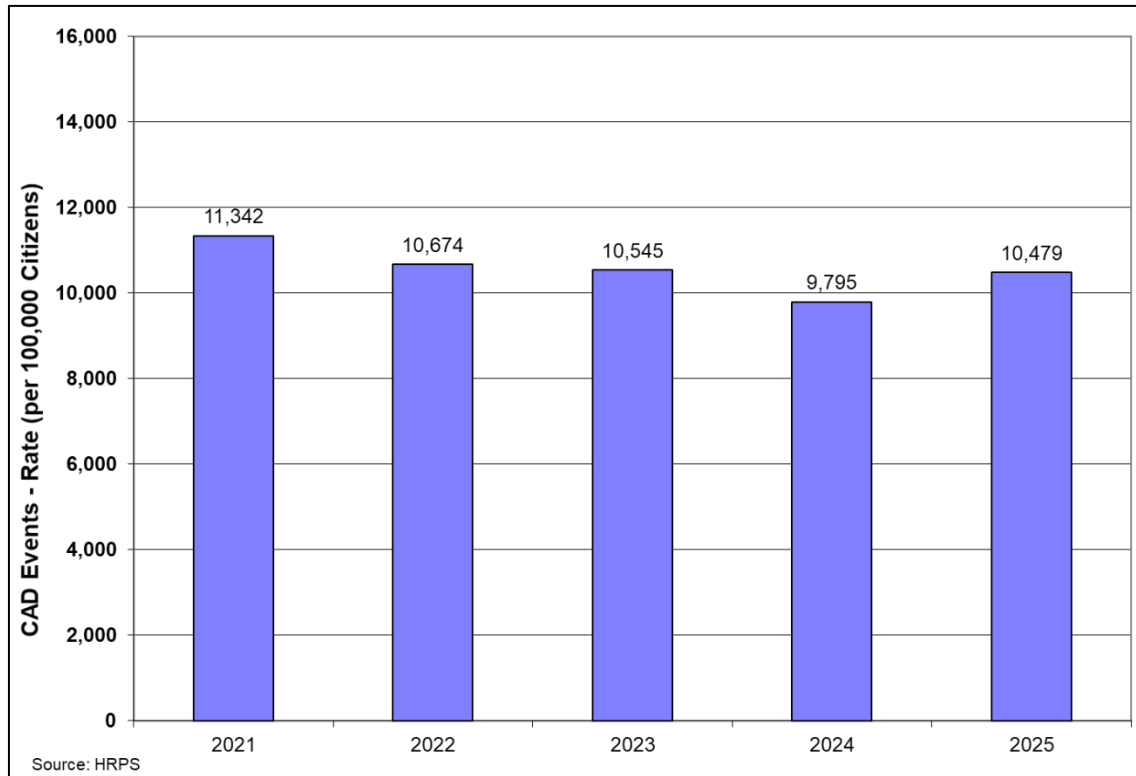
Overall Crime Rate



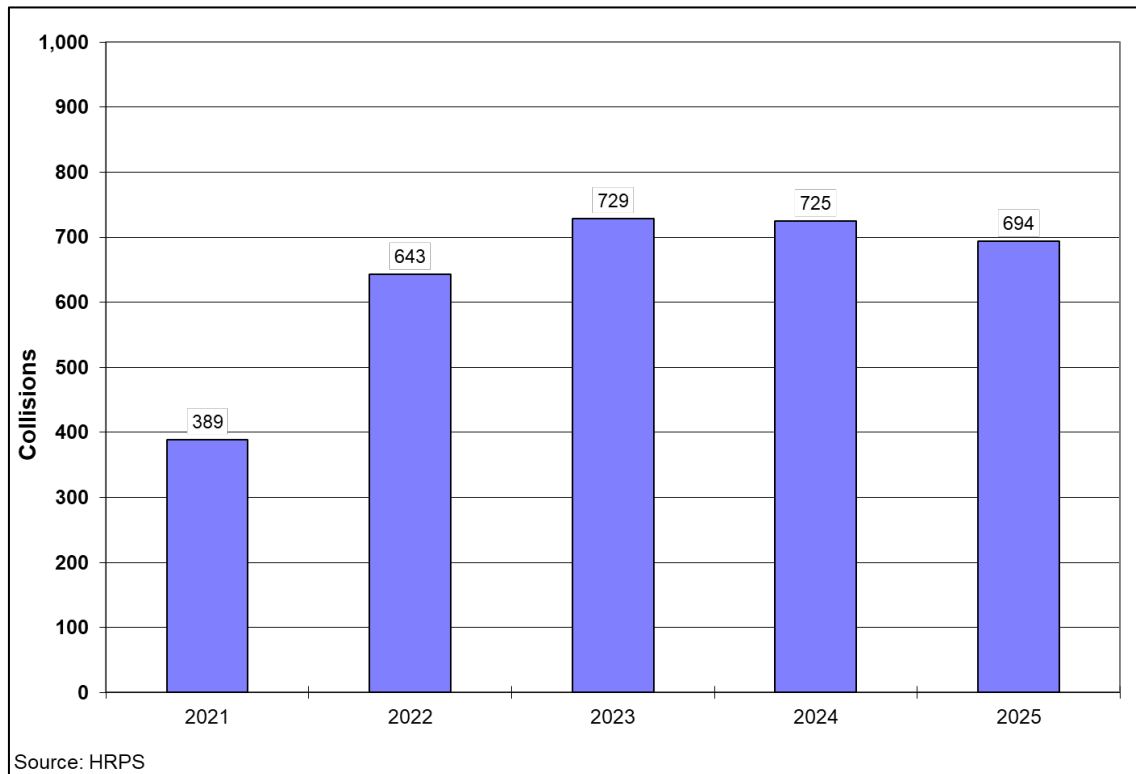
Crime Clearance Rate



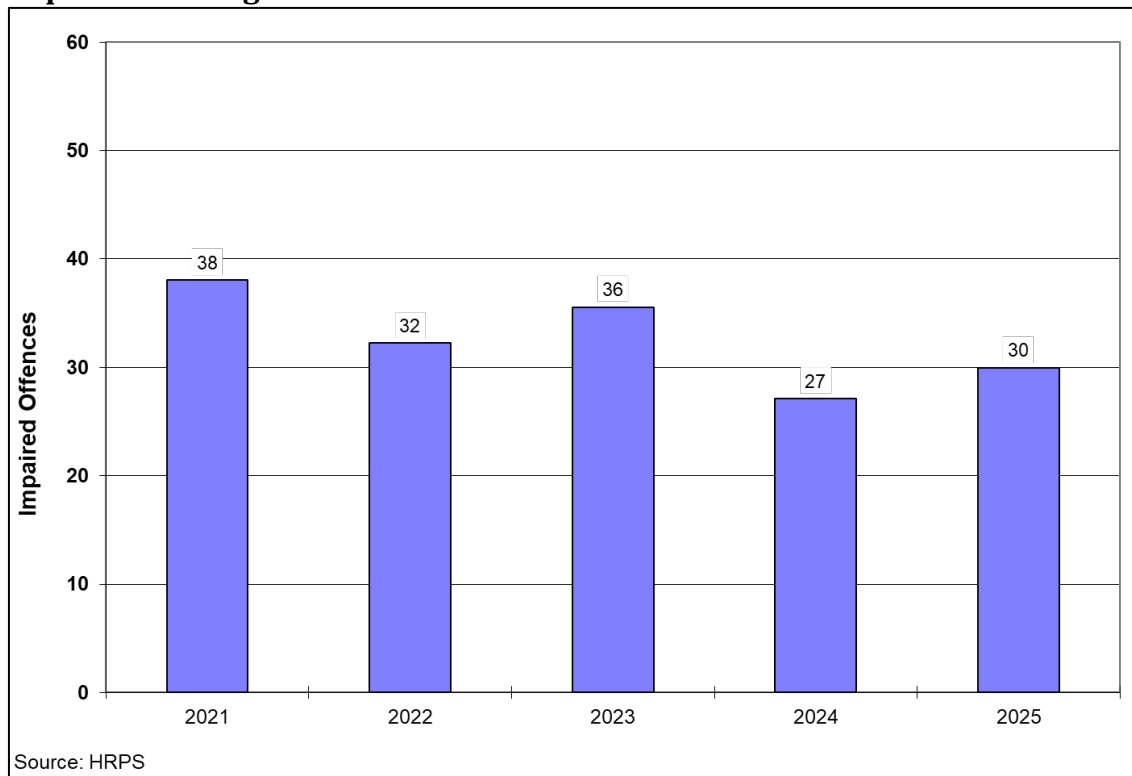
CAD Events



Total Collision Rate



Impaired Driving



Halton Data in Context and 2024 Statistics Canada Data

This section provides additional data to provide some context for the mid-year data presented above. Also, staff recently obtained year-end 2024 data for the largest police services in Ontario (from Statistics Canada) and graphs showing this data are provided below.

The current and future population of Halton is currently the subject of research and development by the municipalities. The numbers used in this report are from in-house projections based on draft Joint Best Planning Estimates, provided by the Region of Halton in late 2023. Even though these numbers may be modified in the coming year or so, it is clear that Halton is rapidly growing and the relative sizes of the four communities will continue to adjust. Figure 1 below highlights the overall change within Halton.

Figure 1 – Population Change (Source: Region of Halton)

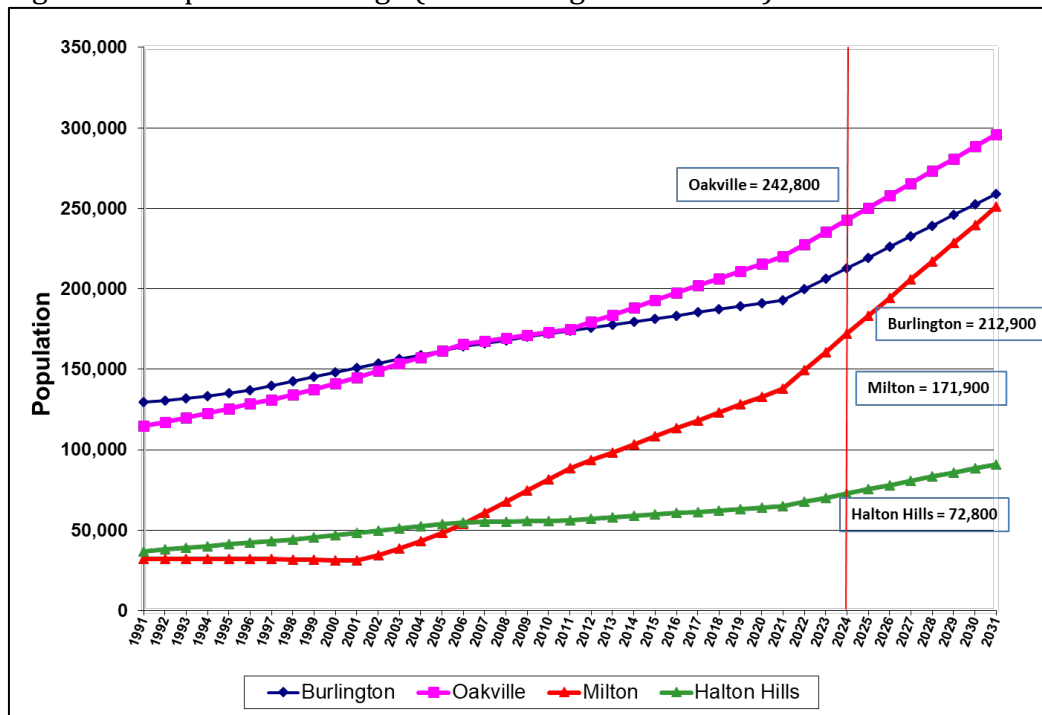
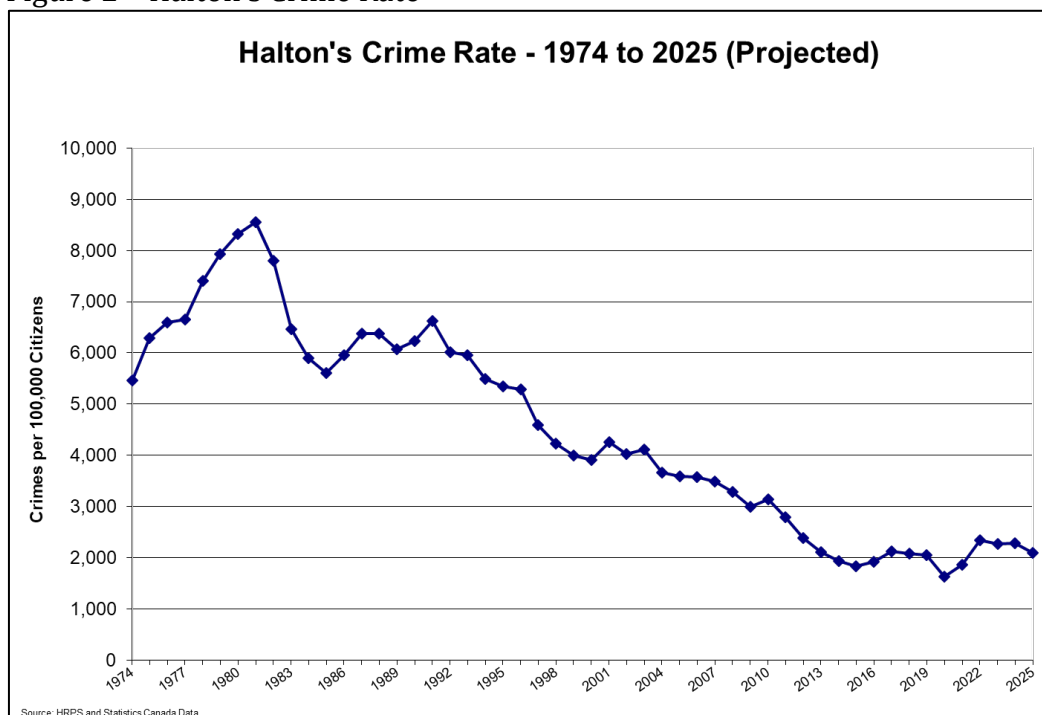


Figure 2 illustrates the changes in overall crime rate in Halton since regionalization in 1974. Similar to trends observed in much of the western world, crime rates have generally declined since the early 1990s and have remained near historical lows. However, there was an increase in 2021 and 2022 following the pandemic, returning to levels last seen from 2017 to 2019.

Figure 2 – Halton's Crime Rate



Recently released data (July 2025) from Statistics Canada indicates that Halton's 2024 crime rate was lower than every major police service in Ontario. Figures 3, 4 and 5 below show the rankings for various crime rate categories:

Figure 3 - Overall Crime Rate (2024 – crimes per 100,000 population)

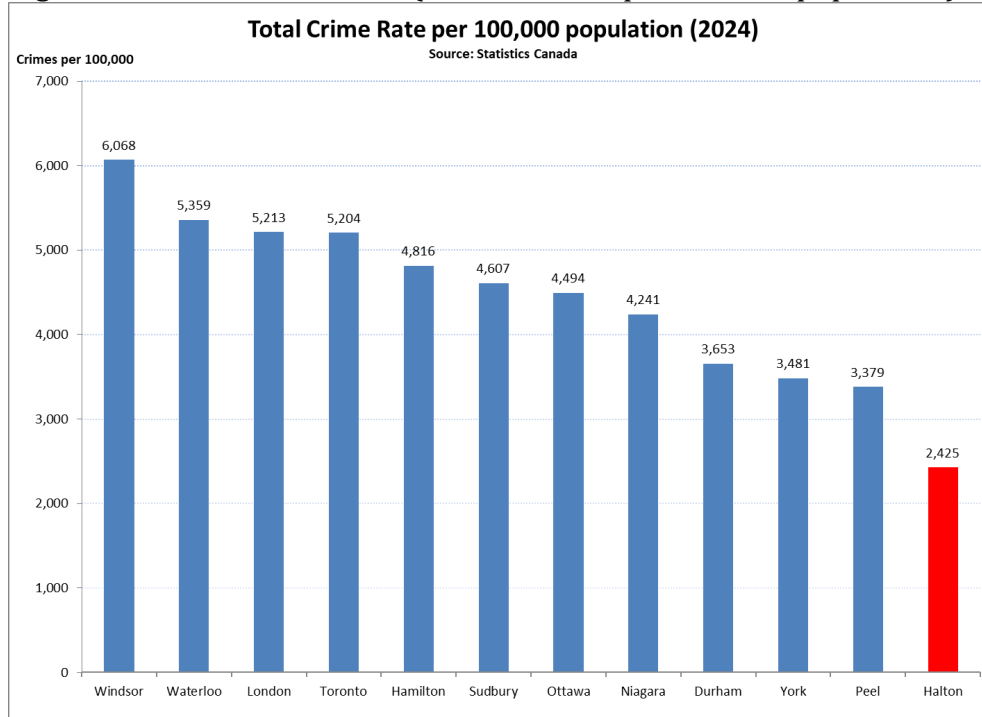


Figure 4 - Violent Crime Rate (2024 – crimes per 100,000 population)

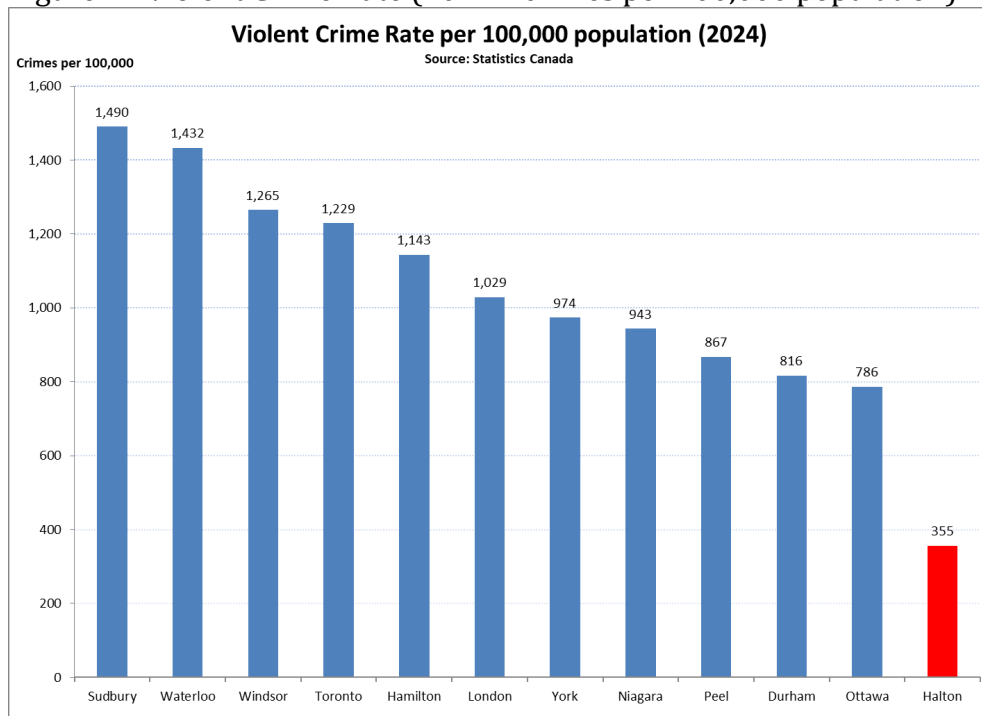
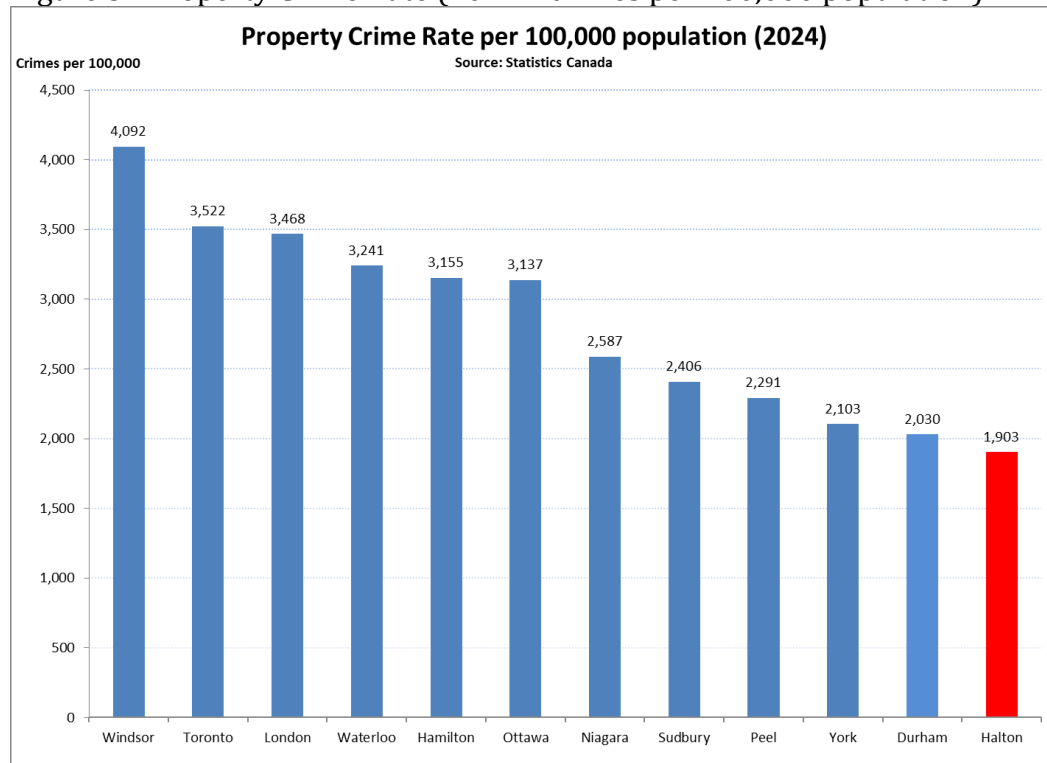


Figure 5 - Property Crime Rate (2024 – crimes per 100,000 population)



Figures 6 and 7 show the clearance rates for overall crime and violent crime respectively. Halton's crime clearance rates exceed the majority of the Big 12 in both categories.

