



Hamilton Police Services Board  
Agenda

Thursday, November 28, 2024, 1:00 P.M.

Hamilton City Hall - Council Chambers (Second Floor)

You may view the Board's public meeting live-stream at  
<https://www.hamiltonpsb.ca/meetings/agendas-and-materials/>

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**HAMILTON POLICE SERVICE BOARD  
PUBLIC MINUTES**

Thursday, October 24, 2024  
Hybrid Meeting  
1:01 P.M.

Present: Chair Elms  
Vice Chair Robertson  
Member Menezes  
Member Pauls

Absent with regrets: Member Horwath  
Member Kroetsch

Also Present: Chief Frank Bergen  
Deputy Chief Ryan Diodati  
Acting Deputy Chief David Hennick  
Legal Counsel Marco Visentini  
Inspectorate of Policing Advisor – David Tilley (virtual)  
Administrative Director Kirsten Stevenson  
Administrative Assistant Lucia Romano

**1. Call to Order**

The meeting was called to order at 1:01 PM.

**2. Acknowledgements**

Member Pauls provided the land acknowledgment.

**3. Approval of the Agenda**

The Administrative Director noted the following changes to the agenda:

- Added correspondence item 7.7, Community Feedback Regarding the Draft Board Policy on Body-Worn Cameras
- Added correspondence item 7.8, Greater Grand Sudbury Police Service Board - Invitation to the Change of Command and Swearing-In Ceremony
- Added correspondence item 7.9, 2022-2024 Review of the *Keeping Ontario Open for Business Act, 2022* - Request for Comments from the Ministry of the Solicitor General
- Added correspondence item 7.10, Thank You from the Del Conte Family (October 16, 2024)



- Added correspondence item 7.11, Thank You from the Frid Family (October 16, 2024)
- Added closed consent items 3.15 and 3.16 related to legal and personal matters about an identifiable individual in accordance with section 44(1) and (2) of the *Community Safety and Policing Act*

Added or revised items are noted with an '\*'.

Resolution Number **241024 - 1**

Moved By: Member Pauls

Seconded By: Member Menezes

That the agenda be approved, as amended.

**CARRIED**

#### **4. Declarations of Conflicts of Interest**

There were no declarations of conflicts of interest.

#### **5. Delegations, Presentations and Verbal Updates**

##### **5.1 Members of the Month**

Chief Bergen called upon Inspector Doerr to present the Members of the Month as follows:

June – Constables Nadine Bannan, Gabriel Easterbrook, Sabrina Bonds, and Connor McQuhae

July – Constables Jacob Barton and Sawyer Madden, and Communicator Dylan Speare

August – Constables Jacob Keenan, Nickolas Rogers, and Dave Nairn

##### **5.2 Canadian Mental Health Association (CMHA) Cheque Presentation**

Inspector Doerr presented the Canadian Mental Health Association with a cheque from funds raised through the "YOU GOOD?" initiative, a mental health awareness campaign initiated by Officer Dave Moberg.

Officer Moberg was awarded the Chief's Award of Excellence.

**5.3 Board Chair Verbal Update**

Chair Elms provided his update.

Resolution Number **241024 - 2**

Moved By: Member Pauls

Seconded By: Member Menezes

That the Chair's verbal update be received.

**CARRIED**

**5.4 Chief of Police Verbal Update**

The Chief provided his update and answered questions of the Board.

Resolution Number **241024 - 3**

Moved By: Member Pauls

Seconded By: Member Menezes

That the Chief's verbal update be received.

**CARRIED**

**5.5 Administrative Director Verbal Update**

The Administrative Director provided her update.

Resolution Number **241024 - 4**

Moved By: Member Menezes

Seconded By: Member Pauls

That the Administrative Director's verbal update be received.

**CARRIED**

**6. Approval of the Minutes**

**6.1 Public Minutes of September 26, 2024**

Resolution Number **241024 - 5**

Moved By: Member Menezes

Seconded By: Member Pauls

That the public minutes of September 26, 2024, be approved as presented.

**CARRIED**

## **7. Correspondence**

After discussion, the Board approved the following:

Resolution Number **241024 - 6**

Moved By: Member Menezes

Seconded By: Member Pauls

That correspondence listed as items 7.1 through 7.11 be received.

**CARRIED**

- 7.1 All Chiefs Memo - 2024/2025 Victim Support Grant - Call for Applications 24-0059 (October 3, 2024)**
- 7.2 All Chiefs Memo - Nominations for the 2024/2025 Attorney General's Victims Services Awards of Distinction 24-0060 (October 4, 2024)**
- 7.3 All Chiefs Memo - Israel-Hamas Conflict: Enhanced Patrol Measures for Upcoming Anniversary Events 24-0061 (October 4, 2024)**
- 7.4 Thank You from St. Joseph's Healthcare Foundation Regarding A Mental Health Morning (September 25, 2024)**
- 7.5 Thank You from Wesley Regarding the 32nd Annual Wesley Open Golf Tournament (September 25, 2024)**
- 7.6 Thank You from St. Joseph's Villa Foundation Regarding the Anne & Neil McArthur Golf Tournament (October 7, 2024)**
- \*7.7 Community Feedback Regarding the Draft Board Policy on the Use of Body-Worn Cameras**
- \*7.8 Greater Grand Sudbury Police Service Board - Invitation to the Change of Command and Swearing-In Ceremony**
- \*7.9 2022-2024 Review of the Keeping Ontario Open for Business Act, 2022 - Request for Comments from the Ministry of the Solicitor General**
- \*7.10 Thank You from the Del Conte Family (October 16, 2024)**
- \*7.11 Thank You from the Frid Family (October 16, 2024)**

## 8. Consent Agenda

After discussion, the Board approved the following:

Resolution Number **241024 - 8**

Moved By: Member Menezes

Seconded By: Member Pauls

That consent items listed as 8.1 through 8.4 be received.

**CARRIED**

### 8.1 Auction Account Requests for Funding and Support (PSB 24-030)

Based on past practice and in accordance with the Board's Auction Account Policy:

- a) That tickets at a cost of \$50 each be purchased to attend the Crime Stoppers of Hamilton Murder Mystery 'Killers in the Outfield', on November 22, 2024, at the Royal Canadian Legion; and
- b) That tickets at a cost of \$175 each be purchased to attend the St. Joseph's Villa Foundation's Holiday Handbag fundraiser, on November 27, 2024, at Liuna Station, to provide compassionate care for residents and families of St. Joseph's Villa and Margaret's Place Hospice; and
- c) That a donation of \$500 be made to the Hamilton Police Retirees Association for their Annual Turkey Roll fundraiser, taking place on November 20, 2024, in support of local Hamilton charities; and
- d) That funding for approved events be taken from the Auction Account.

### 8.2 Media Release - Hamilton Police Service Board Seeks Input on Body-Worn Cameras Policy (October 11, 2024)

### 8.3 Hamilton Police Service Projected Capital Expenditures 2025-2034 (24-090)

- a) That the Hamilton Police Service Board (Board) approves the list of 2025-2034 Projected Police Capital Expenditures included in this report and Appendix "A"; and
- b) That the Board forwards the Report 24-090, HPS Projected Capital Expenditures 2025-2034 along with Appendix A, to the COH for funding consideration and inclusion in their 2025-2034 Capital Budget Plan.

### 8.4 Outstanding Business List as of October 24, 2024

**9. Recommendations**

**9.1 Hamilton Police Service Board Draft Body-Worn Camera Policy (PSB 24-029)**

This report was deferred from the September 26, 2024, meeting.

After discussion, the Board approved the following:

Resolution Number **241024 - 9**

Moved By: Member Pauls

Seconded By: Vice Chair Robertson

That the draft Board Policy on the Use of Body-Worn Cameras, as attached to this report, be approved.

**CARRIED**

Member Menezes voted in opposition to this motion.

**10. Motions**

**10.1 Advancing the Relationship Between the Hamilton-Wentworth District School Board and the Hamilton Police Service**

After discussion, the Board approved the following:

Resolution Number **241024 - 10**

Moved By: Member Pauls

Seconded By: Vice Chair Robertson

a) That the Board request the Chief of Police to consider ways in which to advance the relationship between the Hamilton Police Service and the Hamilton-Wentworth District School Board; and

b) That the Chief of Police report back to the Board in the spring of 2025.

**CARRIED**

Member Menezes voted in opposition to this motion.

**11. Closed Meeting**

Resolution Number **241024 - 11**

Moved By: Vice Chair Robertson

Seconded By: Member Pauls

That the Board move into closed session in accordance with Section 44(1) and (2) of the *Community Safety and Policing Act* to discuss:

- a) Personal matters about an identifiable individual, including members of the police service or any other employees of the board;
- b) Labour relations or employee negotiations;
- c) Litigation or potential litigation affecting the board, including matters before administrative tribunals.

**CARRIED**

**12. Closed Meeting Report Back**

Resolution Number **241024 - 17**

Moved By: Member Menezes

Seconded By: Member Pauls

During its closed meeting the Board approved the closed minutes of September 26, 2024, and dealt with personnel and legal matters in accordance with Section 44(1) and (2) of the *Community Safety and Policing Act*.

**CARRIED**

**13. Adjournment**

Resolution Number **241024 - 18**

Moved By: Member Menezes

As there was no further business, the meeting adjourned at 3:18 PM.

**CARRIED**

Taken as read and approved.

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Chair Geordie Elms

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Administrative Director  
Kirsten Stevenson

**Ministry of the Solicitor General**

Public Safety Division

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12<sup>th</sup> Floor  
Toronto ON M7A 2H3Telephone: (416) 314-3377  
Facsimile: (416) 314-4037**Ministère du Solliciteur général**

Division de la sécurité publique

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Toronto ON M7A 2H3Téléphone: (416) 314-3377  
Télécopieur: (416) 314-4037

**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner Thomas Carrique  
Chairs, Police Service Boards

**FROM:** Ken Weatherill  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** **Next Generation 9-1-1 (NG9-1-1) Notification of  
Transition**

<b>DATE OF ISSUE:</b>	<b>November 12, 2024</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>24-0067</b>
<b>PRIORITY:</b>	<b>Normal</b>

At the request of the Emergency Services Telecommunications Division of the Ministry of the Solicitor General, I am sharing a communication regarding Next Generation 9-1-1 (NG9-1-1) Notification of Transition.

For further information, please review the attached memo from Joy Stevenson, Assistant Deputy Minister, Emergency Services Telecommunications Division, Ministry of the Solicitor General. If you have any questions, please contact Phil Thompson, Director, NG9-1-1 and Public Safety Broadband Network by email at [estd.ng9-1-1@ontario.ca](mailto:estd.ng9-1-1@ontario.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Weatherill".

Ken Weatherill  
Assistant Deputy Minister  
Public Safety Division

Attachment

c: Mario Di Tommaso, O.O.M.  
Deputy Solicitor General, Community Safety



Ministry of the Solicitor General    Ministère du Solliciteur Général

Emergency Services  
Telecommunications Division

Division des télécommunications des  
services d'urgence



21 College Street  
Suite 301  
Toronto ON M5G 2B3

21, rue College  
Bureau 301  
Toronto ON M5G 2B3

**DATE:** November 12, 2024

**MEMORANDUM TO:** Kenneth Weatherill  
Assistant Deputy Minister  
Public Safety Division

**FROM:** Joy Stevenson  
Assistant Deputy Minister  
Emergency Services Telecommunications Division

**SUBJECT:** Next Generation 9-1-1 (NG9-1-1) Notification of Transition

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Public Safety Answering Points (PSAPs) across Ontario are making progress in preparing to transition to the NG9-1-1 network. Four PSAPs in Ontario have successfully transitioned their voice calling to the NG9-1-1 network: Toronto Fire Service, Peel Regional Police, Northern911, and London Police Service. We expect others to complete their transition over the coming months.

Transitioning to NG9-1-1 represents a major milestone for the communities your PSAP serves and to Ontarians across the province. I am writing to provide a reminder on the communication requirements contained within both the 2022-23 and 2023-24 NG9-1-1 Transfer Payment Agreements (TPA) which continue to remain in effect.

Section A8.1 of the 2022-23 and 2023-24 TPAs contain communication requirements that require municipalities and PSAPs to acknowledge the support the province has provided to help with their transition to NG9-1-1. Specifically, the provisions in the most recent agreements read as follows:

- A8.1 Acknowledge Support.** Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its Project-related publications, whether written, oral, or visual:
- (a) acknowledge the support of the Province for the Project;
  - (b) ensure that any acknowledgement is in a form and manner as the Province directs; and
  - (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

These provisions remain in effect and must be complied with per the survival section in A28 of the 2022-23 agreement and section A27 in the 2023-24 agreement.

The 2024-25 TPAs will be updated to clarify the requirements relating to communications. Please see below for the specific amended requirements:

## 8.0 Communications Requirements

- A8.1 Notice of Transition.** Unless the Province directs the Recipient to do otherwise, the Recipient will provide Notice to the Province a minimum of fourteen business days in advance of the Recipient transitioning to NG9-1-1.
- A8.2 Acknowledge Support.** Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its publications related to the Recipient transitioning to NG9-1-1, whether written, oral, or visual, including public announcements or communications:
- (a) acknowledge the support of the Province;
  - (b) ensure that any acknowledgement is in a form and manner as the Province directs;
  - (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province; and
  - (d) obtain prior written approval from the Province before using any Government of Ontario or ministry logo or symbol in any communications including press releases, published reports, radio and television programs and public or private meetings, or in any other type of promotional material, relating to the Recipient transitioning to NG9-1-1 or this Agreement.
- A8.3 Notice of Communications.** Unless the Province directs the Recipient to do otherwise, the Recipient will provide Notice to the Province a minimum of fourteen business days in advance of its publications, whether written, oral, or visual, including public announcements or communications related to the Recipient transitioning to NG9-1-1.
- A.8.4 Applicability.** For clarity, the obligations of the Recipient in A8.2 and A8.3 are not applicable to the Recipient's publication of public meeting materials or minutes referencing the Recipient transitioning to NG9-1-1.
- A8.5 Notice for the purposes of Article 8.** Notwithstanding A16.0, unless otherwise directed in writing, Notice for the purposes of Article 8 will be:
- (a) in writing
  - (b) delivered by email to: [estd.ng9-1-1@ontario.ca](mailto:estd.ng9-1-1@ontario.ca)
  - (c) will be deemed to have been given on the date on which the Notice is delivered.

The provincial NG9-1-1 transfer payment program allocated \$208M over three years to support municipalities and PSAPs with the cost of transitioning to NG9-1-1. We have heard across the sector that this funding has been beneficial in supporting the transition work you and your teams are undertaking. Acknowledging the support provided by the provincial government in public communications relating to future NG9-1-1 transitions brings attention to our successful partnership and collaboration. When PSAPs are ready to transition, please note it is their responsibility to advise the ministry a minimum of fourteen business days in advance at the following email address [estd.ng9-1-1@ontario.ca](mailto:estd.ng9-1-1@ontario.ca).

On behalf of the Ministry of the Solicitor General, we look forward to continuing to work with PSAPs and municipalities to support their transition to NG9-1-1 and enhance emergency response capabilities in Ontario.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal line extending to the right.

Joy Stevenson, Assistant Deputy Minister  
Emergency Services Telecommunications Division  
Ministry of the Solicitor General

c: Mario Di Tommaso, O.O.M. Deputy Solicitor General, Community Safety, Ministry of the  
Solicitor General  
Erin Hannah, Associate Deputy Minister, Modernization, Ministry of the Solicitor General  
Phil Thompson, Director NG9-1-1 and Public Safety Broadband Network, Emergency Services  
Telecommunications Division, Ministry of the Solicitor General

**Ministry of the Solicitor General****Ministère du Solliciteur général**

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**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner Thomas Carrique  
Chairs, Police Service Boards

**FROM:** Ken Weatherill  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** Ontario Regulation 87/24 Amendments

<b>DATE OF ISSUE:</b>	<b>November 13, 2024</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>24-0068</b>
<b>PRIORITY:</b>	<b>Normal</b>

On April 1, 2024, the *Community Safety and Policing Act, 2019* (CSPA) and its regulations came into force. The CSPA is an opportunity to modernize policing and enhance community safety in Ontario.

