



**HALTON
POLICE
BOARD**
EXCELLENCE IN GOVERNANCE

Halton Police Board Meeting - APRIL 30, 2026

April 30, 2026 - 9:00 a.m.

James Harding Community Room, Halton Regional Police Headquarters

2485 North Service Road West

Oakville, ON, L6M 3H8



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EXCELLENCE IN GOVERNANCE

Halton Police Board Meeting - APRIL 30, 2026

DATE, TIME

1. General

- 1.1 Indigenous Land Acknowledgement
- 1.2 Regrets
- 1.3 Disclosure of Conflicts of Interest
- 1.4 Confirmation of Minutes of Meeting 03-26 held
Thursday, March 26, 2026

2. Presentations/Delegations

- 2.1 - Plaque Presentation - Jane McKenna
- 2.2 - Introduction of New Superintendents
- 2.3 - Privacy Presentation
- 2.4 - Employee Engagement Survey Results

3. Information Reports

- 3.1 - Seized Fund Statement – February 28, 2025
- 3.2 - 2025 Service Vehicles – Collisions &
Damages
- 3.3 - 2025 Audit Report
- 3.4 - 2025 Q1 Human Resources Summary
- 3.5 - Crime Stoppers Quarterly Update
To be distributed prior to meeting.

4. Adequate and Effective Policing

- 4.1 - 2027 Budget Directions
- 4.2 - Law Enforcement Policy

5. Recommendation Reports

- 5.1 - Limited Tendering – Faction Four Systems
Inc.
- 5.2 - Agreement – Deployment of Metrolinx Special
Constables in the Region of Halton

6. Operational Verbal Updates

7. Action Registry

7.1 Public Information Action Registry

8. Receipt of Public Correspondence

9. New Business

10. Move Into Closed Session

11. Closed Session Report

12. Adjournment



Public Minutes

MEETING NO. P26-03

DATE OF MEETING: Thursday, March 26, 2026
9:07 a.m.

LOCATION: James Harding Community Room, HRPS Headquarters

MEMBERS PRESENT (in person): Jeff Knoll (Chair)
Nav Dhaliwal, Councillor Lisa Kearns, Councillor Sameera Ali, Nadeem Akbar, Rod Dobson

STAFF PRESENT: Chief Stephen Tanner
Deputy Chief Jeff Hill
Deputy Chief Kevin Maher
Deputy Chief, Roger Wilkie
Kari Buzzelli, Chief Financial Officer
Louise More, Executive Director of Human Resources
Ken Kelartas, Director of Legal
Paul Foley, Inspector
Bill Payne, Director of Information Technology
Fred Kaustinen, Chief Governance Officer
Jessica Warren, Manager of Board Operations/ Board Secretary

1. GENERAL

1.2 Regrets

Ingrid Hann



1.4 Disclosure of Conflict of Interest

N/A

1.4 Confirmation of Minutes of Meeting P26-02 held Thursday, February 26, 2026

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

“THAT the Minutes of Meeting P26-02 held Thursday, February 26, 2026, be adopted as circulated.”

Carried.

2. PRESENTATIONS/DELEGATIONS

2.1 Sean O'Meara - Ward 1 Town and Regional Councillor - Town of Oakville

Councillor O'Meara presented to the Board requesting that HRPS work with the Town of Oakville to make events in Bronte safer.

2.2 Jonathan McNeice - Ward 1 Town Councillor - Town of Oakville

Councillor McNeice presented to the Board requesting that HRPS work with the Town of Oakville to make events in Bronte safer.

2.3 Canada Day in Bronte

Chief Tanner provided a verbal update on Canada Day in Bronte.

4. ADEQUATE AND EFFECTIVE POLICING

4.1 Canada Day in Bronte

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



“THAT the board designate on its own accord Bronte Area Victoria Day and Bronte Area Canada Day as separate Major Events under Policy PoP05 - Policing Designated Major Events based on assessments under Sections 3.6, 3.8, 3.9;

Under:

Section 3.6 the event features extraordinary operational requirements;

Section 3.8 that the event will be of medium or greater risk;

Section 3.9 any other relevant criteria; and

THAT the Board receive Presentations/Delegations (Item 2.1 & 2.2), Petition titled 'Help Save Oakville's Canada Day Celebrations' and the Victoria Day and Canada Day Incidents Executive Summary Dated March 20, 2026.”

Carried

3. INFORMATION REPORTS

3.1 New 1 District Facility, Quarterly Project Update

Moved by: N. Dhaliwal

Seconded by: R. Dobson

“THAT the update on New 1 District Facility be received.”

Carried.

4. ADEQUATE AND EFFECTIVE POLICING

4.2 Annual HRPS Performance Report

Moved by: S. Ali

Seconded by: R. Dobson

“That the Halton Police Board receives the Annual Performance Report for the 2025 reporting period - for information and discussion.”



Carried.

4.3 Annual Report on Urgent Demands for Information Related to Missing Persons

Moved by: N. Dhaliwal
Seconded by: N. Akbar

"That the Halton Police Board receive and review the 2025 Annual Report on the Urgent Demands for Information Related to Missing Persons in accordance with the Missing Person Act 2018."

Carried.

4.4 Missing Person Investigation Reward

Moved by: N. Dhaliwal
Seconded by: N. Akbar

"That the Halton Police Board issue a \$25,000 reward funded from the Boards Community Fund, for information that leads to the arrest and conviction of the person(s) who may be responsible or involved in the disappearance of Irma Galastica, or for credible information that confirms her current location."

Carried.

4.5 Annual Report on Urgent Demands for Information Related to Human Trafficking Victims

Moved by: N. Dhaliwal
Seconded by: N. Akbar

"That the Halton Police Board receive and review the 2026 Annual Report on the Urgent Demands for Information Related to Human Trafficking Victims in accordance with the Accommodation Sector Registration of Guests Act, 2021".

Carried.



5. RECOMMENDATION REPORTS

5.1 2025 Occupational Health & Safety Report and 2026 Health & Safety Policy Statement

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

“THAT the Halton Police Board authorize the Chair to sign the 2026 Health and Safety Policy Statement on behalf of the Board in compliance with the Occupational Health and Safety Act, and further;

THAT the Halton Police Board review and receive the 2025 Health & Safety Report as attached.”

Carried.

5.2 Community Fund Scoring Matrix

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

“THAT the Board approve the Community Fund Application Scoring Matrix.”

Carried

6. OPERATIONAL VERBAL UPDATES

- Verbal update on missing person's reward.

7 ACTION REGISTRY

7 Public Information Action Registry

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



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

Carried.

8. RECEIPT OF PUBLIC CORRESPONDENCE

Moved by: N. Dhaliwal

Seconded by: S. Ali

"THAT the Public Correspondence be received."

Carried.

9. NEW BUSINESS

N/A

10. MOVE INTO CLOSED SESSION

Moved by: L. Kearns

Seconded by: S. Ali

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

Carried.

11. CLOSED SESSION REPORT

The Chair reported that during the closed session, the Board considered matters pertaining to identifiable individuals and matters pertaining to labour relations or employee negotiations.

12. ADJOURNMENT

Moved by: N. Akbar

Seconded by: S. Ali

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

Carried.

The meeting adjourned at 2:43 p.m.



**HALTON
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EXCELLENCE IN GOVERNANCE

Jeff Knoll
Chair

Jessica Warren
Board Secretary

Subject to Confirmation



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: SEIZED FUND STATEMENT – FEBRUARY 28, 2026

Report #: P26-04-I-01

Date: April 30, 2026

INTRODUCTION AND BACKGROUND:

Attached is a financial statement indicating the status of the Seized Funds on deposit with RBC for the Halton Police Board as at February 28, 2026. These funds remain in the Seized Fund account pending disposition by the Courts.

In addition to the Seized Funds on deposit, there is an additional pool of seized currency which is held on-site in a secure location. These funds represent currency which remains part of active investigations or court proceedings as evidence. As such, these funds are categorized as “*Seized Currency Exhibits*” (SCE) and must be held securely and separately from other funds in “as close to original condition” as possible for evidentiary purposes since the SCE may be called into court as evidence at any time. Due to this evidentiary distinction, the funds are held securely until a court disposition is made, at which time the funds are managed through the regular Seized Funds process.

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

Stephen J. Tanner
Chief of Police

:GK/KB

Attachments: Seized Fund Financial Statement

SEIZED FUND FINANCIAL STATEMENTS
For the six-month period ending February 28, 2026

SUMMARY OF TRANSACTIONS

Balance as of September 1, 2025	\$16,140
Deposits in most recent 6 months	\$1,323,100
Cheques issued in most recent 6 months	\$0
Balance as of February 28, 2026	<u>\$1,339,240</u>

SUMMARY OF TRANSACTIONS		
Summary by Year	#	\$
2011	1	16,140
2017	1	340
2018	1	340
2022	4	51,151
2023	5	203,762
2024	7	1,067,507
Total	19	1,339,240

Summary by Disposition	#	\$
no direction from the court	1	16,140
awaiting revised documentation	1	1,010,910
completed - cheques issued in Mar 2026	17	312,190
Total	19	1,339,240



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: 2025 SERVICE VEHICLES – COLLISIONS AND DAMAGES

Report #: P26-04-I-02

Date: April 30, 2026

INTRODUCTION AND BACKGROUND:

This report provides statistical information and summarizes collisions and damage involving Service vehicles from January 1 to December 31, 2025. HRPS operates a fleet of approximately 430 vehicles that collectively travelled 7.97 million kilometers in 2025, representing the most kilometers travelled when compared to previous years (see table below). Police vehicles operate under demanding conditions—continuous use, rapid acceleration, idling, and emergency response—which contribute to wear and collision risk.

	2023	2024	2025
Total kms driven (million)	7.862	7.955	7.967

Service Vehicle Collisions

In 2025, there were 123 collision incidents involving 150 Service vehicles, with \$823,476 in confirmed damage costs. While the number of collisions remains consistent with previous years, the severity and cost of incidents continue to rise, largely due to Suspect Apprehension Tactics (SATs). A summary of the last three years' service vehicle collision data is in the table below:

Service Vehicle Collisions	2023	2024	2025
Service Vehicle Collisions General	103	81	99
General damage costs	\$411,577	\$343,697	\$360,473
Service Vehicle Collisions SAT Incidents	36	30	24
SAT incidents damage costs	\$264,090	\$379,100	\$463,003
Total number of collisions	139	111	123
Total damage costs	\$675,667	\$722,797	\$823,476
Number of total losses	6	7	13
Total damage cost from total losses	\$159,997	\$315,592	\$348,779
Total damage costs – average per incident	4,861	6,511	6,529
Total damage costs – per 10,000 km driven	859	908	1,008

SAT-Related Incidents

SAT incidents decreased from previous years (36 in 2023, 30 in 2024, 24 in 2025), but damage severity increased, with 2025 SAT costs totaling \$463,003. Eight (8) of these incidents resulted in 10 total vehicle losses. This trend mirrors what other police services are experiencing.

Preventable vs. Non-Preventable Collisions

Service vehicle collisions are reviewed and classified as either "preventable" or "non-preventable" according to a breakdown determined by the National Safety Council's Collision Reporting Guidelines and Definitions. In 2025 there was an increase in Preventable Collisions with a total of 59 incidents or 48%. This compares with 47 instances or 42% in 2024, and 67 instances or 48% of all collisions in 2023.

The following table presents the 2025 collision statistics in comparison with the two previous years.

Collisions	2023	2024	2025
Follow Too Close	5	4	6
Too Fast for Conditions	2	1	4
Failure to Observe Clearances	46	30	20
Failure to Obey Sign/Signal	0	0	0
Improper Turn	1	4	8
Improper Parking	1	1	10
Improper Passing	0	2	2
Fail to Yield	3	0	1
Improper Backing Up	5	4	3
Miscellaneous	4	1	5
Total Preventable Collisions	67	47	59
Total Non-Preventable Collisions	61	54	52
Collisions with Unknown Cause	11	10	12
Total Number of Collisions	139	111	123

The most common preventable category—Failure to Observe Clearances—declined significantly in 2025, partly due to changes in reporting procedures that shifted classification responsibility to investigating officers.

For the second consecutive year, no collisions occurred due to officers proceeding through red lights, an improvement from 2023. This represents a significant improvement and increase in officer safety and public safety, that officers are ensuring and implementing

cautionary measures when proceeding through intersections.

Service policy requires that all collisions be reported regardless of repair/damage requirements. Of the reported collisions in 2025, 33% of all incidents did not incur repair costs as either the damage was relatively minor or the vehicle was at the end of its lifecycle and it was deemed not cost effective to repair. This compares with 28% in 2024 and again 33% in 2023.

Damage to Service Vehicles (Non-Collision)

Damage to Service Vehicles relates to non-collision vehicle damage. Service policy requires members to report Damage to Service Vehicles regardless of the cause.

There were 30 non-collision damage incidents in 2025, consistent with 2024. Total costs were \$20,471, with two incidents requiring no repairs. This category remains stable year-to-year, with variations typically driven by isolated high-cost events (e.g., the 2023 engine-fire write-off).

The comparison to previous years is as follows:

Non-Collision Damage	2023		2024		2025	
	#	\$	#	\$	#	\$
Incidents – excl. write-off incident	18	\$ 9,794	30	\$ 21,183	30	\$ 20,471
Incidents – write-off incident	1	\$ 20,800	-	-	-	-
Incidents – total	19	\$ 30,594	30	\$ 21,183	30	\$ 20,471
Damage cost / incident – excl. write-off incident		\$ 544		\$ 706		\$ 682
Damage cost / incident – write-off		\$ 20,800	-	-	-	-
Damage cost / incident – total		\$ 1,610		\$ 706		\$ 682
Costs / 10,000 km driven		\$ 39		\$ 27		\$ 26

Windshield and glass damage continue to be the most common type of non-collision damage. The following table presents the 2025 Damage to Service Vehicles statistics in comparison with the previous three years:

Non-Collision Damage Details	2022	2023	2024	2025
Wheels/Tires/Rims	4	0	2	2
Windshields/Glass	20	12	16	22
Body/Engine/Interior/Exterior Damage	4	4	9	4
Broken Mirrors	0	2	2	1
Prisoner Initiated Damage	0	1	1	1
Undercarriage	0	0	0	0
Total	28	19	30	30

Key Trends

- Collision counts remain stable, but damage costs continue to rise, driven by SAT severity and multi-vehicle incidents.
- SAT incidents are fewer but more severe, resulting in more total losses.
- Preventable collisions increased, though reporting changes influenced category distribution.
- Non-collision damage remains consistent with previous years.
- Officer and public safety improvements are evident in the elimination of red-light-related collisions.

Safe Driving Committee

The Safe Driving Committee is a central driver of safety improvements within the Service. It has implemented a range of reporting enhancements, awareness campaigns, and strategic initiatives designed to strengthen both officer and public safety, particularly during high-risk situations where specialized tactics are required. In 2025 the Committee implemented some service wide changes including revising the Service Vehicle Collision Report and the Vehicle Pursuit Directive to enhance District oversight. The increased oversight allowed Districts to identify trends and develop situation specific training relating to SAT's.

The Committee continues to review all preventable collisions to identify underlying causes, emerging trends, and opportunities to improve safe-driving practices. Its work spans collision analysis, reporting modernization, SAT-related risk mitigation, and the development of ongoing safety strategies.

The Committee will continue to monitor trends, evaluate the effectiveness of implemented measures, and recommend further actions to support safe driving and operational effectiveness across the Service.

Conclusion

Although the total number of Service Vehicle Collisions in 2025 is comparable to previous years, the severity and associated costs have increased, particularly in relation to SAT incidents. Many of these collisions occur when suspects flee police—often in stolen vehicles—and intentionally strike police units, with disregard for their safety, or the safety of the public. This creates significant risk for officers and the public, and is yet another problem within the auto theft epidemic and the needs for judicial reforms at many levels. The Service will continue to monitor these trends and advance measures that enhance safety for both officers and the community.



Stephen J. Tanner
Chief of Police

:GK/KB



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: **AUDIT REPORT - 2025**

Report #: **P26-04-I-03**

Date: April 30, 2026

INTRODUCTION AND BACKGROUND:

In January 2001, the Provincial Government enacted **Ontario Regulation 3/99**, a regulation under the **Police Services Act** of Ontario. This regulation, named **Adequacy and Effectiveness of Police Services (Adequacy Standards)**, is intended to ensure police services boards and police services afford the structure and tools required to provide effective delivery of policing services to the community. On April 1, 2024 the **Community Safety and Policing Act** replaced the **Police Services Act** and the **Ontario Regulation 392/23 Adequate and Effective Policing** came into effect.

