



Halton Police Board Meeting - DECEMBER 18, 2025

DATE - 9:00 a.m.

James Harding Community Room, Halton Regional Police Headquarters

2485 North Service Road West

Oakville, ON, L6M 3H8



Halton Police Board Meeting - DECEMBER 18, 2025

DECEMBER 18, 2025 - 9:00 A.M.

1. General

- 1.1 Indigenous Land Acknowledgement
- 1.2 Regrets
- 1.3 Disclosure of Conflicts of Interest
- 1.4 Confirmation of Minutes of Meeting 11-27
held Thursday, November 27, 2025

2. Presentations/Delegations - NONE

3. Information Reports

- 3.1 - P25-12-I-01 - Facilities Update - 2025
- 3.2 - P25-12-I-02 - New 1 District Facility -
Quarterly Update
- 3.3 - P25-12-I-03 - Secondary Employment -
2025
- 3.4 P25-12-I-04 - Community Safety and Well-
being Plans

4. Recommendation Reports

- 4.1 - CGO-12-R-01 - Annual Report Policy
- 4.2 - CGO-12-R-02 - Administration of Human
Resources Policy Update

5. Operational Verbal Updates

6. Action Registry

- 6.1 Public Information Action Registry

7. Receipt of Public Correspondence

8. New Business

9. Move Into Closed Session

10. Closed Session Report

11. Adjournment



Public Minutes

MEETING NO. P25-11

DATE OF MEETING: Thursday, November 27, 2025
9:05 a.m.

LOCATION: James Harding Community Room, HRPS Headquarters

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

STAFF PRESENT: Chief Stephen Tanner
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
Fred Kaustinen, Chief Governance Officer
Chris Lallouet, Yellow Robot Communications
Jessica Warren, Manager of Board Operations/ Board Secretary

ALSO PRESENT: David Tilley, Ministry of the Solicitor General

1. GENERAL

1.1 Regrets

N/A



1.2 Disclosure of Conflicts of Interest

Nadeem Akbar declared a conflict with respect to the Community Fund application from Ontario Seniors Forum.

1.3 Confirmation of Minutes of Meeting P25-10 held Thursday, October 30, 2025

Moved by: N. Akbar

Seconded by: J. McKenna

"THAT the Minutes of Meeting P25-10 held Thursday, October 30, 2025, be adopted as circulated."

Carried.

2. PRESENTATIONS/DELEGATIONS – NONE

N/A

3. INFORMATION REPORTS

3.1 Halton Police Board CSPA Implementation

Moved by: S. Ali

Seconded by: L. Kearns

*"THAT the report on Halton Police Board CSPA Implementation be received; and
THAT an Advocacy policy be developed."*

Carried.

3.2 P25-11-I-01 - Financial Report and Forecast - 3rd Quarter 2025

3.3 P25-11-I-02 Semi-Annual Grant Agreements Execution

3.4 Procedure By-law Update

Moved by: I. Hann

Seconded by: N. Dhaliwal



“THAT Items 3.2, 3.3, and 3.4 on the Information Reports agenda be received for information.”

Carried.

4. RECOMMENDATION REPORTS

4.1 P25-11-R-04 - Limited Tendering - Maintenance Agreement - Hexagon Computer Aided Dispatch

Moved by: I. Hann

Seconded by: L. Kearns

“That the Halton Police Board authorize a one (1) year limited tendering agreement with Hexagon Safety & Infrastructure for the support and maintenance of the HRPS Computer Aided Dispatch system (CAD) and related systems with the option to extend the Agreement for two (2) additional one (1) year terms for a total cost over three (3) years in the amount not to exceed \$2,624,417 (including taxes and contingency), and further; That the Halton Police Board delegate their authority to the Chief of Police to negotiate and execute one (1) or more of the optional term extensions available within the funding identified, should it be in the best interests of the Service to do so.”

Carried.

4.2 P25-11-R-05 - Limited Tendering - Maintenance Agreement - Niche Records Management System

Moved by: S. Ali

Seconded by: N. Dhaliwal

“That the Halton Police Board authorize the award of a five (5) year Limited Tendering contract with Niche Technology Inc, for the provision of licensing, support and maintenance of the HRPS Records Management System (RMS) with the option to extend the contract for two (2) additional one (1) year terms for a total cost over seven (7) years in the amount not to exceed \$3,468,595 (including taxes and contingency), and further; That the Halton Police Board delegate their authority to the Chief of Police to negotiate and execute one (1) or more of the optional term extensions available within the funding identified, should it be in the best interests of the Service to do so.”