Figure 6 - Overall Crime Clearance Rate (2024)

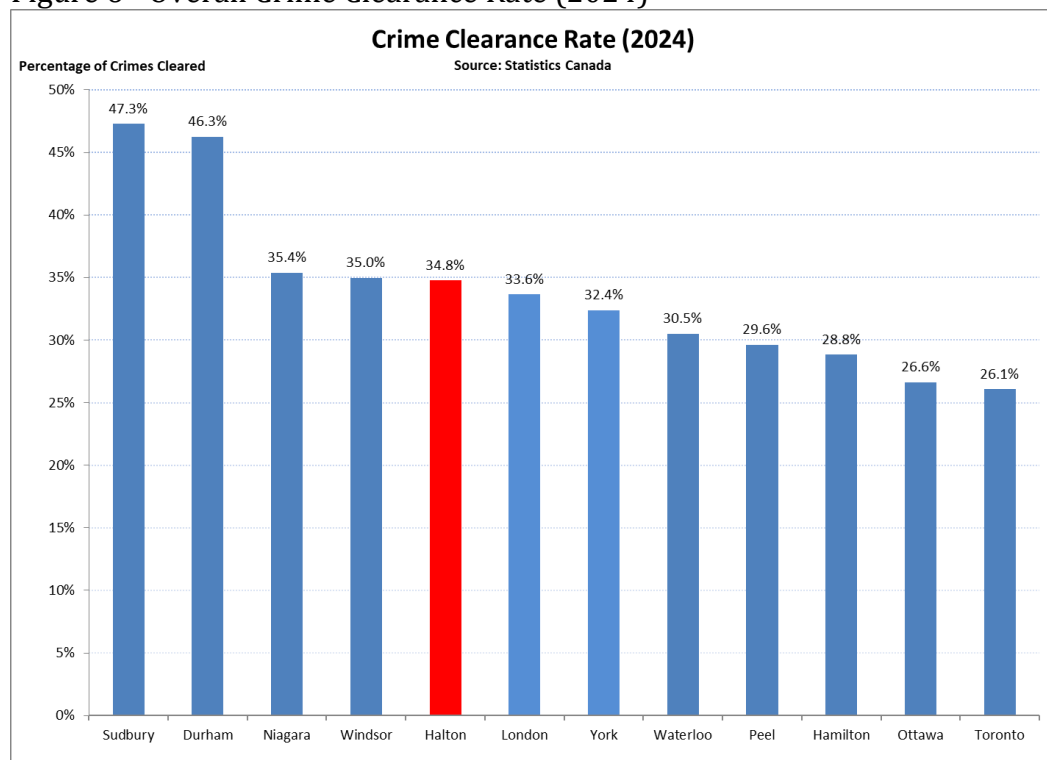
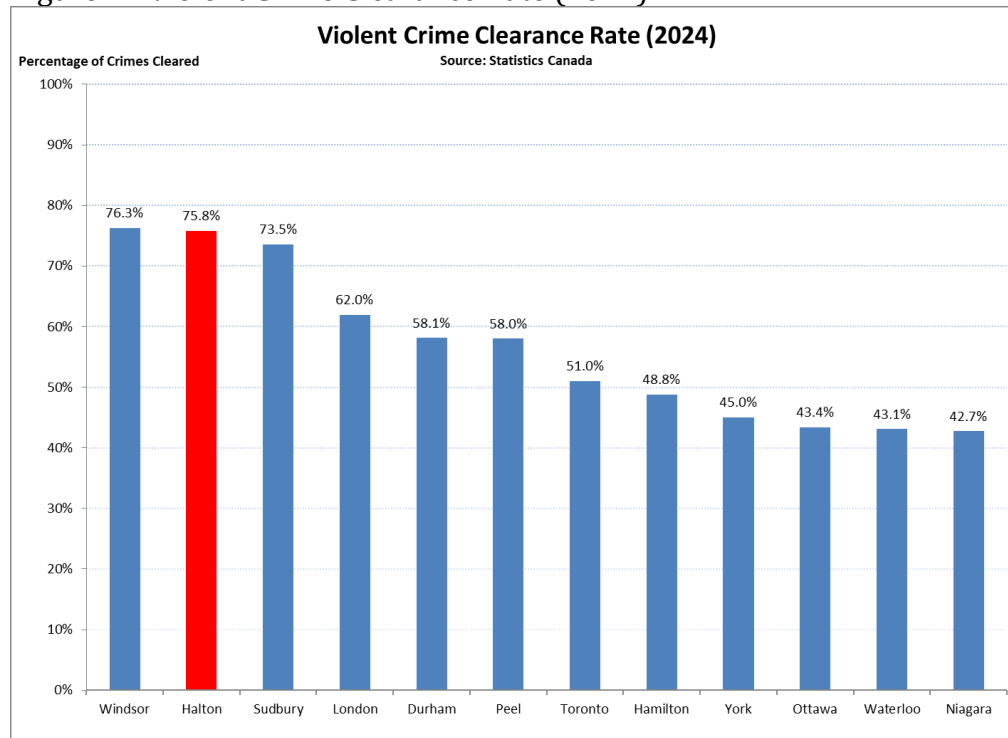


Figure 7 - Violent Crime Clearance Rate (2024)



Data from Statistics Canada in July shows that Halton ranked highest among Ontario's large police services in all measures of the national Crime Severity Index for 2024 (Overall, Violent, and Non-Violent), and placed fourth in the Weighted Clearance Rate, as illustrated in Figures 8–11.

Figure 8 - Overall Crime Severity Index (2024)

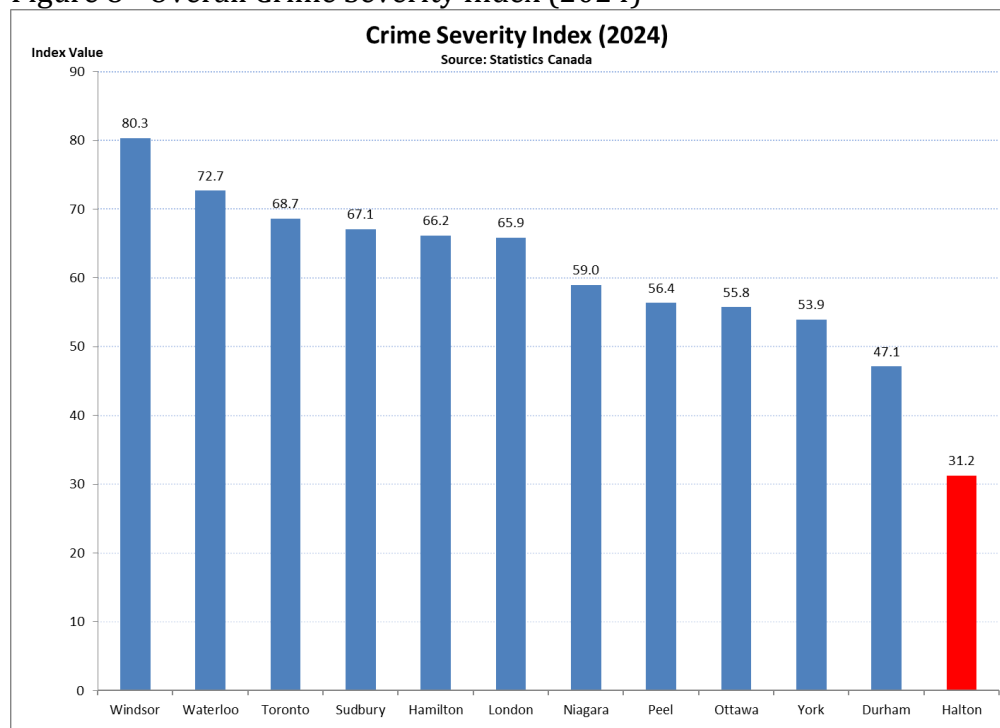


Figure 9 – Violent Crime Severity Index (2024)

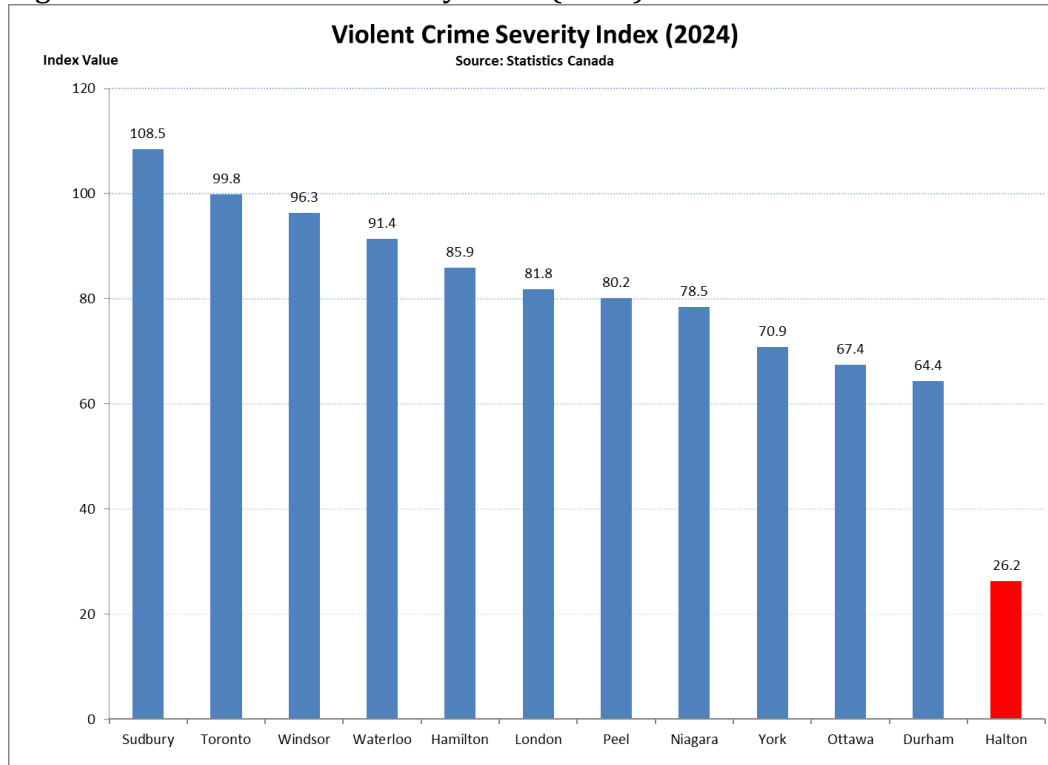


Figure 10 – Non-Violent Crime Severity Index (2024)

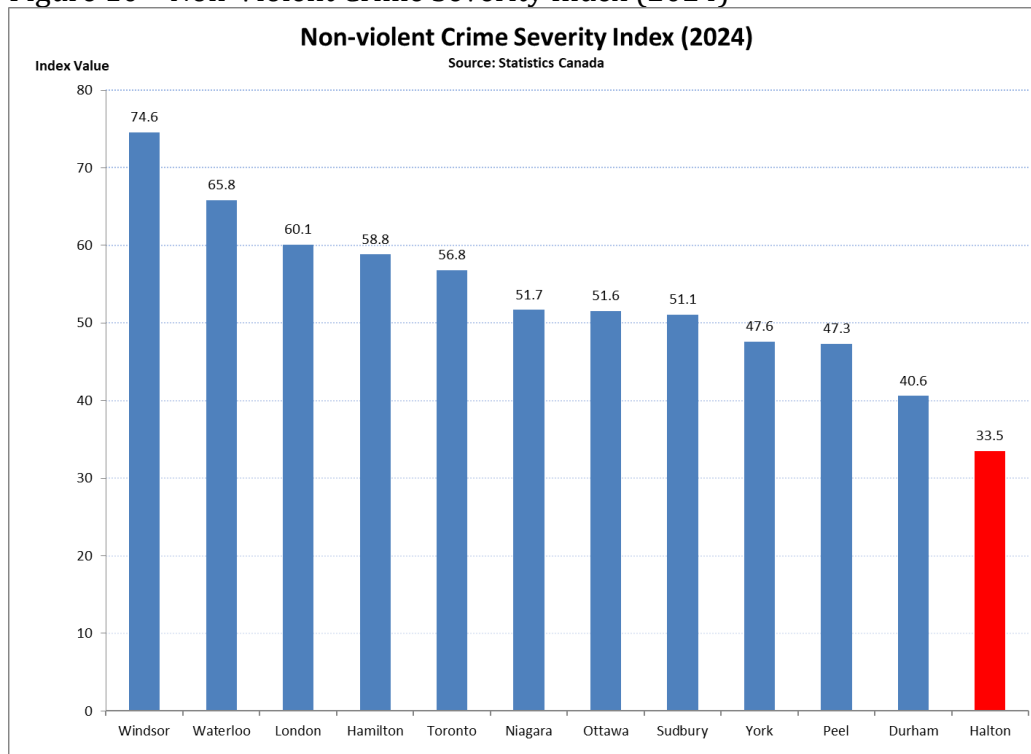
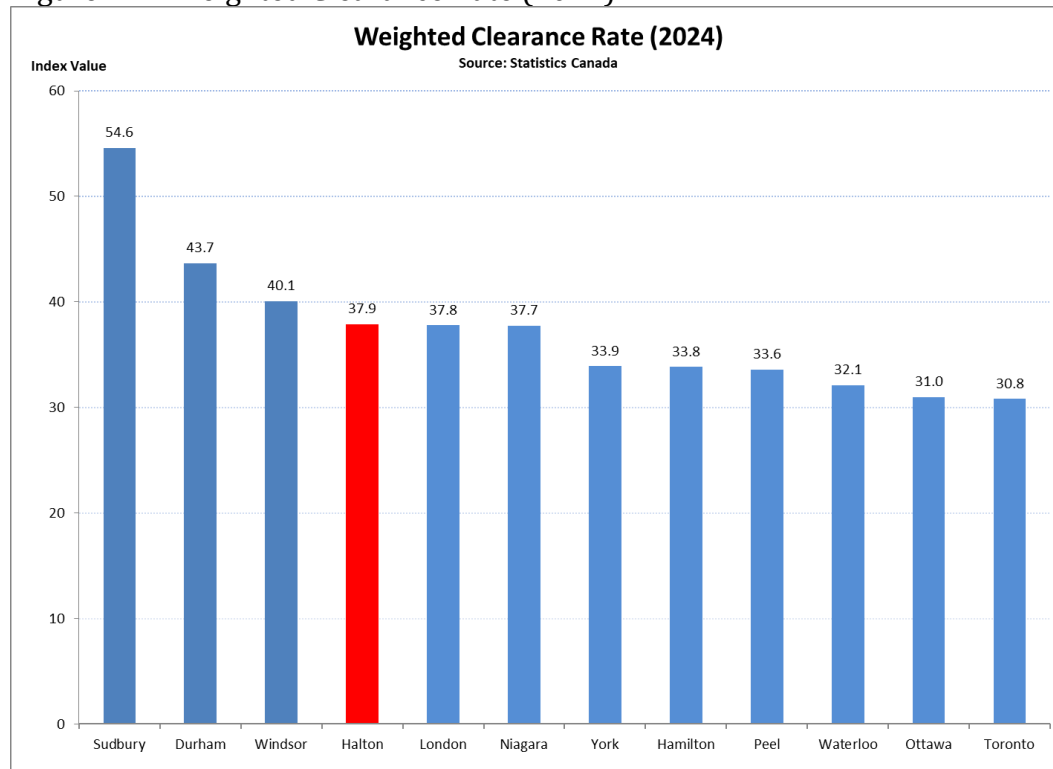


Figure 11 – Weighted Clearance Rate (2024)

**ALTERNATIVES:**

N/A

CONSULTATION:

Senior Management
Police Analytics Unit

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

N/A

STRATEGIC MANAGEMENT ISSUES:

HRPS 2024-2027 Strategic Plan – Strategic Objectives 1,2,4 & 5

Definitions

i The **crime rate** is the number of crimes that occurred for a set number of residents. The Service and Statistics Canada report the number of crimes per 100,000 people. Using a rate of crime measurement allows us to compare crime statistics between communities with different populations, and within communities over different time periods.

ii **Violent crime** incidents involve offences that deal with the application, or threat of application, of force to a person. These include homicide, attempted murder, and various forms of assault, robbery and abduction/confinement.

iii **Property crime** incidents involve unlawful acts with the intent of gaining property but do not involve the use or threat of violence against an individual. Theft, breaking and entering, mischief, fraud and possession of stolen goods are examples of property crimes.

iv **Other Crimes** incidents involve the remaining Criminal Code offences that are not classified as violent or property incidents (excluding traffic). Examples include bail violations, counterfeit currency, disturbing the peace, prostitution and offensive weapons.

v The **clearance rate** is the percentage of the total number of crimes that occur which are solved (cleared). Criminal incidents can either be cleared "by charge" or "cleared otherwise". When a police investigation leads to the identification of a suspect, an "information" is laid against that person (i.e., the person is formally charged). From a statistical point of view, the laying of an information means that at least one actual incident can be "cleared by charge".

Incidents can also be "cleared otherwise." In some cases, police cannot lay an information even if they have identified a suspect and have enough evidence to support the laying of an information. Examples include cases of diplomatic immunity, instances where the complainant declines to proceed with charges against the accused, or cases where the alleged offender dies before he or she can be formally charged. Such incidents are considered to be "cleared otherwise," that is, other than by the laying of a charge.

vi **CAD Events** is a measure of service delivery and represents a self-contained unit of police activity as captured in the Computer Aided Dispatch system. The number quantifies work for both uniformed police officer and civilian members. Please note that to best capture response and service delivered to the public as opposed to internal administrative work, certain CAD event types are excluded in the calculation such as OUTS, BUSY, Abandoned 911 calls and non-police calls received through communications.

vii **A Property Damage Collision** is a motor vehicle collision where property damage has occurred but in which no parties are injured.

viii **An Injury Collision** is a motor vehicle collision where one or more parties involved are injured.



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: BRONTE HARBOUR - LEASE

Report #: P25-09-R-05

Date: September 25, 2025

RECOMMENDATION:

"That the Halton Police 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, 2025 to October 31, 2026 in a form acceptable to the Service and the Director of Legal Services."

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

Stephen J. Tanner
Chief of Police

KK:rm

INTRODUCTION AND BACKGROUND:

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

On March 29, 2018, the Service brought a recommendation to the Board [Report No.: P18-3-R-10] to enter into a Lease with the Town for the same rent that had previously been approved by the Board with The Marina Group. The Lease was effective April 15, 2018 until October 31, 2020. That Lease was renewed at the end of the term when the Service brought a recommendation to

the Board [Report No.: P20-09-R-01] for a renewal and an amendment to the Lease effective November 1, 2020 to October 31, 2022.