Section 23 of **Ontario Regulation 392/23** of the **Community Safety and Policing Act** provides that:

“Every police service board and every chief of police shall implement a quality assurance process relating to,

- (a) the provision of adequate and effective policing; and*
- (b) compliance with the Act and its regulations.”*

The Halton Police Board **Adequacy Standards Policy Manual** fulfils the Board’s responsibility regarding implementation of the Adequacy Standards Recommendation. Specifically, **B-QA-001 – Audits, section 1.1** states that:

“It is the policy of the Board to ensure that audits on the delivery of the service to ensure its adequacy and effectiveness pursuant to the Act and its regulations are undertaken”

Further, Halton Police Board **Adequacy Standards Policy Manual, B-QA-001 – Audits, section 1.2** states:

“To support this policy, The Chief of Police shall:

- (a) develop and maintain an audit procedure and process to ensure compliance with the Act and its regulations;*
- (b) report to the Board on a semi-annual basis on the outcome of any comprehensive audit undertaken regarding the delivery of the service; and*
- (c) report to the Board on an annual basis on the outcome of any compliance audit undertaken regarding the delivery of the service”.*

One Team – People First

The Halton Regional Police Service Audit Unit is responsible for coordinating and completing comprehensive audits pursuant to the schedule set out in policy directive **EXE-008 Audits**, as well as the coordination and completion of comprehensive audits, on selected operational processes, upon the discretion of the Chief of Police.

The Audit Unit is also responsible for coordinating and reviewing compliance audits completed by unit/bureau managers pursuant to the schedule set out in policy directive **EXE-008 Audits**.

In addition to an annual Audit Summary report, Compliance Audit statistics and findings are submitted to the Senior Executive quarterly.

The Executive Summary below reports on Comprehensive Audits conducted in 2025, outstanding recommendations from audits conducted in previous years and 2025 Compliance Audit statistics.

Executive Summary – Comprehensive Audits

In 2025, Comprehensive Audits were completed in the following areas:

- Drug Destruction
- Drug Unit (RDOC) Exhibits
- Firearm and Firearms Accessories Destruction
- Forensic Service Unit – Active Exhibits
- Forensic Service Unit – Major Case Archived Exhibits
- Investigative and Expense Funds – Intelligence and Regional Drug and Organized Crime Unit (RDOC)
- Intimate Partner Violence Unit (IPVU) Gift Card Audit
- Ministry of Transportation (MTO) Information Services System (ISS)
- Property and Evidence Management Unit (PEMU) – Bin Exhibits
- PEMU – Annual Inventory
- Seized Funds

Comprehensive Audit Summaries

Drug Destruction: Two drug destructions were completed in 2025, on April 15 and November 12. A total of 2404 drug exhibits were destroyed at Stericycle and Emerald Energy in Brampton, Ontario in accordance with **INV-005 Drug Investigations**. The Audit Clerk observed the transfer and security of the exhibits from the secure holding location to the transport vehicle. Two-armed RDOC officers, one Drug Exhibit Clerk and the Audit Clerk transported the exhibits to the destruction location and the destruction of the drug exhibits was witnessed by all four members.

Prior to the destruction, all applicable exhibits in the drug vault/garage were audited by the Audit Unit and the RDOC Detective Sergeant or designate. Exhibit tag numbers and property bag numbers were reconciled with Niche entries and the integrity of each package was checked during the audit. All exhibits were authorized for destruction by the Detective Sergeant.

The Service currently meets Adequacy Standards requirements in this area.

Drug Unit (RDOC) Exhibits: In May 2025 an audit of the RDOC exhibits minus the exhibits designated for destruction were audited. The purpose of this audit was to assess whether the preservation, control and disposition of drug exhibits and drug offence-related property is being effectively managed by RDOC. The audit involved conducting a comparison of Niche records to the physical examination of a sample of drug exhibits and offence-related property managed by the Drug Exhibit Clerk(s) located in the RDOC main vault and garage.

A total of 2491 found, seized, or evidentiary drug items stored in RDOC were physically examined and only three exhibits were not accounted for. 20 exhibits were in bags that were insecure, however there did not appear to be any issue with the contents. The Drug Exhibit Clerk(s) were tasked with re-bagging the exhibits to ensure the items were secure. All three exhibits not accounted for during the audit were subsequently located or had been destroyed and Niche was updated to reflect the correct information.

The Service currently meets Adequacy Standards requirements in this area.

Firearm/Firearms Accessories Destruction and Ammunition Destructions: In 2025, a total of 316 firearms, crossbows, bows and/or firearm related devices were destroyed in accordance with Chief's Directive **WEA-001 Handling, Processing, Testing and Disposal of Firearms, Ammunition, Crossbows, Bows, Firearms Registration Certificates, Licences and Authorizations** and Firearms Registrar requirements. On May 02, 2025, the firearms and firearm accessories were transported to Dofasco in Hamilton by the Audit Coordinator, the Tow Coordinator and two members of the Tactical Rescue Unit. The Audit Coordinator witnessed the destruction of all the firearms and firearm related devices.

Prior to the destruction date, all applicable exhibits were audited by the Audit Team. Exhibit particulars and corresponding exhibit paperwork was reconciled to each physical item to ensure destruction disposition criterion was met. All exhibits were authorized for destruction by the PEMU Sergeant and/or the Forensics Services Unit Detective Sergeant.

On March 19, 2025, the Audit Team audited the ammunition authorized for destruction prior to it being picked up for disposal. A total of 158 exhibits of ammunition were audited and 21 of the exhibits were insecure. This continues to be an issue and therefore, has been addressed with the PEMU Sergeant.

The Service currently meets Adequacy Standards requirements in this area.

Forensic Service Unit – Active Exhibits: The purpose of this audit was to assess whether the preservation, control, movement and disposition of property and evidence seized for forensic examination was being effectively managed by FSU Exhibit Clerks. In March and April, 2025, the Audit Team in conjunction with the FSU Exhibit Clerks audited 7609 exhibits located in the Forensic Evidence Storage Room.

The audit identified the following:

- all 7609 exhibits were accounted for with the exception of one exhibit that was also not located during the December 2022 audit;

- seven exhibits were located that had not been entered into Niche;
- 89 exhibits were located in an area that did not coincide with the exhibit's location identified in Niche. The exhibits were either physically located on the incorrect shelf, the item was disposed of or were retained elsewhere;
- 35 of 1253 exhibit entries from 2023 to present require corrections.

Two audit recommendations to increase internal controls and mitigate risk were recommended and were approved and are in the process of being implemented. An agreed upon process of auditing the exhibits that were less transient in nature and placing an audit seal on them was completed for the exhibits housed in the Forensic Evidence Storage Room; making the process of completing the audit next time, much less arduous.

The Service currently meets Adequacy Standards requirements in this area.

Forensic Service Unit – Major Case Archived Exhibits: On August 13, 2025 the Audit Coordinator audited the forensic seals on the Major Case Archived Exhibits managed by FSU. The audit was conducted to verify that forensic seals placed on major case exhibits remained intact. The audit was completed by the Audit Coordinator and the Audit Clerk. The examination of 386 bins, two storage cages and one firearm locker confirmed the integrity of all previously placed forensic seals.

The Service currently meets Adequacy Standards requirements in this area.

Investigative and Expense Funds – Intelligence and RDOC: The purpose of this audit was to assess whether funds available for expenses incurred during undercover operations, dealing with confidential informers and/or witness protection were being effectively managed. The audit was completed on March 7, 2025 and from it three audit recommendation to increase transparency, increase internal controls and mitigate risk were approved and implemented. The funds are being very well managed.

The Service currently meets Adequacy Standards requirements in this area.

IPVU Gift Card Audit: The Service received gift cards from a grant to distribute to high-risk victims of intimate partner violence. The purpose of this audit is to ensure that the gift cards provided to IPVU are all accounted for, tracked and distributed according to the applicable criteria. The IPVU Gift Card Audit was conducted on April 25th and October 24th, 2025, by the Audit Coordinator in the presence of the IPVU Detective Sergeant/VSU Administrator. After the completion of the audit in April, it was recommended that the management of the gift cards be transferred from IPVU to Victim Services. This recommendation was approved and the ownership was transferred to VSU in July 2025. All gift cards were accounted for, and allocated appropriately. Four recommendations were made after the October audit and have subsequently been implemented.

There is no Adequacy Standard requirement in this area, however, it was identified as an area of risk for the Service and, therefore, a proactive audit process was embedded in procedures and implemented. The Service currently meets the HRPS Procedural requirements in this area.

Ministry of Transportation (MTO) Information Services System (ISS): Annually the MTO requires an audit of HRPS generated ISS queries. In May 2025, the MTO initiated an ISS audit forwarding a select number of records queried by HRPS members throughout 2024 to be audited in accordance with the criteria set by the MTO. The Service was found to be in compliance with the components of the MTO ISS agreement. However, the audit highlighted the ongoing issue of a lack of documentation being made by members, which is a requirement when accessing the MTO ISS. Due to this being a continuing challenge and measures have been put in place to increase compliance, the names of members not completing proper documentation was provided to PSB for action and those members were issued a verbal warning.

The Service currently meets the MOU requirements in this area.

PEMU – Bin Exhibits: The purpose of this audit was to assess whether the preservation, control and disposition of property and evidence in PEMU was being effectively managed. Specifically, the examination of 1902 exhibits (approximately 25%) from 2023 to the present time were audited in the Bin Area of PEMU in June 2025, excluding the 472 checked out exhibits.

The audit identified the following:

- four exhibits were not located or reconciled in their entirety. Subsequent to the audit, the PEMU team located all four exhibits and Niche was updated accordingly;
- one exhibit was located in an area that did not coincide with the data in Niche that outlined the exhibit's location, which is a significant improvement over all previous audits. The exhibit was moved during the audit to the location as outlined in Niche;
- 30 exhibits were in insecure bags or not in a bag. Subsequent to the audit, the PEMU team secured all 30 exhibits properly;
- 240 exhibit entries require correction when entries were compared to Niche Property Manual practices, which is approximately 13% of active exhibits. Corrections centered around missing information (e.g. common name, make, serial number) and incorrect quantity or bag/seal number.

Seven audit recommendations to increase internal controls and mitigate risk were recommended and approved by the Inspector. PEMU advises that all of the recommendations have been implemented. A meeting was conducted with the PEMU Clerks and the Sergeant to review the importance of verification of all exhibits, proper documentation in Niche when exhibits require to be moved or disposed of and consistency between the Clerks in the way that exhibits are handled.

The Service currently meets Adequacy Standards requirements in this area.

PEMU – Inventory: The annual inventory of all property and evidence items managed by PEMU was conducted on February 04 – 06, 2025. The inventory was completed by the Audit Coordinator, the Audit Clerk and two PEMU Clerks. All items identified in Niche to be lodged within the PEMU property room were located with the exception of 39 pieces of property. 37 of the property exhibits that were unaccounted for was subsequently located by PEMU as having been returned to the owner, destroyed, clerical errors and Niche was updated accordingly. The inventory also identified that many exhibits were located in the incorrect location as identified in

Niche, however, all items were moved to the correct location during the inventory. All items have been accounted for.

Seized Funds: The purpose of this audit was to identify and assess the effectiveness of procedures that govern funds seized by members of the HRPS and whether the control, movement and disposition of these funds are being effectively managed. In October 2025, a total of 974 seized currency exhibits/seized fund exhibits, associated to 254 occurrences occurring between 2006 and 2025 was audited. All exhibits were accounted for and the integrity of the packaging was verified. Five exhibits had bags that were insecure, however, there did not appear to be an issue with integrity; poor packaging by the original seizing officer was the cause.

CPO-015 Administration of Seized Currency Exhibits and Seized Funds outlines the handling and processing guidelines for members. The on-going internal control to reduce the risk of loss, impropriety and to protect members from suspicion in event of a fund discrepancy is very important. Procedure dictates the need for at least two officers to be present during seizures and processing of currency. During a random sample it was identified that this is not always being adhered to. As a result, three audit recommendations have been made to address this concern. The Audit Coordinator is working with RDOC to improve and update the process.

The Service currently meets Adequacy Standards requirements in this area.

Outstanding Audit Recommendations

The Audit Unit continues to track the implementation of audit recommendations from previously conducted audits in the following areas:

Privacy of the Duty Counsel Room in Central Lock-Up (CLU) and 3 District (2022): A recommendation was made to sound proof the duty counsel room at CLU and 3 District as a result of an All Chiefs Memo from 2022.

This recommendation has been addressed at CLU, however, the door for 3 District was not ordered as it was discovered that the sound proof door would not be enough to address the problem. The area requires a reassessment; however, this location is a lower priority due to it being a back-up to CLU and is rarely utilized.

PEMU Cameras (2023): The purpose of this audit was to assess the visibility of the security cameras located in the PEMU vault. The audit evaluated the positioning of the current cameras in relation to the property shelves, the work areas and the visibility in relation to the high-risk property. The audit concluded that adding a total of 16 new cameras and moving two that were currently installed would provide full coverage of the areas housing the property and work areas. The quote to complete the audit was approved and the cameras were added into the budget.

Update: This project is under review by the current Commander for consideration of resubmission in the 2027 budget cycle.

Compliance Audits

Compliance Audits were required in 42 different focus areas across the Service. Annually, Compliance Audits are assessed and evaluated to ensure that focus areas continue to mitigate risk, adhere to regulatory requirements and/or provide value and benefit to specific areas or operations of the Police Service.

A summation of 2025's Compliance Audit statistics are as follows:

- 862 audits were required for completion;
- 853 audits were completed;
- 608 audits were compliant with legislation or outlined requirements, a 70% compliance rate; a 12% decrease in compliance in comparison to 2024.

In instances where monthly compliance audits were not completed (in the month required), the causation can be primarily attributed to changes in staff and/ or access to the required system/ permissions.

All issues of audits not being completed and non-compliance were reported to the appropriate Commanders upon identification to ensure rectification and future compliance. The biggest source contributing to the non-compliance rate was the Notebook Audit which continues to be addressed and re-evaluated with the Operational Inspectors.

Conclusion

The Service currently meets the requirements of the ***Community Safety and Policing Act, Ontario Regulation 392/23*** and the Adequacy Standards in the areas that were audited and reported on.

The Service's 2025 audits were primarily focused on property management; however, the 2026 audit plan aims to incorporate more risk-based comprehensive auditing, as unit staffing capacity permits.