Carried.



4.3 P25-11-R-06 - Contract Extension - STSolutions Limited

Moved by: N. Dhaliwal

Seconded by: S. Ali

"That the Halton Police Board approve a twenty-four (24) month extension of the single source Professional Consulting Services Agreement for the acquisition of consulting services from STSolutions Limited for an amount not to exceed \$467,876.50(inclusive of taxes); and

That the Halton Police Board delegate their authority to the Chief of Police to execute the contract extension on the Board's behalf."

Carried.

4.4 P25-11-R-07 - Limited Tendering - Resolve Systems Technical Account Manager

Moved by: N. Akbar

Seconded by: I. Hann

"That the Halton Police Board authorize the award of a one (1) year Limited Tendering contract with SHI Canada for the acquisition of a Technical Account Manager from Resolve Systems for a one (1) year term, not to exceed \$46,000 (including net tax)."

Carried.

4.7 P25-11-R-14 - Public Safety Unit

Moved by: N. Dhaliwal

Seconded by: L. Kearns

"That the Halton Police Board approve the implementation of the Public Safety Unit in order to ensure the overall adequacy and effectiveness of the Halton Regional Police Service in the area of public order maintenance".

Carried.

4.6 P25-11-R-13 - Public Safety Unit - Capital Project



**HALTON
POLICE
BOARD**
EXCELLENCE IN GOVERNANCE

Moved by: L. Kearns

Seconded by: S. Ali

"That the Halton Police Board approves the establishment of a new capital project for the Public Safety Unit (PSU) in the amount of \$600,000 funded from the Police Capital Reserve."

Carried.

4.5 P25-11-R-12 - Revised 2026 Funding Request & 10-Year Capital Forecast

Moved by: J. McKenna

Seconded by: I. Hann

"That the Halton Police Board approves the 2026 Funding Request of \$252,402,191 and forwards the request to Halton Region; and further,

That the Halton Police Board approves an increase in the authorized sworn strength of twenty (20) positions; and further,

That the Halton Police Board approves an increase in the authorized civilian strength of four (4) positions; and further,

That the Halton Regional Police Services Board approves the 10-Year Capital Budget and Forecast as presented."

Carried.

4.8 CGO-11-R-01 Policy G-02 - Board Job Description

Moved by: J. McKenna

Seconded by: S. Ali

"THAT policy G-02 Board Job Description be amended as proposed."

Carried.

5. OPERATIONAL VERBAL UPDATES



- Facial recognition program is now live.
- Women's Support Network had their 5th annual symposium.
- The Chief introduced Lama Nicholas, Manager of Corporate Communications.

4. RECOMMENDATION REPORTS

4.9 PBM-11-R-01 - Community Fund Recommendations - October 31, 2025

Moved by: N. Dhaliwal

Seconded by: I. Hann

THAT the Board approve the recommendations of the November 12, 2025 meeting of the Community Fund Committee; as follows:

- THAT the application from the Black History Awareness Society be approved in the amount of \$10,000;*
- THAT the application from ProAction Cops & Kids be approved in the amount of \$4,000,*
- THAT the application from Black Mentorship Inc be denied;*
- THAT the application from Milton Punjabi Community Club be denied;*
- THAT the application of ADAPT be approved in the amount of \$10,000;*
- THAT the application from St. Johns Ambulance be approved in the amount of \$5,000;*
- THAT the application from Youth Development Canada be denied.*

Carried.

Moved by: N. Dhaliwal

Seconded by: I. Hann

- h. THAT the application from Ontario Seniors Forum be approved in the amount of \$10,000.*

Carried.

*(N. Akbar did not vote,
as he is a member of
this organization.)*

6. ACTION REGISTRY



6.1 Public Information Action Registry

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

"THAT the updated Public Information Action Registry be received and updated."

Carried.

7. RECEIPT OF PUBLIC CORRESPONDENCE

Moved by:
Seconded by:

"THAT the Public Correspondence be received."