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

The current Lease expires October 31, 2025. The Town has advised that they are still in the process of trying to acquire the underlying lands from the Federal Government and that until that occurs, they are unable to enter into any long-term Agreement. As such, the Town has proposed a further one-year extension to the Lease on the same terms and conditions. The Town has not increased the base rent on the renewal, and the annual lease cost of approximately \$20,288 (plus taxes and additional rent).

DISCUSSION / ANALYSIS:

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

ALTERNATIVES:

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

CONSULTATION:

Insp. Trevor Bradley, Emergency Services

Insp. Chris Newcombe, Training

Sgt. William Clayton, Marine Unit

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

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

STRATEGIC MANAGEMENT ISSUES:

Maintaining facilities to support our Marine Unit supports Strategic Objective1 – Achievement of the highest weighted clearance rate among comparator police services; and Strategic Objective 5 – Increased enforcement and intervention in community-responsive policing priorities.



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: KOZY KIDS DONATION FROM THE DOMSY FOUNDATION

Report #: P25-09-R-04

Date: September 25, 2025

RECOMMENDATION:

"That the Halton Police Board approves the donation of \$10,000 from The Domsy Foundation, in support of the Kozy Kids winter clothing initiative."

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

Stephen J. Tanner
Chief of Police

:KB

INTRODUCTION AND BACKGROUND:

Throughout the year, organizations and individuals donate money, goods or services to the Service. For many years, a member from the community, John Domsy and his foundation have donated funds to support the Kozy Kids initiative. This year, Mr. Domsy has expressed a desire to increase his donation to \$10,000.

All donations and sponsorships received from the community, with a one-time or cumulative value of more than \$10,000.00 require approval of the Board.

DISCUSSION / ANALYSIS:

The Kozy Kids winter clothing initiative was initially launched in Milton in 2021 in response to a growing need among local youth for adequate winter clothing. Initially inspired by reports of children missing school due to a lack of proper winter gear, the initiative began with school outreach efforts and quickly identified over 100 students in need. Through generous community donations of gently used and new winter wear, each child received a snow suit or winter coat, distributed by the HRPS Youth Engagement Team (YET).

Since its launch, the initiative has expanded to include the entire Region of Halton and with the support of residents, we have clothed a combined 1,158 youth in need. The Kozy Kids program is now entering its 5th year. Kozy Kids relies entirely on community support and financial contributions. Every dollar raised is used directly to provide winter clothing for children in the Region of Halton.

Mr. Domsy and his foundation are a vetted donor with our Service. The increased donation will ensure that Kozy Kids can support more youth in need than ever before through the purchase of winter clothing and other related items.

CONSULTATION:

- Kari Buzzelli – CFO & Executive Director of Corporate Services (author)
- Staff Sergeant Ryan Smith – Community Services

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

This recommendation is in accordance with the Halton Police Board Policy A-03, *Financial Conditions and Activities*.



Public Agenda Recommendation Report

To: Halton Police Board

From: Jessica Warren
Manager of Board
Operations

Subject: Proposed 2026 HPB Governance Budget

Report #: PBM-09-R-1

Date: 25 September 2025

RECOMMENDATION:

"THAT the Board approve the draft proposed 2026 Governance Budget of \$843,605."

INTRODUCTION AND BACKGROUND:

The Board's Governance Budget serves to support the Board in its police governance in ensuring adequate and effective policing for Halton. This year's Governance expenditures are expected to approximate \$843,605. The Region's budget guideline for HRPS in 2026 is a 8.22% increase. This proposed Governance Budget exceeds that guideline because of: staffing adjustments, increased conference attendance and planned preparation of the 2027-2030 Strategic Plan.

DISCUSSION / ANALYSIS:

The proposed 2026 Governance Budget features:

- Increased staff salaries and benefits due to hiring a new Chief Governance Officer during Q2 2026.
- Increased computer and web maintenance as the Board will be redesigning the website in order to provide a more accessible and easier functioning website for the public. This will also help to increase web security.
- Increased conference budget based on 2025 actuals, and to aid in professional development for Board members and Board staff.
- The addition of \$40,000 for HR consulting as the Board is no longer able to access this as a service from Halton Region. This independent expert advice is required in support of the Board's employer role, especially regarding new HRPS executive hires.
- An additional \$100,000 in strategic planning consulting fees (a requirement once every four years).
- An overall increase of 31.76%, or \$843,605.

ALTERNATIVES:

The Board could increase or reduce the number of Board meetings, the extent of Board training, and/or the amount of staff support, including legal or human resources support, as it deems appropriate. Increases in these areas would have provide marginally increased benefits, while decreases in these areas would have significant short and long-term impact on Board effectiveness and efficiency.

The Board could delay the development of a new website, however the current website is lacking functionality and there are several issues with content management.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

The Governance Budget is a financial issue by definition.



Jessica Warren
Manager of Board Operations

Attachment: Proposed HPB 2026 Governance Budget

Halton Police Board Governance Budget 2026 - Proposed

	2025 Budget	2025 YE Forecast	2026 Budget Proposed	Notes
Board member remuneration	54,361	54,361	55,992	3% increase for 2026
Staff:				
CGO	265,196	265,196	140,758	2% annual fee increase; 6-month term
New CGO			141,781	7 months' salary and benefits
Manager of Board Operations	125,753	150,900	157,865	Salary and benefits
Secretary & HR Advisor	35,000	35,000	0	Discontinued for 2026
Staff Total	425,948	451,096	440,404	
Board Meetings & Web-site:				
Board portal	9,000	9,000	10,000	
Board meeting AV	14,000	14,000	0	
Web-site hosting & maintenance	4,200	4,200	30,000	New website design
Meals	4,500	5,500	5,000	
Board Meetings & Web-site:	31,700	32,700	45,000	
Incremental Consultants:				
Legal fees	50,000	TBD	50,000	
Strategic Planning	0	0	100,000	
HR Consulting	0	0	40,000	
Annual Report	0	0	0	
Incremental Consultants Total	50,000	TBD	190,000	
Education & Training:				
Memberships	16,181	16,181	16,667	OAPSB, Zone 4, CAPG
Conferences/Training	35,000	42,565	59,800	Increased for 7 members and 2 staff to attend OAPSB and CAPG
Education & Training Total	51,181	58,746	61,467	
Retiree event/gifts	400	1,000	750	Board Members
Miscellaneous	29,516	25,000	35,401	Office materials, blazers, advertising
Subtotal	631,590	672,903	829,014	
Tax	11,116	11,843	14,591	1.76%
Total	642,706	684,746	843,605	
Variance to 2025 budget	31.76%		200,899	



Public Agenda Recommendation Report

To: Halton Police Board

From: Jessica Warren
Manager of Board
Operations

Subject: Community Fund Applications and Policy

Report #: PBM-09-R-02

Date: 25 Sept 2025

RECOMMENDATION:

1. *THAT the Board approve the recommendations of the September 3, 2025 meeting of the Community Fund Committee; as follows:*
 - a. *THAT the application from the Burlington Sound of Music Festival be denied;*
 - b. *THAT the application from ProAction Cops & Kids be denied;*
 - c. *THAT the application from Knox Presbyterian Church Sixteen be denied;*
 - d. *THAT the application from Our Kids Network be approved in the amount of \$10,000;*
 - e. *THAT the application from Shaarei Beth El Congregation of Halton be denied;*
 - f. *THAT the application from Halton Equity Diversity Roundtable be approved in the amount of \$5,000;*
 - g. *THAT the application from Gurdwara Singh Sabha Milton be approved in the amount of \$10,000.*
2. *THAT the Board approve the amended A-04 - Community Fund Committee Policy*

INTRODUCTION AND BACKGROUND:

At the April 24, 2025 Board meeting the Board appointed Ingrid Hann and Nav Dhaliwal to the Community Fund Committee. Curt Allen was appointed as a non-board member.

The committee meets quarterly to review applications received and make recommendations to the Board for approval or denial.

DISCUSSION AND BACKGROUND:

At the Community Fund Committee meeting held on September 3, 2025, the committee reviewed seven applications for funding. Each application was evaluated based on its alignment with the Community Fund Policy and adherence to application requirements. Below is a summary of the decisions made, along with the rationale for each:

1. **Burlington Sound of Music Festival** – *Denied*: The funding request was to offset the cost of having HRPS officers attend the event. Approving this request would set a precedent in Halton for funding operational costs, such as officer attendance at community events, which is not aligned with the policy.
2. **ProAction Cops & Kids** – *Denied*: The organization is not Halton-based, and no specific event was identified. The committee encourages the group to reapply in the future with a proposal for a specific event planned in Halton, clearly outlining its direct benefits to the community.
3. **Knox Presbyterian Church Sixteen** – *Denied*: The application lacked financial statements and clarity regarding the intended use of the funds. The committee invites the organization to reapply once financial statements are available and the funding purpose is more clearly defined.
4. **Our Kids Network** – *Approved*: \$10,000 was granted as the proposed event was well-defined and demonstrated a strong focus on fostering a sense of belonging within the community.
5. **Shaarei Beth El Congregation of Halton** – *Denied*: The training proposed would benefit only one individual, with no clear metrics to measure the broader community impact. As such, the application did not meet the policy's criteria for community-wide benefit.
6. **Halton Equity Diversity Roundtable** – *Approved*: \$5,000 was allocated to support the event, which aligns with the policy's priorities.
7. **Gurdwara Singh Sabha Milton** – *Approved*: \$10,000 was granted as the event was clearly outlined, with specific and measurable benefits to the community.

Additionally, the committee reviewed and amended the Community Fund Policy to address the consideration of funding requests from HRPS. The updated policy is attached for reference.

The committee also directed the Manager of Board Operations to provide feedback to organizations whose applications were denied. This includes offering explanations and suggestions to help ensure future applications are more complete and better aligned with the policy's priorities.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

The total amount of disbursements for the August 2025 applications will be \$25,000.



Jessica Warren
Manager of Board Operations

Attachments: Appendix A – Application Package
Appendix B – Revised Community Fund Policy A-04

August 2025

Community Fund Applications

1. Burlington Sound of Music Festival
2. ProAction Cops and Kids
3. Knox Presbyterian Church Sixteen
4. Our Kids Network
5. Shaarei Beth El Congregation of Halton
6. Halton Equity Diversity Roundtable
7. Gurdwara Singh Sabha Milton

Halton Police Board Community Fund Application



**HALTON
POLICE
BOARD**
EXCELLENCE IN GOVERNANCE

Members of the community interested in accessing the funding are invited to submit an application form to the Halton Police Board for review.

Fund requests (**MAXIMUM of \$10,000**) 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 Community Safety Priorities

Please review the Community Fund policy and all requirements [here](#), to ensure your request is in compliance.

The application schedule for 2025 is as follows:

Applications Received	Committee Reviews Applications	Recommendations to the Board	Funds Distributed
By August 31, 2025	Mid-September	September 30 th Board Meeting	Mid-October
By October 31, 2025	Mid-November	November 27 th Board Meeting	Mid-December

schedule subject to change, applications may be submitted at any time, but will only be reviewed during the above times

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

Please sign here:

Date:


AUG 29/25

Funding Application



Name of Organization: Burlington's Sound of Music Inc.

Address: 440 Locust Avenue, Burlington, ON L7S 1T7

Email and Phone Number: treasurer@soundofmusic.ca, 416-670-3321

Contact Name and Title: Jay Abraham, Treasurer

Social Media Accounts:

Description of Applicant Organization: Free music festival

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

Is your organization a registered charity? No

What is your CRA Business Number? 8856600340

Event Name/ Reason for Request/ Date of Event: June 12 - 15, 2025

Purpose of Initiative:

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

With over 400,000 people attending our event, security and safety becomes of utmost importance. We have been very lucky to be mostly incident free for many years and that is due in no small part due to police presence. Not only are the police keeping our patrons safe, they regularly interact with concert goers which shows the human side of law enforcement.

In terms of recognition, we would publicly thank the Halton Police Board for their contribution in all social media and sponsor related marketing. We also have a 16x9 foot tall video screen beside the main stage where the support can be acknowledged regularly through the entire festival. We would also invite a Halton Police Board member to speak at our opening ceremonies.

Budget

- What specifically would the funding be used for? (Cost breakdown)
- Other funding or fundraising sources?
- Has the organization received any other grants this year? Or had funding requests denied?

Please see below

Amount Requested (Maximum \$10,000)

\$10,000.00

Eligibility Criteria

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

Please see below

In addition, we have a large volunteer and paid security team. Police could advise and guide on
Please submit completed application and supporting documents, including most recent financial statements to info@haltonpoliceboard.ca

Eligibility Criteria

The police are very visible at our event which provides an excellent opportunity for community outreach. In addition, there is a dedicated space for all EMS services. We would be happy to arrange a location for any public awareness initiatives.

In addition, we have a large volunteer and paid security team. Police could advise and guide on best practices and de-escalation. They also assist crowd safety with anti-ramming/mitigation devices, public safety in the downtown post show as well as supporting our accessibility to the event for all.

Budget

The funding would be helped to offset the policing costs our event requires. Having a four day free event requires a significant amount police presence.

Our event is mostly funded for by sponsors, vendors and grants. They City of Burlington, The Burlington Performing Arts Centre, and TD Bank are among our biggest sponsors. For the 2025 event, we received grants from The City of Burlington, Experience Ontario, and the Burlington Tourism Investment Fund

Halton Police Board Community Fund Application



Members of the community interested in accessing the funding are invited to submit an application form to the Halton Police Board for review.

Fund requests (**MAXIMUM of \$10,000**) 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 Community Safety Priorities

Please review the Community Fund policy and all requirements [here](#), to ensure your request is in compliance.

The application schedule for 2025 is as follows:

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Schedule subject to change, applications may be submitted at any time, but will only be reviewed during the above times

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

Please sign here:

Date:

Funding Application



Name of Organization:

Address:

Email and Phone Number:

Contact Name and Title:

Social Media Accounts:

Description of Applicant Organization:

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

Is your organization a registered charity?

What is your CRA Business Number?

Event Name/ Reason for Request/ Date of Event:

Purpose of Initiative:

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

Budget

- What specifically would the funding be used for? (Cost breakdown)
- Other funding or fundraising sources?
- Has the organization received any other grants this year? Or had funding requests denied?

Amount Requested (Maximum \$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.

Please submit completed application and supporting documents, including most recent financial statements to info@haltonpoliceboard.ca

Police Services Board Community Fund Application

Project: The CROSSING: Community Heritage Day

Name of Organization: Knox Presbyterian Church Sixteen (*The Crossing Community Heritage Day*)

Address: 1150 Dundas Street West, Oakville, Ontario, L6H 7C9

Email and Phone Number: pastor@knox16.com | 905-466-0027

Contact Name and Title: Patrick Gushue, Minister

Social Media Accounts: www.knox16presbyterian.ca

Description of Applicant Organization:

Knox Presbyterian Church Sixteen (Knox 16), established in 1846, has been a cornerstone of faith and community in Oakville. Rooted in a mission of empathy and compassion, the congregation is dedicated to deepening spiritual relationships, nurturing connections, and welcoming newcomers. Through initiatives like the Prayer Shawl Ministry and community outreach programs, Knox 16 actively engages with and supports the local community. The church's commitment to preserving Oakville's heritage is exemplified by its involvement in "The Crossing: Community Heritage Day," an event that bridges cultural divides and fosters understanding among diverse groups.

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

Yes

Is your organization a registered charity?

Yes

What is your CRA Business Number?

10757 5234 RR001

Event Name / Reason for Request / Date of Event:

The Crossing: Community Heritage Day / Annual community heritage and intercultural event / (September 20, 2025, September xx 2026)

Purpose of Initiative:

The Crossing: Community Heritage Day is designed to celebrate and share the rich history and cultural heritage of Oakville, Ontario, with a special focus on Indigenous peoples, early European settlers, and the diverse communities that now call Oakville home. Through interactive historical displays, educational activities, cultural exhibitions, and hands-on experiences for children and adults alike, the event seeks to foster understanding, dialogue, and appreciation across cultures. By engaging participants in learning about local history and heritage, the initiative strengthens community ties, encourages inclusivity, and provides an accessible platform for residents of all ages and backgrounds to explore the shared stories that shape their community.

Benefits to reduce policing intervention / strengthen police-community relationships:

Community interventions are needed if the root causes of social disorder are to be addressed effectively, and real systemic change is to occur. The programming of *The Crossings* aligns with this through the offering of education, dialogue and intercultural exchange.

The Objectives of The Crossing: Community Heritage Day mesh well with “... *the enhanced and strengthened emphasis on community policing concepts and expectations*”

Police Services Board Community Fund Application

Project: The CROSSING: Community Heritage Day

that are central to the Community Safety and Policing Act (Bill 68)” and align with the Halton Regional Police Service’s goals of reducing hate crimes and promoting community safety. The objectives of this initiative are to:

Foster Intercultural Dialogue: By bringing together people from diverse communities, including Indigenous groups, religious groups, Black and People of Color communities, and newcomers, we aim to create a safe and welcoming space where individuals can learn about each other's histories and cultures.

Promote Reconciliation: Through educational activities focused on Truth and Reconciliation, we will provide a platform for exploring the impact of historical relationships between Indigenous and settler communities. The event will feature educational content related to the Calls to Action of the Truth and Reconciliation Commission of Canada.

Address Hate Crimes and Prejudice: By promoting cultural understanding and dialogue, we aim to reduce the prevalence of hate-related crimes in Halton. The Crossing provides a proactive intervention to break down prejudices that exist toward marginalized communities.

Engage Newcomers and Diverse Groups: Special efforts will be made to engage newcomers to Canada in planning and participating in the event. This will help newcomers feel integrated into the community and offer them opportunities to share their cultural heritage.

Strengthen Community Policing Efforts: Through the participation of the Halton Regional Police Service, volunteers will be recruited from different cultural and ethnic groups. This collaborative approach enhances the development of trust between police and community members, reinforcing the principles of community safety and well-being.

Partner Organizations:

The Crossing is a collaborative effort involving the following organizations:

- **Mississaugas of the Credit First Nation:** Shares Indigenous history and cultural perspectives, including teachings on treaty rights and wampum belts.
- **Halton Regional Police Service:** Supports logistics and volunteer recruitment, while offering guidance on promoting safety and addressing hate crimes.
- **Town of Oakville:** Sponsors and supports the event with programming, logistics, and community support.
- **Halton Region Heritage Services:** Provides programming and resources related to Oakville’s history and heritage including logistics and graphic design.
- **Knox Presbyterian Church Sixteen:** Provides historical context, volunteer recruitment, and programming related to the church’s role in the community.
- **Other Community Partners:** Including Canadian Caribbean Association of Halton, Conservation Halton, Oakville Historical Society, and Bronte Historical Society, each contribute programming and educational content.

Police Services Board Community Fund Application

Project: The CROSSING: Community Heritage Day

Publicity of Halton Police Board Participation:

The Halton Regional Police Service (HRPS) has been an active supporter of The Crossing since its inception, providing valuable assistance with event logistics and helping to ensure that each iteration has run smoothly. At the previous Crossing events, HRPS has maintained a community-facing booth, offering an opportunity for direct engagement with attendees and strengthening relationships between officers and community members.

The participation of the Halton Police Board would be prominently recognized across all advertising channels. In addition, the Board's support would be acknowledged through event announcements, program materials, and public statements during the day, highlighting HRPS's ongoing commitment to fostering community safety, intercultural dialogue, and positive police-community relationships.

Budget 2026 (Total \$20,000):

- Event Logistics: \$3,000 - Tents, tables, PA system, EMS support
- Program Delivery: \$6,000 - Honoraria, performers, volunteer support, activity creation
- Marketing & Advertising: \$12,000 - graphic art, flyers, event material, road signs, mail

Other Grants / Funding Requests:

Support for the Crossing, since its inception in 2023 has been provided through grants/donations/gifts-in-kind from the partner organization: Halton Regional Heritage Services, Mississaugas of the Credit First Nation, Knox Presbyterian Church Sixteen, Halton Regional Police Service and the Town of Oakville.

Amount Requested (Maximum \$10,000): Amount Requested \$10,000

Eligibility Criteria:

The Crossing: Community Heritage Day strongly aligns with the objectives of the Halton Regional Police Service Community Fund Policy A04. The initiative supports the principles of community policing and public safety as outlined in the Community Safety and Policing Act (Bill 68) by fostering proactive engagement and collaboration between residents and law enforcement. Through its programming, the event promotes understanding, reconciliation, and inclusion by bringing together Indigenous communities, early settlers' descendants, newcomers, and other diverse groups to explore shared histories and cultural perspectives. By providing a platform for positive interactions, educational activities, and open dialogue, The Crossing strengthens relationships between the Halton Regional Police Service and the community, reinforcing trust, enhancing communication, and contributing to a safer, more cohesive Oakville.