Stephen J. Tanner
Chief of Police

:CK



Halton Regional Police Service Public Agenda Information Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: 2026 Q1 HUMAN RESOURCES QUARTERLY BOARD REPORT

Report #: P26-04-I-04

Date: April 30, 2026

INTRODUCTION AND BACKGROUND:

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

POLICE	Q2 2025 Actual	Q3 2025 Actual	Q4 2025 Actual	Q1 2026 Actual	Current Authorized Positions	Current Variance
Chief	1	1	1	1	1	0
Deputy Chief	3	3	3	3	3	0
Superintendent	6	6	6	5	6	-1
Inspector	14	14	14	15	15	0
Staff Sergeant	37	37	37	35	36	-1
Sergeant	106	103	103	104	104	0
Constable (1st Class)	497	499	499	491	N/A	
Constable (2nd Class)	44	55	55	54		
Constable (3rd Class)	39	30	30	29		
Constable (4th Class)	67	64	76	76		
Recruits in Training	23	45	47	59		
Total Constables	670	693	707	709	731	-22
TOTAL SWORN	837	858	872	872	896	-24

CIVILIAN	Q2 2025 Actual	Q3 2025 Actual	Q4 2025 Actual	Q1 2026 Actual	Current Authorized Positions	Current Variance
Senior Management/ Administration	11	13	14	15	15	0
Supervisory/Professional Senior Clerical	123	126	127	127	143	-16
Clerical	105.5	115.5	114.5	111.5	121	-9.5

One Team – People First

Communications	56	56	55	54	60	-6
Special Constables (Escorts/Summons)	30	30	29	29	30	-1
Facilities Technicians	7	7	7	7	7	0
TOTAL CIVILIAN	332.5	347.5	346.5	343.5	376	-32.5

TOTAL COMPLEMENT	1169.5	1205.5	1218.5	1215.5	1272	-56.5
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TEMPORARY STAFF <i>(Temporary employees do not form part of the authorized complement.)</i>	Q2 2025 Actual	Q3 2025 Actual	Q4 2025 Actual	Q1 2025 Actual	Comments
Full-time	9	8	5	6	* See details below
Part-time	18	4	4	2	1 – District Clerk 1 – IT Student
As Required	81	57	56	56	Communications/Courts Services/Districts/Drugs, Guns & Gangs/Forensic Identification/Homicide/ Training/ Intelligence/ Police Analytics/ Information & Records Services/Support Services/Victim Services/Monitors
Total Temporary Staff	108	69	65	64	

* FULL-TIME ALLOCATIONS	Q2 2025 Actual	Q3 2025 Actual	Q4 2025 Actual	Q1 2026 Actual	Comments
Replacements (Secondments/ Maternity/ LTD/etc).	5	5	3	4	1 – HR Assistant 1 – 2D Admin Assistant 1 – IT Service Desk Assistant 1 – Central Property Clerk
Special Projects	1	1	1	1	1 – Victim Quick Response Coordinator
In Training	0	0	0	0	
Vacancy	1	0	0	0	
Work Volume	2	2	1	1	1 – Facilities Maintenance Technician

SPECIAL SITUATIONS - UNIFORM <i>* (Not included in authorized complement)</i>	Q2 2025 Actual	Q3 2025 Actual	Q4 2025 Actual	Q1 2026 Actual	Comments
External Secondments	12	10	9	9	1 – HRP A President 1 – Provincial Firearms Office 1 – OPP Power Case 1 – OPP Intelligence Led Joint Forces Strategy

					1 - Repeat Offender Parole Enforcement 1 - OPP - Provincial Anti Terrorism Secondment 1 - OPP G&G 1 - OPP PATT 1 - PAFU
WSIB >1 year	28	29	29	28	
Leaves of Absences	3	2	2	2	2 - Unpaid LOA
Long Term Disability < 2 yrs	4	4	4	3	
* Long Term Disability > 2 yrs	7	6	6	6	
Short Term Sick Leave/WSIB < 1 Year	21	18	19	33	
Parental/Pregnancy Leave	7	7	14	15	
Jobs Shared by 2 Members	0	0	0	0	
SPECIAL SITUATIONS - CIVILIAN <i>*(Not included in authorized complement)</i>	Q2 2025 Actual	Q3 2025 Actual	Q4 2025 Actual	Q1 2026 Actual	Comments
External Secondments	0	0	0	0	
WSIB >1 year	4	4	4	3	
Leaves of Absences	1	0	0	0	
Long Term Disability < 2 yrs	4	4	3	3	Largely filled with Temporary Full-time
* Long Term Disability > 2 yrs	11	11	12	12	
Short Term Sick Leave/WSIB < 1 Year	19	18	19	17	
Parental/Pregnancy Leave	9	12	7	7	Largely filled with Temporary Full-time
Jobs Shared by 2 Members	0	0	0	0	

DEPARTURES	Q2 2025 Actual	Q3 2025 Actual	Q4 2025 Actual	Q1 2026 Actual	Total YTD 2026
TOTAL					
Uniform					
Retirements	2	2	1	6	6
Resignations	10	7	4	9	9
Terminations	0	0	0	0	0
Deaths	0	0	0	0	0
Civilian					
Retirements	4	0	0	5	5
Resignations	1	2	4	3	3
Terminations	0	0	1	0	0
Other – position redundant	0	0	0	0	0
Deaths	0	0	0	1	1

ADVANCEMENTS	Q2 2025 Actual	Q3 2025 Actual	Q4 2025 Actual	Q1 2026 Actual	Total YTD 2026
TOTAL					
Sworn Reclassifications	34	50	0	0	
Sworn Promotions*	2	1	6	6	
Civilian Reclassifications	5	8	0	0	

*SWORN PROMOTIONS	
NAME	RANK
Ron Wright	Inspector
Corey Bowes	Staff Sergeant
David Nicholls	Sergeant
Jeff Sawatzky	Sergeant
Sebastian Del Castillo	Sergeant
Geoff Clarke	Sergeant



Stephen J. Tanner
Chief of Police

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Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: 2027 BUDGET DIRECTIONS

Report #: P26-04-R-07

Date: April 30, 2026.

RECOMMENDATION:

"That the Halton Police Board proceed, for planning purposes, with a 2027 Budget forecast increase of 9.4%, and that this report be forwarded to Halton Region to inform the development of the Regional 2027 Budget Directions."

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

Stephen J. Tanner
Chief of Police

:KB

INTRODUCTION AND BACKGROUND:

The Halton Regional Police Service Board approved the 2026 Budget, the 10-Year Capital Budget, and the 4-Year Operating Forecast at its meeting on November 27, 2025. These multi-year financial plans provide a forward-looking framework to support responsible resource allocation, long-term capital planning, and alignment with the Region's broader fiscal strategy.

As part of the annual budget cycle, the Service updates its operating and capital forecasts to reflect current economic conditions, contractual obligations, staffing requirements, and operational pressures. Establishing a planning guideline for 2027 at this stage supports timely and coordinated budget development.

DISCUSSION / ANALYSIS:

The 2027 Budget forecast, as approved through the 2026 Budget process, outlined a projected year-over-year increase of 9.4%. This forecast represents a planning figure based on the information available at that time and is subject to refinement as part of the formal 2027 budget development process.

At this early stage in the budget cycle, it is appropriate to rely on the previously approved forecast figure. The forecasted increase reflects anticipated cost pressures related to compensation obligations, staffing requirements, inflationary impacts, and capital needs. While the detailed 2027 budget will be developed later in the year, establishing a planning target now enables the Service to begin detailed analysis and ensures alignment with the Region's financial planning timelines.

Providing early direction also ensures that Halton Region is aware of the anticipated financial requirements for policing services as it prepares its own 2027 Budget Directions.

ALTERNATIVES:

None identified.

CONSULTATION:

- Senior Command Team
- Greg Kinnear – Manager, Finance

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

The forecasted increase reflects the estimated funding required to maintain operational readiness, support continued growth and ensure the delivery of adequate and effective policing in 2027. This figure will be further validated through the detailed budget process, including updated cost estimates, staffing analysis, and capital planning.

STRATEGIC MANAGEMENT ISSUES:

The Service's planning and budgeting process supports HRPS strategic management objectives and aligns to the strategic direction as detailed in the 2024-2027 Strategic Plan.



Public Agenda Report

To: Halton Police Board

From: Fred Kaustinen
Chief Governance Officer

Subject: PoP-LE-01 Crime Prevention

Report #:

Date: 30 April 2026

RECOMMENDATION:

THAT policy PoP-LE-01 Law Enforcement be approved as proposed; and

THAT the following 37 policies be repealed:

- **B-LE-001 Community Patrol**
- **B-LE-002 Communication and Dispatch**
- **B-LE-003 Crime Call and Public Disorder Analysis**
- **B-LE-004 Criminal Intelligence**
- **B-LE-005 Arrest**
- **B-LE-006 Criminal Investigation Management**
- **B-LE-007 Hate Bias Motivated Crime**
- **B-LE-008 Hate Propaganda**
- **B-LE-009 Joint Forces Operations**
- **B-LE-010 Internal Task Forces**
- **B-LE-011 Search of Premises**
- **B-LE-012 Search of Persons**
- **B-LE-015 Paid Informants and Agents**
- **B-LE-016 Prisoner Care and Control**
- **B-LE-017 Traffic Management Enforcement and Road Safety**
- **B-LE-018 Witness Protection**
- **B-LE-019 Stolen or Smuggled Firearms**
- **B-LE-020 Collection Preservation and Control of Evidence and Property**
- **B-LE-021 Elder and Vulnerable Adult Abuse**
- **B-LE-023 Bail and Violent Crime**
- **B-LE-024 Domestic Violence Occurrences**
- **B-LE-026 Missing Persons**

- **B-LE-027 Child Abuse and Neglect**
- **B-LE-028 Criminal Harassment**
- **B-LE-029 Preventing or Responding to Occurrences Involving Firearms**
- **B-LE-030 Property Offences**
- **B-LE-031 Drug Investigation**
- **B-LE-032 Illegal Gaming**
- **B-LE-033 Prisoner Transportation**
- **B-LE-035 Waterways Policing**
- **B-LE-036 Child Pornography**
- **B-LE-037 Sudden Death and Found Human Remains**
- **B-LE-038 Fraud and False Pretense Investigation**
- **B-LE-039 Homicide**
- **B-LE-040 Parental and Non-Parental Abductions and Attempts**
- **B-LE-042 Robbery**
- **B-ER-010 Canine Units**



Attachments:

Policy PoP-CP-01 Crime Prevention Proposed 26 February 2026

DISCUSSION / ANALYSIS

The Community Safety & Policing Act requires that each police board provide adequate and effective Law Enforcement in its jurisdiction, and establish policies regarding such provision (s10, s37, s38(2)).

The Adequate and Effective Policing (General) Regulation 392/23 prescribes what constitutes adequate and effective Law Enforcement, and requires the Board establish a means of assuring the quality of such provision.

The proposed policy articulates the Board's expectations regarding the provision of Law Enforcement by the HRPS.

CONSULTATION

The Board, Chief Tanner, Deputy Chiefs Mahar, Wilkie and Hill, Solicitor Kelertas and IoP Advisor Davie Tilley were consulted in the development of this policy.



Policy PoP-LE-01

Law Enforcement

Proposed 30 April 2026

Purpose

1. **Law Enforcement** relates to the actions of HRPS members interrupting, investigating and/or arresting persons reasonably suspected of violating the laws of our society.
2. The purpose of this policy is to describe how the Board will ensure that the provision of **Law Enforcement** in Halton Region is reasonably Adequate & Effective for our Community. This policy falls under the general terms of policy **PoP01 – Provision of Adequate & Effective Policing**.

Requirements

3. The Chief of Police shall ensure that in all cases where **Law Enforcement** occurs, the preservation of life is the top priority, police actions are legal, unbiased and uncorrupted, and unintended consequences are proactively mitigated through procedural directives, training and supervision;
4. The Chief of Police shall ensure that **Law Enforcement** in the jurisdiction shall be available 24 hours a day and within a reasonable response time consisting of:
 - 4.1 general and directed patrol using a police service's own police officers;
 - 4.2 a Communication Centre, staffed by members of the HRPS.

Capabilities

5. The Chief of Police shall ensure that HRPS **Law Enforcement** capabilities include the following:
 - 5.1 a criminal intelligence process;
 - 5.2 crime analysis;



- 5.3 investigative supports including:
 - 5.3.1 crime scene analysis,
 - 5.3.2 forensic identification services,
 - 5.3.3 canine tracking,
 - 5.3.4 technical collision investigation and reconstruction,
 - 5.3.5 breath analysis by a breath analysis technician,
 - 5.3.6 drug recognition expert analysis, standardized field sobriety testing
 - 5.3.7 physical surveillance, electronic interception of private communications,
 - 5.3.8 video and photographic surveillance, and
 - 5.3.9 behavioural science services.

Criminal Intelligence Process

- 6. The criminal intelligence process listed above shall include:
 - 6.1. the collection of intelligence information, including:
 - 6.1.1 an intelligence collection plan that at a minimum addresses the resources to be used for the collection of intelligence information where needed, and
 - 6.1.2 the gathering of information covertly and overtly as needed;
 - 6.2. the processing and collation of intelligence information, including:
 - 6.2.1 the storage of intelligence information in record management systems or intelligence databases, as applicable, and
 - 6.2.2 the management and retrieval of collected intelligence information;
 - 6.3. the analysis and evaluation of intelligence information, including:
 - 6.4.1 the assessment of the reliability and validity of information and its source,
 - 6.4.2 the analysis of information to assess its usefulness, and
 - 6.4.3 the analysis and collation of information to create intelligence products;
 - 6.4. the dissemination of intelligence information, including:
 - 6.4.1 ensuring that appropriate classifications and restrictions, such as notices indicating the level of confidentiality clearance required, are included on intelligence products,



- 6.4.2 protocols for the timely approvals and sharing of intelligence information within the police service,
 - 6.4.3 protocols for the timely approvals and sharing of intelligence information with other police services, law enforcement agencies, intelligence agencies such as Criminal Intelligence Service Ontario, appropriate government agencies and other organizations, as applicable,
 - 6.4.4 protocols for the timely approvals and sharing of intelligence information through intelligence databases, as applicable,
 - 6.4.5 protocols for the exigent sharing of intelligence information where there is a potential imminent risk to life or critical infrastructure, and
 - 6.4.6 a process to record and track the dissemination of intelligence information; and
- 6.5. the maintenance of intelligence information in a manner that ensures its security.

Law Enforcement Activities

7. The Chief of Police shall ensure that the following **Law Enforcement activities** are provided to a reasonable extent, responsiveness and manner:
- 7.1 investigations into any of the following matters:
 - 7.1.1 impaired or dangerous operation of a conveyance, including a motor vehicle, vessel or aircraft,
 - 7.1.2 sudden death,
 - 7.1.3 missing persons,
 - 7.1.4 abuse of a vulnerable person, such as a person with a mental or physical disability, a person under 18 years of age or an elderly person,
 - 7.1.5 abductions and attempted abductions,
 - 7.1.6 arson,
 - 7.1.7 cybercrime, including online child exploitation and child pornography,
 - 7.1.8 found human remains,
 - 7.1.9 criminal conduct that is alleged or reasonably suspected to be motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability,



- sexual orientation, or gender identity or expression, or any other similar factor,
- 7.1.10 human trafficking, including trafficking for the purpose of sexual exploitation or forced labour,
 - 7.1.11 offences involving firearms or conducted energy weapons,
 - 7.1.12 criminal organization offences, as defined in section 2 of the *Criminal Code* (Canada),
 - 7.1.13 terrorism offences, as defined in section 2 of the *Criminal Code* (Canada), and
 - 7.1.14 non-violent financial crime, including fraud, corruption and corporate crime;
- 7.2 threshold investigations with Major Case Management and Approved Software Requirements;
- 7.3 care and transportation of detainees;
- 7.4 undercover police operations;
- 7.5 electronic interception of private communications;
- 7.6 physical surveillance;
- 7.7 video and photographic surveillance;
- 7.8 waterways patrol;
- 7.9 traffic direction and enforcement, including traffic;
- 7.10 police air support;
- 7.11 technical collision investigation and reconstruction;
- 7.12 the following investigative supports:
- 7.12.1 breath analysis by a breath technician,
 - 7.12.2 drug recognition expert evaluation,
 - 7.12.3 polygraph and behavioural science services,



7.12.4 crime scene analysis,

7.12.5 canine tracking, and

7.12.6 forensic identification services conducted by a forensic identification unit of a police service, which does not include services conducted for a police service by a laboratory;

7.13 crime analysis; and

7.14 a criminal intelligence process.



Procedures

8. The Chief of Police shall establish the following written **Law Enforcement procedures**:
 - 8.1 procedures on community patrol that address when and where directed patrol is considered necessary or appropriate, based on the policing needs of the community;
 - 8.2 procedures on traffic direction and enforcement, including traffic patrol;
 - 8.3 procedures for when more than one police officer must respond to an occurrence or call for service;
 - 8.4 procedures in respect of:
 - 8.4.1 internal task forces,
 - 8.4.2 joint forces operations,
 - 8.4.3 undercover operations,
 - 8.4.4 criminal intelligence,
 - 8.4.5 crime, call for service and public disorder analyses,
 - 8.4.6 informants and agents,
 - 8.4.7 witness protection and security,
 - 8.4.8 police response to persons who are in crisis, regardless of whether those persons appear to have a mental illness or a neurodevelopmental disability,
 - 8.4.9 search of the person,
 - 8.4.10 search of premises,
 - 8.4.11 arrest,
 - 8.4.12 bail and violent crime,
 - 8.4.13 detainee care and control,
 - 8.4.14 detainee transportation, and
 - 8.4.15 property and evidence control;



- 8.5 procedures in respect of the investigative supports;
- 8.6 procedures for the provision of law enforcement in respect of all navigable bodies and courses of water within the jurisdiction; and
- 8.7 procedures for the collection, use, disclosure, retention, disposal, correction and dissemination of, and access to, criminal intelligence information, as well as related audit procedures.