Carried.

8. NEW BUSINESS

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

"THAT the Chief provide a report on the Public Safety Unit and the Hub model in accordance with policy Pop-06 – External Policing Assistance, and

THAT any draft agreements be considered."

Carried.

9. MOVE INTO CLOSED SESSION

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

"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 matters pertaining to: the security of the property of the board.

11. ADJOURNMENT

Moved by: S. Ali

Seconded by: L. Kearns

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

Carried.

The meeting adjourned at 2:35 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: FACILITIES UPDATE – 2025

Report #: P25-12-I-01

Date: December 18, 2025

INTRODUCTION AND BACKGROUND:

The facilities update report is prepared annually, or as required, and provides information regarding the status of major facility renovation and construction projects.

Details of activities undertaken since the last report to the Board are as follows:

1 District – Milton & Halton Hills

The 1 District Facility Plan was developed to provide an effective and efficient configuration and location of police facilities to support the delivery of policing services in the District. The Board approved a recommendation to provide a main District station (with supporting service delivery stations in Acton and Georgetown) which will provide operational benefits, improved communications, more effective use of resources and cost savings.

With the Halton Regional Police Board approval to fully implement the 1 District Facility Plan, received in December 2023, HRPS and Regional Staff along with prime consultant AECOM Canada Architects Ltd. successfully completed a request for tender process (T-668-23) that resulted in the award of general contracting services to Norlon Builders on May 6, 2024. The official ground-breaking ceremony was held May 8, 2024.

Throughout 2025 construction has progress well. The current project schedule anticipates the new facility operational in Q2 2026.

The Halton Regional Police Board continues to receive quarterly information reports with updates on construction.

The existing 11 & 12 Division facilities will continue to be suitably maintained with minimal capital investment until the new 1 District Facility is complete.

Headquarters

There were not any significant facilities projects undertaken at the Headquarters during 2025. The facilities continue to meet the Service's operational needs.

2 District – Oakville

During 2025, a pre-construction study was undertaken to determine how to best expand the locker room areas at the 20 Division station to address the growing number of Staff assigned to this location. The study's recommended project scope and high-level construction cost estimate was used to support a 2027 capital forecast request. The facilities continue to meet the Service's operational needs.

3 District – Burlington

During 2025 Consultants were retained to undertake the design, permitting and construction administration for the locker room expansion project at 30 Division. Application for building permit is expected in the new year, followed by a tender for construction. This project was identified in the 2025 capital plan. The facilities continue to meet the Service's operational needs.

Facilities Master Plan

The Service will undertake a full update to the Facilities Master Plan during 2026 that will provide comprehensive facility needs assessments until 2051. This will align with the population growth analysis reviews completed by each of the local municipalities. The Service remains compliant with the specific facilities requirements identified in the Community Safety and Policing Act, Adequate and Effective Policing (General) regulations and guidelines.

With current facilities approaching capacity, the updated Master Plan will outline long-term strategies – including potential expansion - to ensure sufficient space and resources for future operational needs.



Stephen J. Tanner
Chief of Police

: KB / MMcM

Attachments:



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 #: P25-12-I-02

Date: December 18, 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 September update, construction has continued to advance steadily. Exterior building finishes are nearing completion, including the installation of metal siding, flashing, and window caps. Interior work is also progressing well: drywall finishing is nearly complete, painting is underway, suspended ceiling grids are being installed, and interior doors and hardware have been fitted. Washrooms have been tiled, and plumbing fixtures are currently being installed. The hydro transformer has been installed, and the building is ready for connection to permanent utility power. Mechanical equipment is prepared to begin the commissioning stage as soon as power connections are complete. Site finishing continues with the completion of sidewalks, lighting pole bases, and the flagpole plinth. Parking lot curbs are currently in progress, and the granular base for asphalt paving is being installed.

The project team is in discussions with the contractor regarding a schedule extension to support the safe and successful completion of the electrical work. The proposed extension, approximately five weeks, will help ensure the delivery of a high-quality project. It should be noted that the electrical trade has already maximized its onsite workforce and introduced a second site supervisor, recognizing both the importance and the complexity of this project.