Ontario Regulation 87/24 (O. Reg. 87/24) under the CSPA prescribes mandatory initial, senior, and specialized training, as well as various exemptions for police officers and special constables.

The Ministry of the Solicitor General has filed amendments to O. Reg. 87/24 related to the training required to be appointed as a special constable, and some definitional changes. The amendments came into force upon filing and will provide increased operational flexibility for police services and special constable employers. They can now be accessed publicly online through e-Laws [O. Reg. 450/24 TRAINING | ontario.ca](https://www.ontario.ca/laws/doc/oreg/oreg45024.htm).

Thank you for the continued support to advance the modernization and continuous improvement of police services in Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Weatherill".

Ken Weatherill  
Assistant Deputy Minister  
Public Safety Division

c: Mario Di Tommaso, O.O.M.  
Deputy Solicitor General, Community Safety

**Ministry of the Solicitor General****Ministère du Solliciteur général**

Public Safety Division

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**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner Thomas Carrique  
Chairs, Police Service Boards

**FROM:** Ken Weatherill  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** **Communications Requirements for Community Safety  
Grant Program Transfer Payment Recipients**

<b>DATE OF ISSUE:</b>	<b>November 15, 2024</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>24-0070</b>
<b>PRIORITY:</b>	<b>Normal</b>

The Ministry of the Solicitor General offers several community safety grant programs available to police services, municipalities, First Nations, and community organizations, in collaboration with local partners, to support public safety priorities. For more information on current public safety grant programs, please visit the [ministry's website](#).

As part of the administration of grant funding, recipients must enter into Transfer Payment Agreements (TPAs) with the ministry, which set out rights, responsibilities, and obligations for both the recipient and the ministry. TPAs ensure the effective management and oversight of all transfer payment activities.

For current grant recipients, there are communications requirements outlined in the TPA, which requires the recipient to acknowledge support of the province in all project-related publications. Specifically,

## **Section A8.0 COMMUNICATIONS REQUIREMENTS**

**A8.1 Acknowledge Support.** Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its Project-related publications, whether written, oral, or visual:

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs;

-2-

(c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province; and

(d) obtain prior written approval from the Province before using any Government of Ontario or ministry logo or symbol in any communications including press releases, published reports, radio and television programs and public or private meetings, or in any other type of promotional material, relating to the Project or this Agreement.

Additionally, for all new TPAs, there will be a requirement for recipients to provide written notice of all project-related communications to the ministry a minimum of 14 business days in advance of planned publications or announcements. Specifically,

**A8.2 Notice of Project-Related Communications.** Unless the Province directs the Recipient to do otherwise, the Recipient will provide written notice to the Province a minimum of 14 Business Days' in advance of all Project-related publications, whether written, oral, or visual, including public announcements or communications.

Moving forward, all transfer payment recipients should ensure acknowledgement of provincial funding in accordance with the contractual requirements outlined in the TPA.

An example of the language that could be used in project-related publications is shared below:

"The successful completion of this <investigation/project> was made possible through funding provided by the Government of Ontario, Ministry of the Solicitor General, through the <insert grant>."

If there are any questions, please direct them to Ryan Baird, Manager, Program Development Section, at [ryan.baird@ontario.ca](mailto:ryan.baird@ontario.ca) or Tiana Biordi, Team Lead, Program Development Section, at [tiana.biordi@ontario.ca](mailto:tiana.biordi@ontario.ca).

We thank you for your continued efforts in ensuring the safety and well-being of communities in Ontario.

Sincerely,



Ken Weatherill  
Assistant Deputy Minister  
Public Safety Division

c: Mario Di Tommaso, O.O.M.  
Deputy Solicitor General, Community Safety

## Safer Streets, Stronger Communities Act, 2024 - Amendments to Community Safety and Policing Act, 2019

**Regulation Number(s):**

N/A

**Instrument Type:**

Act

**Bill or Act:**

Community Safety and Policing Act, 2019

**Summary of Proposal:**

The Community Safety and Policing Act, 2019 was brought into force on April 1, 2024. This package of proposed legislative amendments would continue to advance modernization of policing in Ontario by responding to operational issues and technical requirements.

At this time, SOLGEN is requesting public and stakeholder input on proposed amendments, which include:



- Enabling the transfer of responsibility of policing in relation to prescribed areas and enabling regulations to address cost recovery in relation to such areas;
- Establishing the authority for the Solicitor General to issue awards related to policing, including awards for long service;
- Clarifying the timeline requirements within provisions that specify when certain activities related to appointments, oaths, or affirmations must occur;
- Adding a definition of "prescribed entity" to promote clarity and remove ambiguity in the use of the term throughout the Act and some regulations;
- Addressing operational issues with respect to police services assisting each other, through amendments that would shift the authority to request temporary assistance from police service boards to chiefs of police, allowing them greater flexibility in seeking assistance from another chief of police to provide adequate and effective policing; and,
- Other minor amendments to various provisions are proposed to ensure clarity and consistency of specific sections of the Act.

**Analysis of Regulatory Impact:**

The proposed legislative amendments will not have any financial impacts to the government or to municipalities and police services; however, there may be financial pressures or implications that arise during implementation, such as pressures resulting from operational changes associated with regulations that are to be developed in the future.

SOLGEN may be consulting with stakeholders to identify whether there are any potential costs associated with associated proposed regulations coming into force.

**Further Information:**

-  Community Safety and Policing Act, 2019
-  Safer Streets, Stronger Communities Act, 2024

**Proposal Number:**

24-SOLGEN021

**Posting Date:**

November 18, 2024

**Comments Due Date:**

December 18, 2024

**Contact Address:**

Ministry of the Solicitor General  
Strategic Policy Division  
25 Grosvenor Street  
Toronto, ON M7A 1Y6

## **Safer Streets, Stronger Communities Act, 2024 -Proposed amendments to Christopher's Law (Sex Offender Registry), 2000.**

### **Regulation Number(s):**

N/A

### **Instrument Type:**

Act

### **Bill or Act:**

Christopher's Law (Sex Offender Registry), 2000

### **Summary of Proposal:**

The Ministry of the Solicitor General is proposing amendments to Christopher's Law (Sex Offender Registry), 2000 to equip police services with additional information that can help them better monitor sex offenders and prevent, investigate, and solve crimes of a sexual nature.

The proposed amendments to Christopher's Law would establish new reporting requirements for registered sex offenders in Ontario. Section 3 of the act requires offenders to report information to a police service within a prescribed period (seven days) after certain events (e.g., a change of address or a change of name) occur. This list would be expanded to include the following:

- An offender being ordered to serve a conditional sentence.
- An offender receiving a driver's license or passport.
- An offender beginning to use or making a change to an email address, a username associated with a social media account, or another prescribed digital identifier used for the purpose of communicating on the internet.

Reporting requirements are also proposed in relation to travel by an offender to provide police services in Ontario with investigative information on the whereabouts of sex offenders. This would include requiring offenders to provide 14 days advance notice if they intend on traveling for seven days or more, and requiring that child sex offenders provide advance notice if they will be out of Canada for any length of time. The proposal would allow for a "reasonable excuse" to be provided for not complying with the time limits. These reporting requirements would mirror those found in section 6 of the federal Sex Offender Information Registration Act, 2004.

The proposed amendments would help make sure the information on the registry is current and useful for investigative purposes by requiring that offender information be removed from the registry 50 years after an offender's death or upon proof that an offender's conviction or finding of not criminally responsible on account of mental disorder in respect of a sex offence is overturned. These amendments would also allow the Minister of the Solicitor General to authorize a person to use information contained in the sex offender registry for research or statistical purposes.

These amendments would also allow future Lieutenant Governor in Council (LGIC) regulatory development to establish:

- Rules for offenders serving the custodial portion of a sentence intermittently in respect of an offence other than a sex offence.
- What constitutes a change in address for offender reporting and police verification purposes.
- The steps required to provide proof of a pardon or the fact that a conviction of or finding of not criminally responsible on account of a mental disorder in relation to a sex offence is overturned.
- Circumstances in which an offender would not be required to report based on physical or mental capacity.
- Circumstances and process by which an offender, instead of reporting in person at a police service, could report instead by complying with such requirements as may be prescribed.



Additional amendments would update the definition of sex offence to align with federal Criminal Code amendments which re-categorized sex offences as primary and secondary offences and update legislative wording to ensure consistency with current drafting practices.

Additional amendments would update the definition of sex offence to align with federal Criminal Code amendments which re-categorized sex offences as primary and secondary offences and update legislative wording to ensure consistency with current drafting practices.

### **Analysis of Regulatory Impact:**

The proposed amendments to Christopher's Law will have no direct compliance costs to any regulated stakeholders. There are administrative costs for municipal police services associated with increased offender reporting requirements (i.e., additional time spent by police services to collect offender information, and time required to learn about new requirements and establish any new policies and procedures to comply with new requirements).

### **Further Information:**

-  Christopher's Law (Sex Offender Registry), 2000
-  Bill 223, Safer Streets, Stronger Communities Act, 2024

### **Proposal Number:**

24-SOLGEN023



**Posting Date:**

November 18, 2024

**Comments Due Date:**

December 18, 2024

**Contact Address:**

Ministry of the Solicitor General  
Strategic Policy Division  
25 Grosvenor Street  
Toronto, ON M7A 1Y6



September 25, 2024

Sandy Pollock  
Hamilton Police Service  
Auction Account  
155 King William St  
Hamilton, ON L8R 1A7

Dear Sandy and Staff at Hamilton Police Service,

On behalf of the clients, staff and Board of Directors at Wesley, I would like to express my deepest gratitude for your continued support and I am pleased to share the enclosed 2023-24 Annual Report with you.

Every day, we help individuals and families struggling with poverty by providing a range of supports through our programs across Hamilton, Halton and Brantford.

Last fiscal year we saw many changes for Wesley, including a successful move of the Newcomers program and the Special Care Unit for people with substance use issues to a new building on Main St E in Hamilton. This new space is much larger and has allowed us to increase the temporary accommodations we can offer for people who would otherwise be unhoused.

We deeply appreciate everyone who helps all of the Wesley programs, whether they be for Housing, Newcomers to Canada, or Children, Youth, and Families – your commitment continues to make a difference in the lives of the most marginalized individuals in our community.

In particular, I want to thank you for being a Wesley donor. We know there are a lot of worthwhile causes out there and we are deeply appreciative for your generosity -- whether you have agreed to have your donation listed or continue to help anonymously, please know how much your gift means to us.

If ever you have any questions about the work of Wesley or if you would like to discuss further how you can help, please do not hesitate to reach out to us by emailing me at [giving@wesley.ca](mailto:giving@wesley.ca) or calling (905) 528-5629 ext. 234. I am always glad to hear from you.

Thank you for your kindness-- we couldn't do this work without you.

With sincere appreciation,

A handwritten signature in black ink, appearing to read "Rashed Afif".

Rashed Afif  
Chief Executive Officer  
Wesley

A handwritten note in black ink that says "Thank you for your support!".

Wesley Urban Ministries Inc.  
Financial Statements  
For the year ended March 31, 2024

**Wesley Urban Ministries Inc.**  
**Financial Statements**  
 For the year ended March 31, 2024

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 www.bdo.ca

BDO Canada LLP  
 360 Oakville Place Drive, Suite 500  
 Oakville ON L6H 6K8 Canada

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## Independent Auditor's Report

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To the Board of Directors of Wesley Urban Ministries Inc.

### Qualified Opinion

We have audited the financial statements of Wesley Urban Ministries Inc. (the "Organization"), which comprise the statement of financial position as at March 31, 2024, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at March 31, 2024, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Qualified Opinion

In common with many not-for-profit organizations, the Organization derives revenue from donations and fundraising activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Organization. Therefore, we were not able to determine whether any adjustments might be necessary to excess of revenue over expenses, and cash flows from operations for the years ended March 31, 2024 and 2023, current assets as at March 31, 2024 and 2023, and net assets as at April 1 and March 31 for both the 2024 and 2023 years. Our audit opinion on the financial statements for the year ended March 31, 2023 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*BDO Canada LLP*

Chartered Professional Accountants, Licensed Public Accountants  
Oakville, Ontario  
June 27, 2024

**Wesley Urban Ministries Inc.  
Statement of Financial Position**

**March 31** **2024** **2023**

**Assets**

**Current**

Cash and cash equivalents	\$ 1,281,297	\$ 1,182,780
Restricted cash and short-term investments (Note 2)	555,414	493,141
Accounts receivable	2,453,834	2,322,702
Prepaid expenses	117,412	165,392
	4,407,957	4,164,015

Restricted long-term investments (Note 2)	5,179,825	5,914,729
Endowment investments (Note 8)	33,887	32,433
Capital assets (Note 3)	1,228,387	389,653
	10,850,056	10,500,830

**\$ 10,850,056** **\$ 10,500,830**

**Liabilities and Net Assets**

**Current**

Accounts payable and accrued liabilities	\$ 2,614,562	\$ 2,545,131
Deferred revenue (Note 5)	897,633	740,682
	3,512,195	3,285,813

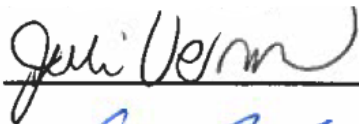

Deferred capital contributions (Note 6)	187,503	292,292
	3,699,698	3,578,105

**Net Assets**

Unrestricted net assets	2,292,188	2,066,009
Board restricted net assets (Note 7)	4,824,283	4,824,283
Endowments (Note 8)	33,887	32,433
	7,150,358	6,922,725

**\$ 10,850,056** **\$ 10,500,830**

On behalf of the Board:

 <hr style="border: 0.5px solid black;"/>	Director
 <hr style="border: 0.5px solid black;"/>	Director

## Wesley Urban Ministries Inc. Statement of Operations

For the year ended March 31	2024	2023
<b>Revenue</b>		
Community donations and grants (Note 9)	\$ 2,148,030	\$ 2,755,097
Grants		
Government of Canada	11,146,487	9,050,509
Government of Ontario	3,000,998	2,786,077
Municipalities	7,405,630	7,963,619
The United Church of Canada	-	60,554
Participant fees	1,762,768	1,838,814
Interest and investment income	1,283	5,176
Amortization of deferred capital contributions (Note 6)	142,344	166,328
	<b>25,607,540</b>	<b>24,626,174</b>
<b>Expenses</b>		
Salaries and benefits	14,238,696	13,221,317
Program expenses	6,253,417	5,949,645
Purchase of services	2,199,826	1,677,786
Rent	674,545	543,006
Building, property and janitorial	561,946	853,769
Amortization of capital assets	458,603	259,395
Maintenance and supplies	399,586	164,271
Communications	197,876	174,038
Professional fees	166,345	123,212
Fundraising	160,830	118,995
Travel	134,815	84,667
Office and general	101,989	31,225
Insurance	87,657	72,798
Staff development	84,900	75,738
Interest and other charges	19,403	14,604
COVID-19 programs and expenses	-	66,559
	<b>25,740,434</b>	<b>23,431,025</b>
<b>Excess of revenue (deficiency) over expenses before other items</b>	<b>(132,894)</b>	<b>1,195,149</b>
<b>Other items</b>		
Donations from various estates (Note 7)	10,020	312,965
Interest and investment income (loss) related to board restricted assets	356,507	(160,100)
Scholarships granted (Note 7)	(6,000)	(2,500)
	<b>360,527</b>	<b>150,365</b>
<b>Excess of revenue over expenses</b>	<b>\$ 227,633</b>	<b>\$ 1,345,514</b>

The accompanying notes are an integral part of these financial statements.