Monitoring and Reporting Requirements

9. The Chief of Police shall provide reports at the **next public Board meeting** (or sooner in the case of ***Matters of Immediate Strategic Significance*** – policy PoP02) whenever:
 - 9.1 there has been an active shooter incident;
 - 9.2 temporary assistance of ***Law Enforcement*** functions to and from the HRPS has been provided (outside of any S14 agreements), and their costs; and
 - 9.3 any time or place where the HRPS is not complying with this policy, including the reason for non-compliance.
10. The Chief of Police shall **annually** report:
 - 10.1 a general overview of the application of these ***Law Enforcement*** functions;
 - 10.2 a description of measures taken to ensure that the preservation of life is the top priority, that police actions are legal, unbiased and uncorrupted, and that unintended consequences are proactively mitigated through procedural directives, training and supervision;
 - 10.3 the aggregate temporary assistance ***Law Enforcement*** functions to and from the HRPS, by partner agencies, as well as the associated costs and the status of cost recoveries; and
 - 10.4 an assessment of the ***Law Enforcement*** capacity, training, equipping and supervision relative to forecasted requirements.





Verification (Quality Assurance)

11. The Board shall verify quality by:

11.1 monitoring the adequacy and effectiveness of these **Law Enforcement** functions, and public reaction to their performance, on an ongoing basis; and

11.2 verifying the Adequacy & Effectiveness of **Law Enforcement** functions by:

11.2.1 annually reviewing the reports on policy compliance and forecasted needs provided by the Chief of Police,

11.2.2 bi-annually reviewing the associated HRPS procedures, and

11.2.3 considering any changes in:

- a. the policing needs, values and expectations of the Community;
- b. the geographic, population and socio-demographic characteristics of the Community;
- c. the extent to and manner in which these policing functions are effectively provided in comparator (Big 12) communities;
- d. the effectiveness of past provision of each of these policing functions in the Community, relative to Community needs, values and expectations; and
- e. best practices regarding each of these policing functions.



Direction Adjustment

12. Based on the results of Performance Verification, the Board may direct any of the following corrective actions necessary to re-establish reasonably Adequate & Effective Law Enforcement:

12.1. direct the Chief of Police to take corrective action within the HRPS;

12.2. adjust its policy requirements;

12.3. adjust its Strategic Plan;

12.4. adjust the Budget; and/or

12.5. adjust Assistance Agreements.

References:

- Community Safety & Policing Act s10, s37, s38(2)
- Adequate and Effective Policing (General) Regulation 392/23
- Training Regulation 87/34
- Active Shooter Regulation 393/23
- Policy PoP-01 - Provision of Adequate & Effective Policing
- Policy PoP-04 – Quality Assurance
- Policy PoP-02 - Matters of Immediate Strategic Significance policy
- Ahmed Inquest Recommendations Q2024-26



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: LIMITED TENDERING - FACTION FOUR SYSTEMS INC.

Report #: P26-04-R-06

Date: April 30, 2026

RECOMMENDATION:

"That the Halton Police Board authorize the award of a five (5) year Limited Tendering contract with Faction Four Systems Inc., for the provision of licensing, support, maintenance and future developments of the HRPS Electronic Notes and eTicketing system (Smart Squad); and further,

That the Halton Police Board delegate authority to the Chief of Police to negotiate and execute the option to extend the contract for up to two (2) additional one (1)-year terms, for a total potential term of seven (7) years, at a total cost not to exceed \$1,556,913 (inclusive of taxes and contingency)"

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

Stephen J. Tanner
Chief of Police

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INTRODUCTION AND BACKGROUND:

In 2021, the Board approved a five-year contract valued at \$878,010 for the implementation of the Smart Squad Mobile System to enhance frontline mobility and access to critical policing systems. Since that time, the Halton Regional Police Service has successfully completed the full implementation and operationalization of the platform across the Service. Smart Squad is now an embedded and essential tool, providing officers with secure, real-time access to the Niche Records Management System (RMS), mobile electronic note-taking and other critical capabilities directly from smartphone devices in the field. This year, the Service has expanded the use of Smart Squad to include electronic ticketing functionality. This implementation is a major leap forward for the Service as we are one of the few Ontario police services having implemented electronic ticketing functionality.

The Smart Squad implementation has been built upon the Service's strong foundation in modern communications infrastructure, including investments in the Motorola P25 radio system and the Public Safety Broadband Network (PSBN), enabling seamless and reliable connectivity for frontline operations. Officers now benefit from immediate access to information without reliance on dispatch-mediated queries, in-car systems, or returning to police facilities, resulting in improved efficiency, enhanced situational awareness, and increased time available for community engagement.

Building on this success, the Service is currently completing the onboarding of mobile e-Ticketing capabilities within the Smart Squad platform. This enhancement enables officers to issue provincial offence notices electronically in the field - improving accuracy, reducing administrative burden, and streamlining downstream processing within the justice system.

Given the successful deployment of Smart Squad, strong adoption by frontline members, and the critical role the platform now plays in daily operations, including the expansion into e-Ticketing functionality - staff recommend continuing this contract with Faction Four Inc. to sustain and further enhance these capabilities.

DISCUSSION / ANALYSIS:

The Halton Regional Police Service has established itself as a leader in modern policing through strategic investments in technology, communications infrastructure, and innovative service delivery. Building on foundational initiatives such as the Motorola P25 radio system and the Public Safety Broadband Network (PSBN), the successful implementation of the Smart Squad system represents a significant advancement in enabling frontline operations through secure, real-time mobile access to critical information.

Since its deployment, Smart Squad has transitioned from a new capability to a core operational tool embedded in daily policing activities. Frontline members now have immediate access to incident records, intelligence, and records management systems directly from their mobile devices, eliminating the need to rely on station-based access, or dispatcher-mediated queries. This shift has improved operational efficiency, enhanced situational awareness, and strengthened officer and public safety by enabling more informed, timely decision-making in the field.

The platform's capabilities, including secure access to Niche RMS and CPIC, mobile notetaking, real-time alerts, and full audit logging have been widely adopted and are now integral to frontline workflows. The ongoing onboarding of mobile e-Ticketing further builds on this foundation by digitizing the issuance of provincial offence notices, improving data accuracy, reducing administrative effort, and streamlining downstream processes within the justice system.

Given the platform's critical role in frontline operations, extending the contract with Faction Four Systems Inc. will ensure continuity, stability, and the sustained delivery of these capabilities. This extension supports the continued evolution of Smart Squad as a core policing tool and enables the Service to fully realize the benefits of its initial investment.

The proposed contract extension will also support the introduction of enhanced features, including improved workflow integration with digital evidence management platforms, user experience enhancements, expanded reporting, and deeper integration with backend systems.

In addition, the inclusion of a flexible allocation of development hours will allow the Service to respond to emerging operational needs and explore innovative technologies. This includes the potential to leverage artificial intelligence to further enhance frontline effectiveness through capabilities such as intelligent search, automated report assistance, real-time data insights, and decision support.

These advancements will ensure the platform continues to evolve in alignment with modern policing requirements and the Service’s commitment to innovation, efficiency, and community safety.

The costs associated with the software licensing, support, upgrades, and development hours of the Smart Squad software are as follows:

SmartSquad Maintenance Details	Annual Cost Breakdown
Year 1 - Software Maintenance - May 1, 2026 to April 30, 2027 (896 Users)	\$139,776
Year 2 - Software Maintenance - May 1, 2027 to April 30, 2028 (934 Users)	150,075
Year 3 - Software Maintenance - May 1, 2028 to April 30, 2029 (972 Users)	160,866
Year 4 - Software Maintenance - May 1, 2029 to April 30, 2030 (1012 Users)	172,511
Year 5 - Software Maintenance - May 1, 2030 to April 30, 2031 (1,052 Users)	184,710
Year 6 (Optional) - Software Maintenance – May, 1 2031 to April 30, 2032 (est. 1,092 Users)	197,485
Year 7 (Optional) - Software Maintenance - May 1, 2032 to April 30, 2033 (est. 1,132 Users)	210,860
Development Initiatives (300 hours)	49,500
Contingency (10%)	126,578
HST (13%)	164,551
Total Cost	\$1,556,913

There are sufficient funds in the 2026 Information Technology Software maintenance budget for this expense.

The annual rates calculated for the two optional years are based on the same 3% increase rate as identified in the first five years of the contract as well as a projection of user

counts for those periods. The contingency is provided to account for possible changes to the rate and number of users.

ALTERNATIVES:

Complete a formal competitive bid process. - This is not feasible. Given the proprietary nature of the Smart Squad software and our customizations, there are no other vendors capable of providing support and maintenance services for this system.

Not purchasing support and maintenance and additional licenses. – This is not recommended as Smart Squad is of paramount importance to the Service’s operation. The Service intends to continue to utilize this software for many years to come.

CONSULTATION

- Deputy Chief Roger Wilkie – Regional Operations
- Kari Buzzelli, Executive Director – Corporate Services & Chief Financial Officer
- Ken Kelertas, Director – Legal Services & Legal Counsel
- Bill Payne, Director – Information Technology
- Adam Woods, Manager – Information Technology (author)
- Shanley Southworth – Supervisor, Purchasing
- Momena Mughal, Supervisor – Information Technology

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

This recommendation is in accordance with the Halton Regional Police Service By-Law No. 2020-5(as amended) *A By-Law to Govern Procurement of Goods and Services by the Halton Regional Police Service.*

Section 13 – Reporting Procedures

13.2 Recommendation Report

Prior to the Award of any Contract for Goods and/or Services, a report shall be submitted to the Board for authorization by the Chief ... in any of the following circumstances:

13.2.3 where the Limited Tendering provisions have been applied and the Total Cost exceeds \$100,000.

STRATEGIC MANAGEMENT ISSUES:

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

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

Strategic Application:

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

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

Strategic Application:

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



Halton Regional Police Service Public Agenda Recommendation Report

To: Chair and Police Board Members

From: Chief Stephen J. Tanner

Subject: AGREEMENT – DEPLOYMENT OF METROLINX SPECIAL CONSTABLES IN THE REGION OF HALTON

Report #: P26-04-R-08

Date: April 30, 2026

RECOMMENDATION:

“That the Halton Police Board enter into an agreement with the Crown, as represented by the Solicitor General, operating as the Ontario Provincial Police, to permit Special Constables employed by Metrolinx to act in the Region of Halton within the same scope, powers and procedures as previously approved by the Solicitor General pursuant to an Agreement between the Crown and Metrolinx dated July 1, 2025.”

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

Stephen J. Tanner
Chief of Police

:KK

Attachments: Agreement between the Crown and Metrolinx
Metrolinx Customer Protective Services Procedure – Responding to Emergencies – Document I.D.
SD-026-PRC-0021

INTRODUCTION AND BACKGROUND:

Metrolinx is an accredited Special Constable Employer in accordance with section 97 of the *Community Safety and Policing Act, 2019* (CSPA), and has established its own Special Constable Service to perform certain policing functions within the Metrolinx public transit network. The Crown, as represented by the Solicitor General, operating as the Ontario Provincial Police (OPP) have a signed agreement with Metrolinx that prescribes the appointment, selection, training, powers, limitations and geographical boundaries of operation for Metrolinx Special Constables and follows the requirements of the CSPA.

The purpose of the attached Agreement is to bring the Province, the Board, the Service, and Metrolinx into compliance with sections 92(4), 92(5), 96(3), and Ontario Regulation 396/23 to the CSPA.

One Team – People First

DISCUSSION / ANALYSIS:

Pursuant to the proposed Agreement between the Board and the OPP, the Halton Police Board will allow Metrolinx Special Constables appointed by the OPP to act within the within the Region of Halton with the same scope, powers and procedures as outlined in the Agreement between the OPP and Metrolinx (“the OPP Agreement” attached as Appendix A to this report) and in accordance with Metrolinx Protective Services Procedure (“the Metrolinx Procedure”, attached as Appendix “B” to this report).

Section 92(1) of the CSPA sets out the terms under which a police service board may appoint a special constable employed by it or a Special Constable Employer. Section 92(4) provides that a police service board/Commissioner of the OPP shall not appoint a person as a special constable if the special constable is likely to regularly perform his or her duties or exercise his or her powers outside of the area for which the board has policing responsibility. However, section 92(5) creates an exception to allow such an extraterritorial appointment if the police service board has a written agreement with the entity that has policing responsibility for the area that,

- (a) authorizes the board or the Commissioner of the OPP to make such an appointment; and
- (b) addresses any other prescribed matters.

Ontario Regulation 396/23 (Matters Respecting the Appointment and Functions of Special Constables and the Authorization of Special Constable Employers) requires any Special Constable Employer to enter into an agreement with the police service board responsible for its jurisdiction. The agreement must address:

- (i) any terms or conditions that are expected to be imposed on a special constable’s certificate of appointment regarding the types of incidents the special constables may respond to and any investigations they may undertake;
- (ii) reporting by the Special Constable Employer to the Board regarding the types of incidents that the special constables respond to and the types of investigations they undertake; and
- (iii) the requirement for general liability insurance.

These requirements are addressed in the OPP Agreement, and in the Metrolinx Customer Protective Services Procedure – Responding to Emergencies.

The Agreement with the Board has been reviewed and approved as to form and content by Service Legal Counsel, representatives of Metrolinx and the Ministry of the Solicitor General.

ALTERNATIVES:

Not approve the Agreement - Should the Agreement not be executed, Metrolinx Special Constables will lose the authority to act within the boundaries of the Region of Halton, and any and all policing matters relating to the security of Metrolinx properties in the Region of Halton (including the enforcement all federal and provincial laws) would fall to the Halton Regional Police Service.

CONSULTATION:

Ken Kelertas, Director, Legal Services & Legal Counsel

Tara Morris, Director, Professional Standards, Metrolinx Customer Protective Services

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

Addressed above.

STRATEGIC MANAGEMENT ISSUES:

Entering into this agreement would be in alignment with the 2024 – 2027 Strategic Plan, specifically:

Strategic Objective 1- Achievement of the highest weighted clearance rate among comparator police services

- Allocate sufficient investigative and support resources into areas that have the greatest impact on community safety.
- Enhance collaborative partnerships with external stakeholders.
- Participate in multi-jurisdictional and joint forces operations to address crime.

**Agreements under subsections 92(5) and 96(3) of the
Community Safety and Policing Act**

Between

His Majesty the King in right of Ontario as represented by the
Solicitor General operating through the Ontario Provincial Police
(Hereinafter, the “OPP”)

and

The Regional Municipality of Halton Police Service Board
(Hereinafter, the “Board”)

WHEREAS the Commissioner of the Ontario Provincial Police (the “Commissioner”) wishes to appoint, as a Special Constable, one or more individuals employed by Metrolinx (“the Metrolinx Special Constables”), as set out in an Agreement dated July 1, 2025 (attached hereto as Schedule “A”), who is likely to regularly perform their duties or exercise their powers in the Regional Municipality of Halton (the “Area”) that is outside of the area for which the Commissioner has policing responsibility;

AND WHEREAS the Board has policing responsibility in respect of the Area;

AND WHEREAS subsections 92(4) and (5) of the Community Safety and Policing Act, 2019 (the “CSPA”) provide that Commissioner shall not appoint a person as a special constable if the special constable is likely to regularly perform his or her duties or exercise his or her powers outside of the area for which the Commissioner has policing responsibility unless an agreement under subsection 92(5) is made between the Commissioner and the board that has policing responsibility for the area;

AND WHEREAS subsections 96(1) and (3) of the CSPA provide that, before a special constable exercises a power or performs a duty pursuant to his or her appointment in an area that is outside the area for which the Commissioner that appointed the special constable has policing responsibility, the special constable shall give notice to the local commander of the police service that provides policing in the area, unless an agreement under subsection 96(3) is made between the Commissioner and the board that has policing responsibility for the area;

AND WHEREAS the OPP and the Board wish to enter into agreements respectively under subsections 92(5) and 96(3) (together the “Agreements”, and if singular, “Agreement”);

BASED ON THE FOREGOING, the OPP and the Board hereby agree as follows:

1. Pursuant to subsection 92(5) of the CSPA, the Board agrees to authorize the Commissioner to appoint, as a special constable, one or more individuals as the Metrolinx Special Constables, who are likely to regularly perform their duties or exercise their powers in the Area in respect of which the Board has policing responsibility.