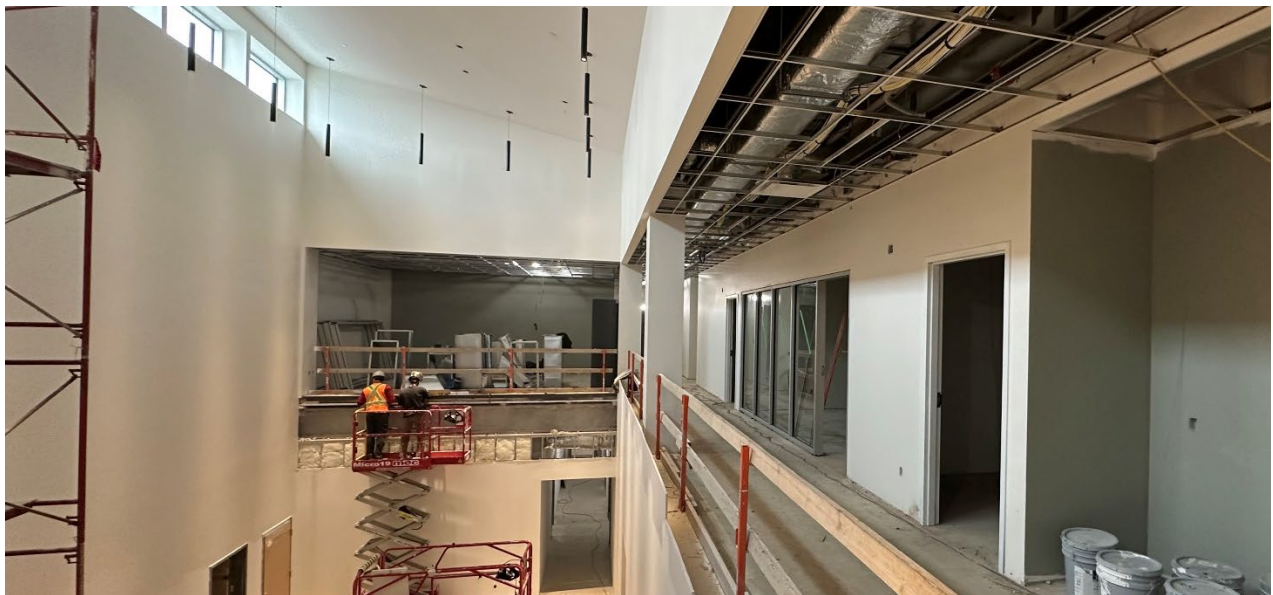
The project continues to receive full support from Regional partners, as well as from the contractor and consulting teams.

Construction Look-Ahead: Next 3 Months:

- Building construction nearly at ready for handover milestone
- HRPS Facilities and IT commencing installation of furniture and network infrastructure
- Move in planning well underway.

SITE IMAGES:

South East Elevation, Exterior metal siding nearing completion, sidewalks in progress – Nov 26, 2025



2nd floor, Interior finishing in progress, installation of glazing, doors & frames, ceiling grid and painting – Nov 27, 2025



Electrical Room, installation of switch gear electrical feeders, Nov 27 2025

OVERALL PROJECT “HEALTH”:

As of December 2025, the project remains within the approved budget, with the overall schedule now targeting the new facility to be open and fully operational in Q2 2026. No other significant project risks have been identified at this time.

Stephen J. Tanner
Chief of Police

:KB/MMcM

Attachments: None



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: **SECONDARY EMPLOYMENT**

Report #: P25-12-I-03

Date: December 18, 2025

INTRODUCTION AND BACKGROUND:

As per Service Directive EXE-007 and Halton Police Board By-law No. 98-2, members who wish to engage in secondary employment must receive permission from the Chief of Police. The term of approval is three (3) years, at which time members who wish to continue in secondary employment are required to reapply.

A total of eleven (11) members requested permission for secondary employment during 2025. The approved activities are:

Customer Experience Rep
Volunteer – Distress Centre Halton
Restaurant Server
Video Exception Processor – 407
Relief Shelter Worker
Real Estate Agent
Paramedic
Psychotherapy Group Facilitator
Tactical Consultant – self employed
Instructional Staff

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

Stephen J. Tanner
Chief of Police

:lam



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 #: P25-12-I-04

Date: December 18, 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
Christina Gallimore, Region of Halton
Dr. Deepika Lobo, Region of Halton
Susan Alfred, Region of Halton

A handwritten signature in black ink, appearing to be "J. Tanner", is written over a light blue rectangular background.