**Wesley Urban Ministries Inc.  
Statement of Changes in Net Assets**

**For the year ended March 31**

	Unrestricted (Note 7)	Board Restricted (Note 7)	Endowments (Note 8)	2024 Total
<b>Balance, beginning of year</b>	<b>\$ 2,066,009</b>	<b>\$ 4,824,283</b>	<b>\$ 32,433</b>	<b>\$ 6,922,725</b>
<b>Excess of revenue over expenses</b>	<b>226,179</b>	<b>-</b>	<b>1,454</b>	<b>227,633</b>
<b>Balance, end of year</b>	<b>\$ 2,292,188</b>	<b>\$ 4,824,283</b>	<b>\$ 33,887</b>	<b>\$ 7,150,358</b>

	Unrestricted (Note 7)	Board Restricted (Note 7)	Endowments (Note 8)	2023 Total
<b>Balance, beginning of year</b>	<b>\$ 721,223</b>	<b>\$ 4,824,283</b>	<b>\$ 31,705</b>	<b>\$ 5,577,211</b>
<b>Excess of revenue over expenses</b>	<b>1,344,786</b>	<b>-</b>	<b>728</b>	<b>1,345,514</b>
<b>Balance, end of year</b>	<b>\$ 2,066,009</b>	<b>\$ 4,824,283</b>	<b>\$ 32,433</b>	<b>\$ 6,922,725</b>

The accompanying notes are an integral part of these financial statements.

## Wesley Urban Ministries Inc. Statement of Cash Flows

For the year ended March 31	2024	2023
<b>Cash flows from operating activities</b>		
Excess of revenue over expenses for the year	\$ 227,633	\$ 1,345,514
Adjustments to reconcile excess of revenue over expenses to net cash provided by (used in) operating activities		
Amortization of deferred capital contributions	(142,344)	(166,328)
Amortization of capital assets	458,603	259,395
Changes in non-cash working capital balances		
Accounts receivable	(131,132)	(325,869)
Prepaid expenses	47,980	(145,338)
Accounts payable and accrued liabilities	69,431	625,748
Deferred revenue	156,951	204,269
	<b>687,122</b>	<b>1,797,391</b>
<b>Cash flows from investing activities</b>		
Proceeds (purchases) of restricted cash and investments, net	671,177	(816,139)
Capital asset additions	(1,297,337)	(9,888)
	<b>(626,160)</b>	<b>(826,027)</b>
<b>Cash flows from financing activity</b>		
Deferred contributions received	37,555	-
	<b>37,555</b>	<b>-</b>
<b>Increase in cash and cash equivalents during the year</b>	<b>98,517</b>	<b>971,364</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>1,182,780</b>	<b>211,416</b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 1,281,297</b>	<b>\$ 1,182,780</b>
<b>Represented by</b>		
Cash	\$ 1,281,297	\$ 782,780
Cash equivalents	-	400,000
	<b>\$ 1,281,297</b>	<b>\$ 1,182,780</b>

The accompanying notes are an integral part of these financial statements.

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## Wesley Urban Ministries Inc. Notes to Financial Statements

**March 31, 2024**

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### 1. Significant Accounting Policies

#### **Nature of Business**

The Organization was founded in 1955 and was incorporated, as a corporation without share capital, under letters patent issued under the Ontario Corporation Act on August 22, 1979. The Organization is a registered Canadian charity and is therefore exempt from payment of income tax as provided under the Income Tax Act.

Its purpose is to alleviate and prevent poverty in Hamilton, Halton and Brantford, in every stage and from every walk of life.

#### **Basis of Accounting**

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Revenue and expenses related to program delivery and administrative activities are reported in the Unrestricted fund.

Investment income earned on endowments is reported in the Statement of Operations and is used in accordance with the purposes established by the donors.

Board restricted net assets reports amounts that have been internally restricted by the Board of Directors. These may include bequests, donations, interest earned on restricted funds and any excess of revenue over expenses from operations formally restricted by the Board. The use of these funds requires approval from the Board of Directors.

#### **Revenue Recognition**

The Organization follows the deferral method of accounting for contributions, which include donations and government grants.

Revenue from unrestricted donations, fundraising, and participant fees is recognized when it is received.

Revenue derived from grants and externally restricted donations is recognized when the related expenditures have been made. Funds received for which the related expenditures have not been made are recorded as deferred revenue.

Externally restricted contributions for amortizable capital assets are deferred and amortized over the life of the related capital asset.

Investment income is recognized when earned.

#### **Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand and cashable guaranteed investment certificates.

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## Wesley Urban Ministries Inc. Notes to Financial Statements

**March 31, 2024**

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### 1. Significant Accounting Policies (Continued)

#### Capital Assets

Capital assets are stated at cost less accumulated amortization. Contributed capital assets are recorded at fair value at the date of the contribution. Amortization is provided on a straight-line basis over the estimated useful lives of the assets as follows:

Furniture and equipment	- 5 years
Computer equipment	- 3 years
Vehicle	- 5 years

Leasehold improvements are amortized on a straight-line basis as follows:

467 Main Street East	- 5 years
155 Queen Street North	- 5 years
1900 Main Street West	- 5 years
52 Catharine Street	- 10 years

When a capital asset no longer contributes to the Organization's ability to provide services, its carrying amount is written down to its residual value.

#### Contributed Materials and Services

Volunteers contribute extensive time each year to assist the Organization in carrying out its activities. Because of the difficulty of determining their fair value, contributed services are not recognized in these financial statements.

Due to the difficulty in determining the fair value of materials contributed to the Organization they are not recognized in the financial statements.

#### Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equity instruments that are quoted in an active market are reported at fair value, with any unrealized gains and losses reported in revenue. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issues of financial instruments are expensed for those items re-measured at fair value at each statement of financial position date and charged to the financial instrument for those measured at amortized cost.

#### Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amount of capital assets. Actual results could differ from those estimates.

## Wesley Urban Ministries Inc. Notes to Financial Statements

**March 31, 2024**

### 2. Restricted Cash and Investments

Board restricted cash and investments include term deposits, guaranteed investment certificates, corporate and government bonds and other fixed term securities, common shares, preferred shares and foreign securities. Restricted cash and investments with remaining maturities of less than one year in the amount of \$555,414 (2023 - \$493,141) are classified as restricted cash and short-term investments. Short-term fixed income investments bear interest between 1.94% and 2.61% (2023 - 2.00% and 3.94%). Investments with maturities greater than one year are classified as restricted long-term investments.

Restricted long-term investments consist of the following:

	2024		2023	
	Cost	Market	Cost	Market
Fixed income	\$ 3,116,542	\$ 2,951,655	\$ 3,056,304	\$ 2,847,665
Common shares	1,533,918	1,851,551	2,455,521	2,699,960
Preferred shares	222,255	209,198	222,255	202,413
Foreign securities	168,853	167,421	168,853	164,691
	<b>\$ 5,041,568</b>	<b>\$ 5,179,825</b>	<b>\$ 5,902,933</b>	<b>\$ 5,914,729</b>

Restricted long-term fixed income investments have maturity dates that range from June 2025 to January 2027 (2023 - July 2024 to January 2027) and bear interest between 2.33% and 5.24% (2023 - 1.94% and 2.61%).

The Organization's investments are managed by a third party investment manager and investments in the portfolio are made in accordance with the Organization's investment policy as approved by the Board established by the Finance and Risk Committee. The objective of the investment policy is to preserve capital and obtain modest growth, while minimizing volatility of the portfolio.

The Organization manages its portfolio investments based on its cash flow needs and with a view to optimising its investment income within an appropriate level of risk.

## Wesley Urban Ministries Inc. Notes to Financial Statements

**March 31, 2024**

### 3. Capital Assets

	2024		2023	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Furniture and equipment	\$ 950,855	\$ 880,403	\$ 920,935	\$ 816,044
Computer equipment	374,861	349,824	337,307	336,213
Leasehold improvements				
- Main Street W	598,692	449,684	598,691	374,873
Leasehold improvements				
- Queen	405,412	405,412	405,412	393,978
Leasehold improvements				
- Catharine	682,332	682,332	682,332	635,688
Leasehold improvements				
- Main Street E	1,229,862	245,972	-	-
Vehicle	35,449	35,449	35,449	33,677
	<b>\$ 4,277,463</b>	<b>\$ 3,049,076</b>	<b>\$ 2,980,126</b>	<b>\$ 2,590,473</b>
Net book value		<b>\$ 1,228,387</b>		<b>\$ 389,653</b>

During the year, leases for Queen and Catharine locations ended.

### 4. Operating Loan

The Organization has an operating line of credit of \$900,000 with the Royal Bank of Canada. As collateral, the Organization has provided a general security agreement covering all assets. Interest is charged at the bank's prime rate plus 1.15%. As at March 31, 2024, the outstanding loan amount was \$Nil (2023 - \$Nil).

### 5. Deferred Revenue

Included within deferred revenue are the following:

	2024	2023
City of Hamilton	\$ 82,034	\$ 133,461
Foundations	182,220	131,360
Government of Canada	-	3,014
Government of Ontario	125,602	13,714
Newcomer Fund	1,725	31,725
Other	342,131	342,949
Region of Halton	134,462	55,000
The United Church of Canada	29,459	29,459
	<b>\$ 897,633</b>	<b>\$ 740,682</b>

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## Wesley Urban Ministries Inc. Notes to Financial Statements

**March 31, 2024**

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### 6. Deferred Capital Contributions

Deferred capital contributions represent the unamortized amount of grants and donations received for the purchase of capital assets. The changes in the deferred capital contributions balance are as follows:

	2024	2023
Balance, beginning of year	\$ 292,292	\$ 458,620
Contributions received during the year	37,555	-
Amount amortized during the year	(142,344)	(166,328)
Balance, end of year	\$ 187,503	\$ 292,292

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### 7. Board Restricted Net Assets

The Board of Directors (the "Board") has historically passed motions to restrict a portion of interest earned on board restricted net assets and the excess of revenue over expenses from operations. During the year, donations from various estates of \$Nil (2023 - \$Nil) were restricted in accordance with the Board policy of restricting individual donations in excess of \$10,000. During the year, the Board granted scholarships of \$6,000 (2023 - \$2,500) from interest and investment income related to board restricted net assets.

---

### 8. Endowments

Investment income generated from endowments must be used in accordance with the various purposes established by the donors. Management ensures, as part of its fiduciary responsibilities, that all funds received with a restricted purpose are expended for the purpose for which they were intended.

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### 9. Community Donations and Grants

	2024	2023
Individuals	\$ 545,541	\$ 1,360,900
Local churches	-	31,694
Hamilton Community Foundation	-	42,562
United Way	138,972	138,994
Groups and organizations	1,434,880	1,006,566
Special events	28,637	171,731
Corporate donations	-	2,650
	\$ 2,148,030	\$ 2,755,097

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**Wesley Urban Ministries Inc.**  
**Notes to Financial Statements**

**March 31, 2024**

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**10. Donated Goods**

The Organization receives donations in the form of goods for use in its programs. Based on management's estimate, the approximate value of goods received during the year was \$53,977 (2023 - \$115,225). No amount has been recorded in the financial statements for these donated goods.

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**11. Commitments**

The Organization has operating leases for its various locations with aggregate minimum annual payments for the next five years as follows:

2025	\$	517,514
2026		480,604
2027		476,837
2028		458,004
2029		<u>305,336</u>
	<u>\$</u>	<u>2,238,295</u>

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**12. Employee Retirement Program**

The Organization has established a RRSP benefit program available to full-time employees upon completion of one year of service. The Organization will contribute 2% of the individual employee's salary into a group RRSP plan. During the year, \$144,706 (2023 - \$123,330) was expensed within salaries and benefits on the Statement of Operations in connection with this program. Employees may also contribute to the group RRSP plan through payroll, directly deducted off of their biweekly pay.



## Wesley Urban Ministries Inc. Notes to Financial Statements

**March 31, 2024**

### 13. Licensed Childcare

The Organization provides licensed childcare services in the City of Hamilton. Revenue and expenses associated with running the licensed childcare is as follows:

	2024	2023
<b>Revenue</b>		
Parent fees	\$ 529,823	\$ 527,608
Fee subsidy	1,252,826	1,158,191
Wage subsidy	769,976	413,994
	<b>2,552,625</b>	<b>2,099,793</b>
<b>Expenses</b>		
Wages and salary	1,719,751	1,454,325
Employee benefits	285,163	226,403
Administrative fees	204,890	192,912
Food	139,132	104,376
Program supplies	107,827	11,247
Rent	65,553	67,507
WSIB premium	17,199	14,376
Telephone	7,677	4,815
Cleaning supplies	4,391	1,253
Office and general supplies	3,162	3,062
Business insurance	3,000	3,000
Travel	800	847
Staff training and development	300	310
Catering	-	8,989
	<b>\$ 2,558,845</b>	<b>\$ 2,093,422</b>

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**Wesley Urban Ministries Inc.**  
**Notes to Financial Statements**

**March 31, 2024**

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**14. Financial Instruments**

**Liquidity Risk**

Liquidity risk is the risk that the Organization will not be able to meet its financial obligations as they come due. The Organization manages its liquidity risk by monitoring its operating requirements and maintaining available credit facilities. The Organization prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations. This risk has not changed from the prior year.

**Interest Rate Risk**

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate as a result of changes in market interest rates. The Organization is exposed to this risk through its interest bearing investments. Interest rate risk is managed by the Organization through construction of a portfolio of fixed yield investments with varying maturity and interest rates. Additionally, the Organization's policy is to hold the fixed yield investments until maturity in order to realize the coupon value of the instrument. This risk has not changed from the prior year.

**Credit Risk**

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Organization's most significant exposure to credit risk is its accounts receivable.

**Market Risk**

Market risk arises from the possibility that changes in market prices will affect the level of investments held by the Organization. The Organization is subject to market risk on its restricted investments. The values of these restricted investments will fluctuate as a result of changes in market prices or other factors affecting the values of the investments.

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**15. Comparative Figures**

The comparative information presented in the financial statements has been reclassified to conform to the current year's presentation.



October 24, 2024

Sandy Pollock  
Hamilton Police Service  
Auction Account  
155 King William St  
Hamilton, ON L8R 1A7

Dear Sandy,

Thank you for the Hamilton Police Service's participation in the 32<sup>nd</sup> Annual Wesley Open Golf Tournament. It turned out to be an enjoyable day for all.

We are thrilled to announce that this year's tournament raised over \$87,500 for Wesley Youth Housing! We couldn't have reached this milestone without your generous support.

Wesley Youth Housing is a program for youth struggling with homelessness in complex situations. Since 2007, our programs have provided safe housing and life skills through a graduated approach towards permanent housing and long-term success.

Over the many years and after supporting over 200 youth since its inception, this space is in dire need of refurbishment. This year, the focus has been to raise much-needed funds to rejuvenate Wesley Youth Housing by completing upgrades such as updating furniture, replacing mattresses, installing new flooring and WIFI so the youth can feel good about their surroundings.

The Hamilton Police Service's contribution of \$800.00 has helped some of the most vulnerable people in our community. We are deeply grateful for your kindness and look forward to continuing our journey together.

If ever you have any questions about our work or how you can continue to help, please feel free to be in touch by email at [giving@wesley.ca](mailto:giving@wesley.ca) or by calling (905) 528-5629 ext. 285 and again, thank you for your support.

With sincere appreciation,

A handwritten signature in black ink, appearing to read "Rashed Afif".

Rashed Afif  
Chief Executive Officer  
Wesley

A handwritten message in black ink that says "Thank you!" with an exclamation point.



ST. JOSEPH'S VILLA  
FOUNDATION

Enriching Lives. Enhancing Care.

Hamilton Police Service  
155 King William St  
Hamilton, ON L8R 1A7

October 10, 2024

Dear Hamilton Police Service,

Please accept our sincere thanks and appreciation for signing up 3 golfers (\$900) in the 20th Anniversary Anne & Neil McArthur Memorial Golf Tournament in support of our Campus of Care! Your gift will allow us to continue to meet the diverse health care needs of our residents and community today and in the future. You are impacting lives!

You make it possible for us to support the most urgent needs of St. Joseph's Villa and Margaret's Place Hospice and offer a multitude of programs and services that directly impact the quality of life for our residents and community. We are proud to continue the mission and legacy of the Sisters of St. Joseph in providing compassionate care; a mission that began in 1879 and continues today.

On behalf of the Sisters of St. Joseph, our residents and everyone associated with our Campus of Care, thank you so very much.

With sincere gratitude,

Don Davidson  
President & CEO

THANK YOU  
FOR JOINING US...  
LOOK FORWARD TO  
NEXT YEAR!

Enriching Lives. Enhancing Care.