Financial Statement:

Police Services Board Community Fund Application

Project: The CROSSING: Community Heritage Day

The Crossing does not have a financial statement. Funding raised for The Crossing is held in a restricted account by Knox 16. Since its inception funds raised for the event have been spent in the year that they have been raised. The current account balance sits at \$5,000 which has been allocated for the 2025 event to be held on September 10, 2025.

Halton Police Board Community Fund Application



**HALTON
POLICE
BOARD**
EXCELLENCE IN GOVERNANCE

Members of the community interested in accessing the funding are invited to submit an application form to the Halton Police Board for review.

Fund requests (**MAXIMUM of \$10,000**) 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 Community Safety Priorities

Please review the Community Fund policy and all requirements [here](#), to ensure your request is in compliance.

The application schedule for 2025 is as follows:

Applications Received	Committee Reviews Applications	Recommendations to the Board	Funds Distributed
By August 31, 2025	Mid-September	September 30 th Board Meeting	Mid-October
By October 31, 2025	Mid-November	November 27 th Board Meeting	Mid-December

schedule subject to change, applications may be submitted at any time, but will only be reviewed during the above times

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

Please sign here:

Muchelle M. Law

Date:

August 21, 2025

Funding Application



Name of Organization: Our Kids Network, c/o the Halton Children's Aid Society

Address: 1445 Norjohn Court, Unit 1, Burlington ON L7L 0E6

Email and Phone Number: elisabeth@ourkidsnetwork.ca 905-805-3541

Contact Name and Title: Michelle McGaw, Executive Director, Halton Children's Aid Society

Elisabeth Wells, Executive Director, Our Kids Network (Event Lead)

Social Media Accounts: [X \(formerly Twitter\)](#) , [LinkedIn](#)

Description of Applicant Organization: Our Kids Network (OKN) is a Halton-wide, multi-sectoral partnership of organizations and professionals united by a shared vision: All Children and Youth Thrive. Since 1996, OKN has played a vital role in strengthening the community by fostering collaboration, mobilizing knowledge, and building capacity across organizations that support children, youth, and families.

OKN's core program is proven capacity-building that empowers professionals to deliver higher quality, more impactful services to children, youth, and families in Halton. Rather than providing direct services, OKN strengthens the work of local agencies by integrating research, resources, and relationships across sectors. Through a collective impact approach, OKN aligns community efforts around seven key population results—children and youth are healthy, children and youth are safe, children and youth are learning, children and youth are positively connected; families are strong and stable; schools are connected to the community; and neighbourhoods are vibrant places to live, work, and play.

The Halton Children's Aid Society, a non-profit organization and one of our seven protocol partners, serves as our secretariat. As secretariat, the Halton Children's Aid Society provides the administrative and legal oversight required to manage grant funds.

OKN adds significant value to our community by connecting organizations, translating knowledge into action, and driving systemic change that improves outcomes for children and youth—making it an essential partner in building a thriving Halton.

Does your organization have a not-for-profit status? Yes – Registration Number: 132003559 RR 0001

Is your organization a registered charity? Yes – Charitable Status Number: 0159939-01

What is your CRA Business Number? 132003550RR0001

Event Name/ Reason for Request/ Date of Event:

Advancing Belonging Through Community Dialogue. Thursday November 6, 2025

Purpose of Initiative:

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

The Annual Knowledge Exchange event hosted by Our Kids Network (OKN) is a strategic investment in community safety, resilience, and collaboration. Centered on the theme of belonging, the event mobilizes Halton's multi-sectoral network of professionals to address one of the most critical protective factors for children and youth: social connection.

By convening child and youth agencies and community leaders, the event fosters stronger relationships between community organizations and law enforcement, contributing to trust-building and proactive safety strategies. The keynote presentation on the "Solutions for Belonging" framework will equip participants with evidence-based tools to reduce social isolation, a known risk factor for youth vulnerability and policing intervention. This interactive event will feature presentations and a panel discussion with information from current research to raise awareness on the topic of belonging, and best practices and initiatives by partner organizations in Halton that support belonging.

This initiative amplifies impact by leveraging OKN's proven capacity-building model, which has consistently influenced professional practice and driven systemic change. It aligns directly with the Halton Police Board's priorities by promoting public education, strengthening community relations, and addressing root causes of social challenges through prevention.

With the support of the Halton Police Board, this event will not only advance knowledge - but it will also catalyze action, empowering professionals to build a safer, more connected Halton for all children, youth, and families.

Benefits which can reduce policing intervention and/or strengthen police-community relationships:

The Annual Knowledge Exchange event, with its focus on "belonging," offers several direct and indirect benefits that align with the Halton Police Board's community safety priorities:

- Strengthens Police-Community Relationships: The event serves as a platform for professionals, community leaders, and potentially residents to come together in a collaborative, non-crisis environment. This facilitates positive dialogue and strengthens the relationships essential for fostering community-wide safety and trust.
- Contributes to Public Education and Awareness: The keynote on the "Solutions for Belonging" framework, along with the other presentations from local community leaders and organizations, educates attendees on the role of social cohesion as a protective factor in youth development and mental health. This knowledge empowers professionals and community members to build environments that proactively reduce social isolation, a key risk factor for many issues requiring policing intervention.

- Reduces Policing Intervention (Indirectly): By building the capacity of participating agencies to foster a sense of belonging in the community, the event supports proactive, community-led solutions to social challenges. A community with a strong sense of belonging is more resilient, which can lead to a reduction in certain types of anti-social behavior and calls for service.
- Leverages a Proven Model: This event uses OKN's established knowledge mobilization model, which has been shown to influence professional practice and generate new ideas for participants.

There is a clear rationale and established history to support the need for this event

Data-Informed Priority: Our Kids Network's research and community data have consistently highlighted the importance of social connections and belonging for the well-being of children and youth in Halton. This event directly addresses a documented community need by bringing together the experts and leaders who can affect change.

Demonstrated Impact of Knowledge Exchange: OKN's 2023 Knowledge Utilization Survey showed that our knowledge products, such as community data reports, have a proven impact on influencing the behavior and practice of professionals in our network. The event provides a live, interactive format for this essential knowledge exchange.

Amplifying Impact: As a capacity-building network, OKN's role is to empower our partners. This event allows us to bring a leading expert and a new framework to a large group of professionals, multiplying the impact of the funding far beyond what a single organization could achieve.

Publicization of the participation of the Halton Police Board

Our Kids Network (OKN) will proudly recognize the Halton Police Board as a sponsor across all event-related materials, including signage, programs, and digital communications. During the event, we will publicly acknowledge the Board's support through verbal recognition and visual branding.

We will also highlight the Board's participation on OKN's website and social media platforms, ensuring broad visibility across our networks. Additionally, any resource materials developed from event presentations or discussions will include formal acknowledgment of the Halton Police Board's contribution.

Budget

- **What specifically would the funding be used for? (Cost breakdown)**

Expenditure	Cost
Venue (facility rental and refreshments) – invoice attached	\$8,400.00
Audio visual (equipment, videographer, technician) – quote attached	\$3,700.00
Honorariums (\$150 x 4 speakers)	\$600.00
Development of Community Resource (highlights from the event and description of Halton Belonging initiatives and best-practices)	\$5,000.00
Total	\$17,700.00

- **Other funding or fundraising sources?**
Event expenses not covered by the funding request will be supported through Our Kids Network's operational budget.
- **Has the organization received any other grants this year? Or had funding requests denied?** No

Amount Requested (Maximum \$10,000)

We are requesting \$10,000 in funding to support the successful delivery of our upcoming event focused on "Belonging" and the creation of a valuable community resource. The event will feature a keynote presentation on the "Solutions for Belonging" framework and showcase four local community agencies sharing innovative approaches to fostering belonging in diverse settings. The follow-up resource will build on the momentum of these presentations and promote continual learning. Its purpose will be to transform shared knowledge into an action-oriented tool that will empower our community of Halton professionals and organizations to reduce social isolation, foster a deeper sense of belonging, and promote well-being for all children, youth and families of Halton.

Eligibility Criteria

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

Our funding request for the Annual Knowledge Exchange event on 'Belonging' directly meets the objectives outlined in the Community Fund Policy A04 by serving as a strategic investment in the following areas:

1. Community Relations and Outreach

The event will bring together a diverse cross-section of professionals, community leaders, and representatives from numerous participating agencies. By facilitating dialogue and collaboration on the theme

of "belonging," the event strengthens relationships between organizations and community members in a non-crisis environment. This fosters a more connected and resilient community, which is foundational to positive police-community relations.

The event serves as a platform for professionals, including representatives from law enforcement, to discuss and collaborate on proactive community safety strategies. By strengthening these professional relationships, we can foster a more integrated approach to youth well-being and crime prevention across Halton.

2. Public Education and Awareness

The event will educate participants on the "Solutions for Belonging" framework, a proactive and evidence-based approach to a key community safety priority. This knowledge empowers a broad network of professionals to implement strategies that reduce social isolation and promote positive well-being, raising public awareness on a system-wide level.

The funding will support the robust delivery of an educational event focused on fostering belonging among children and youth. This includes providing honorariums to four presenters and engaging an expert on the "Solutions for Belonging" framework. This directly contributes to the Public Education objective by equipping our network with the knowledge and tools to foster belonging, which is a key protective factor against youth-related issues that may later require police intervention.

3. Board Community Safety Priorities

By strengthening the capacity of professionals to build a sense of belonging in the community, the event directly contributes to the HRPS Board's safety priorities. A community with strong social cohesion and low rates of social isolation is a safer community overall.

The Knowledge Exchange event is a proactive, preventative initiative that addresses the root causes of some community challenges. By empowering professionals with the skills to build a more connected community, the event supports the HRPS's goal of building a safer Halton, reducing the need for reactive policing measures.

4. Alignment with HRPS as a Community Partner

The Halton Regional Police Service has a long-standing, trusted relationship with our organization. This funding request represents a joint commitment to building a safer Halton for children and families, leveraging OKN's expertise in knowledge mobilization to achieve a shared goal.

Please submit completed application and supporting documents, including most recent financial statements to info@haltonpoliceboard.ca

Halton Children's Aid Society

Head Office
1445 Norjohn Court
Units 1 & 2
Burlington, Ontario
L7L 0E6

Burlington: (905) 333-4441
Long Distance: 1-866-607-KIDS(5437)
Fax: (905) 333-1844
Legal Fax: (905) 333-2860
TTY: (905) 333-9761

Charitable Registration No. 0159939-01

August 21, 2025

To Whom It May Concern,

On behalf of the Halton Children's Aid Society, I am pleased to provide this letter of support for Our Kids Network (OKN) in their application to the Halton Police Board Community Fund for their upcoming Annual Knowledge Exchange event, taking place on November 6th, 2025.

As OKN's secretariat and one of its seven protocol partners, the Halton Children's Aid Society provides administrative and legal oversight for the network, including the management of grant funds. We have worked closely with OKN for many years and can attest to the organization's integrity, accountability, and impact in Halton.

The Annual Knowledge Exchange is a cornerstone of OKN's knowledge mobilization strategy, bringing together professionals from across sectors to share research, best practices, and innovative approaches to supporting children, youth, and families. This year's theme of belonging is especially timely and aligns with community safety priorities by fostering social cohesion, reducing isolation, and strengthening relationships between service providers and organizations.

We fully support OKN's funding request and believe that the event will make a meaningful contribution to building a safer, more connected Halton. We also affirm our commitment to supporting the successful implementation and reporting of this initiative.

Please do not hesitate to contact us should you require any further information.

Sincerely,



Michelle McGaw, BA, CHRL
Executive Director
Halton Children's Aid Society
mmcgaw@haltoncas.ca

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GOLF CLUB

Course Address

6378 Trafalgar Road, Milton, Ontario, L0P 1E0

HST#102763943RT0001

Sales Person/ Client Contact Info

Opportunity Name	Our Kids Network-	Contact Name	Eileen Palermo
Opportunity Owner	Kelly Patterson	Phone	(905) 805-4843
Event Type	Meeting	Email	eileen@ourkidsnetwork.ca

Event Billing Information

Bill To Name	Our Kids Network
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Event Date/ Facility/ Tee Time and Course Booking

Golf Facility	Royal Ontario
Event Date Full Form	Thursday, November 6, 2025

Room Bookings

Meal Type 1	Breakfast	Room 1	Royal Ontario Banquet Room
Meal Type 2	Lunch	Room 2	Royal Ontario Banquet Room
Meal Type 3	Other	Room 3	Royal Ontario Kaneff Room

Deposit Schedule

Expiration Date	2025-08-20	14 day deposit from \$5,442.80
Signing Deposit	\$3,000.00	event date

Please send all cheques to: Kaneff Properties, 8501 Mississauga Road, Brampton, ON, L6Y 5G8

Contract Greenfee/Wedding/Meeting/Social Menu Items and Packages

Product	Item or menu description	Quantity	List Price	Facility Charge	Sales Price	Subtotal
Screen and Projector Rental	Value of \$250/screen	1.00	\$0.00	\$0.00	\$0.00	\$0.00
Cordless microphone	Cordless Microphone -I for Audio Enhancements	3.00	\$250.00	\$0.00	\$250.00	\$750.00
Mixer		1.00	\$150.00	\$0.00	\$150.00	\$150.00
	CONTINENTAL BREAKFAST Variety of breakfast breads, pastries and spreads Fresh sliced fruit presentation Chilled apple, grapefruit and orange juices Freshly brewed coffee and selection of teas					
	MID-MORNING BREAK Replenishment of coffee, tea and supplies					

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DELUXE MEETING PKG 60-99PPL @ \$95PP	LUNCH BUFFET Selection of buns and loaves with dairy butter Soup of the day Chef's choice 3 seasonal salads Vegetarian spring rolls Chicken, Beef, and Vegetarian Stir fry with Fried Chinese Rice Assorted dessert squares Freshly brewed coffee and variety of teas	75.00	\$71.25	\$12.83	\$84.08	\$6,306.00
	AFTERNOON BREAK Freshly baked cookies Assorted chilled juices Freshly brewed coffee and variety of teas					
Non-Alcoholic: Soft drinks and juice Fridge	Non Alc Drinks in Room - Fridge (billed on consumption)	75.00	\$3.00	\$0.54	\$3.54	\$265.50

Grand Total/ Tax/ with Facility Charge

Subtotal	\$7,471.50
HST	\$971.30
Grand Price	\$8,442.80

Contract Detail Notes

Contract Detail Notes	Timing: 7am - Convenor Arrival and Set up Guest Arrival Breakfast Service AM Break Lunch Service
	Set up Details: 1 x Hardwired Microphone TBD x Wireless / Lapel Microhpnes (From Manny) TBD x Mixer (From Manny) Lounge Furniture provided by client (in bistro side of room?) Staging (TBD x Risers (3-6 available 12 - 24 feet long) Menu: Deluxe Meeting Package **no PM break (move cookies to morning break OR add croissants to breakfast

Terms and Conditions Golf

Convenor covenants and agrees that:

1. It shall pay the full Flat Rate as indicated above together with all applicable fees/charges for any other requested services.
2. Golf charges are a guaranteed minimum rate and are based on the number of golfers indicated above. Requests to increase the number of golfers must be approved by Royal Ontario Golf Club in writing and additional charges will apply.
3. In the event that the number of anticipated golfers is fewer than the number used to determine the golf related charges, Convenor shall provide written notice to Royal Ontario Golf Club at least thirty (30) days prior to the Event Date to release space to the general

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GOLF CLUB

public. Royal Ontario Golf Club will endeavour to sell released space to the public, all green fee and cart fee revenue so generated, if any, will be deducted from the agreed to golf related charges.

4. The tournament player list template (attached) must be completed by the Convenor and sent electronically to Royal Ontario Golf Club at least four (4) days prior to the Event Date.
5. Royal Ontario Golf Club reserves the right to govern pace of play for the enjoyment of all golfers.
6. Convenor will ensure that all golfers abide by Royal Ontario Golf Club policies as they relate to tournaments including, but not limited to, dress code, player conduct and storage of supplies.
7. Tournament shall proceed on stated date regardless of weather conditions unless course is deemed unplayable by Director of Golf and/or the Golf Course superintendent. Golf Course not responsible for delays due to weather conditions.
8. Convenor shall be responsible for any and all damage caused by its tournament participants and associated parties.
9. On-course signage must conform to Royal Ontario Golf Club specifications and be delivered to Royal Ontario Golf Club no earlier than one day prior to the Event Date.
10. Materials (not including signage per above) may not be stored at the course prior to the event date.
11. Any materials (including signage, prizes, displays, etc.) left at Royal Ontario Golf Club for more than one day after the Event Date will be returned by courier.

Terms and Conditions Food and Beverage

No outside F&B products may be brought in without the prior written consent of a KaneffGolf Director. Corkage charges may apply. All Alcohol and Gaming Commission rules and regulations must be followed (see web site for more detail: www.agco.on.ca). Due to health regulations, leftover food or beverage may not leave the property after the event. In order to secure function space, facility bookings and menu selections must be completed and executed at least forty-five (45) days prior to the Event Date (as set out above). For any group requiring bar service, a fee of \$25/hour will apply if bar charges (before taxes) are less than \$500.

F&B Cancellation Policy: Should the above F&B function be cancelled anytime after the execution of this agreement, the deposit received will be forfeited to Royal Ontario Golf Club. Additional cancellation charges will apply as noted:

1. If cancelled within fourteen days or less of the function date, 100% of the estimated food & beverage will be charged plus loss of the original deposit.
2. Between 1 month - fifteen days prior to the function date, 50% of the estimated food & beverage will be charged plus loss of the original deposit.
3. Between 6 months - 1 month prior to the function date, 25% of the estimated food & beverage will be charged plus loss of the original deposit.

The cancellation fees will be payable to Royal Ontario Golf Club by the Convenor within thirty (30) days of the cancellation according to the schedule.

Guarantee: The Convenor shall be liable for the full cost per person for the total number of guests stated herein with respect to F&B requirements. Save and except the Convenor may notify the Event Coordinator at least fourteen business days prior to the F&B function of a reduction in number of guests not in excess of 10% of the number stated herein and the aggregate cost shall be reduced accordingly. Banquet room will be set for the guaranteed number as per signed contract authorized by the convenor no later than 7 business days prior to event.

Outside Services: Royal Ontario Golf Club will require a list of outside suppliers the Convenor has hired to provide any services to the said function, i.e. entertainers, florist, etc. The contact name, phone number, WSIB clearance certificate, and liability insurance confirmation are also required.

Decorations: Due to fire regulations and Royal Ontario Golf Club policy, absolutely no open flames (fireworks, candle type centerpieces, etc.) are allowed on the premises. If in doubt, please contact the Catering Department for clarification before purchasing your centerpiece. Glass or cover must encase all open flames, If permitted in advance and writing by Royal Ontario Golf Club

General Terms and Conditions

Liability: Royal Ontario Golf Club reserves the right to inspect and monitor your event and discontinue services to guests in the case of any violations of club policy or provincial law.

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SOCAN and RE:SOUND: Any functions utilizing a Disc Jockey or live entertainment will be charged the music copyright fee at the current tariff rate as governed by SOCAN (The Society of Composers, Authors and Music Publishers of Canada) and RE:SOUND. The charges are subject to applicable taxes.

- i. A Non-refundable first deposit is required as per the approved date schedule and must be made payable to "Royal Ontario Golf Club" and returned with a signed copy of the agreement. Convenor acknowledges that the deposit will be applied to the final bill. Royal Ontario Golf Club reserves the right to release space if the deposit and signed agreement is not received by the above date schedule.
- ii. Subsequent deposits are required as per the deposit schedule above. If any of these deposits are not received by the specified due date, the facility retains the right to cancel the event and retains the deposits paid as liquidated damages and not as penalty.
- iii. A final itemized invoice will be e-mailed in due course after the Event Date. Any balance owing on the final invoice is due and payable upon receipt of invoice.
- iv. Any overpayment based on estimated invoice versus actual invoice will be refunded in the form of a cheque.
- v. Late payments will be subject to late payment penalty of 2% per month or 24% per annum.
- vi. Royal Ontario Golf Club reserves the right to withhold goods and services in the event that payment conditions have not been satisfied.
- vii. If bar charges are less than \$500 net, then a \$25/hour bartender fee will apply.
- viii. All payments shall be made by electronic funds transfer, certified cheque, major credit card, bank draft or personal cheque (only if event is more than 30 days from the date on which the personal cheque is provided). Business credit may be extended upon credit application approval.