Stephen J. Tanner
Chief of Police

:JR

Attachments: Community Safety and Well-Being Status Report – October 2025 – November 2025



Halton Regional Police Service

Community Safety and Well-Being Status Report

October 2025 – November 2025



The Community Services Unit 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, Christina Gallimore - Manager, Human Services Planning and Program Support, and Dr. Deepika Lobo - Commissioner and Medical Officer of Health

COMMUNITY SAFETY & WELL-BEING WORKING GROUP

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

Stronger Together Symposium:

On November 27, 2025, the Halton Opioid Action Table, in collaboration with Halton Region, ADAPT, and the Halton Regional Police Service (HRPS), hosted the **"Stronger Together" Symposium**. The event was a significant success and was very well attended by over 100 community members, service providers, and local leaders.

The purpose of the symposium was to reduce opioid-related harm through coordinated education, prevention, and treatment initiatives, while empowering all sectors with the tools, data, and stories needed to drive meaningful change. The ongoing opioid crisis continues to affect families and communities across Halton and beyond, and this event served as an important forum to share knowledge, discuss challenges, and highlight effective, compassionate responses.

Participants had the opportunity to learn about harm reduction strategies, trauma-informed care, and the importance of accessible treatment and recovery supports. The symposium also emphasized the value of collaboration and evidence-based approaches in addressing complex substance-use issues.

A key highlight of the event was the keynote presentation by **Guy Felicella**, who delivered powerful and practical insights on leadership, resilience, mental health, trauma, PTSD, suicide prevention, and navigating loss. Guy's personal story of recovery and lived experience offered a meaningful perspective on harm reduction, trauma therapy, and the need for timely access to treatment. His message inspired attendees and reinforced the importance of compassionate, community-driven approaches to addiction support.

Overall, the "Stronger Together" Symposium provided an invaluable opportunity for learning, connection, and collaboration. It strengthened relationships among stakeholders and reaffirmed the shared commitment to building safer, healthier communities across Halton.

From Crisis to Care: Strengthening Mental Health Supports in Halton

Each year, HRPS responds to thousands of mental health related calls. Ensuring residents get the right help at the right time remains a priority.

With support from the Halton Region Community Investment Fund (HRCIF) and our CSWB partners, we continue to build collaborative models that improve crisis response, ease pressure on emergency services, and connect residents to timely care.



Halton Regional Police Service

Community Safety and Well-Being Status Report October 2025 – November 2025



Key 2025 Initiatives

Redirecting Mental Health Calls – \$124,799 (1-Year Investment)

New call-diversion efforts allow low-risk, 911 mental health calls, to be transferred directly to CMHA Halton clinicians. This reduces demand on 911 and frontline officers while ensuring individuals receive immediate, specialized support.

Community Response Team – \$347,864 (2-Year Investment)

In partnership with CMHA Halton, this pilot deploys a civilian-led team to manage lower-risk mental health situations, offering an alternative to police when appropriate. Higher-risk calls continue to be jointly supported by HRPS and CMHA. The model improves timely, people-centered crisis care and reduces repeat emergency calls.

Halton Crisis Continuum – \$126,000 (2-Year Investment)

Led by CMHA Halton and ROCK, 14 agencies are working together to streamline access to crisis supports across all age groups. This initiative strengthens coordination, reduces duplication, and clarifies where residents can turn during a crisis.

Investing in Community Impact

In 2025, HRCIF is investing \$5.2 million in more than 78 community programs across Halton. These investments paired with strong partnerships between HRPS, local agencies and health providers, are helping build a safer, healthier and more resilient community.

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



Public Agenda Report

To: Halton Police Board

From: Fred Kaustinen
Chief Governance Officer

Subject: Policy PoP-07 – Annual Report

Report #: CGO-12-R-01

Date: 18 December 2025

RECOMMENDATION:

THAT Policy PoP-07 – Annual Report be approved as proposed.

Attachments:

Policy PoP-07 – Annual Report – Proposed 18 December 2025

DISCUSSION / ANALYSIS

CSPA s.91 directs the Board to publish an Annual Report addressing achievement of Strategic Plan objectives, the affairs of the HRPS and the provision of policing as it relates to the Region's Community Safety and Well-being Plan.