56 Governors Rd. Dundas, ON L9H 5G7 • Phone: (905) 627-9011 • Website: [www.sjvfoundation.ca](http://www.sjvfoundation.ca)  
Charitable Registration No. 11918 4430 RR0001

October 24, 2024



Deputy Ryan Diodati  
Hamilton Police Services - Office of Deputy Chief of Police  
155 King William St Community Policing  
Hamilton, ON L8N 4C1

Dear Deputy Chief Diodati,

Thank you for your gift in support of the Good Shepherd Harvest Dinner.

We are grateful to have you as a partner in our mission to ***Never Stop Loving***. Your contribution to this event will help programs and services that assist men, women, children and families who are struggling with poverty and homelessness.

Your support is helping us create a more compassionate and inclusive community for our neighbours in need.

Thank you once again for your contribution to this event.



God Bless,



Cathy Wellwood  
Chief Development Officer

## Step Up For Wayside 2024

Our annual Step Up for Wayside fundraiser was a tremendous success thanks to the support of our community! We're deeply grateful to the **nearly 300 participants** who joined us, helping us **raise over \$80,000** for men in recovery. Your generosity sustains essential services like access to beds, supportive housing, Forever Aftercare, and our expanding Family Program.

This year, we celebrated recovery in classic Wayside style: with laughter, community and free hot dogs!



## Special thanks!

To our guest speakers Chief Frank Bergen, who brought strong representation from Hamilton Police Services and their mounted unit, Councillor Esther Pauls and MPP Monique Taylor. We're also grateful to our community partners whose connections have broadened our reach across Hamilton and beyond: Medical Arts Pharmasave, Al-Anon/AlaTeen, CA, NA, AA, and the Sober Sons MC, along with our loyal sponsors Lamont Law, Leggat Care Foundation, Metro Foods Inc., Unifor Local 414, Home Capital Group, Vine & Partners and Thrive Group. An extra nod to BGC Hamilton-Halton who helped with signs and whose kids brought an extra level of enthusiasm.



## A final shoutout goes to...

the Wayside House participants who helped with planning, setup, teardown and everything in between. Your dedication and resilience inspire us to keep walking forward together.

For those who couldn't join us, **it's not too late to take part in Step Up for Wayside 2024**. We'll be accepting donations until the end of the year, so please visit our [Canada Helps page](#) and help us make this our most impactful year yet!

Thank you for reading and stay tuned for our next update in December!  
The Wayside House Team

**When you support Wayside, you empower men struggling with addiction to find hope.**

[Learn More and Donate](#)



### **WAYSIDE HOUSE OF HAMILTON**

15 Charlton Ave. W.  
Hamilton, ON  
L8P 2B8

**Tel:** (905) 528 8969

**Fax:** (905) 528-7057

**Email:** [info@waysidehouse.ca](mailto:info@waysidehouse.ca)

You are receiving this email as you are subscribed to our newsletter or have expressed an interest in our organization. You can unsubscribe at anytime below.

[Preferences](#) | [Unsubscribe](#)





*Hamilton Police Service Board*

The family of

*"Jenny"*

**GINA VALLESI**

thank you for your kind thoughts and words.  
Your care and concern are greatly appreciated  
and will always be remembered.

Sincerely,

*The Vallesi Family*

*Thank you for your donation*

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THANK YOU

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To the Hamilton Police Service Board

Thank you so very much for the thoughtful remembrance of my father, Robert Jenkins. A donation to Crime Stoppers is so appropriate as I was the 1<sup>st</sup> civilian in that office 30 years ago.

Very Appreciated, Reginald Nelson  
Finza

November 19<sup>th</sup>, 2024

Hamilton Police Services Board  
155 King William Street  
Hamilton, Ontario  
L8R 1A7



Dear Police Services Board,

I would like to extend my heartfelt thanks to Hamilton Police Services for your generous donation in support of our annual fundraiser. This year, we raised nearly \$85,000, a significant milestone that will greatly contribute to maintaining and expanding our vital supports and services.

As you are all too aware, the impact of substance use in Hamilton remains profound. Substance use continues to rise, with increasingly severe consequences, and the number of overdose deaths remains alarmingly high. These challenges lead to escalating health concerns, strained family and social systems, and heightened criminal activity. At Wayside House of Hamilton, we strive to play our part in addressing these issues and making a positive difference in our community.

Currently, we are working to expand our capacity by doubling the number of beds we offer and enhancing all aspects of care. By enabling faster admissions and ensuring appropriate placements, our goal is to significantly improve the quality and reach of our services.

This work would not be possible without the steadfast partnership we share with Hamilton Police Services. Your ongoing investment and collaboration truly make a difference. Your officers deserve recognition for their unwavering dedication to helping so many in need. Hamilton is undeniably a safer and better city because of your efforts, and we are all more secure thanks to your commitment.

We are proud of the strong relationship we share with you and deeply value the impact we achieve together. With your continued support, we look forward to building an even brighter future for our community.

Respectfully,

A handwritten signature in blue ink that reads "Regan Anderson".

Regan E. Anderson

CEO

**Wayside House of Hamilton**

*A Member of Addictions and Mental Health Ontario*

15 Charlton Avenue, West, Hamilton, ON L8P 2B8

905.528.8969 | [waysidehouse.info@gmail.com](mailto:waysidehouse.info@gmail.com)

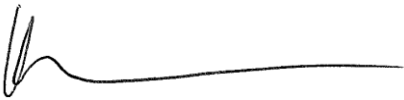
[www.waysidehouse.ca](http://www.waysidehouse.ca)

@waysidehousehamilton

CRN 11028 9940 RR0001

# HAMILTON POLICE SERVICE BOARD RECOMMENDATION REPORT



<b>TO:</b>	Chair and Members Hamilton Police Service Board
<b>BOARD MEETING DATE:</b>	November 28, 2024
<b>SUBJECT:</b>	Auction Account Requests for Funding and Support
<b>REPORT NUMBER:</b>	PSB 24-031
<b>SUBMITTED BY:</b>	Kirsten Stevenson, Administrative Director
<b>SIGNATURE:</b>	

## RECOMMENDATION

Based on past practice and in accordance with the Board’s Auction Account Policy:

- a) That tickets at a cost of \$80 each be purchased to attend the Nigerian-Canadian Association of Hamilton’s End of the Year Multicultural Gala on December 7, 2024, at the Grand Olympia, to celebrate the achievements and partnerships of the Nigerian-Canadian community in Hamilton; and
- b) That tickets at a cost of \$130 each be purchased to attend the Catholic Youth Organization’s (CYO) 40<sup>th</sup> Annual Children’s Fundraiser Gala Dinner on February 27, 2025, at Carmen’s Banquet Centre, in support of CYO’s summer camps and children’s programs; and
- c) That payment be approved for tickets purchased at a cost of \$70 each to attend the South Asians in Law Enforcement Police Gala which took place on November 15, 2024, at the Woodbine Banquet Hall, in support of the South Asian Women’s Centre non-profit organization; and
- d) That payment be approved for tickets purchased at a cost of \$150 each to attend the Afro Canadian Caribbean Association’s (ACCA) 45<sup>th</sup> Anniversary Celebration Gala which took place on November 23, 2024, at the Hamilton Convention Centre to celebrate the ACCA’s legacy, growth, and accomplishments; and
- e) That funding for approved events be taken from the Auction Account.

## EXECUTIVE SUMMARY

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**Mission:** To serve and protect in partnership with our communities.

**Our Values:** Compassionate, Dedicated, Inclusive, Integrity, Innovative, Professional, Teamwork

- 
- The Board has established the Auction Account Fund to support and encourage the participation of members of the Board, the Hamilton Police Service and the citizens of the City of Hamilton in policing and justice initiatives that promote positive community partnerships and enrich the quality of life in Hamilton.
  - The Auction Account Policy sets out guiding principles and eligibility criteria for the use of Auction Account funds.

### **FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** Funds will be drawn from the Auction Account

**Staffing:** not applicable

**Legal Implications:** not applicable

### **ALTERNATIVES FOR CONSIDERATION**

The Board may wish to revise or decline funding and/or support requests.

### **APPENDICES ATTACHED**

Appendix A – Correspondence and information related to Auction Account funding requests.





THE NIGERIAN CANADIAN ASSOCIATION OF HAMILTON

invites you to the

# END OF THE YEAR

MULTI-CULTURAL GALA

**FEATURING:**

**GAMES, COMEDY, MUSIC  
DANCE, MEET & GREET  
AND LOTS MORE**

SATURDAY | MAIN EVENT  
07 DEC, 2024 | 05:00PM-01:00AM



**THE GRAND OLYMPIA**  
660 Barton Street  
Stoney Creek on L8E 5L6



For Sponsorship  
Contact  
+1 647 467 6787



On Sale  
Oct 19<sup>th</sup>





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RE: CYO Children's Fundraiser- Thursday February 27, 2025

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**From:** Pollock\_Sandy <[SPollock@hamiltonpolice.ca](mailto:SPollock@hamiltonpolice.ca)>  
**Sent:** Tuesday, November 12, 2024 2:13 PM  
**To:** Romano, Lucia <[Lucia.Romano@hamilton.ca](mailto:Lucia.Romano@hamilton.ca)>  
**Subject:** FW: CYO Children's Fundraiser- Thursday February 27, 2025

**External Email:** Use caution with links and attachments  
Hi Lucia,

Please see the email below from the CYO regarding their Annual Children's Fundraiser Gala on Thursday, February 27, 2025. Their flyer with detailed information is not yet ready, but they have confirmed that tickets for the Gala are \$130. This event raises money in support of camp programs for children in need, and has always been supported by the Board. If you require additional information, please let me know and I will reach out to the organizers.

Thank you,  
Sandy

**Sandy Pollock**  
*Executive Assistant to Chief Frank Bergen*  
**Hamilton Police Service**  
155 King William Street  
Hamilton, Ontario  
L8R 1A7  
Phone: 905-546-4710  
[spollock@hamiltonpolice.ca](mailto:spollock@hamiltonpolice.ca)

**From:** Michael Gennaccaro <[Michael.Gennaccaro@cyo.on.ca](mailto:Michael.Gennaccaro@cyo.on.ca)>  
**Sent:** Monday, November 11, 2024 3:32 PM  
**To:** Pollock\_Sandy <[SPollock@hamiltonpolice.ca](mailto:SPollock@hamiltonpolice.ca)>  
**Cc:** Brett Martin <[Brett.Martin@cyo.on.ca](mailto:Brett.Martin@cyo.on.ca)>  
**Subject:** CYO Children's Fundraiser- Thursday February 27, 2025

ATTENTION: This email originated from a sender outside of the HPS. Please avoid clicking links or opening attachments from external senders unless you are certain it is safe to do so.

Hi Sandy,

I hope you are doing well!

The Catholic Youth Organization (C.Y.O.) would like to formally invite Chief Bergen to our **40<sup>th</sup> Annual Children's Fundraiser Gala Dinner!** Chief Bergen has always been a huge supporter of the C.Y.O. and has attended many dinners in the past. This years dinner is a big milestone for the agency and we would love to have him in attendance to celebrate with us!

It will take place on **Thursday February 27<sup>th</sup>, 2025** at Carmen's Banquet Centre on 1520 Stone Church Road.

As always, we will have a complimentary spot at our head table with the Bishop of Hamilton and VIP guests.

Thank you for your consideration and looking forward to hearing from you!

*Michael*

.....  
Michael Gennaccaro (He/Him)  
C.Y.O. Office Administrator/Gala Dinner Coordinator  
5999 Chippewa Road  
Mount Hope, ON L0R 1W0  
Tel 905 528 0011 ext. 3608  
Fax 905 679 4511  
[michael.gennaccaro@cyo.on.ca](mailto:michael.gennaccaro@cyo.on.ca)  
[www.cyo.on.ca](http://www.cyo.on.ca)







## SOUTH ASIANS IN LAW ENFORCEMENT

“SERVING OUR MEMBERS AND STRENGTHENING OUR COMMUNITIES”

[sail-isn@tps.ca](mailto:sail-isn@tps.ca)

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Delivered by Email: [spollock@hamiltonpolice.ca](mailto:spollock@hamiltonpolice.ca)

October 14, 2024

Hamilton Police Service  
155 King William Street,  
Hamilton, ON  
L8R 1A7

To: Chief of Police, Frank Bergen

**Re: South Asian Police Gala: Friday, November 15, 2024**

---

The South Asians in Law Enforcement - Internal Support Network (SAIL-ISN) of the Toronto Police Service is hosting our fifteen-year gala celebrating **South Asians in Policing**.

The purpose of this letter is to request the presence and pleasure of your company, together with your friends and/or sponsor a table. **Tickets are \$70 each and/or \$560 for a table of eight seats.** The program for the evening will include **CAO Svina Dhaliwal**, a keynote speaker from the Toronto Police Service and will showcase elements of the South Asian culture followed by a South Asian cuisine dinner.

This event will attract an attendance of several hundred guests comprised of police personnel, business, and community members across Ontario. The gala will be held at the **Woodbine Banquet Hall, located at 30 Vice Regent Blvd, Etobicoke.**

This year we will be donating part of the proceeds from the gala to the South Asian Women's Centre ([www.sawc.org](http://www.sawc.org)); a non-profit women's organization that strives to empower women to develop their social and cultural potential.

I have enclosed a copy of the poster publicizing the event for your information.

We hope that you will join us for this year's South Asian in Policing Gala. Tickets are \$70 each and can be purchased by email at [sail-isn@tps.ca](mailto:sail-isn@tps.ca). Payment by e-transfer is preferred, but cheques are welcome. If you plan to attend, please RSVP by **Friday November 1, 2024.**



## SOUTH ASIANS IN LAW ENFORCEMENT

"SERVING OUR MEMBERS AND STRENGTHENING OUR COMMUNITIES"

[sail-isn@tps.ca](mailto:sail-isn@tps.ca)

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If you require further information about our gala, please do not hesitate to contact me by email at [sail-isn@tps.ca](mailto:sail-isn@tps.ca).

Thank you in advance for all your help and support.

Respectfully,

A handwritten signature in black ink, appearing to be 'Ross Fernandes', written in a cursive style.

Ross Fernandes  
Staff Sergeant (90069)  
Toronto Police Service  
[Sail-isn@tps.ca](mailto:Sail-isn@tps.ca)

YOU ARE INVITED TO THE  
**GALA  
DINNER**



NOVEMBER 15, 2024  
DOORS OPEN AT 6 PM

Celebrating South Asians in Policing  
and **15 years** of TPS SAIL-ISN!

TICKETS: \$70.00

Contact [sail-isn@tps.ca](mailto:sail-isn@tps.ca)

In support of SAIL-ISN and the  
South Asian Women's Centre



SOUTH  
ASIAN  
WOMEN'S  
CENTRE



Keynote speaker: CAO Svina Dhaliwal

Woodbine Banquet Hall  
30 Vice Regent Blvd,  
Etobicoke, ON

X: @TPS\_SAIL\_ISN

**From:** acca administration <[acca1979info@gmail.com](mailto:acca1979info@gmail.com)>  
**Sent:** Tuesday, November 05, 2024 8:24 AM  
**To:** Bergen\_Frank  
**Cc:** Pollock\_Sandy  
**Subject:** ACCA Turns 45- Connect and Celebrate

Dear Chief Bergen:

We are thrilled to invite you, your staff and board to ACCA's 45th anniversary celebration gala, *Forward Together: A Journey Through Time and Beyond*. This milestone event will take place on 23 November 2024, at 5:30 PM at the Hamilton Convention Centre.

This special evening is dedicated to reflecting on our community's remarkable legacy, celebrating our collective progress, and envisioning the future we aim to build together. We would be honoured to have you join us as we mark 45 years of resilience, growth, and shared accomplishments.

The evening will feature Dr. Juliet Daniel, professor and cancer researcher at McMaster University, as our Honourary Chair. Dr. Daniel's dedication to science and our community continues to inspire us all. The keynote address will be delivered by Dr. Clare Warner, Senior Adviser for Equity, Inclusion, and Anti-Racism at McMaster University, whose message will resonate with the enduring spirit of our community. Adding to the celebration, Juno Award-winning artist Sean Jones will perform a soulful blend of R&B, soul, and jazz, bringing a vibrant musical experience to the night. Guiding us through the evening will be our engaging hosts, MacNeal Lashley, a respected entrepreneur, and Ainara Alleyne, a talented TV personality and youth leader. Guests will enjoy live performances, a delicious meal, and an opportunity to dance, making this an unforgettable celebration of our past, present, and future.