Neither party shall be liable to perform according to the terms of this contract where such failure is due to flood, fire, earthquake or other "Acts of God", or other conditions that constitute legal impossibility.

Facility / Set-up fee: A facility and / or set-up fee will be charged for all non-golf events. Any reference to administrative fee, administration fee, facility fee or set-up fee is not intended to represent a tip or gratuity for services rendered and will not be distributed among servers or other staff members unless specifically stated within this contract. If you wish to reward any of our staff with a tip or gratuity, you are free to do so but it is the understanding that any amount, while greatly appreciated, is outside the terms of this contract.

Release & Indemnity: Convenor undertakes and agrees to inform all golf participants that they each assume all risks incidental to the game of golf, including but not limited to, being injured by errant or misdirected golf shots and obtain each participant's agreement to release Royal Ontario Golf Club and its affiliates from any and all claims for damages which may arise as a result of participant's use of the premises and/or equipment belonging to Royal Ontario Golf Club. The provisions hereof shall ensure to the benefit of and be binding upon the successors, heirs, executors, administrators, servants, agents, and assigns of the parties hereto.

Waiver: The failure of any party at any time to require performance of any provision or to resort to any remedy provided under this Agreement shall in no way affect the right of that party to require performance or to resort to a remedy at any time thereafter, nor shall the waiver by any party of a breach be deemed to be a waiver of any subsequent breach.

Hold Harmless Agreement: The Convenor shall indemnify and hold harmless Royal Ontario Golf Club against any and all liability, loss, claims, demands, damages or expenses, including legal expense, due to or arising out of (I) injury to any person on the premises (including injury resulting in death, (II) damage to or loss or theft of any property in any person arising out of any accident or other occurrence on the premises, (III) any act of neglect by the Convenor and those over whom it is in law responsible (i.e. outside suppliers), (IV) any breach or non-performance by the Convenor of any provision of this agreement. Royal Ontario Golf Club brings to your attention that the contracted space is being allotted to you upon the understanding that the Convenor will accept full responsibility for any damage caused to Royal Ontario Golf Club by your guests and/or other property, by the members of your organization or personnel no matter how caused. The Convenor agrees that the function will be conducted in a proper and orderly fashion and so as not to disturb other functions or other guests of Royal Ontario Golf Club.

Breach of Terms & Conditions: In the event Convenor breaches any of the terms and conditions of this agreement, Convenor acknowledges and agrees that the deposit shall be forfeited to Royal Ontario Golf Club. Further, Convenor acknowledges that notwithstanding the forfeiture of the said deposit, Royal Ontario Golf Club reserves the right to pursue its rights and remedies for all losses sustained by it as a result of the breach.

This agreement contains the entire agreement between the parties and may only be modified in writing. Any handwritten changes must be initialed by both Convenor and Royal Ontario Golf Club.

Signing

Elisabeth Wells, Executive Director Our Kids Network

(name of Convenor)

(name of KaneffGolf Director)

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Per: _____

I have authority to bind the corporation

Per: _____

I have authority to bind the corporation

Soundbox



2-11 Ambitious Court
Hamilton, ON, Canada
LOR 1P0

Toll Free: 1-888-273-1038
Phone: 905-387-7544
soundboxpro.com



SOUNDBOX
TOURING CO.

Client

Our Kids Network
Eileen Palermo
Phone: 905-805-4843
Email: eileen@ourkidsnetwork.ca

Venue / Site

Milton Sports Centre
605 Santa Maria Blvd
Milton, ON L9T 6J5
CA

Quote Information

Job Title: Our Kids Network Event	Shipping Departure Date: 06/11/2025 5:30 AM
Room:	Load in Date: 06/11/2025 6:30 AM
Terms: In Advance	Ready by Date: 06/11/2025 8:30 AM
Customer PO #:	Doors Open Date: 06/11/2025 8:30 AM
Account Manager: Mike Albert	Load out Date: 06/11/2025 12:30 PM
Rental Duration: 1 Day Rate	Return Date: 06/11/2025 3:00 PM

Qty	Item Description	Notes
Audio		
1	Yamaha DM3 Digital Console	
1	Yamaha TIO1608 Dante I/O Stage Rack	
1	CAT6A Shielded Ethercon Cable, 100'	
1	Radial PRO AV2 Multi-Media Direct Box	
1	1/8"-stereo to dual 1/4" cable, 10'	
2	QSC K12.2, 12/2 1000 Watt Powered Speaker	
2	K&M Speaker Flat Base Stand (Base)	
2	K&M Speaker Flat Base Stand (Pole)	
2	DPA 4098 Podium Microphone	
1	Sennheiser 4 pack G4 wireless receivers - A band	Incl. 4 RF receivers, distribution, antennas, cables, case.
4	Sennheiser EW G4 wireless handheld microphone - A Band	Panelists
4	Sennheiser Wireless Handheld Mic Clip	
16	Procell AA Battery	
4	Sennheiser 935 Wireless Cartridge	
2	Wireless BNC Cable, 25'	
Total Before Discount:		652.40
Applied (15% Discount) Discount:		-96.30
Audio Total:		556.10

Set Design

Qty	Item Description	Notes		
1	VH1 Brushed Aluminum Podium			
1	Podium Reading Light, 6"			
		Total Before Discount:	200.00	
		Applied (15% Discount) Discount:	-30.00	
		Set Design Total:	170.00	
Video				
1	Black Magic Design ATEM SDI Pro ISO			
1	Blackmagic Micro Converter, HDMI to SDI			
2	Blackmagic Micro Converter, SDI to HDMI			
1	Vivitek DW884ST Short Throw Projector			
1	Theatrixx TXVV-SDIXHDMI, Bi-directional HDMI/SDI Video Converter			
1	HDMI cable, 6'			
1	AV Cart			
1	Vivitek Projector remote			
1	Elune Vision 6.5'x11' Screen			
1	6.5'x11' Screen skirt			
1	Elune Vision 6.5'x11' FRONT Surface			
1	Apple 14 inch (M1) Macbook Pro Laptop			
1	USB-C to HDMI Hub (USB 3.0, Ethernet, USB-C, Micro SD, SD)			
1	USB-C to HDMI			
1	Macbook USB C 67W Power Supply			
1	Apple USB C to Magsafe Cable			
1	Client is responsible to provide content 48 hours before event in order for proper uploading and testing.			
1	D'San Perfect Cue Package (micro)			
1	D'San Perfect Cue Remote System Receiver (micro)			
1	D'San Perfect Cue Remote System Remote (Micro)			
		Total Before Discount:	753.00	
		Applied (15% Discount) Discount:	-112.95	
		Video Total:	640.05	
Delivery				
1	Cargo Van (Zone 1)			
		Delivery Total:	195.00	
Labor				
1	Load In Crew	Additional load in for time constraints		
1	Audio Technician			
1	Video Technician			
		Labor Total:	1,716.00	

Notes:

- Soundbox to provide the following:
- Digital mixer and stagebox
- Wireless handheld mics for panelists
- Podium with podium microphone for presenters
- Short throw projector and screen
- Laptop and remote for presentation materials
- All necessary cables
- Technicians for delivery, set up, operation and strike

Load in: November 6, 2025 - 6:30am
Ready by: November 6, 2025 - 8:30am
Doors: November 6, 2025 - 8:30am
Load out: November 6, 2025 - 12:30pm

Thanks for allowing us to quote on your event. Just to let you know, that time of year is fairly busy and although we do our best to accommodate all requests, rentals are on a first come first serve basis. In order to ensure we can provide for your event, please let us know as soon as possible how you would like to proceed.
We can only confirm availability once we've received a signed agreement and payment arrangements have been made. Thank you for your understanding.

Line Discounts:	-\$239.25
Equipment Subtotal:	\$1,355.75
Labour Subtotal:	\$1,716.00
Retail Subtotal:	\$10.40
Delivery Service:	\$195.00
Subtotal:	\$3,277.15
Sales Tax:	\$426.03
Total:	\$3,703.18

TERMS AND CONDITIONS

The following terms and conditions shall be applicable with respect to all rented equipment and services from Soundbox & eThereLIVE by the client, as detailed on the quote issued by Soundbox & eThereLIVE attached hereto (the "Quote"). eThereLIVE is a division of Soundbox Inc. ("Soundbox").

Equipment and Quote. The equipment to be rented by the client from Soundbox is set out in detail in the Quote (the "Equipment"). The Equipment will either be picked up by the client from Soundbox's facility, OR it will be delivered to the client directly, as specified on the Quote.

Delivery of Equipment to Client. If the Equipment is to be delivered to the client as shown in the Quote, the Equipment shall be delivered to the property referenced in the Quote (the "Venue/Site") by Soundbox or its agents or contractors, and at the end of the rental period will be picked up by Soundbox or its agents or contractors.

1.1 Pickup of Equipment by Client. If the Equipment is to be picked up by the client as shown in the Quote, the client shall pick up and return all Equipment from Soundbox's facilities, at the client's sole cost and expense. Pick up should occur between 12:00pm and 4:00pm.

1.2 Return of Equipment by Client. If the Equipment is to be returned by the client as shown in the Quote. All Equipment shall be returned to Soundbox prior to 12:00 p.m. on the final day of the rental period, failing which the client shall be liable for paying for an additional Rental Day (as the term is defined below).

2.1 Term. These terms and conditions shall come into force as of the date listed beside the client's signature below and shall continue in force until the end of the rental period, being the date on which Soundbox receives the Equipment following the completion of the rental of the Equipment by the client (the "Term").

2.2 Extension of Rental. The Term may be extended on the mutual agreement of Soundbox and the client, so long as any such extension is agreed to and confirmed in writing prior to the expiration of the Term.

3.1 Payment. All payments payable to Soundbox contemplated by this Agreement shall be made by electronic funds transfer (EFT), certified cheque or credit card. Payment by credit card will be subject to a 2.4% service fee.

3.2 Deposit. Fifty percent (50%) of the total fees payable to Soundbox shall be paid upon the execution of these terms and conditions by the parties below, as a deposit (the "Deposit"). The balance of the moneys payable to Soundbox shall be payable on the date that the Equipment is either picked up by the client from Soundbox's facilities or delivered to the Venue/Site by Soundbox or its agents or contractors, as applicable.

3.3 Sales Taxes. Unless otherwise except, the client shall pay HST to Soundbox in addition to any amounts payable by it as shown in the Quote.

3.4 Duration of Rental. The minimum rental period of the Equipment is one (1) day. The client hereby agrees to rent the Equipment for the number of Rental Days specified in the Quote.

3.5 Charges by the Venue/Site. If applicable, if the Venue/Site requires union labour in order for Soundbox to supply the Equipment as contemplated herein, all costs relating to such union labour shall be the sole responsibility of the client, and such amounts shall be invoiced to the client directly. Any charges levied by the Venue/Site for electricity, electrical connections, connection to built-in sound systems, connection to built-in video systems, connection to built-in telecommunications networks, charges relating to furniture, staging labour, and any other charges whatsoever relating to or charged by the Venue/Site shall be the sole responsibility of the client.

4.1 Quality. Soundbox guarantees the performance of all Equipment under normal circumstances; provided that Soundbox assumes no responsibility for any Equipment issues or malfunctions whatsoever that are beyond its reasonable control, such as issues caused or contributed to by power failures, weather conditions, malfunctioning systems supplied by third parties, or the act or omission of the client or any third party. If the client does not engage Soundbox to operate the Equipment during the Term, then the client acknowledges and agrees that Soundbox shall not be responsible or liable for any operating errors respecting the Equipment.

5.1 Client Representations and Warranties. Each party represents, warrants, and covenants that:

- (i) it will at all times treat the other party and its shareholders, contractors, agents, and employees with dignity and respect;
- (ii) it will not willfully damage or harm the other party's property or the Equipment;
- (iii) he or she or it has the full right and legal authority to enter into and fully perform this Agreement in accordance with its terms; and its representative is at least eighteen (18) years old as of the date of the client's signature below.

5.2 Non-Disparagement. During the Term and for an indefinite period thereafter, each party covenants that it will not disparage the other party or any of its directors, officers, shareholders, or employees in a manner that negatively impacts the reputation of Soundbox or its directors, officers, shareholders, or employees. Each party acknowledges

that its failure to abide by this provision shall entitle the other party to seek damages against it, without limiting any other rights the other party may have at law or in equity.

5.3 Indemnity. Each party (in such capacity, the "Indemnifying Party") shall defend, indemnify and save harmless the other party and its council members, directors, officers, employees, representatives and agents (in such capacity, collectively, the "Indemnified Parties") from and against any and all third party claims, actions, causes of action or demands, and any related liabilities, losses, damages, costs or expenses (including reasonable legal fees and expenses) that the Indemnified Parties may suffer or incur as a result of or arising out of (i) any breach by the Indemnifying Party of any of its representations, warranties, obligations, terms or conditions in this Agreement, (ii) the negligent or intentional acts or omissions of the Indemnifying Party in connection with this Agreement, (iii) any infringement or misappropriation of intellectual property rights by the Indemnifying Party, or (iv) any violation of applicable laws by the Indemnifying Party. The indemnity obligations shall survive the termination or expiration of this Agreement.

6.1 Confidential Information. The client agrees to keep the Confidential Information in strict confidence and not to disclose or reveal the Confidential Information to any other person other than in accordance with the provisions of these terms and conditions. For the purposes of these terms and conditions, "Confidential Information" means all data and information of any nature that is of value to Soundbox and which has been or will be communicated, disclosed or provided to the client by Soundbox relating to the Equipment, including but not limited to all information of any nature pertaining to the Equipment, any intellectual property owned by Soundbox, all writings, drawings, inventions, databases, computer programs, trade secrets, strategic, operations and other plans and forecasts, processes, formulas, data, know-how, improvements, information concerning design, construction, configurations, internal mechanisms, internal working, internal functions, and/or cost or expense of installation, marketing, marketing surveys or analysis, pricing or licensing, customer lists, as well as other financial data pertaining to any or all past, present and/or future versions of improvements, modifications, enhancements, developments, processes or devices, or component parts thereof, and shall include this Agreement, whether the foregoing is in written, oral, electronic, tangible or intangible form. "Confidential Information" shall not include: (a) any information which was rightfully in the possession of the client prior to the date of disclosure of such information to the client by Soundbox; (b) any information which was in the public domain prior to the date of disclosure of such information to the client by Soundbox; (c) any information which becomes part of the public domain by publication or otherwise through no fault of the client; and (d) any information which is received by the client from a third party who is under no obligation to Soundbox to maintain such information in confidence.

6.2 Ownership of Equipment. It is acknowledged and agreed by the client that the client has no ownership interest in the Equipment. The client agrees to use best efforts and to take all reasonable steps to protect the Equipment and prevent disclosure of the Confidential Information to any unauthorized persons.

6.3 Risk of Loss. Notwithstanding Section 6.2 or anything else herein to the contrary, all Equipment shall, once delivered to OR picked up by the client, be at the client's sole risk, notwithstanding whether any of Soundbox's employees, agents or contractors remain in the vicinity of the Equipment during its rental by the client. Soundbox shall not be responsible for any theft, loss of or damage to any such Equipment during the rental of the Equipment by the client. The client shall be solely responsible for the Equipment throughout the duration of the Term, and shall be liable for the full replacement or repair cost thereof in the event of any loss of or damage to the Equipment during the term. The client covenants to use best efforts to always safeguard the Equipment during the Term. It is further acknowledged and agreed that in the event of any damage to the Equipment during the Term requiring repair, Soundbox may in its sole discretion bill the client for a reasonable amount relating to its loss of revenue resulting from Soundbox's inability to rent such Equipment for the period that such Equipment is under repair.

7.1 Termination by Soundbox. Soundbox may terminate these terms and conditions and the rental of Equipment by the client at any time and in Soundbox's sole discretion upon giving notice to the client due to any of the following:

- (i) the client is verbally or physically abusive to Soundbox or any of its employees, contractors, agents, directors, officers, shareholders, or personnel;
 - (ii) any theft by the client of Soundbox's property;
 - (iii) any non-payment of the fees due to Soundbox under the Quote or these terms and conditions; or
- any breach of any of these terms and conditions by the client.

If Soundbox terminates these terms and conditions and the rental of Equipment by the client under this Section, the Equipment may be immediately seized by Soundbox at the client's sole expense, and the client shall pay any and all accrued but unpaid fees owing to Soundbox under the Quote and these terms and conditions within five (5) business days of the termination date, with the Deposit being forfeited to Soundbox.

7.2 Termination by Client. The client may terminate these terms and conditions and the services and rental of Equipment by the client at any time upon giving notice to Soundbox, in the client's sole discretion. Upon the Termination of these terms and conditions and the services and rental of the Equipment by the client under this Section, the Equipment shall immediately be returned to Soundbox or may be seized by Soundbox at its sole discretion, all at the client's sole expense. The client acknowledges and agrees that all moneys payable to Soundbox contemplated by the Quote and these terms and conditions (being the full contract price contemplated hereunder) shall be immediately due and payable to Soundbox if these terms and conditions, services, and/or the rental of Equipment by the client is terminated by the client pursuant to this Section, the client acknowledges that it shall receive no refunds whatsoever. Notwithstanding the foregoing, if these terms and conditions and the services, and rental of the Equipment is terminated by the client at least seventy-two (72) hours in advance of the pickup of the Equipment by the client, or the delivery of the Equipment to the client, then the client's sole obligation shall be the forfeiture of the Deposit to Soundbox, or pay a 50% cancellation fee if no deposit has been paid.

7.3 Limitation of Liability. Notwithstanding anything else herein to the contrary, the client acknowledges and agrees that in all cases Soundbox's liability for any damages, costs, losses, or injury relating to the rental of Equipment is strictly limited to the amount of consideration paid by the client to Soundbox for the rental of the Equipment.

8.1 Independent Contractor Relationship. The parties acknowledge and agree that it is their intention that the relationship between the parties is that of an independent contractor relationship.

8.2 Binding Effect. These terms and conditions shall endure to and be binding upon the parties, their heirs, personal representatives, successors and assigns. Neither party may assign these terms and conditions without the prior written consent of the other party, which consent may be unreasonably withheld.

8.3 Entire Agreement. These terms and conditions, along with the Quote, constitute the entire understanding between the parties with respect to the subject matter hereof and supersede all prior or contemporaneous agreements in regard thereto, whether written or oral.

8.4 Waiver. The failure of a party to insist upon strict adherence to any provision of these terms and conditions on any occasion shall not be considered a waiver thereof or deprive that party of the right thereafter to insist upon strict adherence to that provision or any other provision of these terms and conditions.

8.5 Jurisdiction. These terms and conditions shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada in force therein, without regard to conflict of laws principles that would require the application

of the laws of another jurisdiction. The parties irrevocably submit to the exclusive jurisdiction of the courts sitting in Hamilton, Ontario.

8.6 Amendments. These terms and conditions shall not be amended, changed, modified or discharged other than by in writing, signed by both parties.

8.7 Severability. If any provision of these terms and conditions is held by a court of competent jurisdiction to be overly broad, that provision is to be construed to afford Soundbox the maximum protection permitted by law. If any provision of these terms and conditions is held by a court of competent jurisdiction to be invalid or unenforceable, that provision is to be deleted, and the other provisions remain in effect and are valid and enforceable to the fullest extent permitted by law.

8.8 Force Majeure. Any failure or delay by a party in the performance of its obligations under these terms and conditions (other than any payments contemplated herein or in the Quote) is not a default or breach of these terms and conditions or a ground for termination under these terms and conditions to the extent any such failure or delay is due to elements of nature or acts of God, acts of war, terrorism, riots, revolutions, pandemics, or strikes or other factors beyond the reasonable control of a party (each, a "Force Majeure Event"). The party failing or delaying due to a Force Majeure Event agrees to give notice to the other party which describes the Force Majeure Event and includes a good faith estimate as to the impact of the Force Majeure Event upon its responsibilities under these terms and conditions, including, but not limited to, any scheduling changes. However, should any failure to perform or delay in performance due to a Force Majeure Event last longer than thirty (30) days, or should three (3) Force Majeure Events apply to the performance of a party during the Term, the party not subject to the Force Majeure Event may terminate these terms and conditions and rental of Equipment by notice to the other party.

8.9 Independent Legal Advice. The client acknowledges that, in executing below, it has had the opportunity to obtain independent legal advice and further acknowledges that it has read, understands and agrees to be bound by all the terms and conditions contained herein.