The proposed policy lays out a consistent format for the Annual Report and brings in other reporting requirements, namely the cost of policing, use-of-force and public complaints over the past 5 years (for context).

CONSULTATION

Chief Tanner and Inspector Foley were consulted regarding this proposed policy.



Policy PoP-07

Annual Report

DRAFT 18 December 2025

Purpose

1. The purpose of the Annual Report is to provide the people of Halton Region with the Board's transparent, balanced account of the Provision of Policing in Halton Region. The Annual Report serves to build confidence in policing and the HRPS through its honest and fulsome account of what has transpired, what has been achieved, and what needs to be improved.
2. Legislatively, the Annual Report must include:
 - 1.1 the implementation of the board's strategic plan and the achievement of the performance objectives identified in the strategic plan;
 - 1.2 the affairs of the police service; and
 - 1.3 the provision of policing as it relates to Halton Region Community Safety & Well-being (CSWB) Plan.

Requirements.

3. The Chief of Police shall prepare the Annual Report for the Board that presents information in the following sequence:
 - 3.1. introductory letters from the Chair and Chief;
 - 3.2. Strategic Plan Implementation Status of each of the Strategic Objectives in terms of the specified performance metrics;
 - 3.3. other HRPS undertakings, starting with: past 5 years data regarding the cost of policing, use of force and public complaints; and
 - 3.4. the provision of policing as it relates to Halton Region (CSWB) Plan, specifically how did HRPS help achieve the CSWB Plan's objectives.



4. The Chief of Police shall brief the Board with draft copies of the Annual Report at both the April and May meetings each year.
5. The Board has overall authority over the Annual Report. The Board reserves the right to adjust the Annual Report at any time for any reason.

Monitoring and Reporting Requirements

6. The HRPS Mid-year Performance report shall align with Annual Report, in that it shall address as a minimum:
 - 6.1. the implementation of the Board's strategic plan and the achievement of the performance objectives identified in the strategic plan; and
 - 6.2. the provision of policing as it relates to Halton Region Community Safety & Well-being (CSWB) Plan.
7. The primary venue for disseminating the Annual Report shall be through the Board Office.
8. The Board shall provide the Annual Report to Regional Council and the Solicitor General and post it on its website for the public on or before June 30 each year.

References:

CSPA 2019 s41, 251(d)
HPB Policy PoP-03 Strategic Planning
HPB Policy G-07 Governance Calendar



Public Agenda Report

To: Halton Police Board

From: Fred Kaustinen
Chief Governance Officer

Subject: Policy A-02 – Administration of Human Resources

Report #: CGO-12-R-02
2025

Date: 18 December

RECOMMENDATION:

THAT revised Policy A-02 – Administration of Human Resources be approved as proposed.

Attachments:

Policy A-02 – Administration of Human Resources – Proposed 18 December 2025

DISCUSSION / ANALYSIS

CSPA s.91 identifies the Board as the appointing authority for auxiliary members of the Service. The proposed policy amendment addresses the authority in manner consistent with the appointment of other members of the HRPS.

CONSULTATION: Deputy Chief Mahar was consulted regarding this proposed policy revision.



Policy A02

Administration of Human Resources

~~Approved 30~~ Proposed 18 December 2025 ~~October 2025~~

Purpose

1. The Board is committed to maintaining a healthy, safe and fulfilling workplace for all members.
2. With respect to the administration of the human resources of the Halton Regional Police Service, the Chief of Police will ensure that the Halton Regional Police Service provides a work environment that maximizes employee engagement, in which all members are treated fairly with dignity and respect, and is free from discrimination, workplace harassment, workplace violence, and workplace sexual harassment.