In honour of this 45th anniversary, we are producing a commemorative programme booklet that will be shared with all attendees. We invite you to consider purchasing an ad in this booklet, providing a unique opportunity to showcase your support for ACCA and promote your organization to our community. Ads in the programme booklet help raise essential funds for ACCA's programmes and our capital renovations to improve accessibility at our facility. The ad rate sheet is attached for your convenience.

Tickets for the gala are \$150 per person or a special rate of \$1,250 for a table of 10 and can be purchased [here](#) via Eventbrite or by contacting us directly at [acca1979info@gmail.com](mailto:acca1979info@gmail.com) or 905-385-0925.

We would be deeply honoured to have the HPS join us in this celebration. We look forward to a memorable evening together.

Warm regards,

Evelyn

**Evelyn Myrie, she/her**

President,

Afro Canadian Caribbean Association

423 King Street East, Hamilton, L8N 1C5

[www.accahamilton.com](http://www.accahamilton.com)

*Celebrating 45 Years of Community Excellence*

*Get Your Tickets: <https://tinyurl.com/2h458kb8>*



## THE HAMILTON POLICE SERVICE BOARD

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October 30, 2024

Sent via email: [clerk@hamilton.ca](mailto:clerk@hamilton.ca)  
[mike.zegarac@hamilton.ca](mailto:mike.zegarac@hamilton.ca) - G.M. Finance & Corporate Services

**Re: HPS Projected Capital Expenditures: 2025-2034 (24-090)**

At the Hamilton Police Service Board's public meeting of October 24, 2024, the following motion was passed:

Resolution # 241024 – 8

- a) That the Hamilton Police Service Board (Board) approves the list of 2025-2034 Projected Police Capital Expenditures included in this report (24-090) and Appendix "A"; and
- b) That the Board forwards the Report 24-090, HPS Projected Capital Expenditures 2025-2034 along with Appendix A, to the COH for funding consideration and inclusion in their 2025-2034 Capital Budget Plan.

On behalf of the Hamilton Police Service Board,

A handwritten signature in black ink, appearing to be "Kirsten Stevenson", with a long horizontal line extending to the right.


Kirsten Stevenson  
Administrative Director  
Hamilton Police Service Board  
155 King William Street  
Hamilton, ON L8R 1A7  
[kirsten.stevenson@hamilton.ca](mailto:kirsten.stevenson@hamilton.ca)  
[www.hamiltonpsb.ca](http://www.hamiltonpsb.ca)

Incl: Report 24-090 & Appendix A to Report 24-090



# HAMILTON POLICE SERVICE

## RECOMMENDATION REPORT

<b>TO:</b>	Chair and Members Hamilton Police Services Board
<b>BOARD MEETING DATE:</b>	October 24, 2024
<b>SUBJECT:</b>	HPS Projected Capital Expenditures: 2025-2034
<b>REPORT NUMBER:</b>	24-090 (PSB 23-083, 22-085, 21-098, 20-099, 19-103)
<b>SUBMITTED BY:</b>	Frank Bergen, Chief of Police
<b>SIGNATURE:</b>	

### RECOMMENDATION(S)

- a) That the Hamilton Police Service Board (Board) approves the list of 2025-2034 Projected Police Capital Expenditures included in this report and Appendix "A"; and
- b) That the Board forwards the Report 24-090, HPS Projected Capital Expenditures 2025-2034 along with Appendix A, to the COH for funding consideration and inclusion in their 2025-2034 Capital Budget Plan.

### EXECUTIVE SUMMARY

The report, along with Appendix "A", includes a summary of the 10-year major capital projects for the Hamilton Police Service (HPS) from 2025 to 2034. A brief description of each item, including the estimated cost and anticipated funding year(s) for each project, are provided in the report below.

### FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: See the details below, including Appendix "A".

Staffing: N/A

Legal Implications: N/A

### INFORMATION

Each year the COH requests that the HPS identifies capital projects for the next 10 years. These projects are submitted to the COH for consideration, priority, and funding approval through the COH's annual capital budget process. The capital projects listed below represent HPS's projection of expected capital expenditures for the next 10 years.

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In addition to capital projects, the HPS developed a 10-year Human Capital plan in 2022. The plan will add 13 net new Police Officers to the authorized sworn strength each year until 2030 to help ensure that the number of Police Officers increases commensurate to the expected population growth in the COH.

This report separates capital projects into three sections: 1) requests to the COH for consideration to fund the expenditures in 2025 on HPS's behalf, 2) projects HPS will include in its annual budget submission and 3) future forecasted capital projects for inclusion and funding consideration in COH's 2025-2034 Capital Budget Plan.

## **1. CAPITAL PROJECTS FOR CONSIDERATION BY THE COH FOR FUNDING**

### **2025 – CSPA Active Attacker Equipment – Legislative Requirement – \$2,000,000**

The new Community Safety and Policing Act, 2019 (CSPA) states that every police officer who performs patrol function, and who may be required to respond to an incident involving an active attacker, shall have ready access to hard body armour.

Through PSB 23-083, the City funded a total of \$1,050,000 towards the purchase of hard body armours. At the time of the budget request, the price for hard body armours was based on the existing contracts that other police services had in place. However, the vendor in those awards has since ceased its operations and, as a result, new pricing is required. HPS is currently in the process of obtaining a firm quote for hard body armours, which may reflect and require an additional \$2,000,000.

The hard armour plates increase the level of protection for officers in highly dangerous situations in which there is a threat from rifle caliber bullets. The plates can stop all calibers of handgun ammunition, in addition to rifle ammunition. They also afford better protection for the crushing affect of shotgun ammunition. In addition, armour plates protect against the potentially lethal affects of a slashing edged weapon, increasing the officer's likelihood of survival in these lethal encounters.

The armour plates will not only provide proper protection in these situations but will ensure that HPS is compliant with the proposed regulations under the CPSA. The proposed CPSA states that Police services will have one year to comply with this requirement.

It is of critical importance that HPS members are provided with the uniforms, tools and equipment required to effectively perform their duties, meet all legislated requirements and ensure their safety, as well as that of the public.

### **2025 – Leasehold Improvements – POA Courthouse – \$1,033,320**

The current locker room setup and conditions at John Sopinka Courthouse are deplorable and fall below acceptable space standards. There are limited options for expansion as the existing space and setup does not accommodate for anticipated future growth nor the addition of the new resources.

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The Provincial Offences Court, located directly across John Sopinka Courthouse, offers sufficient space to comfortably meet the current and future needs of HPS. Leasehold improvements will be required to outfit the space to include showers, toilet amenities and approximately 77 lockers. Providing new quality and adequate locker rooms for the Court's HPS staff can ensure a safe and functional space without the risk of accidents and injuries, thus, enabling the staff to manage the HPS program(s) efficiently and effectively while maintaining continuity of critical services and operations. The estimated cost of the leasehold improvements is \$1,033,320.

HPS will be pursuing discussions with the Ministry of the Attorney General of Ontario to explore alternative funding sources for this project.

### **2025 – Marine Vessel – Rigid Hull Inflatable Boat (RHIB) – \$550,000**

The Marine Unit provides vital support on the waterways within Hamilton Harbour, Lake Ontario, conservation areas and other water ways within the COH. The Marine Unit is responsible for enforcement on the water, search and rescue, criminal investigations and assisting other vessels in distress.

The current RHIB was purchased in 2015. The expected life expectancy for the vessel is about 10 years. The 8 meter RHIB is capable of wading into shallow water to rescue or recover persons, smaller watercraft, and vessels. The open platform design provides the ability to easily conduct vessel stops and interact with boaters at a distance. The vessel is equipped with sonar, radar and FLIR in order to fulfil the search and rescue mandate.

The HPS will continue to perform preventative maintenance to extend the life expectancy of the vessel. Once ongoing repairs no longer extend the service life of the vessel a replacement will be required, which is expected to occur in 2025.

### **2025-2034 – Virtual Reality Training Equipment – \$350,000 in 2025 (\$1,400,000 total)**

The proposed regulatory requirements relating to training, under the new CSPA, requires every police officer to successfully complete the Mental Health Crisis Response Training or the Virtual Reality (VR) – Mental Health Crisis Response Training, every 12 months. This will ensure that police officers will be able to use crisis intervention and de-escalation techniques to effectively de-escalate situations, including incidents involving intervention in a mental health crisis. The extent of the required training and the prescribed timelines in which police officers must complete mandatory training is still undetermined.

To comply with this proposed regulatory requirement, HPS will need a minimum of 4 VR suites every 3 years, totaling \$350,000 per 3-year cycle, with expected refreshes in 2028, 2031 and 2034 years.

VR will allow officers to experience realistic and high-pressure scenarios, such as active shooter situations, hostage crisis and de-escalation encounters. It will enable officers to practice appropriate response strategies and crisis intervention skills, promoting effective and proportionate use of force, reducing the likelihood of excessive or inappropriate

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actions in real-life encounters, improving decision-making, critical thinking and situational awareness while minimizing potential risks.

**2025 – Weekend and Statutory Holiday (WASH) Bail Court Refurbishment – \$75,000**

Section 11(b) of the Canadian Charter of Rights and Freedoms (Charter) ensures that any person charged with an offence has the right to a bail hearing within a reasonable time. All bail proceedings must protect the liberty rights of an accused person, including the constitutional right to reasonable bail and the right to a timely bail hearing, and protect the public.

In Hamilton, bail hearings are currently held via video in WASH court room located in Central station, Custody area. This is the only WASH court room that is currently operational and in use and, as such, there is no means or capacity to divert any overflow hearings, a commonly experienced occurrence which could result in delays and violation of Charter rights. Thus, a second WASH court room is required and necessary to ensure overflow and bail hearings are provided in a timely, justly and efficient manner. This will also ensure that HPS continues to comply with the Charter.

**2025 – Custody Area Reinstatement – East End Station – \$50,000 (Phase 1)**

Central station is the only facility that has a custody area and ability to intake any person charged with an offence. There is no contingency plan in place in case of any unforeseen circumstances, thus, a second reliable custody area backup is required. East End station was identified as a backup to the Central station.

This project will be a two-phase approach, with phase 1 being the due diligence phase, focused on a code review of the East End station space as well as a conceptual design with an order of magnitude budget. The approximate cost associated with phase 1 is \$50,000.

Phase 2 will be the implementation phase. This phase will include reviewing the order of magnitude budget and submitting a proposal as part of the 2026 Capital Budget process for consideration.

This proactive measure will enhance HPS' preparedness and response capabilities and enable HPS to efficiently manage and maintain continuity of critical services.

**2025 & 2029 – Reseal Concrete Floors – Central and Mountain Stations – \$21,000 in 2025 (\$147,000 total)**

A portion of the service area, at both Central and Mountain stations, and parking garage floor at Central station are finished with sealed concrete. Upon inspection, the finish appeared to be in fair condition with signs of wear and aging. All of these areas experience high foot and machinery traffic and are exposed to chemical agents causing cracking, staining and other damage to the floor which risks shortening the useful life of the floor. The floors need to be resealed in order to maintain their durability and colour while

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maintaining and extending the life of the floor. If left untreated, loss of sealed surface will increase the likelihood of slips and falls, and prematurely degrade the integrity of the concrete beneath it. The Mountain station reseal of the concrete floor will take place in 2025 at an estimated cost of \$21,000. The Central station reseal of the concrete floor is expected to occur in 2029 at an estimated cost of \$126,000.

## **2. CAPITAL PROJECTS TO BE INCLUDED IN HPS'S ANNUAL BUDGET SUBMISSION**

### **2025-2026 – 9MM Conversion (Glock Program) – \$183,060 in 2025 (\$366,120 total)**

The HPS started transitioning from a .40-caliber magazine to a Glock 9mm platform in 2022. The HPS negotiated a total Service conversion, with a rent-to-own, five-year plan at \$183,060 per year. 2025 represents the fourth year of the five-year deployment strategy.

Transitioning to a Glock platform was deemed necessary due to a limited supply of .40 caliber ammunition and that it no longer being manufactured. In addition, transitioning to a Glock platform offers substantial long-term cost savings due to the 9mm ammunition being generally cheaper than .40 caliber.

### **2025 – Ransomware Storage – Information Technology (IT) – \$335,000**

In 2024, COH was impacted by a ransomware attack that significantly affected their complex technology infrastructure which disabled some of their IT systems.

In response to COH cyber incident, HPS reviewed its environment for potential risks, and although technology is in place to alert the Service to ransomware attacks, some opportunities were identified to improve and strengthen systems and infrastructure which will increase protection against potential cyber incidents in the future.

Thus, a recommendation is to implement an "Air Gap" storage solution. It is a backup system that is physically isolated from the main computer or network, creating a 'gap' between two systems. This separation ensures that the backup data is not accessible or vulnerable to cyber-attacks, such as ransomware. The implementation cost is estimated to be \$335,000.

### **2025-2026 – HPS Website Redesign – IT – \$250,000**

As identified under the Collaborative Engagement priority of the Board's Strategic Plan, the HPS website will undergo a redesign to enhance public engagement and transparency. The project will encompass a redesign of HPS' public facing website and digital integration to utilize updated technology, functionality, and processes. The new website will improve the community user experience when navigating the site, with significantly better search optimization, performance, and reliability. It will also allow the HPS to update and disseminate media releases, critical messaging, and public alerts without undue publishing delays, resulting in a better customer experience for the community. The approximate cost associated with the HPS website redesign is \$350,000,

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with a previously approved amount of \$100,000, for a net budget impact of \$100,000 in 2025 and \$150,000 in 2026.

### **2025-2026 – Online Reporting Platform Replacement and Upgrade – IT – \$200,000**

The current HPS online reporting platform (Coplogic) has been in place since the early 2010's with no roadmap for updates through the vendor. This limits the Service's ability to implement many of the recommendations from the Devon Freeman Inquest and the Missing and Missed Report by Gloria Epstein. To support long-term community needs and to integrate with evolving technologies, the HPS recommends receiving proposals for an online platform designed to facilitate non-emergency incident reporting.

The selected platform will be expected to significantly improve the efficiency, accuracy, and responsiveness of reporting, particularly for missing person cases. An updated platform would support dynamic forms capable of capturing vital information promptly and comprehensively, as well as have the ability to integrate with other core data management systems to streamline data transfer, reduce delays, and enhance coordination across agencies.

This initiative is in alignment with the HPS 2023-2026 Strategic Plan. The cost to implement a replacement system is estimated at \$200,000, to be funded \$100,000 in 2025 and \$100,000 in 2026.

## **3. FUTURE FORECASTED CAPITAL PROJECTS FOR INCLUSION AND FUNDING CONSIDERATION IN COH's 2025-2034 CAPITAL BUDGET PLAN**

### **2026 – Cooling Tower Replacement – Central Station – \$400,000**

The Central station cooling tower, which is original to the building, shows signs of aging and deterioration. Based on the 2022 Building Condition Assessment (BCA) completed by Walter Feddy consultants, the cooling tower has been identified for replacement. The cooling tower provides large scale air-conditioning and ventilation to the Central station. This cooling tower works in tandem with the chiller system where it provides evaporation for the cooling system and the two together create a central cooling for the Central station. If the cooling tower was to breakdown there would be no cooling provided to the occupants during the cooling season.

### **2026 – Flooring Replacement – East End Station – \$130,000**

The office areas, the corridors and the exercise room at the East End station are finished with either rubberized or carpeted flooring. Based on the 2022 BCA, both appeared to be in fair condition with some visible signs of wear, tear, and aging.

The recommendation is to replace both with hard surface flooring in 2026, with an estimated cost of \$130,000. Replacement surfaces will maintain the useful life of the building's floor surfaces and extend useful life with more sturdy and durable materials.

### **2026 – Window Caulking – Central and Mountain Stations – \$85,400**

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At both the Central and Mountain stations, exterior caulking, located along the perimeter of the windows and exterior doors, are showing signs of wear and aging.