9.1 Additional Clauses (if applicable). The client understands that all live internet transmissions are subject to many variables outside of the control of Soundbox, and that Soundbox will do everything within reason to ensure proper transmission, and that Soundbox cannot be held liable, financially or other, for transmission interruption or failure.

9.2 Additional Clauses (if applicable). Soundbox may use non-identifying video clips of up to and including 30 seconds to show other potential clients the services offered. All content broadcasted is the sole ownership of the client.

IN WITNESS WHEREOF, AND FOR GOOD AND VALUABLE CONSIDERATION, the client agrees to and accepts the Quote and these terms and conditions.

DATED this _____ day of _____, 202_____

Client Signature: _____

If choosing to pay by credit card, please fill out the following portion. Payment by credit card will be subject to a 2.4% service fee.

Credit Card Billing Authorization Form

Name on Card: _____

Credit Card Number: _____

CVC: _____ Expiration Date: _____ / _____

Street Address on Card: _____

City: _____ Province/State: _____ Postal/ZIP Code: _____

Authorized Signature: _____

Date: _____

Halton Police Board Community Fund Application



Members of the community interested in accessing the funding are invited to submit an application form to the Halton Police Board for review.

Fund requests (**MAXIMUM of \$10,000**) 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 Community Safety Priorities

Please review the Community Fund policy and all requirements [here](#), to ensure your request is in compliance.

The application schedule for 2025 is as follows:

Applications Received	Committee Reviews Applications	Recommendations to the Board	Funds Distributed
By August 31, 2025	Mid-September	September 30 th Board Meeting	Mid-October
By October 31, 2025	Mid-November	November 27 th Board Meeting	Mid-December

Schedule subject to change, applications may be submitted at any time, but will only be reviewed during the above times

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

Please sign here: Nancy
Freedman

Digitally signed by
Nancy Freedman
Date: 2025.08.11
18:09:13 -04'00'

Date:

Funding Application



Name of Organization: Shaarei Beth El Congregation of Halton

Address: 186 Morrison Rd Oakville On L6J 4J4

Email and Phone Number: nanceranne@hotmail.com 416-720-7427

Contact Name and Title: Nancy Freedman Board Member

Social Media Accounts: <https://sbe.ca>

Description of Applicant Organization: The only synagogue in Halton region.

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

Is your organization a registered charity? Yes

What is your CRA Business Number? 107972234 RR0001

Event Name/ Reason for Request/ Date of Event: Mental Health First Aid - train the trainer plus 


Purpose of Initiative:

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

This program will offer Mental Health First Aid (MHFA) certification training to synagogue staff, clergy, board members, and key volunteers. As trusted figures, these individuals are often approached by congregants in times of need. MHFA training will help leaders:

- Recognize early signs of mental health struggles
- Offer appropriate, compassionate support
- Understand their role in referring individuals to professional care when needed

This component strengthens community capacity, builds awareness, and creates a foundation of informed, responsible support within our congregation.

In providing this support within our community our goal is to reduce the burdens these issues place on our policing community who often respond to mental health emergencies. We would also have someone from the police come speak to this cohort 

Budget

- **What specifically would the funding be used for? (Cost breakdown)**
- **Other funding or fundraising sources?**
- **Has the organization received any other grants this year? Or had funding requests denied?**

The budget will be used to train our Educational Director to deliver the program at our synagogue in Oakville. It will also be used to pay for the fee while we do not have other fundraising sources we will provide the administrative support for.

Amount Requested (Maximum \$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.

Our funding request strongly aligns with the objectives of the Halton Regional Police Service, As a community that has faced hate and trauma we have recognized a growing need for indirect mental health support. We aim to create a program that integrates community building and mental wellness. This program will bolster our connection and relationship with the police through collaboration on parts of the program. This connection will strengthen community policing. As one

Please submit completed application and supporting documents, including most recent financial statements to info@haltonpoliceboard.ca

Halton Police Board Community Fund Application



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Fund requests (**MAXIMUM of \$10,000**) 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 Community Safety Priorities

Please review the Community Fund policy and all requirements [here](#), to ensure your request is in compliance.

The application schedule for 2025 is as follows:

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schedule subject to change, applications may be submitted at any time, but will only be reviewed during the above times

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

Please sign here: Daven
Seebarran

Digitally signed by Daven
Seebarran
Date: 2025.08.27
16:07:37 -04'00'

Date: 8/27/25



Funding Application

Name of Organization: Halton Equity Diversity Roundtable

Address: 3262 Mead Cres. Burlington, ON, L7M 3N2

Email and Phone Number: daven@hedroundtable.com 416-908-3964

Contact Name and Title: Daven Seebarran, Manager

Social Media Accounts: @hedroundtable

Description of Applicant Organization: HEDR (Halton Equity Diversity Roundtable) is a collaborator

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

Is your organization a registered charity? No

What is your CRA Business Number? 77730-7422

Event Name/ Reason for Request/ Date of Event: Community Gatherings on Policing and Community

Purpose of Initiative:

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

We are seeking \$10,000 to host two community gatherings that provide opportunities for respectful dialogue on the relationship between policing and marginalized communities. The events will take place in 2026 during Black History Month (February) and on the International Day Against Homophobia, Transphobia, and Biphobia (May).

Each gathering will serve as a space for members of the Black and 2SLGBTQ+ communities to come together, share stories, and discuss lived experiences with policing. Through facilitated conversations, we aim to identify challenges, highlight opportunities for positive change, and generate practical recommendations to build stronger community-police relations.

Event Format

- Lunch & Learn (12:00 PM – 2:00 PM): In the tradition of breaking bread and



Budget

- What specifically would the funding be used for? (Cost breakdown)
- Other funding or fundraising sources?
- Has the organization received any other grants this year? Or had funding requests denied?
 - Event hosting (venue, catering, logistics for 2 events): \$5,000
 - Panelist/facilitator honoraria: \$1,500
 - Development of Braver Spaces Workshop: \$1,500



Amount Requested (Maximum \$10,000)

\$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.

This project aligns closely with the objective of Community Relations and Outreach by fostering meaningful dialogue between the Halton Regional Police Service (HRPS) and two communities that have historically experienced challenges in their relationship with policing: the Black community and the 2SLGBTQ+ community.



Please submit completed application and supporting documents, including most recent financial statements to info@haltonpoliceboard.ca

Halton Police Board Community Fund Application



Members of the community interested in accessing the funding are invited to submit an application form to the Halton Police Board for review.

Fund requests (**MAXIMUM of \$10,000**) 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 Community Safety Priorities

Please review the Community Fund policy and all requirements [here](#), to ensure your request is in compliance.

The application schedule for 2025 is as follows:

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schedule subject to change, applications may be submitted at any time, but will only be reviewed during the above times

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

Please sign here: Parm Singh

Digitally signed by Parm Singh
Date: 2025.08.26 21:05:10 -04'00'

Date: 8/26/25

Funding Application



Name of Organization: Gurdwara Singh Sabha Milton

Address: 7035 Sixth Line, Milton, ON,

Email and Phone Number: singhsabhamilton@gmail.com, 647-283-3216/905-546-7035

Contact Name and Title: Parmjit Singh | General Secretary

Social Media Accounts: Facebook page - Gurdwara Singh Sabha Milton

Description of Applicant Organization: Non-profit / Religious Organization

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

Is your organization a registered charity? in progress

What is your CRA Business Number? 79904 4557

Event Name/ Reason for Request/ Date of Event: Gurpurab (Birthday) Guru Nanak Dev Ji

Purpose of Initiative:

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

To celebrate the birth anniversary of Guru Nanak Dev Ji on November 5th, 2025. A community celebration of Spiritual Heritage and Unity - featuring kirtan, educational workshops, community langar (free vegetarian meals for all attendees), and guest speakers explaining the event's significance.

Our partnership with charity where we collect food. Food4Kids Halton Region

Emphasize themes of cultural understanding, community cohesion, and public education - all in keeping with the Halton Police Board's values.

Aim to engage with 200 - 300 attendees, local dignitaries, and youth focused educational

Gurdwara Singh Sabha Milton offers weekly youth drop-in educational programs every

Budget

- What specifically would the funding be used for? (Cost breakdown)
- Other funding or fundraising sources?
- Has the organization received any other grants this year? Or had funding requests denied?

Event Setup (decorations, sound, tents) \$2000.

Educational Workshop (speaker honorarium, materials, printing) \$1000.

Outreach (flyers, banners, online ads) \$500.



Amount Requested (Maximum \$10,000)

\$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.

Our request supports HRPS objectives by:

Building trust & engagement through positive interaction between police and the Sikh community.

Promoting diversity & inclusion with an open celebration welcoming all backgrounds.

Providing public education via workshops and youth activities on Sikh values and community



Please submit completed application and supporting documents, including most recent financial statements to info@haltonpoliceboard.ca



Policy A04

Community Fund

Purpose

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

1. **Eligible Disbursements**. Disbursements of the Community Fund shall be restricted to:
 - 1.1. Community Relations and Outreach;
 - 1.2. Public Education and Awareness;
 - 1.3. Rewards; and
 - 1.4. Board Priorities; and any initiative the Board deems to be aligned with the Strategic Plan or crime prevention.

Requirements

2. **Eligibility Restrictions**. Notwithstanding the eligibility criteria above, the following are not eligible to receive Community Fund disbursements:
 - 2.1. Organizations or agencies who do not hold Not-for-Profit status at the time of their application;
 - 2.2. any funding requests that would personally benefit a Member of the Board or Service (past or present);
 - 2.3. any item included in the current operating or capital budget of the Halton Regional Police Service;

Approved XX Month Year



- 2.4. a deficit in the current or previous operating or capital budget of the Police Service;
- 2.5. expenditure plans that extend beyond the current fiscal year;
- 2.6. any political or partisan events or activities;
- 2.7. any individual or team sponsorship that is raising funds for a larger organization;

Additional Criteria:

- 2.8. Disbursements are not intended to create any financial dependency, and any annual recurrences must take this into account. The approval of funding for a particular purpose will not be considered as a precedent which binds the Board.
- 2.10. Disbursements will only be provided to end users, directly responsible for the activity or project being funded.
- 2.11. The Board retains all authority to approve funding requests.
- 2.12. The Board may at their discretion consider requests from the Halton Regional Police Service. Requests will be sent to the Manager of Board Operations and Board Chair and will be considered at the next available Board meeting. Requests must demonstrate benefit to the Halton community and be in alignment with the HRPS Strategic Objectives.

3. Application and Screening Process:

Requesting organizations are required to provide:

- 3.1. Community Fund Application filled out, with most recent financial statements attached.

Once the Application is received:

- 3.2. Upon receipt of the application Board staff will forward the application to the Community Fund Committee for review and recommendation;
- 3.3. The Committee may request the Chief of Police complete a background check on the agent/agency's validity prior to the Boards consideration of the application.
- 3.4. The Committee will review the organizations mandate and previous activities to ensure they comply with the Boards strategic priorities;
- 3.5. Once the Community Fund Committee has reviewed the application a recommendation will be provided to the Board for a final decision. All decisions are final and may not be appealed.



4. **Fund Administration.**

The Chief will ensure that:

- 4.1. the Community Fund is held in a separate bank account;
- 4.2. Community Fund transactions are properly managed; and
- 4.3. Community Fund records are maintained.

5. **Monitoring and Reporting Requirements**

- 5.1. The Chief shall semi-annually report to the Board all Community Fund deposits and disbursements, identifying recipient organizations for each disbursement.
- 5.2. The organization receiving the funds is required to report back to the Board within **30 days** following the event in which funding was provided for.

The report must include:

- i. Review of event attendance;
 - ii. Review of community impact;
 - iii. Pictures of the event if possible;
 - iv. Any testimonies from attendees on how the event or funds positively impacted them (minimum of 3); and
 - v. Accounting of funds spent.
- 5.3. If an organization fails to report back to the Board, they will be ineligible for any grants from the Community Fund in the future.

Legislative Reference:

PSA, s.132, 133

CSPA s258



Public Agenda Report

To: Halton Police Board

From: Fred Kaustinen
Chief Governance Officer

Subject: PoP-06 - External Policing Assistance Policy

Report #: CGO-09-R-01
2025

Date: 25 September

RECOMMENDATION:

THAT proposed policy PoP-06 - External Policing Assistance be approved.

Attachments:

Proposed PoP-06 - External Policing Assistance Policy

INTRODUCTION AND BACKGROUND:

Halton Police Board is responsible to provide adequate and effective policing to the community of Halton Region [Community Safety & Policing Act s10]. External Policing Assistance may be utilized to supplement the HRPS, either on an ongoing or temporary basis, in order to provide that adequate and effective policing.

The proposed External Policing Assistance policy addresses these requirements.

DISCUSSION / ANALYSIS:

Where some HRPS policing functions require assistance from other policing entities on a regular basis, or are loaned out to the other police services on a regular basis, the Board must enter into a standing agreement regarding those services, which must be filed with the Inspector General.

Where some HRPS policing functions require infrequent temporary assistance from other policing entities, or are similarly loaned out to the other police services, the Chief must expeditiously report such assistance to the Board and the Inspector General.

In both cases, the Board must monitor standing and temporary External Policing Assistance and ascertain what changes to standing agreements and/or budgets are warranted, in the continuous pursuit of adequate and effective policing.

CONSULTATION:

In addition to the Board itself, the Chief of Police, HRPS senior management & solicitor, and Inspectorate of Policing Advisor David Tilley were consulted in the development of this policy.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

This policy is consistent with legislation and regulations.

STRATEGIC MANAGEMENT ISSUES:

The provision of adequate & effective policing is the *raison d'être* of the HRPS and the Board. External Policing Assistance is one of the tools available to fulfill that *raison d'être*.



Policy PoP-06

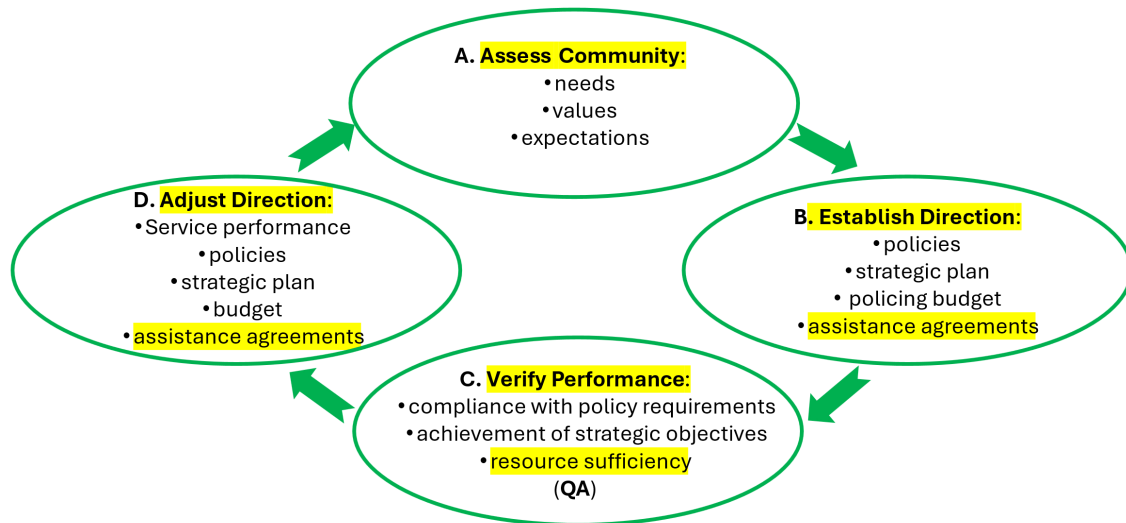
External Policing Assistance

Proposed 25 September 2025

Purpose

1. The Board is legislatively required to ensure the Provision of Adequate & Effective Policing in Halton Region. Based on its assessment of Community needs, values and expectations, the Board determines which policing functions should be inherent to the HRPS, which are best provided by other policing agencies, and which require a combination of both approaches. Refer to Step A in the figure below (from policy PoP-01 Provision of Adequate & Effective Policing).
2. Where the Board deems that a policing function is best provided by another policing agency on an ongoing or frequent basis, in full or in part, the Board must establish a standing **Policing Assistance Agreement** with that agency(s), as per section 14 of the CSPA. Refer to Step B in the figure below.
3. Additionally, the Chief of Police may request **Temporary Policing Assistance** (under section 19 of the CSPA) beyond the scope of the Policing Assistance Agreements. The Chief must inform the Inspector General and the Board of such requests, and the Board must subsequently consider whether those policing functions should become inherent to the HRPS or otherwise be provided through new standing Assistance Agreements (Step C), and adjust direction accordingly (Step D).

Ongoing Provision of Adequate & Effective Policing



4. Conversely, the Board may be requested by another police board to provide them with one or more HRPS policing functions to augment their own policing services on an ongoing or frequent basis, necessitating a standing **Policing Assistance Agreement** between the boards. The provision of HRPS services to other police services must also be monitored by the Board to ensure there is no undue impact on community safety in Halton Region and to fiscal fairness.
5. Additionally, the chief of police of another police service may request **Temporary Policing Assistance** from the HRPS. The Board needs visibility of such provisions as well, for the reasons stated above.
6. This policy articulates the Board's expectations regarding the notification, negotiation, establishment and monitoring of standing **Policing Assistance Agreements**, and the notification of **Temporary Policing Assistance** arrangements and subsequent consideration of budget and/or Policing Assistance Agreement adjustments.
7. Nothing in this policy prevents the Chief of Police from deploying or receiving resources to assist another policing jurisdiction as Temporary Policing Assistance or in an Emergency (CSPA s19), or participating in joint forces or other cross-jurisdictional operations.



Requirements – (Standing) Policing Assistance Agreements (s14)

8. The Chief of Police shall:
 - 8.1 promptly inform the Board via a written report at the first available Board meeting whenever an HRPS policing function requires ongoing or frequent provision, in whole or in part, from another policing agency, or is approached by another police service for such ongoing support. That report shall include:
 - 8.1.1 policing functions to be provided/received;
 - 8.1.2 policing agencies involved;
 - 8.1.3 potential impact on adequate and effective policing in Halton, if any;
 - 8.1.4 the proposed duration of the agreement;
 - 8.1.5 training implications;
 - 8.1.6 equipment implications;
 - 8.1.7 policy implications and recommendations;
 - 8.1.8 procedural implications;
 - 8.1.9 risk mitigation plans, including compliance with legislation and Board policies; and
 - 8.1.10 cost implications and/or any cost recovery provisions.
9. The Chief of Police shall assist with the negotiation and development of any Policing Assistance Agreement, consistent with any Board direction on the matter.
10. The Board shall be the sole authorizing agent of any standing HRPS-related



Assistance Agreement made under section 14 of the CSPA.

11. The Chief Police shall monitor and record all ongoing costs associated with assistance provided and received under the Policing Assistance Agreements.

Requirements – Temporary Policing Assistance (s19)

12. The Chief's notice of Request for Temporary Policing Assistance serves to inform the Board of an emerging event related to the Provision of Policing **for receipt and discussion at the next meeting, and not before** (as per the Procedural By-law and Governance policies, particularly G-11 Chief-to-Board Communications). Accordingly, the Chief of Police shall:
 - 12.1. inform the Inspector General and the Board (through the Manager of Board Operations) of any request for the Temporary Policing Assistance of another policing agency(s) beyond that provided for in the Board's standing Policing Assistance Agreements, **within of 24 hours of any such request** (the IG-recommended time frame); and
 - 12.2. monitor and record all costs associated with Temporary Policing Assistance provided and received under the Chief's authority.

Monitoring and Reporting Requirements

13. In addition to the reporting requirements noted above regarding initiating Policing Assistance Agreement negotiations (para 7.1) and notification of Temporary Policing Assistance requests (para 11.1), the Chief of Police shall:
 - 13.1. Provide an annual report regarding standing (section 19) **Policing Assistance Agreements**, in accordance with the Board's Governance Calendar, that provides:
 - 13.1.1. a summary of the assistance received by the HRPS, delineated by policing function, and the aggregate cost of assistance received;



- 13.1.2. a summary of the assistance provided by the HRPS, delineated by policing function, the aggregate cost of that assistance, and the status of cost recovery;
- 13.1.3. an assessment of the net impact of Policing Assistance to and from the HRPS on adequate and effective policing in Halton Region;
- 13.1.4. any unintended consequences incurred as a result of Policing Assistance to and from the HRPS under these Agreements, and steps taken to mitigate future risks;
- 13.1.5. any non-compliance with legislation and Board policies;
- 13.1.6. any recommendations to increase (or decrease) inherent HRPS capacity; and
- 13.1.7. recommended continuation, amendment or termination of each standing Policing Assistance Agreement.