2. Pursuant to subsection 96(3) of the CSPA, the Board agrees to authorize the Metrolinx Special Constables to exercise their powers or perform their duties, pursuant to their appointment by the Commissioner, in the Area in respect of which the Board has policing responsibility in accordance with Metrolinx Customer Protective Services Procedure – Responding to Emergencies Document I.D. SD-026-PRC-0021 (attached hereto as Schedule “B”)
3. The two Agreements will come into effect on the date of the later signature.

In witness whereof the parties hereto have executed the Agreements effective as of the effective date.

His Majesty the King in right of Ontario
as represented by the Solicitor General
operating through the Ontario Provincial Police

Signature: _____

Name:

Title:

Date of Signature:

Signature: _____

Name:

Title:

Date of Signature:

SCHEDULE "A"

This Agreement made effective as of 1st day of July, 2025

BETWEEN:

**His Majesty the King in Right of Ontario
as Represented by the Solicitor General
acting through the Ontario Provincial Police**

(hereinafter referred to as the "**Sponsor**")

- and -

METROLINX
established pursuant to the *Metrolinx Act, 2006*
(hereinafter referred to as the "**Sponsored Employer**")

WHEREAS the Commissioner of the Ontario Provincial Police may appoint an individual as a special constable under the *Community Safety and Policing Act, 2019*, S.O. 2019, c. 1, Sched. 1, (the "CSPA");

AND WHEREAS Metrolinx is an agency of Ontario Government and, among other activities, operates the regional transit system as defined in and pursuant to the *Metrolinx Act, 2006*, S.O. 2006, c. 16 (the "*Metrolinx Act*");

AND WHEREAS the Sponsored Employer is expected to submit an application to the Solicitor General for an authorization under subsection 97(1) of the CSPA to employ special constable, which is also known as an authorization to be a special constable employer, and this agreement, once executed, is expected to form a part of that application;

AND WHEREAS the Sponsored Employer wishes to make one or more requests to the Commissioner to appoint certain employees of the Sponsored Employer as special constables, under section 92 of the CSPA, for the purposes of the performance of the appointee's employment duties and responsibilities;

AND WHEREAS the Parties previously entered an agreement, dated February 15, 2018, to provide for the appointment, governance and performance of special constables under the *Police Services Act*, RSO 1990, c P.15 (the "PSA"), and pursuant to that agreement, the Sponsored Employer currently employs personnel as special constables, who, pursuant to subsection 92(12) of the CSPA, are considered as special constable appointed under the CSPA;

THEREFORE for good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

Article 1 - Definitions And Interpretation

1.1 Definitions

In this Agreement,

“**Agreement**” means this Agreement and its Schedule, if any;

“**Business Day**” means any working day, Monday to Friday inclusive, but excluding statutory and other holidays, including New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day;

“**Commencement Date**” in respect of an appointment of a special constable, who is likely to regularly perform his or her duties or exercise his or her powers outside of the area for which the Commissioner has policing responsibility, means the date included in the notice from the Sponsor to the Sponsor Employer on which the requirements under subsections 92(4) and (5) in respect of the appointment have been met;

“**Commissioner**” means the Commissioner of the Ontario Provincial Police appointed under subsection 56(1) of the CSPA and includes an acting Commissioner;

“**Complaint**” means a written and signed allegation from:

- (a) a member of the public concerning the conduct of a Special Constable,
- (b) sources internal to the Sponsored Employer concerning the conduct of a Special Constable, or
- (c) sources internal to the Sponsor concerning the conduct of a Special Constable;

“**Code of Conduct**” means the Code of Conduct for special constables contained in O. Reg. 410/23;

“**Effective Date**” means July 1, 2025;

“**Expiry Date**” means the day preceding the fifth anniversary of the Effective Date, or, if this Agreement is extended in accordance with its terms, the last day of the final extension period;

“**Minister**” means the Solicitor General or such other member of the Executive Council as may be assigned the administration of the CSPA;

“**Ministry**” means the Ministry of the Minister;

“Officer-in-Charge” means, in respect of a particular area in which a Special Constable perform their duties, the officer for the time being in command of the Relevant Authority responsible for the lock-up or other place to which an accused is taken after arrest or a peace officer designated by them who is in charge of that place at the time an accused is taken to that place to be detained in custody.

“OPP” means the Ontario Provincial Police;

“OPP Address” means the address for the OPP provided in section 15.1;

“OPP Representative” means the contact person provided for the Sponsor in section 15.1;

“Ontario” means His Majesty the King in right of Ontario;

“Parties” means collectively the Sponsor and the Sponsored Employer, and **“Party”** means either the Sponsor or the Sponsored Employer;

“Proceeding” means any action, claim, demand, lawsuit, or other proceeding;

“Property of the Sponsored Employer” means all lands, facilities, structures and vehicles owned, leased, occupied or maintained by the Sponsored Employer;

“Relevant Authority” means, in respect of a particular area in which a Special Constable perform their duties, the OPP or the police services board with policing responsibility, as applicable;

“Special Constable” means a special constable, who is appointed by the Commissioner under the CSPA in relation to this Agreement, and who is employed or would be employed by the Sponsored Employer;

“Sponsored Employer Address” means the address for the Sponsored Employer provided in section 15.1;

“Sponsored Employer Representative” means the contact person provided for the Sponsored Employer in section 15.1; and

“Term” means the period of time from the Effective Date up to and including the earlier of: (i) the Expiry Date or (ii) the date of termination of the Agreement in accordance with its terms.

1.2 No indemnities

Notwithstanding anything else in the Agreement, any express or implied reference in any document related to the subject matter, to the Sponsor providing an indemnity or any other form of indebtedness or contingent liability that would directly or indirectly increase the indebtedness

or contingent liabilities of Ontario, whether at the time of execution of the Agreement or at any time during the Term, shall be void and of no legal effect.

1.3 Entire agreement

This Agreement, including all Schedules hereto, constitutes the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the Parties and there are no representations, warranties, conditions or other agreements between the Parties in connection with the subject matter hereof except as specifically set forth herein. This Agreement does not supersede the agreement between the Parties, dated February 15, 2018, to provide for the appointment, governance and performance of special constables under the *Police Services Act*, RSO 1990, c P.15. The Parties further agree that the agreement dated February 15, 2018 shall expire on the earlier of the date on which all special constable appointments made under that agreement would have expired or April 1, 2027.

1.4 Severability

If any term or condition of the Agreement, or the application thereof to the Parties or to any Persons or circumstances, is to any extent invalid or unenforceable, the remainder of the Agreement, and the application of such term or condition to the Parties, Persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby.

1.5 Interpretive value of documents

In the event of a conflict or inconsistency in any provisions in the Agreement, the main body of the Agreement shall govern over the Schedules to the Agreement.

1.6 Interpretive value of headings

The headings in the Agreement are for convenience of reference only and in no manner modify, interpret or construe the Agreement.

1.7 Interpretive rules

In this Agreement, words in the singular include the plural and vice versa and words in one gender include all genders and "includes" or "including" mean "including without limitation" and is not to be construed as limiting any general statement which it follows to the specific or similar items or matters immediately following it.

1.8 Rolling incorporation of legislation

To the extent that this Agreement incorporates an act or regulation by reference, in whole or in part and with such changes as may be necessary, the Agreement is deemed to incorporate such an act or regulation as it may be amended from time to time.

1.9 Defined terms in legislation

A capitalized term that is not otherwise defined in this Agreement has the same meaning as in the CSPA or *Metrolinx Act*, as applicable.

1.10 Agreement not affecting existing rights or obligations

Nothing in this Agreement shall be construed as derogating from any rights, authorities, privileges, powers or protections that either Party may have under applicable laws. Nothing in this Agreement, including any omissions, shall be construed to supersede or bypass the requirements of law, specifically the CSPA and its regulations. For greater certainty, the rights and obligations under this Agreement are in addition to and shall in no way limit any rights or modify any obligations of the Sponsor and the Sponsored Employer under the CSPA or *Metrolinx Act*, as applicable.

1.11 No payment from the Sponsor

This Agreement shall be construed such that there shall be no charges payable by the Sponsor under the Agreement to the Sponsored Employer.

1.12 Relationships

Nothing in the Agreement shall have the effect of creating an employment, dependent contractor, partnership or agency relationship between the Sponsor and any Special Constable of the Sponsored Employer or constitute an appointment under the *Public Service of Ontario Act, 2006*, SO 2006, c 35, Sch A.

1.13 Governing law

This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

1.14 Notices by prescribed means

Notices shall be in writing and shall be delivered by postage-prepaid envelope, personal delivery or email and shall be addressed to, respectively, the OPP Address to the attention of the OPP Representative and to the Sponsored Employer Address to the attention of the Sponsored Employer Representative. Notices shall be deemed to have been given: (a) in the case of postage-prepaid envelope, five (5) Business Days after such notice is mailed; or (b) in the case of personal delivery or email, one (1) Business Day after such notice is received by the other Party. In the event of a postal disruption, notices must be given by personal delivery or email. Unless the Parties expressly agree in writing to additional methods of notice, notices may only be provided by the methods contemplated in this section.

1.15 Counterparts

The Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

1.16 Execution and Transmission

The Parties agree that the Agreement may be validly executed electronically, and that their respective electronic signature is the legal equivalent of a manual signature. The electronic signature of a Party may be evidenced by one of the following means and transmission of the Agreement may be as follows:

- (a) a manual signature of an authorized signing representative placed in the respective signature line of the Agreement and the Agreement scanned as a pdf and delivered by email to the other Party;
- (b) a digital signature, including the name of the authorized signing representative typed in the respective signature line of the Agreement, an image of a manual signature, or any other digital signature of an authorized signing representative, placed in the respective signature line of the Agreement and the Agreement delivered by email to the other Party;
or
- (c) any other means with the Sponsor's prior written consent.

Article 2 - Administration of Agreement

2.1 Automatic extension

This Agreement commences on the Effective Date and continues for a period of five (5) years to the original Expiry Date unless terminated in accordance with the terms of this Agreement, and shall automatically be extended, on the same terms or as modified in writing by the Parties in accordance with its terms, for successive five (5) year periods unless terminated in accordance with the terms of this Agreement.

2.2 Termination

Either Party may terminate this Agreement, without fault or liability, upon ninety (90) days' notice, in writing, to the other Party.

2.3 Notice to Ministry of termination

The Sponsored Employer shall notify the Ministry of the termination or expiry of this Agreement as soon as possible and within the period of the ninety-day advance notice provided under section 2.2. The obligations contained in this section shall survive the termination or expiry of the Agreement.

2.4 Dispute resolution by rectification notice

Where the Sponsored Employer fails to comply with any of its obligations under the Agreement, the Sponsor may issue a rectification notice to the Sponsored Employer setting out the manner and timeframe for rectification. Within thirty (30) Business Days of receipt of that notice, the Sponsored Employer shall either: (a) comply with that rectification notice; or (b) provide a rectification plan satisfactory to the Sponsor. If the Sponsored Employer fails to either comply with that rectification notice or provide a satisfactory rectification plan, the Sponsor may

- (a) amend the certificate of appointment issued by the Commissioner for any special constable, either individually or collectively as the case may be, subject to the requirements set out in section 93 of the CSPA; and
- (b) suspend or terminate the special constable appointment of any special constable, either individually or collectively as the case may be, subject to the requirements set out in section 94 of the CSPA.

2.5 Effect of termination

Upon the termination of this Agreement, any Special Constable appointment made pursuant to this Agreement shall be suspended. The Special Constables shall no longer be authorized to exercise the powers of a special constable. The Sponsored Employer agrees to deliver written notice of intent to terminate the designations be disseminated on behalf of the Sponsor to all its Special Constables.

2.6 Amendments

This Agreement may be amended from time to time by written consent of the Parties.

2.7 Subcontracting or assignment

The Sponsored Employer shall not subcontract or assign the whole or any part of the Agreement without the prior written consent of the Sponsor. Such consent shall be in the sole discretion of the Sponsor and subject to the terms and conditions that may be imposed by the Sponsor.

2.8 Administrative designation – Sponsor

For the purposes of the administration of this Agreement, the Commissioner may designate a member of the OPP to perform some or all of the Commissioner's administrative functions under this Agreement and will notify the Sponsored Employer accordingly. The Commissioner or its designate may designate one or more members of the OPP as a special constable liaison officer with respect to one or more operational aspects of this Agreement as specified from time to time, and will notify the Sponsored Employer accordingly.

2.9 Administrative designation – Sponsored Employer

The Sponsored Employer may designate one or more members of the Sponsored Employer as a liaison officer with respect to one or more operational aspects of this Agreement as specified from time to time, and will notify the Commissioner or its designate accordingly.

2.10 Compliance audit

The Commissioner or its designate may audit the Sponsored Employer in order to ensure compliance with the terms and conditions of this Agreement and any appointment of a Special Constable. The compliance audit shall be conducted in a manner that minimizes disruptions to the Sponsored Employer's operations.

2.11 Dispute resolution within delegated administration

Should any dispute arise between the Sponsored Employer and the Sponsor in respect to the administration of this Agreement as delegated by Commissioner or its designate, or the Sponsored Employer under this Article, it shall be resolved by discussion between their respective liaison officers, failing which it will be referred to the Commissioner or its designate and the Sponsored Employer for resolution.

ARTICLE 3 – Authorization to Employ Special Constable

3.1 Application to be authorized as a special constable employer

Following the date of the final execution of the Agreement by the Parties, the Sponsored Employer shall submit in due time an application to the Minister to be authorized as a special constable employer under the CSPA.

3.2 Type of special constable employer

The Parties agree that, if the authorization were issued, the Sponsored Employer would be a special constable employer that fall under Column 1 of item 5 of the Schedule to O Reg 396/23.

3.3 Purposes

The Parties agree that all the purposes for which an individual appointed by the Commissioner may act as a special constable are listed in Schedule 1.

3.4 Power of police officers to exercise

The Parties agree that, to the extent and for the purposes provided under section 3.3, all the powers of a police officer that an individual may exercise as a special constable appointed by the Commissioner are provided in Schedule 2.

3.5 Number of special constables

The Parties agree that the total number of special constables to be appointed by the Commissioner shall be in accordance with the authorization issued by the Minister.

- (a) The Sponsored Employer shall adhere to the authorization issued by the Minister for the number of special constables in its employment.
- (b) If the Sponsored Employer determines that it requires an increase in the number of special constables, the Sponsored Employer shall submit an amended application to the Minister.

3.6 Geographic areas of operation

The Parties acknowledge that, if the authorization were issued, the intended geographic areas in which special constables employed by the Sponsored Employer would be acting as special constables are provided in Schedule 3.

3.7 Use of force equipment

A Special Constable may only be issued with the following use of force equipment by the Sponsored Employer providing that the issuance is in accordance with the CSPA and the special constable employer authorization, and after completion of all requisite training:

- (a) oleoresin capsicum (OC) spray/foam and holder,
- (b) expandable baton and holder, and
- (c) any other weapon that is permitted under the special constable employer authorization to the Sponsored Employer and agreeable to the Commissioner, in his absolute discretion.

3.8 Same

For greater certainty and subject to section 1.3, a Special Constable must successfully complete the training required by O. Reg. 87/24 to qualify for their use of force equipment, if use of force equipment is authorized pursuant to their certificate of appointment as a special constable.

3.9 Additional terms or conditions

The Parties agree that any terms or conditions that are expected to be imposed on any one or more of the Special Constable's certificate of appointment, including those regarding the types of incidents the Special Constables may respond to and any investigations they may undertake, are listed in Schedule 4. For greater certainty, in the event that there is no term or condition provided in Schedule 5, then the Parties agree that there are no additional terms or conditions that are expected to be imposed on a Special Constable's certificate of appointment regarding the types of incidents the Special Constables may respond to and any investigations they may undertake.

3.10 Minister authorization necessary but not sufficient

The Parties acknowledge and agree that, subject to Article 5, no appointment of a special constable may be made by the Commissioner unless and until the Minister authorizes the Sponsored Employer as a special constable employer under the CSPA.

Article 4 – Application and Appointment Process

4.1 Minister authorization necessary

The Sponsored Employer shall not put any candidate forward for appointment as a Special Constable unless the Sponsored Employer is authorized as a special constable employer under the CSPA.