The estimated cost to replace the caulking in 2026, at both Central and Mountain stations, is \$56,000 and \$29,400, respectively. Properly sealed windows and exterior doors can prevent air leakage, reduce energy costs, create a more consistent indoor temperature, and improved indoor air quality by keeping outdoor pollutants at bay.

**2027-2033 – Windows Replacements – Police Stations – \$813,200**

The exterior windows for all the buildings are comprised of aluminum-framed windows which are original to all buildings. Based on the 2022 BCA, the windows are showing normal signs of wear and tear. The HPS will continue to regularly monitor their condition. However, as they approach the end of their useful life expectancy a full window replacement will be required.

The windows replacement is anticipated to occur as follows:

Year(s)	Station(s)	Estimated Cost(s)
2027	East End	\$200,000
2030	Central	\$350,000
2033	Mountain	\$263,200

**2027-2029 – Motor Control Centre – Central and East End Stations – \$112,000**

The motor control center (MCC), which provides electrical power and control to various pumps and fans on all manner of mechanical equipment, shows signs of wear and aging. This equipment is critical for the mechanical systems and if failure was to occur it could result in significant downtime and loss of control of mechanical equipment. This can also cause heating, cooling and ventilation systems to cease to function causing discomfort to occupants and possible property damage.

The HPS will be required to replace the MCC at Central in 2027 and East End in 2029, at an estimated cost of \$70,000 and \$42,000, respectively.

**2028-2029 – Central Air System – Make-Up Air Handling Unit (AHU) – Central and East End Stations – \$1,344,000**

Make-up air is designed to make up the air in interior space that has been removed due to process exhaust fans. This type of HVAC solution pulls in fresh, tempered air from outside of the building to replace existing air that cannot be recirculated. This not only improves the quality of air within the building, but also protects the health of those inside. The system is comprised of 8 AHU's, 8 supply fans and 8 return fans.

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Based on the 2022 BCA, the system appears to be in fair condition with some signs of wear and aging. If the system was to fail, refurbishment would be needed which includes replacement of the AHUs, supply fans and return fans. The replacement will not be required all at once but rather on an as needed basis. The estimated cost per AHU unit is \$60,000 and \$5,000 per supply/return fan. The HPS will continue to perform regular preventative maintenance to contribute to the longevity of the system.

**2029 & 2034 – Fire Protection Systems – Police Stations – \$1,079,050**

The 2022 BCA revealed that the fire protection system will require replacement in the near future. The system needs to be replaced at end-of-life cycle because its components, such as pipes and sprinkler heads, deteriorate over time, reducing their effectiveness and reliability and potentially leading to false alarms, equipment failure, as well as, increasing the risk to the organization if a catastrophic event was to occur.

HPS has developed an implementation plan to replace the systems in each station on the following schedule and estimated cost:

Year(s)	Station(s)	Estimated Cost(s)
2029	Central	\$908,950
2029	East End	\$70,000
2034	Mountain	\$100,100

**2029 & 2031 – Electrical Services & Distribution Systems – Central and East End Stations – \$1,716,000**

Based on the 2022 BCA, the electrical services and distribution system at both Central and East End stations will require replacement in the near future. Outdated electrical services could raise numerous issues, which may pose a significant risk of electrical shock, arc faults, and even fires. A full replacement of the electrical services and distribution system is necessary to ensure the building's safety, efficiency, and reliability. By proactively addressing this critical infrastructure need, the building can avoid costly emergency repairs, minimize downtime, disruption, and provide a safe and reliable electrical supply for occupants.

The replacement of the electrical services and distribution system for Central and East End stations are expected to occur in 2029 and 2031 with an estimated costs of \$969,500 and \$746,500, respectively.

**2029 – Interior Wall Finishes & Interior Doors Replacement – Central Station – \$854,000**

The 2022 BCA review identified the need for a complete replacement of interior wall finishes and interior doors at the Central station in 2029. As these become worn,

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damaged, and outdated, it leads to aesthetic and functional issues, which can negatively impact the building's appearance, employee morale and overall functionality. The estimated cost of replacement is \$854,000.

### **2029 – Parking Lot Repair – Central Station – \$300,000**

Both the 2016 Stantec Facilities report and the 2022 BCA review identified the need for a complete replacement and resurfacing at all three Police stations as they had exceeded or were approaching their end-of-life conditions.

The previous funding request for both parking lots at the East End and Mountain stations were approved and funded as part of the COH's annual capital process. As such, HPS requests the same consideration be given for the repair of the Central station parking lot in 2029.

The Central station parking lot appeared to be in fair condition with visible surface cracking and deterioration. Based on the 2022 BCA review, the recommendation is to repair Central station parking lot in 2029 at an estimated cost of \$300,000. This will address the areas of deterioration which will extend the life expectancy of the parking lot until a complete replacement is required in the next 20 years.

### **2029 – Electric Switchboards and Panel Boards – East End Station – \$280,000**

There are two 800-amp and one 600-amp switchboards located in the electrical room at the East End station. The purpose of the switchboard is to control the flow of power and supply the power to approximately 12 panel boards throughout the station. From there these panel boards distribute power further to operate lighting and power circuits throughout the building. When the electric switchboards and panel boards outlive their usefulness, they become a safety hazard unless replaced. Therefore, it is recommended that the switchboard and panel boards be replaced in 2029, with an estimated cost of \$280,000.

### **2029-2034 – Building Improvements – Mountain Station – \$1,080,000**

The 2022 BCA review identified the need to replace various components at the Mountain station. The review recommended that all of these be replaced between 2029 and 2034, which is based on their remaining useful life.

The rubber and vinyl flooring at the Mountain station will need to be replaced as it shows some visible signs of wear and tear. The flooring is expected to be replaced in 2029 with an estimated cost of \$209,000.

Also in 2029, approximately 206 aluminum lockers will require replacement at an estimated cost of \$200,000.

There are multiple kitchens located throughout the Mountain station that will need refurbishment due to their deteriorating state. The kitchen replacement is inclusive of cabinetry, countertops, refrigerators, sinks, faucets and flooring and is estimated to cost \$60,000 in 2030.

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The following two projects are scheduled to take place in 2033. Approximately 70 hollow-metal and solid wood interior doors, with or without inset glazing, will need to be replaced at an estimated cost of \$147,000. Similarly, there is a need for a replacement of the heating water boiler with an approximate cost of \$100,000.

The 2022 BCA report recommends that the following items be replaced in 2034.

Replacement of approximately 20 roof exhaust fans. These exhaust fans are designed to safely discharge clean air or remove/fume exhaust up and away from the building. At the time of the inspection, the fans appeared to be in good condition with a recommendation they be replaced with an estimated cost of \$70,000.

A portion of the exterior walls are clad with curtain walls. The curtain wall acts as a protective, weatherproof shield that keeps air and water out of the building. Curtain walls are designed to disperse stress from sources such as high winds, improve the overall steadiness of the building and increase energy efficiency. The 2022 BCA review revealed that the curtain wall appeared in good condition, however, a replacement will be needed at the end of its useful life expectancy. The replacement cost is estimated to be \$210,000.

Front Lobby, washrooms, locker rooms ceramic at an estimated cost of \$84,000.

#### **2029 & 2032 – Gym Floor Replacements – Central and East End Stations – \$262,500**

The floor in both gyms, located at the Central and East End stations, is finished with hardwood. Based on the 2022 BCA, the wood appears to be in fair condition overall. The floors do display some scratched and gouged areas which are reflective of gyms being a high-traffic area and their frequent use. The HPS will continue to perform preventative maintenance as required to contribute to their longevity. Even with the proper preventative maintenance, the hardwood floor still has a maximum life expectancy. Over time, floors begin to show their age. The boards may begin to feel soft and bouncy, the wood may fracture and crack in places. The accumulation of these issues create more than just cosmetic concerns, but also could make the use of these facilities dangerous for members.

As such, the gym floor replacements for Central and East End stations are expected to occur in 2029 and 2033 at an estimated cost of \$175,000 and \$87,500, respectively.

#### **2030-2034 – Plumbing (Domestic Supply & Sanitary) – Police Stations – \$1,125,500**

Based on the 2022 BCA, the mechanical plumbing systems are nearing the end of their serviceable life. The HPS continues to perform preventative repairs and maintenance to extend the serviceable life expectancy of the systems. Once ongoing repairs and maintenance are no longer extending the service life of the systems, a full replacement of the mechanical plumbing system will be required to ensure the building's long-term sustainability and efficiency.

The recommended replacement will involve upgrading to modern, energy-efficient systems and materials, such as low-flow fixtures, to minimize environmental impact and

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reduce operating costs. By proactively addressing this critical infrastructure need, the building can avoid costly emergency repairs, minimize downtime, and provide a comfortable and safe environment for occupants.

The replacement of the mechanical plumbing systems is expected to occur as follows:

Year(s)	Station(s)	Estimated Cost(s)
2030	Central	\$843,500
2033	East End	\$141,500
2034	Mountain	\$140,500

### **2030 – Building Improvements – Central Station – \$481,600**

The 2022 BCA review identified the need to replace various components at the Central station. At the time of the inspection, all the components were deemed to be in good condition with recommendations for replacement by 2030. The recommendations were based on their estimated remaining useful life.

There are approximately 35 painted metal washroom partitions located throughout the Central station that will need to be replaced at an estimated cost of \$72,800.

A portion of the third-floor walls are finished with wood paneling. The wood paneling replacement will cost approximately \$72,800.

A portion of the common area floors are finished with either VCT or laminate sheet flooring. A total of \$336,000 is estimated for flooring replacement.

### **2030 & 2033 – Interior Lighting Replacements – East End and Mountain Stations – \$448,000**

Interior lighting, for both the East End and Mountain stations, is provided by bulb and tube fixtures which are either ceiling or wall mounted. As per the 2022 BCA review, the HPS plans to replace the current interior lighting at the end of their useful life expectancy with LED bulbs or fixtures, at an estimated cost of \$224,000 per station. The replacement at the East End and Mountain stations is expected to occur in 2030 and 2033, respectively. Upgrade to LED lighting is highly energy-efficient, has longer running hours and lifespan and it also saves on maintenance cost over time.

### **2031 – Armoured Vehicle – \$530,000**

The HPS purchased a Terradyne MPV Armoured Rescue Vehicle (ARV) in 2013. The ARV is designed to provide ballistic protection to police in response to high-risk armed calls for service including hostage or officer rescue. The ARV is deployed by the Emergency Response Unit (ERU) to execute high risk search, arrest warrants or to help resolve armed and barricaded/critical incidents. The ARV allows the ERU to contain armed suspects and move closer to the crisis point safely under the cover of its ballistic protection. ARV's are deployed by police agencies around the world and they have even been used to rescue injured civilians or officers in active shooting situations.

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The life expectancy of the vehicle is approximately 15 years depending on use, wear, tear and required maintenance. The HPS will continue to perform routine maintenance to extend the longevity of the current vehicle. Once it is no longer economical to extend the service life of the vehicle through repairs and maintenance, replacement will be required which is estimated at approximately \$530,000.

### **2033 – Marine Vessel – Interceptor – \$1,000,000**

The COH has a number of conservation areas with bodies of water, with some being used in winter months. The Marine Unit is responsible for all bodies of water within COH. The necessity to respond rapidly and appropriately is required.

The current Interceptor vessel was purchased in 2019. The 12 meter Interceptor provides a closed cabin configuration that allows for operations in inclement weather and provides the ability to operate later in the season. The larger deck provides space to evacuate more people from a vessel in distress and provides a safe platform for search and rescue technicians to be dropped in and recovered by helicopter. The cabin provides the essential space and radio communications to act as a command post for Marine critical incidents. The vessel is equipped with sonar, radar and FLIR in order to fulfill the search and rescue mandate, and conduct the duties safely, efficiently and effectively.

The HPS continues to perform preventative maintenance to extend the life expectancy of the vessel. Once ongoing repairs are no longer extending the service life of the vessel a replacement will be required, which currently is expected to occur in 2033.

### **2034 – Marine Vessel – ARGO – \$50,000**

The HPS Marine Unit is responsible for all bodies of water within the COH. The necessity to respond rapidly and appropriately is required. To optimize the HPS' ability to meet these requirements, the Marine Unit requires a vehicle capable of immediate deployment for both water and land terrain. The ARGO is a vehicle that suits the needs of the HPS Marine Unit.

The ARGO is a multipurpose, multi-wheeled and amphibious vehicle in its class that is primarily utilized as a 'Search and Rescue' vehicle with the ability to be deployed on land, ice and water. The ARGO has the capacity to carry a crew of two officers plus the necessary rescue equipment as well as recover multiple victims. It allows access to the destination regardless of the remoteness of the location. It can swim or ford water obstacles with no preparation required for entering or exiting. It is equipped with a Roll Over Protection Structure (ROPS) and is complete with seat belts and certified to ISO 5700 and SAE J2194.

## **ALTERNATIVES FOR CONSIDERATION**

Not Applicable.

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**APPENDICES AND SCHEDULES ATTACHED:**

Appendix "A" – 2025-2034 Hamilton Police Service 10-Year Capital Plan

FB/S.Dzaferi

- c: Ryan Diodati, Deputy Chief – Operations
- Paul Hamilton, Deputy Chief – Support
- Sanela Dzaferi, Director – Finance
- Doris Ciardullo, Director – Fleet, Facilities & Procurement

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**Hamilton Police Service  
10-Year Capital Plan  
2025-2034**


**Appendix A to Report 24-090**

Item / Description	Division	Pre - 2025	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
<b>1) CAPITAL PROJECTS FOR CONSIDERATION BY THE COH FOR FUNDING</b>												
CSPA Active Attacker Equipment - Legislative Requirement - Hard Body Armour	Service-Wide	\$ 1,050,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Leasehold Improvements - POA Courthouse	Court Security	-	1,033,320	-	-	-	-	-	-	-	-	-
Marine Vessel - Rigid Hull Inflatable Boat	Marine	-	550,000	-	-	-	-	-	-	-	-	-
Virtual Reality Training Equipment	Community Mobilization	-	350,000	-	-	350,000	-	-	350,000	-	-	350,000
WASH Bail Court Refurbishment	Court Security	-	75,000	-	-	-	-	-	-	-	-	-
Custody Area Reinstatement (Phase 1)	Station 20 - East End	-	50,000	-	-	-	-	-	-	-	-	-
Reseal Concrete Floors	Station 10 & 30	-	21,000	-	-	-	126,000	-	-	-	-	-
		<u>1,050,000</u>	<u>4,079,320</u>	<u>-</u>	<u>-</u>	<u>350,000</u>	<u>126,000</u>	<u>-</u>	<u>350,000</u>	<u>-</u>	<u>-</u>	<u>350,000</u>
<b>2) CAPITAL PROJECTS TO BE INCLUDED IN HPS's ANNUAL BUDGET SUBMISSION</b>												
9MM Conversion (Glock Program)	Service-Wide	549,180	183,060	183,060	-	-	-	-	-	-	-	-
Ransomware Storage	Information Technology	-	335,000	-	-	-	-	-	-	-	-	-
HPS Website Redesign	Information Technology	100,000	100,000	150,000	-	-	-	-	-	-	-	-
Online Reporting Platform Replacement & Upgrade	Information Technology	-	100,000	100,000	-	-	-	-	-	-	-	-
		<u>649,180</u>	<u>718,060</u>	<u>433,060</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>3) FUTURE FORECASTED CAPITAL PROJECTS FOR INCLUSION AND FUNDING CONSIDERATION IN COH's 2025-2034 CAPITAL BUDGET PLAN</b>												
Cooling Tower Replacement	Station 10 - Central	-	-	400,000	-	-	-	-	-	-	-	-
Flooring Replacement	Station 20 - East End	-	-	130,000	-	-	-	-	-	-	-	-
Window Caulking	Station 10 & 30	-	-	85,400	-	-	-	-	-	-	-	-
Window Replacements	Station 10, 20 & 30	-	-	-	200,000	-	-	350,000	-	-	263,200	-
Motor Control Centre	Station 10 & 20	-	-	-	70,000	-	42,000	-	-	-	-	-
Central Air System - Make-Up Air Handling Unit (AHU)	Station 10 & 20	-	-	-	-	560,000	784,000	-	-	-	-	-
Fire Protection Systems	Station 10, 20 & 30	-	-	-	-	-	978,950	-	-	-	-	100,100
Electrical Services & Distribution Systems	Station 10 & 20	-	-	-	-	-	969,500	-	746,500	-	-	-
Interior Wall Finishes & Interior Doors Replacement	Station 10 - Central	-	-	-	-	-	854,000	-	-	-	-	-
Parking Lot Repair	Station 10 - Central	-	-	-	-	-	300,000	-	-	-	-	-
Electric Switchboards and Panel Boards	Station 20 - East End	-	-	-	-	-	280,000	-	-	-	-	-
Building Improvements	Station 30 - Mountain	-	-	-	-	-	409,000	60,000	-	-	247,000	364,000
Gym Floor Replacements	Station 10 & 20	-	-	-	-	-	175,000	-	-	87,500	-	-
Plumbing (Domestic Supply & Sanitary)	Station 10, 20 & 30	-	-	-	-	-	-	843,500	-	-	141,500	140,500
Building Improvements	Station 10 - Central	-	-	-	-	-	-	481,600	-	-	-	-
Interior Lighting Replacements	Station 20 & 30	-	-	-	-	-	-	224,000	-	-	224,000	-
Armoured Vehicle	Fleet	-	-	-	-	-	-	-	530,000	-	-	-
Marine Vessel - Interceptor	Marine	-	-	-	-	-	-	-	-	-	1,000,000	-
Marine Vessel - Argo	Marine	-	-	-	-	-	-	-	-	-	-	50,000
		<u>-</u>	<u>-</u>	<u>615,400</u>	<u>270,000</u>	<u>560,000</u>	<u>4,792,450</u>	<u>1,959,100</u>	<u>1,276,500</u>	<u>87,500</u>	<u>1,875,700</u>	<u>654,600</u>
<b>TOTAL</b>		<b>\$ 1,699,180</b>	<b>\$ 4,797,380</b>	<b>\$ 1,048,460</b>	<b>\$ 270,000</b>	<b>\$ 910,000</b>	<b>\$ 4,918,450</b>	<b>\$ 1,959,100</b>	<b>\$ 1,626,500</b>	<b>\$ 87,500</b>	<b>\$ 1,875,700</b>	<b>\$ 1,004,600</b>