- 13.2. Provide a semi-annual report regarding **Temporary Policing Assistance** (under section 14), in accordance with the Board's Governance Calendar, that provides:
 - 13.2.1. a summary of the assistance received by the HRPS, delineated by policing function, and the aggregate cost of assistance received;
 - 13.2.2. a summary of the assistance provided by the HRPS, delineated by policing function, the aggregate cost of that assistance, and the status of cost recovery;
 - 13.2.3. an assessment of the net impact of Temporary Policing Assistance to and from the HRPS on adequate and effective policing in Halton Region;
 - 13.2.4. any unintended consequences incurred as a result of Policing Assistance to and from the HRPS under these Agreements, and steps taken to mitigate future risks;
 - 13.2.5. any non-compliance with legislation and Board policies;
 - 13.2.6. any recommendations to increase (or decrease) inherent HRPS capacity; and
 - 13.2.7. any recommendations to establish/amend standing (section 14) Policing Assistance Agreements.
14. The Board shall annually verify, as part of its Quality Assurance (QA) Plan:
 - 14.1 legislative and Board-policy compliance of standing Policing Assistance Agreements and Temporary Policing Assistance actions;
 - 14.2 the impact of standing Policing Assistance Agreements and Temporary Policing Assistance actions on adequate and effective policing in Halton Region; and
 - 14.3 the cost effectiveness of standing Policing Assistance Agreements and Temporary Policing Assistance actions.
15. The Board shall subsequently direct any corrective action it deems appropriate regarding performance, policies, agreements or budgets.



References:

- *CSPA 2019*, s.10, 14, 19
- PoP-01 Provision of Adequate & Effective Policing
- PoP-04 Quality Assurance
- G-07 Governance Calendar



Public Agenda Recommendation Report

To: Halton Police Board

From: Jessica Warren
Manager of Board
Operations

Subject: Policy A05 – Board Member Expenses

Report #: PBM-09-R-03

Date: 25 Sept 2025

RECOMMENDATION:

"THAT the Policy A-05 – Board Member Expenses be approved, as amended."

INTRODUCTION AND BACKGROUND:

In August of this year several Board members and staff were impacted by an airline strike while at a Board conference out of province.

DISCUSSION AND BACKGROUND:

The change to the policy is to ensure that should Board members or Board staff be away on Board business and they are impacted by any force majeure that impacts travel they will not be out of pocket for expenses incurred.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

Should Board member or staff get delayed this would impact the Board budget for the year.

Jessica Warren
Manager of Board Operations

Attachments: Appendix A – Policy A-05 – Board Member Expenses



Policy A05 - Board Member Expenses

Purpose

The members of the Halton Regional Police Services Board attend various conferences, seminars and other meetings related to their duties with the Board. Funds are budgeted annually to allow for attendance of members at these functions. The Board is desirous of establishing guidelines for payment and reimbursement of expenses incurred.

The Halton Regional Police Services Board hereby adopts the following policy statements regarding attendance, payment and reimbursement of expenses incurred as a result of Board Members attending various conferences, seminars, meetings and other functions.

1. Definitions

- a. "Event" includes conferences, seminars, meetings and other functions related to Police Services Board business;
- b. "Expense Claim Form" means the form in use by the Halton Regional Police Service;
- c. "Per Diem" means a daily allowance paid to cover expenses including meals, out of pocket expenses, gratuities, etc., incurred while attending a conference or seminar. The Per Diem rate is \$75.00 per day.
- d. "Region" means the Regional Municipality of Halton.
- e. "Receipt" means an itemized breakdown of what was purchased, including taxes and fees. Receipts must be issued by the goods and service provider and include an HST number.

2. Requirements

- 2.1 Expenses incurred by a Board member will be reimbursed when a Board Member attends an Event (with the exception of expenses falling under the per diem definition).
- 2.2 In the event of a full day event, or event spanning multiple days the Board Member will submit for a per diem on their expense form. The per diem issued is in line with the Regions policies and is a set rate of \$75.00 per day.
- 2.3 If air/rail travel is required, bookings will normally be made at the best advance booking price, taking into account economy and convenience.. Board Member's are required to book and arrange their own travel arrangements to accommodate a personal or business schedule, the Board will reimburse the person for the ticket purchased based on economy pricing. Board Members will be reimbursed once the air/ rail travel has been taken and the event attended.

- 2.4 Travel to Events will be based on the following modes of transportation:
- i. personal automobile;
 - ii. public transportation;
 - iii. economy airfare;
 - iv. first class rail transportation.
- 2.5 Board Members are permitted to add the following expenses to their economy airfare ticket:
- i. Extra legroom;
 - ii. One checked bag;
 - iii. Advance seat selection;
 - iv. Refundable/ flexible airfare.
- 2.6 Board Members shall be required to submit a short report to the Board upon their return from any conference. The report shall include highlights of sessions they attended, learnings and opportunities to be followed up. If more than one Member attends a conference, a joint report is acceptable.
- 2.7 Board members may bring family members to events, however, they are not eligible to submit any expenses related to family members, and accept to bearing any additional cost incurred by doing so. Board staff are not responsible for any bookings/ scheduling of family members attending the event
- i. Board members should endeavor to book their travel as a separate transaction from family members as practical, to ensure proper reconciling of expenses.

3. Conference Expenses

- 3.1 A report shall be placed before the Board early each year outlining the dates and locations of annual conferences for the year. Board Members shall determine which Conference(s) they wish to attend. As details of other conferences arise, they shall be brought to the Board's attention.
- 3.2 Hotel accommodations will be booked by the Board staff; whenever possible Board staff will use a corporate charge card to pay for Board members hotel accommodations, however, should the Board member have to pay for their own hotel they will be reimbursed upon submission of the Expense Claim Form.
- 3.3 The Board will not reimburse expenses for family members or any other personal guests attending events. Basic/ single occupancy rooms are booked for Board members attending the event, if Board members need an additional, upgraded or larger room to accommodate for family members and/or guests, the Board member will be responsible for the additional cost.
- 3.4 If a Board member requires an advance to cover any event expenses a written request shall be submitted to the Chair for approval.

- 3.5 All expense claims, including all required receipts, shall be submitted to the Board Office for reconciliation within fifteen (15) days of return. The Board Chair shall review and approve all claims of Board Members. In the event of an expense claim by the Board Chair, the Vice-Chair shall review and approve the expense claim. Any claim in dispute, or where policy interpretation is required, shall be referred to the Board for review.
- 3.6 For Events held within a 100 kilometer radius of the residence of the Board Member and being one day in length, the Board shall cover:
- i. kilometrage at the current rate for use of personal automobile or the cost public transportation both ways;
 - ii. registration cost for attendance; registration to be completed by Board Staff;
 - iii. per diem allowance for the number of full days attended. No receipts are required;
 - iv. parking charges;
 - v. If hotel is required for an event less than 100km away from the residence of the Board member, the Board member shall submit in writing to the Chair the reason/ explanation for hotel, and receive approval in writing regarding the decision.
- 3.7 For Events in excess of 100 kilometers from the residence of the Board member, the Board shall cover:
- i. Travel costs to and from the event, including mileage or air/ rail travel based on sections 2.3, 2.4 and 2.5;
 - ii. registration costs for attendance, registration to be booked by Board staff;
 - iii. per diem allowance for the number of full days attended. No receipts are required. One additional day for traveling is permitted, if required;
 - iv. hotel accommodation at a standard/ basic room rate;
 - v. parking charges, upon submission of receipt;
 - vi. when ground transportation to and from an airport or hotel is required, payment will be reimbursed upon submission of receipts, and the Board Member filling out the expense form, providing basic and reasonable transportation has been taken, including:
 - a. ride share (Uber/ Lyft);
 - b. basic taxi;
 - c. airport car service.
- 3.8 Should a Board member need to rent a car, which they feel essential to their needs at an event, they must submit the request in writing to the Chair and receive written approval from the Chair. When a number of people are attending the same function, shared car rental will be observed to minimize the expense. Board members are not eligible to submit a rental car expense to accommodate bringing family members to the event.

3.9 Should a Board Member or Board staff be impacted by any force majeure while travelling for Board business they will be eligible to submit additional expenses incurred including additional per diem for number of days delayed.

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Reference:

Policy G10- Governance Support



Public Agenda Recommendation Report

To: Halton Police Board

From: Jessica Warren
Manager of Board
Operations

Subject: Board Procedure By-law Update

Report #: PBM-09-R-04

Date: 25 Sept 2025

RECOMMENDATION:

"THAT the updated Procedure By-law be approved."

INTRODUCTION AND BACKGROUND:

The Board receives both internal and external presentations at their monthly meetings.

DISCUSSION AND BACKGROUND:

The Procedure By-law outlines specific limits and details concerning delegations; however, it does not provide comprehensive guidance on presentations. To ensure the Board has adequate time to address all governance matters during its meetings, it is recommended that parameters for presentations be established. The Chair retains the discretion to grant exceptions should a presentation fall outside the parameters outlined in the updated Procedure By-law.

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

N/A

Jessica Warren
Manager of Board Operations

Attachments: Appendix A – Procedure By-law

Excellence in Governance



BY-LAW NUMBER 2020-1
TO GOVERN BOARD MEETING PROCEDURES
CONSOLIDATED VERSION
(As amended by By-laws 2020-4, 2021-1, 2023-1, 2024-1)

1. PREAMBLE

- 1.1 Section 22(1) 1. of the *Community Safety and Policing Act* (Act) provides that every municipality shall constitute a board to have policing responsibility for the municipality.
- 1.2 Section 46(1) of the *Community Safety and Policing Act* provides that a Board will establish its own rules and procedures in performing its duties under the Act.

Therefore The Regional Municipality of Halton Police Service Board enacts as follows:

2. INTERPRETATION

- 2.1 This By-law will be interpreted to be consistent with the following principles:
- (a) The majority of Members have the right to decide;
 - (b) The minority of Members have the right to be heard;
 - (c) All Members have the right to information to help make decisions, unless otherwise prevented by law;
 - (d) Members have a right to an efficient meeting;
 - (e) All Members have the right to be treated with respect and courtesy; and
 - (f) All Members have equal rights, privileges and obligations, subject to additional rights, privileges and obligations granted to the Chair under this By-law.

3. DEFINITIONS

3.1 In this By-law:

- (a) "Act" means the *Community Safety and Policing Act*, S.O. 2019, c. 1, Sched. 1, as amended from time to time;
- (b) "Acting Chair" means a Member required to act from time to time in the place and stead of the Chair, pursuant to Section 6 of this By-law;
- (c) "Board" means The Regional Municipality of Halton Police Service Board and is composed of such members appointed under Part IV of the Act;
- (d) "Board Secretary" means the Secretary to the Board;
- (e) "Board staff" refers to all personnel whose role is to support the Board directly, including but not limited to Chief Governance Officer, Human Resources Advisor, Board Secretary, Executive Director, Communications Advisor and Executive Assistant;
- (f) "Chair" means the Member elected as Chair of the Board pursuant to Section 36(1) of the Act;
- (g) "Chief of Police" means the Chief of the Halton Regional Police Service;
- (h) "Committee" means a Standing or ad hoc committee and any other similar entity composed of individuals of the Board pursuant to the Act;
- (i) "Council" means the Council of the Regional Municipality of Halton;
- (j) "Days" mean calendar days exclusive of Saturdays, Sundays and Statutory holidays in the Province of Ontario;
- (k) "Delegation" means an address to the Board or its Committees at the request of a person or representative of a group or organization wishing to speak;
- (l) "Ex officio" means by virtue of office or official position;
- (m) "Improper Conduct" means behaviour which offers any obstruction to the deliberations or proper conduct of a meeting;
- (n) "Information Reports" means reports on an agenda which are considered routine, non-contentious and self-explanatory and contain no specific recommendation for Board action;
- (o) "Member" means a member appointed to the Board;
- (p) "Quorum" means the number of Members to be present at a Meeting to legally conduct business at the Meeting.

- (q) “Recommendation Reports” means reports on an agenda that contain a recommendation for Board action;
- (r) “Recorded Vote” means a vote for which the Secretary records all Members present and how they voted;
- (s) “Region” means the Regional Municipality of Halton;
- (t) “Regional Chair” means the Chair of the Regional Municipality of Halton;

3.2 In this by-law, words imparting singular numbers include the plural and vice versa, and all references to gender should be read as gender neutral.

4. APPLICATION

- 4.1 The Board will observe the rules of procedure in this By-law in all proceedings of the Board and, with necessary modifications, in its committees.
- 4.2 Subject to Section 4.3, a motion to waive, or not to follow a rule of procedure established by this By-law on a one-time basis requires a two-thirds vote of the Members present.
- 4.3 Notwithstanding the above – the Board cannot waive the following rules:
 - (a) Meetings open to the public (Section 9)
 - (b) Quorum necessary for Board and committee meetings (Section 11)
 - (c) Closed meetings (Section 9);
 - (d) Reconsidering decisions (Section 19.9-19.12);
 - (e) Amending the Procedural By-law (Section 24); and
 - (f) Two-thirds vote required to waive the rules (Section 4.2).
- 4.4 All points of order or procedure for which rules have not been provided in this By-law will be decided by the Chair, as far as is reasonably possible, in accordance, with the rules of parliamentary procedure as contained in Robert’s Rules of Order.

5. ELECTION OF CHAIR AND VICE-CHAIR

- 5.1 In accordance with Section 36(1) and (2) of the Act, the Members of the Board will, at the first meeting of each calendar year, elect from among its Members, a Chair and Vice-Chair for the year, in the following manner:

- (a) The election of Chair will be conducted by the Board Secretary, unless otherwise determined by the Board;
- (b) Nominations require a mover and seconder;
- (c) Where more than one nominee stands for election, a vote will be taken;
- (d) Prior to the vote being taken, each nominee will be given 5 minutes to speak to the nomination. Candidates will be called upon in alphabetical order of their surname;
- (e) After the nominees have completed their speeches, a vote will be taken;
- (f) If there are more than two nominees who choose to stand and upon the first vote no nominee receives the majority of the members present, the name of the nominee receiving the least number of votes will be dropped and the Board will proceed to vote again and continue to do so until either:
 - (1) A nominee receives the majority of the members present; or
 - (2) it becomes apparent by reason of an equality of votes that no nominee can be elected.
- (g) Where the votes cast in a vote under this Section are equal for all the candidates:
 - (1) If there are 3 or more nominated or remaining, the Board Secretary will by lot select the candidates who advance to the next ballot; or
 - (2) If only 2 candidates remain, the tie will be broken and the position of Chair filled by the candidate selected by lot conducted by the Board Secretary.
- (h) For the purposes of Subsection (1) and (2) above, lot means the method for determining the candidates who advance to the next ballot or the candidate to fill the position, as the case may be, by placing the names of the candidates on equal sizes of paper placed in a box and name(s) being drawn by the Board Secretary.
- (i) No votes required under this Section will be taken by ballot or any other form of secret voting.

6. DUTIES OF THE CHAIR

6.1 The Chair of the Board:

- (a) Presides at all meetings of the Board;

- (b) Sets the agenda for all meetings of the Board, as set out in Section 12.1;
- (c) Opens meetings of the Board by taking the chair and calling the Members to order;
- (d) Puts to vote all questions, which are duly made and to announce the result;
- (f) Declines to put to a vote, motions which infringe upon the rules of procedure or which are beyond the jurisdiction of the Board;
- (g) Ensures that the Members, when engaged in debate, act within the rules of procedure;
- (h) Maintains order and preserves the decorum of the meeting;
- (i) Calls by name, any Member persisting in breach of the rules of procedure and orders him or her to vacate the room in which the meeting is being held and if necessary to proceed as provided in Section 16.2;
- (j) Informs the Board on any point of order as necessary;
- (k) Adjourns the meeting upon motion duly made when the business is concluded;
- (l) Adjourns the meeting or recess the meeting for a time to be specified by the Chair, if considered necessary;
- (m) Acts as the spokesperson for the Board for decisions made by the Board during its meetings;
- (n) Signs all documents for and on behalf of the Board including but not limited to by-laws, resolutions, orders, and agreements which have been approved by the Board;
- (o) Performs any and all other duties when directed to do so by decision of the Board;
- (p) Where appropriate, expels or excludes from a meeting any person for Improper Conduct.

7. DUTIES OF THE VICE-CHAIR

- 7.1 When the Chair is absent, or refuses to act, or the chair is vacant, the Vice- Chair will act in their place, and while acting, will have the authority, rights, duties and powers of the Chair.

8. COMMITTEES OF THE BOARD

- 8.1 The Board may appoint two or more Members to a Committee of the Board to consider or inquire into any matter within the jurisdiction of the Board.
- 8.2 The Chair will be an ex-officio member of any Committee established pursuant to Section 8.1.
- 8.3 The Board will assign duties to a Committee, and the Committee will report on its work to the Board, as directed by the Board.
- 8.4 The Committee will deal directly with the Chief of Police, or their designate, or the Deputy Chiefs or their designates, when the Committee requires the assistance of the Halton Regional Police Service.

9. REGULAR MEETINGS OF THE BOARD

- 9.1 The Board will hold its regular meetings at least four times each year pursuant to the Act and according to the schedule set annually and approved by the Board, or at such other place and time as determined by the Board.
- 9.2 Board meetings may be held in person with all members physically present, virtually with all members participating by electronic video or teleconference, or by a combination of both. The Board Chair may, under the authority granted to them by Section 9.5 of this by-law, designate whether a meeting shall be in person ("In-Person Meeting"), fully electronic ("Electronic Meeting"), or a combination of both ("Hybrid Meeting").
- 9.3 The Chair will preside at all meetings and as soon as possible after the appointed time of the meeting, and where a quorum is present pursuant to Section 11, will call the meeting to order.
- 9.4 In the event the Chair does not attend a meeting within fifteen (15) minutes after the time appointed for the meeting, the Vice-Chair will call the meeting to order and preside until the arrival of the Chair. If the Chair or Vice-Chair are not in attendance, then those members in attendance will, by resolution, appoint one of themselves to act as Acting Chair for that meeting or until the arrival of the Chair or Vice-Chair.
- 9.5 The Chair may cancel and/or reschedule a regular Meeting of the Board or call a Special Meeting of the Board as necessary.
- 9.6 Meetings of the Board will be open to the public except as authorized by Subsection 44(2) of the Act as follows, or as may be legally permitted or required:
 - a) the security of the property of the board;

- b) personal matters about an identifiable individual, including members of the police service or any other employees of the board;
 - c) a proposed or pending acquisition or disposition of land by the board;
 - d) labour relations or employee negotiations;
 - e) litigation or potential litigation affecting the board, including matters before administrative tribunals;
 - f) advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
 - g) information explicitly supplied in confidence to the board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation;
 - h) a trade secret or scientific, technical, commercial, financial or labour relations 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;
 - i) a trade secret or scientific, technical, commercial or financial information that belongs to the board and has monetary value or potential monetary value;
 - j) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the board;
 - k) information that section 8 of the *Municipal Freedom of Information and Protection of Privacy Act* would authorize a refusal to disclose if it were contained in a record;
 - l) an ongoing investigation respecting the police service board; or
 - m) if the subject matter being considered is a request under the Municipal Freedom of Information and Protection of Privacy Act.
- 9.7 Meetings of the Board may be held in confidential closed session if the following conditions are both satisfied:
- a) the meeting is held for the purpose of educating or training the members of the board or of the committee, and;
 - b) at the meeting, no member of the board or committee considers or otherwise deals with any matter in a way that materially advances the business or decision-making of the board.
- 9.8 Before closing a meeting, the Board shall state by resolution:

- a) the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting;
- b) in the case of a meeting under Section 9.7, the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that section.

No people other than Members and those permitted by the Board will attend confidential meetings, and all others will vacate the meetings when asked by the Chair.