Requirements

3. Regarding the management of human resources, the Chief of Police shall:
 - a. establish procedures that:
 - i. clarify employment rules for members,
 - ii. address the promotion of sworn members, in compliance with the Halton Regional Police Services Board Bylaw 98-3,
 - iii. guide evaluation of civilian jobs, consistent with collective agreements;
 - iv. address the terms and conditions of job sharing,
 - v. guide the Service's response to every reported incident of workplace harassment, workplace sexual harassment and workplace violence;
 - b. acquaint all members with procedures set out above;
 - c. present for Board approval, with supporting data where warranted, all member hires, appointments and terminations;



- d. establish job descriptions for all positions in the Service, and guidelines for the regular review and update of all jobs within the Service;
- e. establish an orientation and onboarding program for all new employees to ensure they understand the vision and values of the Service and their role within the Service, which shall include, among other things, a review of the applicable Service Code of Conduct and the Code of Conduct established under the Community Safety and Policing Act (CSPA) for uniform members;
- f. ensure that all members receive training on bias-free policing, unconscious or implicit bias in the workplace, diversity, inclusion, workplace safety, and human rights, as required by the CSPA and HRPS Directives;
- g. ensure members are prepared to perform their duties effectively and safely in accordance with the CSPA, Board policies, and HRPS Directives;
- h. implement and maintain a performance appraisal system to define performance expectations, assess work performance and guide the development of all members of the police service;
- i. establish a Fit for Duty Assessment Program by which the Service can, in good faith, evaluate a member's/volunteer's fitness for duty and provide reasonable assurance that members/volunteers have the capacity and ability to competently and safely perform the duties of their position, and as such do not pose a safety or security risk;
- j. establish an organizational wellness program;
- k. establish a formal Return to Work Program to assist members who are temporarily or permanently disabled as a result of a bona fide injury/illness/disease and to accommodate members with disabilities in accordance with the Ontario Human Rights Code;
- l. comply with the provisions of the Ontario Human Rights Code, the Occupational Health and Safety Act, the Pay Equity Act, and any other applicable employment legislation;
- m. ensure organizational compliance with all aspects of the Collective Agreements and executives' contracts;



- n. establish pandemic vaccination and related procedures to safeguard all members, in consideration of current public health guidelines and directives.;
 - o. establish directives regarding the “Disconnecting from work” for civilian members when not on duty or on-call, clearly articulating the right not to engage in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work outside working hours; and
 - p. report to the Board on a semi-annual basis regarding the disposition of public and internal complaints, and any subsequent remedial action where applicable.
4. Regarding police officer, ~~and~~ special constable and auxiliary member appointments:
- a. the Chief of Police shall:
 - i. recommend each **new non-experienced constable** for Board appointment as an HRPS constable, in advance of their stated deployment date,
 - ii. recommend each **new experienced officer** for Board appointment as an HRPS officer, in advance of their stated deployment date; ~~and~~
 - iii. recommend each **new special constable** for Board appointment as an HRPS special constable, in advance of their stated deployment date; and
 - iii.iv. recommend each **auxiliary member** for Board appointment as an HRPS auxiliary member, in advance of their stated deployment date;
 - b. the Board shall duly consider all proposed appointments of new non-experienced constables, experienced officers and special constables, and approve those appointments it deems appropriate; and
 - c. the Chair or designate shall sign the appointment certificate for each new non-experienced constable, experienced officer and special constable, on behalf of the Board.



5. No new non-experienced constables, experienced officers, ~~and~~ special constables, or auxiliary members shall be deployed to active duty prior to their appointment by the Board.

Monitoring and Reporting Requirements

6. The Chief of Police shall notify the Chair and the Board in writing at the earliest Board meeting of any material deviation from this policy, or any substantive activities or trends worthy of immediate Board awareness.

References:

- Community Safety and Policing Act 2019
- Ontario Human Rights Code Police Services Act
- General Adequacy Standard Regulation
- Employment Standards Act 2000
- Pay Equity Act Occupational Health and Safety Act
- Working for Workers Act 2021
- Current Collective Agreements and Employment Contracts

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	Jan 26	
27 Nov 25	3.1	<i>“THAT the report on Halton Police Board CSPA Implementation be received; and THAT an Advocacy policy be developed.”</i>	CGO Designate	Sep 26	
27 Nov 25	8	<i>“THAT the Chief provide a report on the Public Safety Unit and the Hub model in accordance with policy Pop-06 – External Policing Assistance, and THAT any draft agreements be considered.”</i>	Chief		



Monthly Correspondence List – December 2025

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

<u>No.</u>	<u>Title</u>	<u>Date Received</u>
<u>1</u>	Letter from Solicitor General	December 11, 2025