# HAMILTON POLICE SERVICE

## INFORMATION REPORT

<b>TO:</b>	Chair and Members Hamilton Police Services Board
<b>BOARD MEETING DATE:</b>	November 28, 2024
<b>SUBJECT:</b>	Body-Worn Camera Update
<b>REPORT NUMBER:</b>	24-031b
<b>SUBMITTED BY:</b>	Frank Bergen, Chief of Police
<b>SIGNATURE:</b>	

### EXECUTIVE SUMMARY

- Since 2014, the Hamilton Police Service (HPS) has been reviewing the possibility of implementing body-worn camera (BWC) technology for its front-line patrol officers.
- In June 2024, the HPS received approval from the Hamilton Police Service Board (Board) to move forward with the acquisition of 500 BWCs from Axon, in addition to the hiring of necessary support to ensure the successful implementation and operation of the BWC program.
- In October 2024, the HPS received direction from the Board to ensure specific items were addressed in the implementation of the program. As a result, the HPS has moved forward to address concerns regarding privacy, robust policy, training, and proper deployment.

### INFORMATION

#### Background

Since 2014, the HPS has conducted a series of comprehensive examinations of BWC programs. This inquiry has delved into the efficacy, costs, and potential benefits of implementing such technology within the Service, reviewing the experience of policing agencies as well as the academic literature.

At the February 2024 Board meeting, the HPS was asked to provide an updated report on the impact of implementing a BWC program. A presentation was made to the Board at the April 2024 meeting, with the report being tabled and a request for options be considered. At the June 2024 meeting, the Board approved the acquisition of 500 BWC from Axon, as well as the hiring of identified support staff to ensure the successful implementation of the technology.

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At the October 2024 Board Meeting, the HPS was directed to ensure that implementation of the BWC program addressed concerns of privacy, policy and deployment.

### Information

In consideration of the Hamilton Police Services Board policy, guidelines from the Information and Privacy Commissioner of Ontario (IPC), and best practices identified from academic research and the experience of other policing agencies, the Hamilton Police Service has prepared for the 2025 deployment of body-worn cameras (BWC).

### Privacy

A Privacy Impact Assessment was conducted following the three step PIA development methodology, including:

**Information Gathering:** Review of documentation describing this project and its goals, and subsequent discussion with subject matter experts.

**Privacy Analysis:** The analysis was based on a number of sources including the privacy principles set out by the Canadian Standards Association, guidelines from the Information and Privacy Commissioner of Ontario, other applicable legislation and regulations, Service policies, and privacy best practices.

**Document:** The information gathering and privacy analysis were documented in a PIA to inform the stakeholders and program areas of privacy risks which should be addressed as part of the initiative.

### Policy

The HPS policy has been written based on the policy from the Board, guidelines from the Information and Privacy Commissioner of Ontario, and best practices identified in academic literature and the experience of other police agencies.

In the policy, specific sections are included to ensure members are aware of the times when BWCs must be activated or deactivated.

- BWCs must be activated during all investigative or enforcement actions.

To protect privacy, except in exigent circumstances BWCs will not be activated under the following circumstances:

- When attending medical facilities
- Inside a private residence
- When consent has not been granted by the owner/occupant

Additionally, the policy addresses auditing and analysis of BWCs, ensuring that an annual report is presented to the Board. The report will provide information based on the recommendations in the guidelines from the IPC, as well as the policy from the Board.

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## Deployment

Deployment of the BWCs will be structured based on industry best practices. Robust training will take place in-person to ensure members have proper understanding of the expectations for using the technology. Additionally, the training will highlight the interrelatedness of the technology with existing systems, including the In-Car Camera (ICC) system and Digital Evidence Management System (DEMS).

Hardware will be issued starting in the spring of 2025 to all uniform patrol members and additional identified units, where the need to capture interaction with the public is greatest. The BWCs will be individually issued to members of these units, ensuring accountability for its use and maintenance. This initial training and deployment is expected to be complete prior to fall of 2025.

## APPENDICES AND SCHEDULES ATTACHED

Not applicable.

FB/S. Moore

- c: Ryan Diodati, Deputy Chief – Operations
- Paul Hamilton, Deputy Chief – Support
- Paul Evans, Superintendent – Business and Strategic Initiatives
- Duncan Robertson, Acting Director – Finance
- Doris Ciardullo, Director – Fleet, Facilities & Procurement
- Dawn Parnell, Manager – IT Services

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## **BUDGET COMMITTEE REPORT**

**October 29, 2024**

**(for the November 28, 2024 meeting of the  
Hamilton Police Service Board)**

**Livestreamed & posted to the Board's**

**YouTube Account**

**([www.youtube.com/@HamiltonPoliceServiceBoard](http://www.youtube.com/@HamiltonPoliceServiceBoard))**

2:00 PM Central Station – The Boardroom

155 King William Street

Hamilton, ON L8R 1A7

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<b>Present:</b>	Vice Chair Robertson (Chair), Members Pauls and Menezes and Administrative Director Stevenson
<b>Also present:</b>	Chief Frank Bergen, Deputy Chief Ryan Diodati, Deputy Chief Paul Hamilton, Director of Finance Sanela Dzaferi, Acting Director of Finance Duncan Robertson, Director of Fleet & Facilities Doris Ciardullo, Director of Human Resources Rebecca Ballantyne, Superintendent Marty Schulenberg, Superintendent Paul Evans, A/Inspector Mike Hall, Manager of Analytics and Crime Information Analysis Unit Chloe Nyitray, Corporate Communications Manager Jackie Penman and Susan Stark (Human Resources)

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### **THE BUDGET COMMITTEE PRESENTS THE REPORT FROM ITS OCTOBER 29, 2024 MEETING**

#### **FOR INFORMATION:**

**a) Call to Order (Item 1)**

The meeting was called to order at 2:15 PM.

**b) Acknowledgements (Item 2)**

Member Pauls provided the land acknowledgement.

**c) Approval of the Agenda (Item 3)**

The agenda was approved, as presented.

**d) Declarations of Conflicts of Interest (Item 4)**

There were no declarations of conflicts of interest.

**e) Approval of the Minutes of September 10, 2024 (Item 5)**

The minutes of September 10, 2024 were approved, as presented.

**f) Closed Meeting (Item 6)**

The Budget Committee moved into closed session at 2:20 PM and in accordance with section 44 (1) & (2) of the *Community Safety and Policing Act, 2019* to discuss:

- i. the security of the property of the board;**
- ii. a proposed or pending acquisition or disposition of land by the board;**
- iii. litigation or potential litigation affecting the board, including matters before administrative tribunals;**
- iv. a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;**
- v. a trade secret or scientific, technical, commercial or financial information that belongs to the board and has monetary value or potential monetary value; and**
- vi. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the board.**

Member Menezes left the meeting at 3:35 PM.

**g) Closed Meeting Report Back (Item 7)**

The Chair reported that during its closed session today, the Budget Committee discussed matters of a confidential nature that fall under Section 44 (1) & (2) of the *Community Safety and Policing Act, 2019* and approved its closed minutes of July 15, 2024.



**h) Adjournment (Item 8)**

There being no further business, the meeting adjourned at 3:51 PM.

Respectfully submitted,

Chair Don Robertson  
(Board Vice Chair)  
Budget Committee

Kirsten Stevenson,  
Board Administrative Director

## HAMILTON POLICE SERVICE BOARD

### OUTSTANDING BUSINESS LIST AS OF NOVEMBER 28, 2024


ITEM	DATE	ACTION	EXPECTED COMPLETION DATE
1. Correspondence to the Board	September 28, 2023 Motion related to item 5.2	That a report come back to the Board with the following information (related to correspondence received by the Board meant to published as part of the public agenda):  a) how the Board is complying with MFIPPA; and  b) what steps the Board is taking to ensure compliance with our policy on correspondence to the Board; and  c) recommendations on a process or policy for fact-checking correspondence; and  d) determining who would be responsible for fact-checking correspondence .	Future Meeting
2. Hamilton Police Service Board Community Liaison Representative and Knowledge Translation Plan to Engage with the Broader Hamilton Community (motion submitted by Member Menezes)	February 29, 2024 Item 10.1	Motion referred to the Governance Committee.	Future Governance Committee Meeting

<p>3. General Comment (in part related to Correspondence Item Police Service School Resource Officers Survey)</p>	<p>June 27, 2024 Correspondence Item 10.7</p>	<p>That a standard operating procedure be created to ensure matters presented to the Board that have an expiry date prior to the next regularly scheduled meeting of the Board be forwarded in advance to Board members for their review.</p> <p>Referred to the Governance Committee.</p>	<p>Next meeting of the Governance Committee TDB</p>
<p>4. Developing a Board Delegation of Authority By-law</p>	<p>September 26, 2024 Motion Item 10.1</p>	<p>That the Administrative Director (A.D.) be directed to research and prepare a draft delegation of authority by-law and or policy; and</p> <p>That this matter be referred to the Governance Committee for review and consideration</p>	<p>Future Governance Committee Meeting</p>
<p>5. Drafting a revised Board Policy on Intimate Partner Violence</p>	<p>September 26, 2024 Motion</p>	<p>That the Administrative Director (A.D.) be directed to prepare a draft revised Intimate Partner Violence Board Policy and report back to the Board at a later meeting.</p>	<p>Future Meeting</p>
<p>6. Advancing the Relationship Between the Hamilton-Wentworth District School Board and the Hamilton Police Service</p>	<p>October 24, 2024 Motion 10.1</p>	<p>That the Board request the Chief of Police to consider ways in which to advance the relationship between the Hamilton Police Service and the Hamilton-Wentworth District School Board; and</p> <p>That the Chief of Police report back to the Board in the Spring of 2025</p>	<p>Future Meeting in the Spring of 2025</p>



# HAMILTON POLICE SERVICE

## RECOMMENDATION REPORT

<b>TO:</b>	Chair and Members Hamilton Police Services Board
<b>BOARD MEETING DATE:</b>	November 28, 2024
<b>SUBJECT:</b>	Records Retention Schedule/By-Law 21-001 Update
<b>REPORT NUMBER:</b>	24-009
<b>SUBMITTED BY:</b>	Frank Bergen, Chief of Police
<b>SIGNATURE:</b>	

### RECOMMENDATIONS

- (a) That the Hamilton Police Service Board (HPSB) approve that By-Law 21-001 be repealed and replaced by By-Law 24-002, attached as Appendix A, and;
- (b) That the Records Retention Schedule attached as Appendix B be adopted as Schedule A to By-Law 24-002.

### EXECUTIVE SUMMARY

- The existing By-Law 21-001 outlines the HPSB and the Hamilton Police Service's (HPS) Records Retention Schedules.
- The existing By-Law 21-001 was last updated in 2021. As business practices and standards change over time, it is a best practice to update the records retention schedule on a three year rotation.
- HPS is recommending that By-Law 21-001 be replaced with By-Law 24-002, and the updated Records Retention Schedule attached as Appendix B be adopted as the new retention schedule for HPS and the HPSB.

### FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: N/A

Staffing: N/A

Legal Implications: N/A

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## INFORMATION

Beginning in January of 2024, members of the Records Branch conducted consultations with HPS units to better understand their records management needs. As a result, the HPS is recommending that By-Law 21-001 be replaced with By-Law 24-002, attached as Appendix A.

Informed by consultation with internal stakeholders, and governed by industry best practices, a new records retention schedule was developed that includes a citation table referencing relevant legislation for each applicable business function, and the Community Safety and Policing Act.

The new retention schedule is based on the ISO 15489 standard for records management, which focuses on functional versus subject-based classification. This best practice focuses on the function that the record supports versus the content that the record is about, or the media on which it is recorded.

Plans are under way to provide training and support to units in using and adhering to this updated by-law. As records are the documentary residue of the work that we do, it is anticipated that another review of the schedule will be required in 2027 to ensure that the by-law still properly reflects the functions and business activities of the HPS and the HPSB.

## ALTERNATIVES FOR CONSIDERATION

Not applicable

## APPENDICES AND SCHEDULES ATTACHED

Appendix A – By-Law 24-002

Appendix B – Hamilton Police Service Records Retention Schedule (Schedule A to By-Law 24-002)

FB/A.Hepplewhite

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## HAMILTON POLICE SERVICE BOARD

### BY-LAW 24-002

#### BEING A BY-LAW TO REGULATE THE RETENTION AND DESTRUCTION OF RECORDS IN THE CUSTODY OF THE HAMILTON POLICE SERVICE

WHEREAS the Hamilton Police Service Board is responsible for the provision of police services and law enforcement and crime prevention in the city of Hamilton and the members of the Police Service are under the Board's jurisdiction pursuant to Section 37 of the *Community Safety and Policing Act, 2019, S.O. c.1 Schedule 1*; and

WHEREAS on the 24th day of June 1985 the Hamilton-Wentworth Police Regional of Commissioners of Police enacted By-law 85-01 being a By-law to regulate the duties dress department of members of the Hamilton Wentworth regional police force which contained therein Chapter 11 in relation to the retention and destruction of records; and

WHEREAS By-Law 85-01, as amended by By-laws 90-002, 93-001, 93-002 and 95-001 was subsequently repealed on the 18th day of November, 1996 by By-law 96-004 and amendment 03-001; and

WHEREAS By-law 96-004 and amendment 03-001 were subsequently repealed by By-law 21-001 on October 28, 2021;

NOW THEREFORE the Hamilton Police Service Board enacts the following:

1. By-law 21-001 is repealed and replaced with By-law 24-002;
2. This By-law applies to all Branches/Sections/Divisions of the Hamilton Police Service and to the Hamilton Police Service Board;
3. Schedule 'A' Records Retention Schedule is attached hereto.

Passed and enacted at the City of Hamilton this 28<sup>th</sup> day of November, 2024.