4.2 Application for appointment

The Sponsored Employer shall submit an application to the Commissioner for the appointment of each candidate as a Special Constable.

- (a) The Sponsored Employer shall utilize the application form approved by the Sponsor to submit an application to the Commissioner or its designate, and provide, as a part of the application, the job specifications for the candidate, which shall include the details of their duties and responsibilities, including any authorizations for use of force.
- (b) The application shall be consistent with the terms and conditions of the Sponsored Employer’s authorization to be a special constable employer.

4.3 Sponsored employer to verify

The Sponsored Employer shall ensure that a candidate for appointment as a Special Constable meets all of its own internal selection criteria for employment and the requirements in the CSPA before it offers the candidate for consideration for appointment. For greater certainty, in respect of a candidate for appointment as a Special Constable, the Sponsored Employer shall, at its own expense, conduct or cause to be conducted such background investigations and tests as the Sponsor requires to determine the suitability of the candidate to be a special constable.

4.4 Expenses

The Sponsored Employer shall be solely responsible for all its expenses associated with the application and appointment process.

4.5 Timing of reappointment

In respect of an application for reappointment, the Sponsored Employer shall take measures to initiate the reappointment process six (6) months prior to the expiry of the term of the existing appointment. The Sponsored Employer acknowledges that failure to initiate the process may lead to gaps between appointments.

4.6 Commissioner to determine

The Sponsor will process applications received and make recommendations to the Commissioner, and the Commissioner shall, in its absolute discretion, determine whether a candidate meets all the criteria provided in the CSPA and whether to appoint the candidate as a special constable.

4.7 Roles of the Commissioner and the Sponsor

The Commissioner may appoint a candidate, put forward by the Sponsored Employer for appointment or reappointment as a Special Constable for any purpose, with any police power, in respect of any jurisdiction and for any duration as the Commissioner considers appropriate. If an appointment is to be made, the Sponsor shall provide a copy of the oath of office and other appointment documentations, if any, to the Sponsored Employer.

4.8 Roles of the Sponsored Employer

The Sponsored Employer shall

- (a) prior to the time of appointment, ensure a Special Constable understands their roles and responsibilities, including those under the CSPA, and completes the Acknowledgement Form appended to this Agreement as Schedule 5,
- (b) at the time of appointment, administer oaths or affirmations of office and secrecy for a Special Constable in accordance with subsection 95(4) of the CSPA and related regulations, and
- (c) deliver written notice of the suspension of or intent to terminate the appointment of a Special Constable on behalf of the Sponsor.

Article 5 – Special Constables Operating over Multiple Jurisdictions

5.1 CSPA subsection 92(5) agreement

The Parties acknowledge and agree that Sponsored Employer operates in areas outside the area for which the Commissioner has policing responsibility. The Commissioner undertakes to use best efforts to connect with the Relevant Authority for the purposes of entering into a written agreement under subsection 92(5) of the CSPA, which permits the Commissioner to appoint a special constable who may regularly perform their duties or exercise their powers outside of the area for which the Commissioner has policing responsibility with entities that have policing responsibility for those areas.

5.2 No appointment until Entering into CSPA subsection 92(5) agreement

If subsection 92(4) of the CSPA applies in respect of an application for appointment submitted by the Sponsored Employer to the Commissioner, the Parties acknowledge and agree that no

appointment may be made by the Commissioner before the Commencement Date in respect of that appointment.

5.3 Special constable not appointed by the Commissioner

The Parties acknowledge and agree that this Agreement does not apply to activities taken by a special constable employed by the Sponsored Employer in an area for which the Commissioner does not have policing responsibility where the special constable was not appointed by the Commissioner.

5.4 CSPA section 96 requirement

For clarity, nothing in this Agreement affects a special constable of the Sponsored Employer from lawfully exercising a power or performing a duty pursuant to their appointment in an area that is outside the area for which the Commissioner has policing responsibility where notice is provided in accordance with section 96 of the CSPA.

5.5 Agreements with police service boards

Where the Sponsored Employer enters into an agreement, a memorandum of understanding, or any other arrangement in writing with a police service board in Ontario in relation to the activities of its Special Constables, the Sponsored Employer agrees to provide a copy to the Sponsor.

ARTICLE 6 – Performance of the Duties of Special Constables

6.1 Powers under the *Metrolinx Act* preserved

For clarity, nothing in this Agreement shall affect the powers provided in section 21 of the *Metrolinx Act*, 2006, S.O. 2006, c. 16, as amended.

6.2 Uniform

A Special Constable shall only use the powers conferred on the Special Constable while in uniform.

6.3 Powers limited to Property of the Sponsored Employer

The powers conferred by way of this Agreement only extend to on or in relation to the Property of the Sponsored Employer.

6.4 *Youth Criminal Justice Act*

Where a young person within the meaning of the *Youth Criminal Justice Act*, S.C. 2002, c. 1 as amended, (the YCJA) is dealt with by a Special Constable in the course of carrying out their duties, all provisions of the YCJA apply. Nothing within this Agreement affects or changes the statutory requirements and obligations of the YCJA in relation to young persons.

Article 7 - Accountability and Risk Management

7.1 Accountability

At all times during the Term, the Sponsored Employer shall:

- (a) take measures to ensure all Special Constables comply with the applicable sections of the CSPA and the applicable regulations made thereunder (including their duties under subsection 95(5)),
- (b) take measures to ensure all Special Constables comply with,
 - (i) all internal policies and procedures of the Sponsored Employer, and
 - (ii) if applicable, all policies, standards, and procedures of a Relevant Authority, with which the Commissioner has an agreement under subsection 92(5) of the CSPA, or the OPP, related to the performance of the duties of the Special Constables,
- (c) promptly provide the Sponsor with details of any changes to the information provided in the application for the appointment of any of its Special Constables,
- (d) advise the Sponsor forthwith, in writing, when a Special Constable:
 - (i) ceases to be employed by the Sponsored Employer,
 - (ii) is no longer employed within Metrolinx' Special Constable Service (or any other successor unit, department or group responsible to provide law enforcement and security functions within Metrolinx), or
 - (iii) is suspended from performing their duties as a special constable, and
- (e) notify the Sponsor of any change to the terms and conditions of the Sponsored Employer's authorization as a special constable employer during the Term.

7.2 Supervision of Special Constable

At all times during the Term, the Sponsored Employer shall maintain adequate and effective supervision of any employee who has been appointed as a Special Constable pursuant to this Agreement. The Sponsored Employer shall, at a minimum, establish and maintain:

- (a) written policies and procedures with respect to the duties, powers and responsibilities of Special Constables,
- (b) a Code of Conduct for Special Constables,
- (c) a written procedure for supervising and evaluating Special Constables' exercise of powers,
- (d) a complaints process regarding all matters relating to the conduct of Special Constables,
- (e) a written investigation and disciplinary process regarding all matters relating to any allegation of improper exercise of any power or duty of a Special Constable, and
- (f) and any other documentation or other requirements in accordance with the CSPA.

Copies of all materials identified in this section shall be provided to the Sponsor.

7.3 Same, investigation

The Sponsored Employer shall take measures to prevent a Special Constable from harassing, coercing, intimidating, or attempting to harass, coerce or intimidate, any other person in relation to a Complaint made or investigated by the OPP or the Sponsored Employer.

7.4 Cooperation in investigation

The Sponsored Employer shall and shall take measures to ensure that Special Constables

- (a) cooperate with the OPP in any matter where a Special Constable has been involved in an investigation,
- (b) cooperate with the OPP and the Special Investigations Unit (SIU) in any matter where the SIU has invoked its mandate and a Special Constable has been designated as a material witness, or the procedural requirements of the CSPA, and
- (c) cooperate with the OPP, the Complaints Director, or the Inspector General as required under subsection 98(5) of the CSPA.

7.5 Employment of the Special Constables

For greater certainty, the Sponsored Employer is the employer of all Special Constables. Specifically, the Sponsored Employer shall

- (a) continue to provide all pay and benefits to which its Special Constables are entitled pursuant to the terms and conditions of their employment, and
- (b) provide workers compensation insurance coverage for its Special Constables while they are acting as special constables, and shall at the request of the Sponsor provide satisfactory evidence of such insurance.

Article 8 - Transportation of Persons Detained in Custody and Property Seized as Evidence

8.1 Transportation

A Special Constable shall transport persons detained in custody according to the Relevant Authority's policies, standards and procedures.

8.2 Evidence seized

Property seized from persons in custody or as evidence by a Special Constable shall be turned over to the Relevant Authority if the person from whom it was seized is being held in custody by the Relevant Authority, or, if the Relevant Authority is taking over the investigation of the offence, subject to the direction of the Officer-in-Charge, or their designate, who has oversight of the investigation.

8.3 Same

A Special Constable shall obtain direction from the Officer-in-Charge, or their designate, for property seized from persons in custody or as evidence by a Special Constable that is not to be turned over to the Relevant Authority. For property seized that is not to be turned over to the Relevant Authority, it shall be stored, preserved, and disposed of by the Sponsored Employer in a manner consistent with the Relevant Authority's policies and procedures for such property.

8.4 Restriction

A Special Constable shall not seize evidence, unless the seizure of the evidence is related to the exercise of their authority or such seizure is required to prevent the evidence from being lost, damaged, or destroyed.

Article 9 - Incident Response and Reporting

9.1 Police officer to retain control

Despite any other provision in this Agreement, a police officer shall always have control of an incident or investigation, unless the police officer directs a Special Constable to do otherwise.

9.2 Procedures governing the performance of the duties

The Sponsored Employer shall provide the Sponsor with any agreement, memorandum of understanding or other arrangement in writing between the Sponsored Employer and a Relevant Authority regarding procedures governing the performance of the duties of Special Constables. If a relevant procedure is provided to the Sponsor, in respect of a Special Constable performing their duties in an area for which a Relevant Authority has policing responsibility, any such procedures would be considered as to have been established pursuant to this Agreement solely for the purposes of the application of subparagraph ii of paragraph 10 of Column 2 of Item 5 of the Schedule to O Reg 396/23.

9.3 Same, criminal incidents

The Sponsored Employer shall ensure that incidents of a criminal nature reported to a Special Constable, if not responded to by personnel of the Relevant Authority, are made the subject of a report and submitted to the Relevant Authority.

9.4 Same, detention

When a Special Constable, operating in an area, arrests an individual or has an individual in custody, a Special Constable shall report the incident to the Relevant Authority for the area through the applicable reporting process utilized by the Relevant Authority. The Special Constable shall submit all necessary written documentation to the Relevant Authority relating to the incident.

9.5 Same, investigation

Every investigation of a criminal offence conducted by a Special Constable shall be reported to the appropriate Relevant Authority through the applicable reporting process utilized by the Relevant Authority.

9.6 Conflicting rules

The Sponsored Employer shall establish and maintain written policies and procedures in respect of Special Constables responding to incidents. In the event that the policies and procedures of the Sponsored Employer is in conflict with those the Relevant Authority, the Sponsored Employer shall work with the Relevant Authority to resolve the conflict, and if no resolution could be reached, then the policies and procedures of the Relevant Authority would prevail.

9.7 Annual report to the Commissioner

The Sponsored Employer shall provide to the Commissioner an annual report with statistical information including information regarding enforcement activities, training, use of force activities, supervision, complaints, and other issues of concern to the Parties and such further categories of information as may be requested by the Commissioner, from time to time. For greater certainty, information regarding enforcement activities contains the types of incidents that the Special Constables respond to and the types of investigations they undertake.

9.8 *Ad hoc* report to the Commissioner

At any time, if requested by the Commissioner, the Sponsored Employer shall report to the Commissioner on any aspect of this Agreement, including its operation and administration, within the time specified by the Commissioner in such request.

Article 10 - Exchange Of Information

10.1 Provision of current policies etc.

The Sponsored Employer's current enforcement policies, rules, standards, and procedures for Special Constables will be provided to the Sponsor within thirty (30) days of the date of the execution of this Agreement.

10.2 Amendment to policies etc.

The Sponsored Employer shall consult with the Sponsor prior to making material changes to its enforcement policies, rules, standards, or procedures for Special Constables and shall forward copies of any such change to the Sponsor upon its enactment by the Sponsored Employer.

10.3 Disclosure of police information

For the sole purpose of carrying out their duties under this Agreement, Special Constables may

be provided by the Relevant Authority with such confidential police information requested by them, subject to the unfettered discretion of the Relevant Authority to refuse to provide some or all such information.

10.4 Confidentiality, police information

The Sponsored Employer shall ensure that its Special Constables maintain the confidential nature of the police information received from any of the Relevant Authorities and shall comply with the provisions of the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31, as amended, or other applicable privacy legislation, in this regard.

10.5 Personal information, right to disclose

When considering personal information sharing for the purposes of this Agreement, other than as identified in this Agreement, the relevant Party will satisfy itself that the sharing is lawful. Where information is sought and received, the disclosing entity will ensure its own lawful authority to share the subject information. Sharing, publication, dissemination, use or disclosure of any shared personal information may only occur with the written consent of the Party that originally provided the information or as may be legally required.

10.6 Personal information, disclosure

Neither Party will disclose any document(s) or property owned by the other Party or that has been prepared by a member or employee of the other Party, unless legally required by due process (summons, subpoena, order, etc.). If one Party is requested to disclose documents or property that is owned by the other Party or prepared by an employee or member of the other Party, the Party receiving the request to disclose the property or document, shall advise the other Party as soon as possible.

10.7 Confidentiality, general

The Parties undertake to maintain the confidential nature of any Confidential Information obtained through the provisions of any memorandum of understanding as between the Parties. For the purpose of this section, “Confidential Information” means all information or material that is of a proprietary or confidential nature, regardless of whether it is identified as proprietary or confidential and includes personal information about an identifiable individual, but excludes information that, (a) was already known to the receiving Party prior to the disclosure; (b) is or becomes publicly known through no fault or omission attributable to the receiving Party; (c) is rightfully given to the receiving Party from sources independent of the other Party; (d) is required to be disclosed by law; or (e) is independently developed by a Party without the use of any information provided by the other Party.

10.8 Youth Criminal Justice Act

The Sponsored Employer shall at all times be governed by the provisions of the YCJA in the

management, storage and sharing of information in relation to any young person's records.

10.9 Canadian Police Information Centre information

For greater certainty, no Canadian Police Information Centre (“CPIC”) information will be shared with the Sponsored Employer under this Agreement. The Sponsored Employer is responsible for entering into a separate agreement with the RCMP for CPIC access.

10.10 Restriction

For greater certainty, unless explicitly set out under this Agreement, information obtained by the Sponsored Employer or a Special Constable from the OPP shall not be used or shared by the Sponsored Employer for any employment purpose.

Article 11 - Investigation of Complaints

11.1 Investigation, CSPA applies

The Parties agree that all Complaints concerning a Special Constable regarding subject matter covered by the Agreement shall be investigated in accordance with the CSPA and its regulations.

11.2 Investigation to be conducted

The Sponsored Employer shall investigate all Complaints in accordance with its Complaints Investigation Procedure, except for Complaints that may constitute criminal conduct or are criminal in nature which shall be referred to the chief of police of any police service with policing responsibility for an area in which the conduct is alleged to have occurred.

11.3 Reporting, status

The Sponsored Employer shall advise the Sponsor when it commences a professional standards investigation into allegations of any action(s) by a Special Constable that may constitute a violation of the conditions of appointment or the Code of Conduct. The Sponsored Employer shall further inform the Sponsor of complaints which have been investigated and substantiated. The Sponsored Employer shall provide a report of such complaints on an annual basis, or at such times as requested by the Sponsor, acting reasonably.

11.4 Complaint Investigation Procedure

The Sponsored Employer shall have a written complaint investigation procedure relating to any Complaint concerning the conduct of a Special Constable. The complaints investigation procedure shall be established consistent with the requirements of the CSPA and its regulations. A copy shall be provided to the Sponsor. The complaint investigation procedure of the Sponsored Employer shall be made available to the public including through the public website of the Sponsored Employer.

11.5 Notice of finding of misconduct

The Sponsored Employer shall notify the Sponsor of any findings of misconduct by a Special Constable.