- 9.9 All information pertaining to a confidential meeting will be treated as confidential by all persons in attendance unless the Board approves the publication of some or all of that information.
- 9.10 During a confidential meeting, the Board may move any item from the confidential agenda to a public agenda.
- 9.11 Social and electronic discussions about board business outside of a scheduled meeting (other than at a meeting of a Committee of the Board) technically constitute a meeting, and must conform to this By-law or cease immediately.
- 9.12 Whether or not a meeting is to take place fully electronically requires at least 48 (forty-eight) hours' notice by the Chair to Board staff, except in the case of an emergency declared under the provisions of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.9, as amended.
- 9.13 In the case of a fully Electronic Meeting, the public shall be provided with access to those portions of the meeting taking place in open public session either by inclusion of the appropriate access information as part of the public meeting agenda or notice on the Board's website. Except for registered delegations, the public's participation in an open Electronic Meeting shall be restricted to observation only.
- 9.14 Members of the public disrupting the meeting may be removed from the meeting (or have their access to the meeting terminated in the case of an electronic meeting) at the discretion of Board staff and without warning to the disruptive individual(s).
- 9.15 Individual Board Members are requested to provide at least 72 hours' notice if they wish to participate electronically in a Hybrid Meeting. The notice period may be waived under exceptional circumstances including, but not limited to: illness, inclement weather or unavailability of transportation to the designated meeting site.
- 9.16 In the case of a Hybrid Meeting, the following persons shall be required to attend the meeting in person, barring exceptional circumstances:
 - Board Chair, or designate
 - Chief of Police, or designate
 - Board Secretary, or alternate

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

10. SPECIAL MEETINGS AND WORKSHOP MEETINGS OF THE BOARD

- 10.1 The Chair, may at any time call a special meeting of the Board on forty-eight hours' notice and will do so whenever requested in writing by a majority of the members of the Board.
- 10.2 The Board staff will give notice to the Members of the Board of all special meetings by electronic mail or hand delivery, at least forty-eight hours before the scheduled time of such meeting.
- 10.3 The notice calling a special meeting will state the business to be considered at the special meeting and no business may be considered at a special meeting of the Board other than that specified in the notice.
- 10.4 Notwithstanding any other provision contained in this Section, the Chair, may cancel a special meeting of the Board if that special meeting was called by the Chair. The Chair may only cancel a special meeting that was requested by the Members if a majority of the Members consent.
- 10.5 The Board may schedule a Workshop Meeting of the Board, which is an informal gathering of the Board Members and invited staff and other guests for the purposes of education, training and/or general discussion on matters of governance, at which no formal Board business is transacted. For greater clarity, the Board may not issue direction to the Service at a Workshop Meeting or adopt any resolutions which would typically be considered in a regular meeting. There is no minimum number of Workshop Meetings which must be held in a calendar year.
- 10.6 Workshop Meetings are not required to be held in a specific location and may be held in alternate venues subject to availability of the Board members and supporting staff. The location of the Workshop Meeting shall be at the discretion of the Board Chair.
- 10.7 Board Staff shall give notice to all Members regarding the subject, date, time and location of the Workshop Meeting.
- 10.8 Notice of the Workshop Meeting date, time and location will be made available to the public on the Board's Website.
- 10.9 After notice of the Workshop Meeting has been provided, no new subjects will be added to the Agenda since the appropriate notification will not have been given in accordance with this By-law.

- 10.10 Workshop Meetings may be held in closed session under Section 9.7 if the purpose is exclusively for education and training of the Members. Regardless, the Board Secretary or designate shall prepare minutes of each Workshop Meeting that note the attendance and describe the proceedings and subject matter discussed in general terms. The minutes of all Workshop Meetings, whether public or closed, shall be public and submitted to the Board for approval at a subsequent regular Board Meeting.
- 10.11 Any member of the public who attends a public Workshop Meeting will be permitted to observe the proceedings unless the proceedings resolve into Closed Session. No Delegations are permitted at Workshop Meetings.
- 10.12 The Board's procedural rules regarding quorum (Section 11), rules of debate (Section 17), points of order (Section 18), motions (Section 19), and voting on motions (Section 20) are deemed suspended for the purposes of a Workshop Meeting in order to facilitate the interactive discussions more suited to a Workshop setting. In addition, the Board Chair may delegate the role of presiding officer to another individual, either staff or outside personnel, who may be designated as facilitator for the Workshop Meeting.
- 10.13 No decisions shall be made at a Workshop Meeting. Any matter requiring a decision shall be referred to a Regular Board Meeting for consideration, deliberation and approval.
- 10.14 Presentations by Board staff or guest facilitators or speakers at a Workshop Meeting shall not be subject to a time limit except at the discretion of the Board.
- 10.15 Rules regarding electronic participation as outlined in Section 9 of this by-law are deemed to apply equally to any Special or Workshop Meeting.

11. QUORUM

- 11.1 A quorum is a majority of the members pursuant to Section 43(2) of the Act.
- 11.2 If no quorum is present thirty (30) minutes after the time appointed for a regular or special meeting, the Board Secretary will record the names of the Members present and the meeting will stand adjourned until the next scheduled day of Meeting, or the next regular meeting, or at the call of the Chair in accordance with Section 10.
- 11.3 Absence of Quorum – If Quorum is lost during a meeting or after the resumption of a recess, the Chair will, upon determining that a Quorum is not present, ask the Board Secretary to call for a Quorum and if a quorum is not present within fifteen (15) minutes, the Board Secretary will record the names of the Members present and the meeting will stand adjourned until the next scheduled day of Meeting, or the next regular meeting, or at the call of the Chair in accordance with Section 10.

- 11.4 All Board Members who participate in a meeting electronically shall be counted in determining whether or not a Quorum of Members is present.

12. BOARD AGENDA

- 12.1 Board staff will, after consultation with the Board Chair and Chief of Police, prepare an agenda that includes the following:
1. General
 - 1.1 Indigenous Land Acknowledgement
 - 1.2 Regrets
 - 1.3 Conflict of Interest/Pecuniary Interest Disclosure
 - 1.4 Confirmation of Minutes
 2. Presentations/Delegations
 3. Information Reports
 4. Recommendation Reports
 5. Operational Verbal Updates
 6. Action Registry
 7. Receipt of Public Correspondence
 8. New Business
 9. Move Into Closed Session
 10. Closed Session Report
 11. Adjournment.
- 12.2 The Board Chair may adjust the order of agenda items set out in Section 12.1.
- 12.3 All reports and supporting materials for the agenda will be submitted to the Board staff not less than seven (7) working days prior to the date for the Board Meeting.
- 12.4 Reports and supporting materials received less than seven (7) working days prior to the date of the Board Meeting may be added to the agenda by permission of the Board Chair.
- 12.5 Any Member may add new business to the agenda after the Agenda Deadline if it relates to an urgent matter and the Board consents to the addition by majority vote.
- 12.6 Every letter, petition, request and other communication addressed to the Board will be received by the Board staff who will:
- (a) where, in the opinion of the Board staff, the subject matter of any communication is properly within the jurisdiction of the Board, circulate it to the Members;
 - (b) where, in the opinion of the Board staff, the subject matter of any communication is properly within the jurisdiction of the Police Service, will refer it to the Chief for necessary action and a report presented at the next Board meeting if required.

- 12.7 In accordance with Section 43(6) of the Act, the agenda for each regular meeting of the Board shall be made available publicly at least seven (7) days prior to the meeting except in extraordinary circumstances.

13. MINUTES

- 13.1 The Board Secretary will prepare the Minutes of every Board Meeting for submission to the Board for confirmation at the next Meeting, or as soon as is reasonably practicable. Following the confirmation of the Minutes by the Board, the Chair and Secretary will sign printed copies of the Minutes.

14. CONFLICT OF INTEREST DISCLOSURE

- 14.1 The Members are governed by the *Municipal Conflict of Interest Act*, R.S.O 1990, c. M.50, as amended.
- 14.2 To fulfill the Board's function pursuant to Part V (Complaints and Disciplinary Proceedings) of the Act, Members should not take part in the administration of Part V matters if they have a personal interest or where they may be perceived as having a personal interest or bias.
- 14.3 The Board Secretary will record in reasonable detail, the particulars of any disclosure of conflict of interest made by a Member and the particulars will appear in the minutes of that meeting of the Board.

15. HEARING OF DELEGATIONS

- 15.1 Delegations may be received at the Public meetings of the Board only, save by special permission of the Board. Delegations must meet at least one of the following criteria:
- a) be a resident of Halton Region
 - b) own property in Halton Region
 - c) work or attend school in Halton Region
 - d) own/operate a business in Halton Region

Delegations who do not satisfy any of the criteria in 15.1 (a-d) may still be heard by the Board if the subject of the delegation is deemed to be in the Board's interest and the Board elects to waive the rules noted above.

- 15.2 Delegations wishing to address the Board regarding an item not on the agenda will only be heard at regular meetings and the person(s) requesting a delegation must make their request in writing at least ten (10) working days before the date of the Board meeting. The request will include the subject matter, a list of person(s) who will be addressing the Board and a copy of the materials that will be presented.

- 15.3 Upon receipt of notice requesting a delegation subject to 15.2, the request will be listed on the next most appropriate meeting agenda, which is not required to be the next scheduled meeting, and provided that the Board has jurisdiction over the subject matter as outlined in the request and the request is not subject to one of the following exclusions:
- a) Matters under police investigation or police oversight agency investigation;
 - b) Matters under litigation or threatened litigation, including matters that are currently before a court or tribunal, or may be subject to a legal proceeding in the future;
 - c) Allegations against individual Board Members, Staff or HRPS officers;
 - d) In exceptional circumstances, where the Chair and Board staff determine, acting reasonably, that a person requesting to be a delegation is likely to engage in unreasonable or offensive conduct, make unreasonable, unfounded or offensive statements or demands, repeatedly speak on a subject matter that is not within the Board's jurisdiction, or otherwise misuse the privilege of addressing the Board.
- 15.4 If a request for delegation is subject to any of the restrictions noted above, the requestor will be advised by the Board Secretary of the refusal of the request and the Board will be informed about the refusal.
- 15.5 Delegations wishing to address the Board regarding an item listed on the agenda may be heard with permission of the Board. Requests are to be made to Board staff in writing no later than 4:30 p.m. on the working day prior to the meeting, setting out the particulars of the matter on which the person wishes to speak.
- 15.6 Delegations will be restricted to presentations of up to five (5) minutes and will address their remarks to the stated business. The time allotted for any delegation may be extended an additional five (5) minutes at the discretion of the Chair.
- 15.7 Upon the completion of a presentation to the Board by a delegation, Members may ask questions of the delegation for up to five (5) minutes. Members of the Board will not enter into debate with the delegation.
- 15.8 No Delegation will:
- (a) speak disrespectfully of any person;
 - (b) use offensive words or unparliamentary language;
 - (c) speak on any subject other than the subject for which they have received approval to address the Board; or
 - (d) disobey the rules of procedure or a decision of the Chair.
- 15.9 The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this By-law and, where the Chair rules that the delegation is concluded, the person or persons appearing will immediately withdraw.

15.10 Delegates may be permitted to participate electronically in a Board Meeting following procedures and requirements set out by the Board Secretary and subject to the following:

- a) electronic means of participating must be available for the Meeting;
- b) Electronic Participation must be clear and uninterrupted and allow for two-way communication, and if any unreasonable delay or interference is caused to the Meeting as a result of the electronic participation, the connection will be terminated.

16. PRESENTATIONS TO THE BOARD

16.1 The Chair controls the schedule of all presentations to the Board.

16.2 All presentation slides must be provided to the Board office one week in advance of the meeting, as required for all other reports. If the presentation slides are not provided in advance then the presentation may be moved to another meeting at the Chair's discretion.

16.3 Presentations are limited to 15 minutes. Any time extension will require a resolution of the Board. This time limit does not include questions from the Board.

16.5 Presentations should avoid repeating information provided in a previous presentation.

16.4 Every presentation shall address the following questions:

- a. Why is this presentation is important to the Board as the Police Governance body?
- b. What is the issue this topic addresses?
- c. Who are the partners are in this undertaking?
- d. What has/will be achieved be this undertaking?
- e. What were the unintended consequences thus far in this undertaking?
- f. What lessons have been learned through this undertaking?

17 CONDUCT OF MEMBERS

17.1 No Member will:

- (a) Use offensive words or unparliamentary language in meetings of the Board;
- (b) Speak on any subject other than the subject in debate;
- (c) Criticize any decision of the Board except for the purpose of moving that the question be reconsidered;
- (d) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender identity, gender

expression, sexual orientation, age, colour, marital status, family status or disability;

- (e) Disobey the rules as set out in this By-law or a decision of the Chair on questions of order or procedure as set out in this By-law or resolution of the Board, or on the interpretation of the rules of the Board.

- 17.2 If a Member persists in disobedience after having been called to order by the Chair, the Chair will put the question with no amendment, adjournment or debate being allowed: "That such Member be ordered to leave their seat for the duration of the meeting of the Board." If a Member who has been ordered to leave their seat apologizes to the Chair and the other Members, they may, by vote of the Members, be permitted to retake their seat.
- 17.3 If the Member does not leave their seat as requested in Section 16.2, the Chair will adjourn the meeting.
- 17.4 Members will conduct themselves in accordance with Ontario Regulation No. 408/23 – Code of Conduct for Police Service Board Members and any Board Policy that may be approved.

18. RULES OF DEBATE

- 18.1 Every Member, before speaking to a question or motion, or asking questions, will first receive recognition from the Chair and then the Member will address the Chair.
- 18.2 For each matter under consideration, the Chair will maintain a list of Members who have requested to speak or ask questions and will designate members to speak in accordance with that list.
- 18.3 When a Member is speaking, no other Member will interrupt that Member except to raise a point of order.
- 18.4 A Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member who is speaking.
- 18.5 A Member may ask a question only for the purpose of obtaining information relating to the matter then under discussion. Questions must be clear and concise and may not be used to make statements or assertions.
- 18.6 The Chair may rule a question out of order if a Member has already asked substantially the same question in the same form.
- 18.7 No Member will speak more than once to the same question or motion, until every Member who wishes to speak has done so; and no member will speak more than twice to the same question or motion, except with permission from the Chair, to

explain a part of their speech, which the Member feels may have been misunderstood.

- 18.8 Notwithstanding Section 17.7, a reply may be made by the Member who has presented a motion to the Board, following the conclusion of the speeches of the other members.
- 18.9 After a question is put by the Chair, no Member will speak to the question nor will any other motion be made until after the vote is taken and the result declared.

19. POINTS OF ORDER AND PROCEDURE

- 19.1 Any Member may present a point of order or procedure and request the Chair's ruling.
- 19.2 The Chair will rule upon points of order and points of procedure without debate or comment, other than to state the applicable rule, and subject to being overruled by a majority vote of the Members, the decision of the Chair will be final.
- 19.3 Immediately following a Chair's ruling, a Member may make a motion to appeal that ruling, despite another Member having the floor. When challenged, the Chair may give a brief explanation of the ruling and ask the Members "Is the ruling of the Chair upheld?" In the event of a tie vote, the ruling is upheld. The decision of the Board under this Section is final.

20. MOTIONS

- 20.1 A Member may make a motion that:
- (a) Affects the Meeting's procedures, as set out in the Procedural By-law; or
 - (b) Takes action on the matter that is currently before the Board for debate.
- 20.2 A motion will be moved and seconded before being discussed or being put to a vote. The motion being moved must be clearly stated.
- 20.3 The Board Secretary will read a motion before a vote is taken if required to do so by a Member.
- 20.4 After a motion has been moved and seconded, it may be withdrawn by the mover at any time before a vote is taken.
- 20.5 A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions;
- (a) to adjourn;

- (b) to amend;
- (c) to refer;
- (d) to suspend the rules of procedure;
- (e) to table the question;
- (f) to vote on the question.

20.6 A motion to adjourn the meeting may be made at any time except;

- (a) when a Member is speaking or during the taking of a vote;
- (b) when the question has been called;
- (c) when a Member has already indicated to the Chair that they desire to speak on the question.

When a motion to adjourn the meeting is defeated, the motion to adjourn cannot be made again until the Board has conducted further proceedings.

20.7 A motion to amend:

- (a) will be relevant to the question to be decided;
 - (b) will not be received if it in essence constitutes a rejection of the main questions;
- and only one motion to amend such amendment will be permitted, and any further amendment will be made to the main question.

20.8 A motion to refer the question will include;

- (a) the name of the Committee, other body or official to whom the question is to be referred; and
- (b) the terms upon which the question is to be referred;

and any debate will only be permitted with respect to the desirability of referring the question and the terms of the referral, and no discussion of the main question or an amendment will be allowed until after its disposition.

20.9 After any matter has been decided, any Member who voted on the prevailing side may, either later in the meeting or at a subsequent meeting of the Board, move a motion for reconsideration of the matter, provided notice is given as required by this By-law, but no discussion of the matter will occur until the motion to reconsider is adopted.

20.10 No question will be reconsidered more than once at a meeting of the Board.

- 20.11 A motion to reconsider suspends action on the motion to which it applies until it has been decided.
- 20.12 If the action approved in the main motion cannot be reversed, the motion cannot be reconsidered.

21. VOTING ON MOTIONS

- 21.1 Except as provided elsewhere in this By-law, a motion will be deemed to have been carried when a majority of the Members present and voting have expressed their agreement with the question.
- 21.2 When the Chair is satisfied that a question contains distinct proposals, they may divide the question or on the request of a member, will divide the question, and the vote on each proposal will be taken separately.
- 21.3 Every Member present at a meeting of the Board when a question is put will vote on the question unless legally prohibited in which case the fact of the prohibition will be recorded in the Minutes of the meeting.
- 21.4 If a Member present does not vote when a question is put, they will be deemed to have voted in the negative, except where the Member is prohibited from voting by statute or declared conflict.
- 21.5 A Member may request a recorded vote on any matter and must make the request immediately before or after the vote is taken. If the request for a recorded vote is made immediately after the vote is taken, the first vote is nullified and a second, recorded vote must be held. When a recorded vote is requested the Board Secretary records the name and vote of each Member on the matter.
- 21.6 Any motion on which there is a tie vote will be deemed to be lost.

22. AVAILABILITY OF INFORMATION

- 22.1 Information relating to matters described in Section 9.6 of this By-law, will be marked "Confidential".
- 22.2 Immediately following the distribution of the agenda information to all Members of the Board, the public agenda materials will be made available to the media and to any member of the public requesting such information, provided the disclosure of such information does not relate to matters described in Section 9.6.
- 22.3 The Action Registry will contain tasks assigned by the Board to either the Chief of Police, Board committees or Board staff. All such tasks will be assigned by Board decision which may identify priorities and include deadlines.

- 22.4 The Action Registry will contain the requirements for each task as set out in the Board decision, the date of the Board decision, the person/body responsible for the task, the scheduled reporting meeting and task status. The Action Registry will be maintained by Board staff, who will coordinate scheduling of reports related to assigned tasks, and distribute an updated version along with each Board agenda.
- 22.5 Once items are complete, they will be removed from the Action Registry.

23. BY-LAWS

- 23.1 Every by-law will be introduced by motion by a Member, and any number of by-laws may be introduced together in one motion, but the Chair may, at the request of a Member, deal separately with any by-law.
- 23.2 Every by-law when introduced, will be in typewritten form and contain no blanks except as may be required to conform to accepted procedure or to comply with the provisions of any Act, and will be complete with the exception of the number and date of the by-law.
- 23.3 Every by-law which has been passed by the Board will be numbered, dated and signed by the Chair and Board staff, and filed in the Board office.
- 23.4 Amendments to By-laws may be made only by adoption of another By-law.

24. RECORDING DEVICES

- 23.1 The use of cameras, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for recording the proceedings of a meeting that is open to the public by members of the public, including the news media, are permitted.

25. AMENDMENTS TO PROCEDURAL BY-LAW

- 25.1 To pass a motion to amend or repeal this By-law requires a two-thirds vote of Members present.
- 25.2 The Board will only consider amendments or repeal of this By-law at a Regular Board Meeting if notice has been provided by inclusion of an appropriate report or notification in the Public Agenda for the Meeting. For greater clarity, a Motion to amend or repeal this by-law may not be introduced from the floor by any Member, and the Rules of Procedure may not be waived in order to permit the introduction of such a motion.

26. ADMINISTRATION

26.1 That By-law No. 2017-004, as amended by By-law No. 2018-001 is repealed.

26.2 This By-law will come into force upon the date of its passage.

27. EFFECTIVE DATE

27.1 This By-law is enacted by the Halton Police Board on the 25th day of September, 2025

APPROVED THIS 25th DAY OF SEPTEMBER, 2025.

CHAIR

BOARD SECRETARY



Action Registry – Public Section

Motion Date	Motion ID	Motion	Task Assigned To	Scheduled Completion	Status/Comments
26 Jun 25	2.2	<i>THAT the Annual Report policy be updated.</i>	CGO	Oct	