11.6 Commissioner may act on notice

Without limiting the authority of the Commissioner under section 93 of the CSPA, after review of the notice referred to in section 11.5, the Commissioner may immediately suspend or terminate that Special Constable's appointment subject to the requirements set out in section 94 of the CSPA.

11.7 OPP to conduct investigation

The OPP may conduct of an investigation into a Complaint concerning a Special Constable, including one that may constitute a violation of any term or condition of appointment or the Code of Conduct, or a misconduct under the CSPA or its regulation.

11.8 OPP to assist

The Sponsored Employer may request that the OPP provide assistance in respect of any investigation undertaken in relation to the conduct of a Special Constable.

Article 12 - Identification, Equipment and Uniforms

12.1 General

Upon the appointment of a Special Constable by the Commissioner, an individual so appointed may be identified as a special constable with the powers and duties of a special constable under their appointment and this Agreement.

12.2 Photo identification

The Sponsored Employer shall provide its Special Constable with photographic identification and ensure that the Special Constable carries such a photographic identification, in a form approved by the Sponsor, at all times while on duty that indicates their status as a special constable. The identification shall include:

- (a) the name of the Special Constable;
- (b) a colour photograph of the Special Constable;
- (c) clear indication that the identification is issued to a Special Constable with the words "Special Constable" prominently displayed; and
- (d) the appointing authority (Commissioner).

12.3 Equipment

A Special Constable may only be issued with equipment by the Sponsored Employer in

accordance with the CSPA, O. Reg. 396/23, the authorization by the Minister for the Sponsored Employer to be a special constable employer and this Agreement.

12.4 Same

All Equipment, uniforms and insignia issued to or worn by a Special Constable shall be paid for by the Sponsored Employer.

12.5 Same

All Equipment, uniforms and insignia issued to or used by a Special Constable in the performance of their duties shall comply with the requirements contained in the CSPA and O. Reg. 86/24, and any other requirements as contained in the authorization by the Minister for the Sponsored Employer to be a special constable employer or established by the Commissioner.

12.6 Return of identification

When an individual's status as a Special Constable has expired, been terminated or suspended, the Sponsored Employer shall ensure that the individual returns their Special Constable identification to the Sponsored Employer.

12.7 Not to use "police"

The Sponsored Employer shall not display or use the word "police" on any of its vehicles, uniforms, insignia, or other materials. The Sponsored Employer shall ensure that the Special Constables shall not identify or otherwise represent themselves to the public as a police officer, or in any way portraying themselves as a police officer or as an employee or member of the OPP or a police service.

12.8 Requirement of the CSPA, identification and equipment

The identification and equipment of the Special Constables as set out under this Agreement shall run congruently with the identification of special constables under the CSPA.

12.9 Requirement of the CSPA, vehicles

All vehicles, if any, used by the Special Constables in the performance of their duties outlined in this Agreement, shall be decalced in accordance with specifications in the CSPA.

Article 13 - Training

13.1 CSPA training requirements

The Sponsored Employer is, and shall remain, responsible for the training of all candidates and all Special Constables in accordance with training standards provided under the CSPA and its regulations ("**Training Requirements**") for Special Constables based on their duties, powers, and responsibilities.

13.2 Provincially mandated training

The Sponsored Employer shall ensure that Special Constables complete all provincially mandated training that is not already included in this Agreement.

13.3 Training, general

Every applicant being considered for appointment as a special constable shall be trained, and every Special Constable shall remain trained, in all components of their duties, powers, and responsibilities in accordance with the Training Requirements. Each candidate and Special Constable shall have successfully completed the Training Requirements.

13.4 Cost of training

All costs and expenses associated with the training of candidates and Special Constables shall be paid for by the Sponsored Employer.

Article 14 - Insurance and Indemnity

14.1 Indemnity

The Sponsored Employer hereby agrees to indemnify and hold harmless His Majesty the King in right of Ontario, his Ministers, directors, agents, appointees and employees (the “**Indemnified Parties**”) from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, (collectively, “**Claims**”), by whomever made, sustained, incurred, brought or prosecuted, including for third party bodily injury (including death), personal injury and property damage, in any way based upon, occasioned by or attributable to anything done or omitted to be done by the Sponsored Employer, its subcontractors or their respective directors, officers, agents, employees, partners, affiliates, volunteers or independent contractors in the course of performance of the Sponsored Employer’s obligations under, or otherwise in connection with, the Agreement. The Sponsored Employer further agrees to indemnify and hold harmless the Indemnified Parties for any incidental, indirect, special or consequential damages, or any loss of use, revenue or profit, by any person, entity or organization, including without limitation, the OPP, claimed or resulting from such Claims.

14.2 Insurance

The Sponsored Employer is responsible for its own insurance and should carry all the necessary and appropriate insurance that a prudent person in the business of the Sponsored Employer would maintain including but not limited to commercial general liability insurance. Metrolinx is not covered by the Province of Ontario's insurance program and no protection will be afforded to Metrolinx or its employee(s) by the Government of Ontario for any claims that may arise out of the Agreement.

14.4 Survival

The obligations contained in this Article shall survive the termination or expiry of the Agreement.

Article 15 - Notice

15.1 Notice

Any notice, demand or other communication (in this section 15.1, the “Notice”) required or permitted to be given or made hereunder shall be in writing and shall be sufficiently given or made if:

- (a) delivered in person during normal business hours on a business day and left with a receptionist or other responsible employee of the relevant Party at the applicable address set forth below;
- (b) sent by prepaid first class mail; or
- (c) sent by any electronic means of sending messages, including facsimile transmission, which can produce a paper record (in this section 15.1, “Electronic Transmission”) during normal business hours on a Business Day;

in the case of a notice to the Sponsor, to:

Ontario Provincial Police
General Headquarters
Lincoln M. Alexander Building 777 Memorial Avenue
Orillia, ON
L3V 7V3

Attention: Bureau Commander, Security Bureau
Email: tina.maier@opp.ca
Phone No.: 705-329-6257

and, in the case of a notice to Sponsored Employer, to:

Metrolinx
97 Front Street West
Toronto, ON
M4S 1Z2

Attention: Vice President Customer Protective Services
Email: Steve.Weir@metrolinx.com
Phone No.: 416-202-4302

Each notice sent in accordance with this section 15.1 shall be deemed to have been received:

- (a) on the day it was delivered;
- (b) at start of business on the third Business Day after it was mailed (excluding each Business Day during which there existed a general interruption of postal services due to strike, lockout or other cause); or
- (c) on the same day that it was sent by Electronic Transmission or at the start of business on the first Business Day thereafter if it was sent after 4:00 pm or if the day on which it was sent was not a Business Day.


Either Party may change its address for notice by giving Notice to the other Party (as provided in this section 15.1).

Signature page to follow

IN WITNESS WHEREOF the Parties have executed this Agreement.

) **ONTARIO PROVINCIAL POLICE**
)
)
)
)
) Per: _____
) Thomas Carrique, C.O.M.
) Ontario Provincial Police
)
) Date: _____
)

) **METROLINX**
)
)
)
)
) Per: _____
) Ramneet Aujla, Chief Human Resources Officer
) Metrolinx
)
) Date: July 15, 2025
) _____
)

)
) Per: 
) Heather Platt, Chief Legal and Commercial Officer
) Metrolinx
)
) Date: July 17, 2025
) _____
)

IN WITNESS WHEREOF the Parties have executed this Agreement.

) **ONTARIO PROVINCIAL POLICE**

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Per: _____

Thomas Carrique, C.O.M.

Ontario Provincial Police

Date: 04/10/2023

) **METROLINX**

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Per: _____

Date: _____

Schedule 1 Purposes in respect of Special Constable

For the purposes of section 3.3, the following is the purpose that for which an individual appointed pursuant to this Agreement may act as a special constable:

- (a) provide security relating to the Property of the Sponsored Employer;
- (b) assist police officers or First Nation Officers in performing policing functions in relation to the Property of the Sponsored Employer, including assisting with investigations into criminal offences or missing persons;
- (c) for the purposes of clause (b) of this schedule, assisting with investigations may include,
 - i. interviewing members of the public regarding alleged offences or missing persons,
 - ii. detaining, arresting or releasing individuals while acting under the direction of a police officer or First Nation Officer,
 - iii. securing or preserving evidence under the direction of a police officer or First Nation Officer,
 - iv. seizing or storing evidence under the direction of a police officer or First Nation Officer,
 - v. securing crime scenes, and
 - vi. storing or processing evidence under the direction of a police officer or First Nation Officer;
- (d) prepare and serve summonses or other legal documents;
- (e) execute warrants or other court orders on the Property of the Sponsored Employer;
- (f) lay charges while acting under the direction of a police officer or First Nation Officer;
- (g) swear informations;
- (h) direct traffic on the Property of the Sponsored Employer;
- (i) subject to clause (j) of this schedule, perform law enforcement functions in relation to an incident on the Property of the Sponsored Employer while not acting under the direction of a police officer or First Nation Officer;
- (j) a Special Constable performing law enforcement functions in relation to an incident in accordance with clause (i) of this schedule, shall transfer responsibility for law enforcement functions in relation to the incident to a member of the police service responsible for the area in which the incident occurred,

- i. promptly where a person has been arrested or detained,
 - ii. in relation to an investigation other than an investigation into a breach of a municipal by-law or a provincial offence that may be prosecuted under Part I of the *Provincial Offences Act*, R.S.O. 1990, c. P.33 after interviewing any involved persons and collecting any evidence that may be collected without a warrant, and
 - iii. in all other circumstances, in accordance with any requirements set out in the procedures governing the performance of the duties of a Special Constable that are established pursuant to this Agreement.
- (k) perform policing functions, other than law enforcement functions, that do not otherwise fall within a purpose for which the Special Constable may act as a Special Constable in relation to incidents that require a policing response and that occur on the Property of the Sponsored Employer, until members of a police service are able to respond to the incident.

Schedule 2 – Police Powers

For the purposes of section 3.4, the following is the police power that the Commissioner may consider as appropriate for a special constable to have when performing their duties:

- (a) the powers of a police officer for the purposes of section 17 and subsection 28(1) of the *Mental Health Act*, R.S.O. 1990, c. M.7, as amended,
- (b) has the powers of a police officer for the purposes of subsections 31(2), 42(2), 43(2), 48(1), 61(1) and (2), and 62 of the *Liquor Licence and Control Act*, 2019, S.O. 2019, c. 15, Sched. 22, as amended,
- (c) the powers of a police officer for the purposes of subsections 9 (1) to (3) and section 10 of the *Trespass to Property Act*, R.S.O. 1990, c. T.21, as amended,
- (d) the powers of a police officer for the purposes of subsections 134(1) and 134.1(1) of the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended,
- (e) the powers of a police officer for the purposes of section 6 of the *Safe Streets Act*, 1999, SO 1999, c 8, as amended, and
- (f) the powers of a police officer for the purposes of subsection 6(1), and sections 7 and 12 of the *Youth Criminal Justice Act*, SC 2002, c 1, as amended.

Schedule 3 – Geographic Areas of Operation

For the purposes of section 3.4, the following is intended geographic areas in which special constables employed by the Sponsored Employer would be acting as special constables:

Geographic Area	Police Service
Barrie	Barrie Police Service
Peel Region (Mississauga/Brampton)	Peel Regional Police Service
Brantford	Brantford Police Service
Halton Region (Oakville/Burlington)	Halton Regional Police Service
Wellington County	Ontario Provincial Police
Haldimand County	Ontario Provincial Police
Haldimand County	Six Nations Police Service
Guelph	Guelph Police Service
Hamilton	Hamilton Police Service
Niagara Region (St. Catherines)	Niagara Regional Police Service
Durham Region (Oshawa/Whitby/Ajax)	Durham Regional Police Service
Peterborough-Lakefield	Peterborough Police Agency
Waterloo Region (Kitchener)	Waterloo Regional Police Service
Toronto	Toronto Police Service
York Region (Markham/Vaughan)	York Regional Police Service
Caledon	Ontario Provincial Police
Simcoe County (Bradford/west Gwillimbury)	South Simcoe Police Service
Dufferin County	Ontario Provincial Police
Kawartha Lakes	City of Kawartha Lakes Police Service
London	London Police Service
Stratford	Stratford Police Service

Schedule 4 – Additional Terms and Conditions on the Certificate of Appointment

Not applicable.

Schedule 5 – Acknowledgement

METROLINX SPECIAL CONSTABLE ACKNOWLEDGEMENT FORM

In accordance with the Agreement between:

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO as represented by the Ministry of the Solicitor General, acting through the Ontario Provincial Police

- and -

METROLINX established pursuant to the *Metrolinx Act, 2006*

I acknowledge that:

1. Metrolinx has submitted my name to the Commissioner of the Ontario Provincial Police (“**OPP**”) for appointment as a special constable in accordance with section 92 of the *Community Safety and Policing Act, 2019*, S.O. 2019, c. 1, Sched. 1, as amended, (“**CSPA**”), to assist in carrying out the duties of a Metrolinx Special Constable.
2. Metrolinx has provided me with a copy of the Metrolinx’ Code of Conduct as it relates to the roles and responsibilities of a Metrolinx Special Constable.
3. Metrolinx has notified me of my responsibilities regarding the powers and duties assigned to me as a Metrolinx Special Constable and my obligation to adhere to the terms and conditions of the Agreement between Metrolinx and the OPP.
4. I am aware of the obligations under the *CSPA* and its regulations as they relate to the functions, obligations and duties of a Metrolinx Special Constable.

Name of Candidate

Date

Witness

Date

SCHEDULE "B"



**METROLINX
CUSTOMER PROTECTIVE SERVICES**

Responding to Emergencies

**METROLINX CUSTOMER PROTECTIVE SERVICES
RESPONDING TO EMERGENCIES**

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Revision	1.0
Revision Date	October 11, 2023
Compliance Date	February 15, 2024
Division	Customer Protective Services (CPS)
Document Owner	Director, CPS Professional Standards

Approvals

This Metrolinx procedure has been approved by the following stakeholders:

Approvals			
Name	Position	Approval Date	Signature
Authorized for publishing by Steve Weir	A/Vice President, Customer Protective Services	November 16, 2023	<i>Steve Weir</i>
Approved for publishing by Robin Lake	Manager, Document Control and Safety Standards	December 28, 2023	<i>Robin Lake</i>
Approved by Tara Morris	Director, Professional Standards	October 26, 2023	<i>T. Morris</i>
Prepared by Pamini Sivayogarah	Manager, Policies & Standards	October 11, 2023	<i>P. Sivayogarah</i>

Table of Contents

- Approvals 2**
- Record of Revisions..... 4**
- List of Acronyms 4**
- Reference Documentation..... 4**
- Definitions 5**
- 1.0 Purpose 7**
- 2.0 Scope 7**
- 3.0 General 7**
- 4.0 Passenger Assistance Alarm 7**
- 5.0 Minor Injury 8**
- 6.0 Medical Assistance 9**
- 7.0 Fire..... 10**
 - 7.1 Fire Onboard Train..... 10
 - 7.2 Fire at Stations (or on Metrolinx Property) 11
- 8.0 Responding to Escalated Emergencies**
- 9.0 CPSC Employee Responsibilities..... 11**
- 10.0 12**
 - Documentation and Reporting 12**
 - 10.1. 12
 - General Emergency Reporting 12
 - 10.2. 12
 - Minor Injury and Medical Assistance Reporting 12
 - 10.3. 12
 - Slip and Fall Reporting 12
- 11.0 Records Retention..... 13**
- 12.0 Review and Monitoring 13**

Record of Revisions

Date	Initiated by	Revision History	Revision
October 11, 2023	Director, Professional Standards	Initial	1.0
April 28, 2025	Director, Professional Standards	Introduction of Escalated Emergencies; Revised SOP title name (removed Passenger Assistance Alarm, Minor Injury, Medical Assistance, Fire)	2.0

List of Acronyms

Acronym	Meaning
CPO	Customer Protection Officer
CPS	Customer Protective Services
CPSC	Customer Protective Services Communications
IC	Incident Commander
IR	Incident Report
RPO	Revenue Protection Officer
SSA	Station Safety Ambassador

Reference Documentation

Document
<i>Metrolinx Fire & Evacuation Master Checklist Standard Operating Procedure</i>
<i>Metrolinx Fire and Life Safety Plan</i>
<i>Metrolinx First Aid Standard</i>
<i>Emergency Management Evacuation Standard Operating Procedure</i>
<i>SOP – Customer Service</i>
<i>SOP – Engagement with Vulnerable Persons – Union Station Pilot</i>
<i>SOP - Overdose Response (Naloxone)</i>
<i>SOP – Report Writing and Notetaking</i>

Document Title	Responding to Emergencies	Revision	1.0
Document ID	SD-026-PRC-0021	Review Frequency	Annually
CPO Guidebook 2023			
SSA Guidebook 2023			

Definitions

Term	Definition
Customer Protective Services Communicator (CPSC) / Dispatcher	An individual who is responsible for the deployment of personnel and/or emergency vehicles to where they are required.
Customer Protection Officer (CPO)	A person employed by Metrolinx who has been appointed by the Commissioner of the Ontario Provincial Police, and approved by the Solicitor General, as a "Special Constable" in accordance with S. 92 of the Community Safety and Policing Act, with powers and duties as set out in the appointment.
D3	The incident management and reporting software used by Customer Protective Services (CPS) to manage incidents and dispatch.
Emergency	For the purpose of this procedure, emergencies include passenger assistance alarm, minor injury, medical assistance, and fire on or in relation to Metrolinx property.
Escalated Emergency	For the purpose of this procedure, escalated emergencies are those that require assistance from relevant police services in matters that involve active threats to life or serious injury, use or threat of use of weapons, major public disturbances or riots and/or situations beyond the Special Constable's legal authority or capacity.
Fire	The state of burning that produces visible flames, heat, light, and possibly smoke.
Incident Commander (IC)	A trained and capable Metrolinx employee responsible for all aspects of an emergency response. The first person on scene may assume the role of an Incident Commander until responsibilities are transferred to an emergency services member.
Medical Assistance	An injury or condition that poses an immediate threat to a person's health or life which requires medical intervention.
Minor Injury	Injuries to person which requires one time first-aid treatment and subsequent observation that does not require significant medical care.
On duty	The period commencing from when an employee reports to work up until the time they cease to perform work for the day. On duty includes any meal breaks, or other breaks and includes the time in which an employee is required to perform work or be on stand-by to perform work.

Document Title	Responding to Emergencies	Revision	1.0
Document ID	SD-026-PRC-0021	Review Frequency	Annually
Passenger Assistance Alarm/Yellow Emergency Strip	<p>A long yellow strip located above the windows of a Metrolinx train that serves as a two-way communication device for passengers to communicate to Metrolinx employees onboard the train.</p> <p>During an emergency, this strip should be pressed. Emergencies include:</p> <ul style="list-style-type: none"> • A passenger in distress or needing medical attention • Vandalism • Disputes • Reporting a suspicious package; and • Anytime when the police and/or CPS intervention is required. 		
Vulnerable Persons	<p>A person who is believed to be someone in need of:</p> <ul style="list-style-type: none"> • special care due to a cognitive, physical, intellectual, or developmental disability; • protection from themselves or others (e.g., mental health, domestic abuse, human trafficking, etc.); or • any other condition/state which may place them at an increased risk. (e.g., person perceived to be underhoused, experiencing substance abuse, etc.). 		

1.0 Purpose

- This procedure provides on duty Customer Protective Services (CPS) employees with direction when responding to and reporting emergencies (passenger assistance alarm, minor injury, medical assistance, and fire) on or in relation to Metrolinx property and/or when responding to escalated emergencies that require assistance from relevant police services in matters that involve active threats to life or serious injury, use or threat of use of weapons, major public disturbances or riots, and/or situations beyond the Special Constable's legal authority or capacity.

2.0 Scope

- This procedure applies to all probationary, full-time and contract on-duty Customer Protection Officers (CPOs / Special Constables), Revenue Protection Officers (RPOs), Stations Safety Ambassadors (SSAs), and CPS Communications employees (CPSC).
- This procedure does not apply to emergencies that occur within Union Station Campus. For Union Station Campus emergencies, contact Emergency Management, CPS.

Document Title	Responding to Emergencies	Revision	1.0
Document ID	SD-026-PRC-0021	Review Frequency	Annually

3.0 General

- To support Metrolinx's commitment to safety, the Agency employs a coordinated effort between Rail Operations, Network Operations Centre, CPS and where necessary, the relevant police service, to respond to emergencies.
- CPO/RPO/SSA are trained to respond to emergencies (defined in this procedure as passenger assistance alarm, minor injury, medical assistance, or fire) on or in relation to Metrolinx property.
- When responding to emergencies, CPO/RPO/SSA shall take reasonable and necessary steps, in accordance with their training, to protect the safety of customers, including vulnerable persons, and Metrolinx employees, while providing excellent customer service (Refer to *SOP – Customer Service*).

4.0 Passenger Assistance Alarm

- Metrolinx trains are equipped with passenger assistance alarms/yellow emergency strips that can be activated in the event of an emergency.
- When a passenger assistance alarm is activated onboard a train, responding to the alarm takes priority over fare inspection activities.
- CPO/RPO shall approach the incident with caution, and not assume that the passenger assistance alarm was activated due to medical assistance. The passenger assistance alarm may have been activated in the event of a criminal occurrence, fire, or another potential hazard.
- Upon arrival, CPO/RPO shall:
 - Assess hazards and make the area safe for themselves and others.
 - Identify themselves as a First Aider to the Customer Service Ambassador.
 - Take charge of the situation and notify CPSC.
 - Remain on scene and provide assistance, as needed, in accordance with Training.
 - If responding to:
 - minor injury, follow the procedure outlined in section 5.0.
 - medical assistance, follow the procedure outlined in section 6.0.
 - fire, follow the procedure outlined in section 7.0.
 - criminal activity, notify CPSC and provide assistance, as needed.

- When responding to a passenger assistance alarm activated due to criminal activity, passenger safety is paramount. All requests from CPO/RPO to keep doors shut to locate the individual committing the crime will be disregarded.

5.0 Minor Injury

- In the event of a minor injury, including a slip and fall, CPO/RPO/SSA shall provide First Aid to customers, including vulnerable persons, in accordance with Training (Refer to *Metrolinx First Aid Standard*).
 - Notify CPSC if additional medical assistance is needed.
- If the customer, including vulnerable persons, declines additional medical assistance and wants to continue their journey and CPO/RPO/SSA reasonably believes that it is safe to do so, they shall:
 - Disengage.
 - Document the interaction in memo book and advise CPSC and Manager of the incident.
 - Complete the reporting requirements outlined in section 9.0.
- If the customer, including vulnerable persons, declines additional medical assistance and wants to continue their journey and CPO/RPO/SSA reasonably believes that subsequent observation is required, they shall:
 - Where applicable, offer to connect the individual with a family member or community services (e.g., 2-1-1). Refer to *SOP – Engagement with Vulnerable Persons – Union Station Pilot*.
 - If the customer is leaving the network, assist them as they exit the platform, reach the parking lot, or connect with other transportation services such as VIA Rails, using mobility aids, if applicable. (Refer to *SOP – Customer Service*).
 - Document the interaction in memo book and advise CPSC and Manager of the incident.
 - Complete the reporting requirements outlined in section 9.0.

6.0 Medical Assistance

- When responding to a medical assistance call for service, CPO/RPO/SSA shall:
 - If there is an imminent threat to life-safety, call 9-1-1.
 - Assess the situation.

- Notify CPSC that medical assistance is required using the METHANE model and request any additional/necessary resources:
 - **M**y name/call sign
 - **E**xact location
 - **T**ype of incident
 - **H**azards
 - **A**ccess to the scene
 - **N**umber of casualties/incidents
 - **E**mergency services on scene/required
 - Provide First Aid, including responding to a suspected drug overdose (Refer to *SOP – Overdose Response (Naloxone)*).
 - If first on scene:
 - Take charge of the scene, assuming the role of the Incident Commander (IC) until responsibilities are transferred to an emergency services member.
 - Maintain communication with CPSC, requesting any additional or necessary resources.
 - If attending the scene where the IC is already established:
 - Report to the IC post.
 - Take direction from the IC.
 - Ensure persons are relocated to safety, provide any required first aid and assist emergency services as required/directed.
-
- Emergencies that require medical assistance within a construction site, on a VIA train, or on municipality property are the primary responsibility of workers/organizations having control over the site. (e.g., work site contractor, VIA crew, City Security).
 - CPO/RPO/SSA shall provide support with recovery and assistance efforts, as needed.

7.0 Fire

- In the event of a fire, on or in relation to Metrolinx property, including onboard trains, the protection of life is the primary concern.
- If there is an immediate threat to life-safety, call 9-1-1.

7.1 Fire Onboard Train

- If a fire is seen, smoke smelled, or if an individual reports a fire onboard a train, the CPO/RPO onboard shall immediately proceed to the applicable coach to support fire response actions. The following steps shall be taken upon arrival at the scene:
 - Notify CPSC using the METHANE model and request any additional/necessary resources:
 - **M**y name/call sign
 - **E**xact location
 - **T**ype of incident
 - **H**azards
 - **A**ccess to the scene
 - **N**umber of casualties/incidents
 - **E**mergency services on scene/required
 - Immediately relocate all individuals in the coach to an adjacent coach.
 - Determine if the fire appears controllable (can be put out/managed)
 - If it is controllable, utilize fire extinguisher to extinguish the fire by following the instructions on the bottle.
 - If uncontrollable, exit the coach immediately.
 - If the train is still moving, the train must be stopped, and evacuation procedures initiated by the train crew. (Refer to *Emergency Management Evacuation Standard Operating Procedure*).

- When using the fire extinguisher, avoid personal contact or inhaling dry chemicals.

High airborne dust concentrations of dry chemicals from the fire extinguisher may irritate eyes, skin and mucus membranes. In the event of personal contact with dry chemicals, wash affected areas with mild soap and water. In the event of contact with eyes, flush with water.

- CPO/RPO should not try to extinguish the fire if there is imminent danger from the fire. The evacuation of employees and customers, including vulnerable persons from the area is of prime importance.
- CPO/RPO who are nearby on Metrolinx property should remain onsite to help manage the movement of evacuated individuals to safety.

7.2 Fire at Stations (or on Metrolinx Property)

- In the event of a fire at a station or elsewhere on Metrolinx property, CPO, RPO and SSA, shall work with Stations employees to evacuate the area, if required, and follow the Fire & Evacuation Master Checklist Standard Operating Procedure and the Fire and Life Safety Plan.

8.0 Responding to Escalated Emergencies

- In the event of an escalated emergency, on or in relation to Metrolinx property, including onboard trains, the protection of life is the primary concern. Escalated emergencies are events which include, but not limited to, active threats to life or serious injury, use or threat of use of weapons, major public disturbances or riots, and/or situations beyond the Special Constable's legal authority or capacity, Metrolinx will contact the relevant police service for assistance.
- When responding to an escalated emergency, CPO/RPO/SSA shall:
 - If there is an imminent threat to life-safety, call 9-1-1.
 - Assess the situation.
 - Notify CPSC that assistance is required using the METHANE model and request any additional/necessary resources:
 - **M**y name/call sign
 - **E**xact location
 - **T**ype of incident
 - **H**azards
 - **A**ccess to the scene
 - **N**umber of casualties/incidents
 - **E**mergency services on scene/required
 - Provide First Aid, including responding to a suspected drug overdose (Refer to *SOP – Overdose Response (Naloxone)*).
 - If first on scene:
 - Take charge of the scene, assuming the role of the Incident Commander (IC) until responsibilities are transferred to an emergency services member/relevant police service.
 - Maintain communication with CPSC, requesting any additional or necessary resources.
 - If attending the scene where the IC is already established:
 - Report to the IC post.
 - Take direction from the IC.
 - Ensure persons are relocated to safety, provide any required first aid and assist emergency services as required/directed.

- Emergencies that require assistance within a construction site, on a VIA train, or on municipality property are the primary responsibility of workers/organizations having control over the site. (e.g., work site contractor, VIA crew, City Security).
 - CPO/RPO/SSA shall provide support with recovery and assistance efforts, as needed.

9.0 CPSC Employee Responsibilities

- When notified of an emergency and/or escalated emergency, whether onboard a train or on Metrolinx property, CPSC employees shall gather the following information:
 - Location of the event.
 - Description of the emergency in detail (passenger assistance alarm, minor injury, medical assistance, or fire, active threats to life, serious injuries, threats or use of weapons, major public disturbance or riot, or other matters beyond a CPOs legal authority).
 - Immediately contact the relevant police service and 9-1-1 for any escalated emergency, as defined above
 - In the event of a passenger assistance alarm, determine the number of CPO/RPO onboard and responding.
 - If medical assistance required includes serious injuries/illness, contact emergency medical services and the relevant police service, prior to dispatching CPOs to respond, otherwise, dispatch CPOs to respond for medical assistance without serious injury/illness.
 - In the event of a fire that does or is likely to require support from regional Fire Services, contact Fire Services prior to dispatching CPO to respond. Otherwise, for fire response without the potential for serious damage or injury, dispatch CPOs to respond.
 - If weapons are involved (whether threat or use) or active threats to life, contact the relevant police service for assistance prior to dispatching CPO to respond.
 - If other matters beyond a CPOs legal authority, contact the relevant police service for assistance.
 - Notify all applicable stakeholders, including Station Operations, OC Rail and Duty Manager.
 - Generate a dispatch log containing all relevant information pertaining to the emergency call and update as required.
 - Assign CPO and escalate the Incident Report (IR) for reporting purposes, if requested.

10.0 Documentation and Reporting

10.1 General Emergency Reporting including Escalated Emergencies

- CPOs who attend an emergency call for service, shall complete the required documents, including memo book notes and IR prior to the end of the shift in which it occurs, or (if approved by CPO Manager), the first action of their next shift (*Refer to SOP – Report Writing and Notetaking*).
- RPO/SSA who supports an emergency incident, shall document the incident in their memo book and record any IR numbers that are subsequently generated (*Refer to SOP – Report Writing and Notetaking*).

10.2 Minor Injury and Medical Assistance Reporting

- CPO who attends an emergency call for service where the customer is injured due to a medical issue or has a slip and fall and requires medical assistance, regardless or not if medical assistance is accepted, they are to:
 - Notify CPSC of the nature of the injury and that a MySafety Report will be completed.
 - Notify the Manager on duty.
 - Complete general emergency reporting requirements outlined in section 9.1.
 - Complete MySafety Report (<https://metrolinx.my.cority.com/#/login>)
- CPO shall gather information from RPO/SSA who supported the emergency incident when completing all applicable reports.

10.3 Slip and Fall Reporting

- CPO/RPO/SSA who attends an emergency call for service where the customer has fallen or is reporting a slip and fall on Metrolinx property, regardless of the extent of the injury, are required to:
 - Notify CPSC of the nature of the injury and that a MySafety Report will be completed.
 - Notify the Manager on duty.
 - Complete general emergency reporting requirements outlined in section 9.1.
Note: CPO is not required to complete an IR if the slip and fall is not related to

a medical event and their injury does not require emergency medical assistance.

- Complete a MySafety Report (<https://metrolinx.my.cority.com/#/login>)
- CPO shall gather information from RPO/SSA who supported the emergency incident when completing all applicable reports.

11.0 Records Retention

- All records shall be retained in accordance with Metrolinx retention policies and procedures.

12.0 Review and Monitoring

- This procedure shall be reviewed annually by CPS Professional Standards, in consultation with relevant stakeholders and shall be updated, as required.
- Safety Standards and Practices reserves the right to audit conformance to this procedure.



Action Registry – Public Section

Motion Date	Motion ID	Motion	Task Assigned To	Scheduled Completion	Status/Comments
mar 26/26		<p><i>“THAT the board designate on its own accord Bronte Area Victoria Day and Bronte Area Canada Day as separate Major Events under Policy PoP05 - Policing Designated Major Events based on assessments under Sections 3.6, 3.8, 3.9;</i></p> <p><i>Under:</i></p> <p><i>Section 3.6 the event features extraordinary operational requirements;</i></p> <p><i>Section 3.8 that the event will be of medium or greater risk;</i></p> <p><i>Section 3.9 any other relevant criteria</i></p>	Chief	Ongoing Updates to Board	



Monthly Correspondence List – APRIL 2026

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>	IoP – Information Collection	April 2, 2026
<u>2</u>	Inspector General Memo #10: Province-Wide Inspection on Police Integrity and Anti-Corruption Practices Update	April 23, 2026