---

Geordie Elms, Chair  
Hamilton Police Service Board

---

Kirsten Stevenson, Administrative Director  
Hamilton Police Service Board

# RECORDS RETENTION SCHEDULE

NOVEMBER 2024

'Schedule A' for Hamilton Police Service Board By-law 24-002





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## Purpose of Retention

The Hamilton Police Service Retention Schedule exists to provide a clear guideline for retaining and purging all records, regardless of media. This is done to ensure all legislated requirements are complied with and to ensure operational requirements are met. It aims to increase efficiency by keeping those records required for operational, administrative or other needs and purging those that are no longer needed.

## Definitions and Key Terms

**Active:** the status of records, which are required by a unit on a regular basis.

**Archival Records:** are records with long term historical or evidential value.

**Copy:** duplicate or reproduction of a record and/or a copy of an electronically stored record (scanned image).

**Disposition:** the final action carried out on a record after its retention period has ended. This may include transfer to archives or long term storage or destruction or transfer to another classification.

**Office of Primary Responsibility (OPR):** the unit, which holds custody and control of the original records for the length of time required under Schedule “A”, attached. **Record:** a document made or received in the normal course of business and kept for operational, administrative or historical purposes.

**Records Management:** the field of management responsible for managing records in an efficient and systematic manner throughout a record’s life cycle.

**Record Series:** a group of records linked by the same or similar function and generally used and stored together.

**Retention Schedule:** A timetable that identifies records series, the length of time they must be retained and their final disposition.

**Transitory Records:** records of a temporary nature, which are created for a short time to ensure completion of a routine action. They do not set policy, establish guidelines or procedures, document core functions or activities of the Service, require official action, or have any documentary or evidential value.

The key characteristics of transitory records are:

- They have no further value or usefulness beyond an immediate and minor transaction – their value to HPS is temporary or very short term;
- They are only needed for a short time after a transaction, often until they are made obsolete by an updated version or by a subsequent transaction or decision; and
- They are not required to meet HPS legislated record keeping obligations or to support HPS’s long-term operations.

Transitory records include:

1. **Advertising materials:** Advertising material includes solicited or unsolicited information received from businesses or individuals who wish to sell their products or services to HPS in the future. Examples of advertising material include brochures, catalogues, price lists and correspondence (e.g. sales letters). Divisions / Units may choose to retain advertising material





relevant to their operations; however, these materials should be regularly reviewed and culled to remove superseded or obsolete information.

- Exception: Advertising material received from a business or individual with whom HPS does business (e.g. the bidder who won a Request for Proposal) is an official record because such material supports a procurement contract.
2. **Officer's Case Files** (a.k.a. ghost packages, old court files, investigative files etc.) are Transitory Records and not subject to retention. Case files may be purged when they no longer have value to the officer.
    - Exception: VICLAS records are subject to storage in Property.
  3. **Drafts and working materials**: Drafts and working material include draft versions of correspondence, reports and other records as well as research and working materials (e.g. calculations, notes, etc.) collected and used to prepare official records. Once the final version of an official record has been completed and distributed, and a copy has been filed in HPS's official records system, most drafts and working materials are considered to be transitory records.
    - Exception: Not all drafts and working materials are automatically transitory records. In some case, an Office of Primary Responsibility (OPR) responsible for drafting policy (e.g. directives), legal documents (contracts, etc.), budgets, etc. might need to track an official record's evolution. Such OPR's may need to keep various drafts and working materials in order to have a record of changes made to the official record.
  4. **Duplicates**: Duplicates are exact copies of official records where nothing and been added, changed or deleted, the copies are used for reference or information purposes only and are often widely distributed within HPS, and the official record has been filed in HPS's official records system. A record must meet all three of those conditions to be a duplicate. If something has been added, changed or deleted, then the record is no longer a duplicate. However, it could still be transitory, depending on the significance and future value of the addition, change or deletion. Examples of duplicates include copies of meeting minutes which are distributed to all attendees after a meeting and memos distributed to all HPS members.
  5. **Information of short-term value**: Documents of short-term value containing information that is of little or no interest or importance, or which is useful for only a brief period of time after which it has no further value.

**\*Note: All records are treated the same, according to the Records Retention Schedule, regardless of media.**

### Secure Destruction

Papers in the blue and grey recycling bins on HPS property are not shredded. Think of the blue and grey bins as public areas, and do not put anything into those bins, which contain personal, sensitive or otherwise confidential material.

If purchasing or maintaining an office shredder, cross-cut technology is recommended by the Information and Privacy Commission of Ontario, as a better method than strip shredding for protecting privacy and confidentiality.

On-site shredding services are recommended for routine and large volume paper records destruction, which may be required at HPS facilities. Shredding bins are provided for secure third party shredding.

Paper records at the off-site records storage facility are securely shredded at that location when retention periods expire, following departmental review and sign-off.





When preparing your records for destruction, the following steps must be followed:

Physical Records

- 1. Arrange records according to year eligible for destruction.
- 2. Box records in 1 cu. ft. banker boxes and label as follows:

Description (i.e. Invoices – Forensics)  
 Dates (i.e. 2018 – 2020) (To be destroyed in 2027)

- 3. Complete Record of Destruction Form and have Office of Primary Responsibility authority sign off.
- 4. Send Record of Destruction Form to Records Manager for review/approval OR send boxes with form for inactive storage.

**\*Note: The Record of Destruction Form does not need to be completed for records that are defined as transitory within this schedule.**

**Sensitivity**

Indicates the general level of confidentiality applied to a record series. This area of the schedule will include one of the following designations:

**Low** – Records are generally considered to be public, and a Freedom of Information request is not generally required in order to access these records. Examples include by-laws, annual reports, approved budget books, and non-confidential committee reports.

**Medium** – Records are likely to contain information exempt from public disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). A formal Freedom of Information request is required under MFIPPA in order to access the requested records.

**High** – Records are considered to be confidential for internal business purposes, legal protection or legislative compliance, as in the case of confidential reports to Committee and Council. A formal Freedom of Information request is required under MFIPPA in order to access.

**Personal Information Bank** – Highly sensitive records may also contain Personal Information Banks, defined by section 2(1) of MFIPPA as “a collection of personal information that is organized and capable of being retrieved using an individual’s name or an identifying number or particular assigned to the individual.”



**How to Read a Record Series**

**Record Series Title**

Followed by a brief description of the record series, and the associated business function.

**Includes:**

Examples of records included in the series will be described here.

**Excludes:**

A brief description of what the record series does not include.

If two records series are similar or closely related, this section will include notes on how to distinguish the two. It may also refer to other record series that are more appropriate to use in particular cases.

**Office Responsible for Retention and Disposition of Original Records:**

The department, service area or particular role that has custody and control over a Record Series. In other words, this is the area or role responsible for owning original records of a particular type, and who will provide sign-off for the final disposition of records.

**Retention Timeline:**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Refers to the type of record	An event or point in time that changes records from active to inactive status	Number of years a record will be kept in inactive storage	How a record will be disposed of: usually "Destroy" or "Permanent"	The level on confidentiality that generally applies to records in this series	Any legislation, professional best practices, industry standards, corporate policies or other guidelines that apply to the record series and its retention requirements



## Administrative Functions

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### Compliance and Governance

Legal

Minutes

Planning and Research

Police Services Board

### Divisional Administration

Ride Along Requests

### Facilities, Fleet and Maintenance

Facilities Maintenance

Facilities Management

Procurement

### Financial Management

Budget

Financial Reporting

### Human Resources

Job Evaluation

Labour Relations

Occupational Health and Safety

Recruitment

Return to Work

### Information Management

Freedom of Information

Recorded Information Management

### Information Technology

Development and Implementation

Planning

### Public Affairs

Public Affairs



**Divisional Administration**

Ride Along Requests



**Ride Along Requests**

Records relating to the facilitation of Ride Alongs.

**Includes:**

- Ride Along Requests

**Excludes:**

- N/A

**Office Responsible for Retention and Disposition of Original Records:**

Originating Department

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Ride Along Requests	Calendar Year	3	Destroy	Low	N/A



**Compliance and Governance**

- Legal
- Minutes
- Planning and Research
- Police Services Board



**Legal**

Records relating to formal legal opinions, solicitor-client advice, civil litigation, Coroners Inquests, Court motions and applications, Criminal Injuries Compensation Board, Human Rights Complaints, and any other legal issues and opinions.

**Includes:**

- Civil litigation files
- Coroners Inquests files
- Court motions and applications
- Criminal Injuries Compensation Board
- Human Rights Complaints
- Legal reference files
- Legal Indemnification Requests
- Waivers and releases of liability

**Excludes:**

- Agreements held by originating department: use [Procurement](#)
- Agreements signed by the Police Service Board: use [Police Service Board](#)
- Subpoenas and summons: use [Records Disclosure](#)
- Privacy Breaches: use [Privacy](#)

**Office Responsible for Retention and Disposition of Original Records:**

Service Solicitor

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Civil Litigation	End of Litigation	10	Destroy	High	<a href="#">1-FCA-1</a> <a href="#">2-LA-1</a>
Coroners' Inquest	Inquest Concluded	5	Destroy, subject to archival selection	High	<a href="#">2-LA-1</a>
Court Motions and Applications	File Closure	2	Destroy	High	N/A
Criminal Injuries Compensation Board	File Closure	2	Destroy	High	N/A
Human Rights Complaints	Date of Disposition	5	Destroy	High	<a href="#">2-HRC-2</a>
Legal Issues and Opinions	File Closure	2	Destroy	High	N/A
Legal Indemnification Requests	File Closure	2	Destroy	High	N/A



**Minutes**

Records that reflect the recording of committee and team decisions.

**Includes:**

- Committee Minutes
- Governance Minutes

**Excludes:**

- Meeting Minutes – Police Services Board: Use [Police Services Board](#)

**Office Responsible for Retention and Disposition of Original Records:**

Originating Department

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Governance Minutes	Calendar Year	7	Transfer to Archives	Medium	N/A
General Administrative Committee Minutes	Calendar Year	7	Transfer to Archives	Medium	N/A





**Planning and Research**

Records pertaining to research and analysis, consultation, forecasting needs and assessing alternatives.

**Includes:**

- Analytics
- Dashboards
- Literature Reviews
- Questionnaires/Surveys
- Projections

**Excludes:**

- Financial Reporting: use [Financial Reporting](#)

**Office Responsible for Retention and Disposition of Original Records:**

Office of the Chief Administrative Officer or Originating Office

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Studies, surveys, etc.	Superseded	10	Transfer to Archives	Medium	N/A



### Police Service Board

Records under the custody and control of the Police Service Board.

#### Includes:

- Agendas
- Agreements
- Bylaws
- Meeting Minutes

#### Excludes:

- Contracts: use [Legal](#)

#### Office Responsible for Retention and Disposition of Original Records:

Board Administrator

#### Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Board Meeting and sub- committee agendas	Calendar Year	8	Destroy	Medium	N/A
Agreements, where the Board is the signer	Calendar Year	-	Transfer to Archives	Medium	N/A
Board meeting and sub- committee proceedings	Calendar Year	-	Transfer to Archives	Medium	<a href="#">2-MA-3</a>
Bylaws	Superseded	-	Transfer to Archives	Low	<a href="#">2-MA-3</a>



**Facilities, Fleet and Equipment**

- Facilities Maintenance
- Facilities Management
- Procurement



**Facilities Maintenance**

Records pertaining to overseeing that buildings and facilities are kept up to date, maintained and in compliance with building codes.

**Includes:**

- Facilities maintenance reports and logs
- Facilities inspection reports
- Fleet maintenance reports and logs
- Testing, inspection and maintenance records of fire alarm and other building safety systems
- Licenses (i.e. TSSA)
- Equipment maintenance report logs

**Excludes:**

- Site plans: use [Facilities Management](#)

**Office Responsible for Retention and Disposition of Original Records:**

Director – Fleet, Facilities and Procurement

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Maintenance logs, tests, inspection and maintenance records, access cards	Calendar Year	2	Destroy	Medium	N/A
Licenses	Superseded	1	Destroy	Low	N/A
All other records	Calendar Year	5	Destroy	Low	N/A



### Facilities Management

Records pertaining to the acquisition, construction, outfitting, maintenance, protection and disposition of land, storage, or space within the premises of owned, rented or leased property.

#### Includes:

- Customer Service Requirements
- Insurance Requirements
- Utilities Requirements
- Identification of surplus facilities
- Site Plans
- Trends and statistics

#### Excludes:

- Financial Reporting: use [Financial Reporting](#)

#### Office Responsible for Retention and Disposition of Original Records:

Director – Fleet, Facilities and Procurement

#### Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Business Plans, Project Plans, Site Plans	Superseded	1	Destroy	High (Site Plans)	N/A
All other records	Calendar Year	1	Destroy	Low	N/A



**Procurement**

Records pertaining to the procurement process for the tendered and untendered purchase or lease of goods and services required to meet organizational needs.

**Includes:**

- Agreements
- Planning, tendering, or acquiring goods and services
- Purchase Orders
- RFIs, RFQs, RFPs
- Vendor bids, proposals, responses

**Excludes:**

- Site plans: use [Facilities Management](#)

**Office Responsible for Retention and Disposition of Original Records:**

Director – Fleet, Facilities and Procurement

Originating department for Agreements

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Procurement Records	File Closure (Cancellation or completion of the procurement)	5	Destroy	Medium	N/A
Agreements	Expiration of agreement	10	Destroy	Medium	N/A



**Financial Management**

- Budget
- Financial Reporting



## Budget

Records pertaining to planning the use of expected income and expenditures over a specific period of time.

### Includes:

- Capital plans and projects
- Department Working Papers
- Year End Budget Variance Report

### Excludes:

- Financial Reporting: use [Financial Reporting](#)

### Office Responsible for Retention and Disposition of Original Records:

Director – Finance

### Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Final Budget (Operating and Capital)	Calendar Year	5	Transfer to Archives	Low	<a href="#">2-MA-4</a> <a href="#">2-MA-5</a>
Working Papers	Calendar Year	1	Destroy	Low	N/A
Year End Journal Entries	Calendar Year	6	Destroy	Low	N/A





**Financial Reporting**

Records pertaining to the use and disposition of financial resources, including records of transaction-related activities such as classifying and recording transactions against the chart of accounts and general ledger (e.g. journal entries, accruals, reversals, etc.) and activities of a monitoring and reporting nature (e.g. trial balances, transaction summary reports, closing statements, etc.).

**Includes:**

- Accounts payable
- Accounts receivable
- Available Funds Report
- Budget Variance Report
- Confiscated Funds – Balance Sheet
- Court time – retired members
- Credit Card Statements
- Fixed Capital/fixed assets – City - PeopleSoft
- General Ledger – City
- Invoices
- Payroll timesheets – part time members
- Acting pay
- Meal allowances, shift premiums, overtime pay – full time members
- Petty cash
- Reconciliation - confiscated funds, police clearing account, payroll transactions, reserves
- Travel Expenses
- Sick slips

**Excludes:**

- Contracts: use [Procurement](#)
- Confiscated Funds: use [Storage and Disposition of Property](#)
- Payroll: use [Attendance Administration](#)
- Court time: use [Attendance Administration](#)
- False Alarm Fees: use [Alarm Coordination](#)
- Fees for Service (Paid Duties, Records Checks, etc.): use [Records Management - Operations](#)
- Credit card statements back up: Centralized to Unit level Administration\*

\*Supporting documentation is decentralized – originals are kept by the departments which incur the costs/receivables.

**Office Responsible for Retention and Disposition of Original Records:**

Director – Finance  
 Auction Records – Property  
 Departments which incur costs/receivables

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Transactions and Reports	Calendar Year	6	Destroy	Low	<a href="#">2-ITA-1</a>



## **Human Resources Management**

Attendance Administration

Job Evaluation

Labour Relations

Occupational Health and Safety

Recruitment

Return to Work Administration



### Attendance Administration

Records relating to the attendance and scheduling of staff within the Service.

#### Includes:

- Rosters/Scheduling
- Staff Sign-In Logs
- Annual Leave Schedules
- Attendance reports
- Absence/Return Forms
- OT/Call-Ins
- WFH Administration Forms

#### Excludes:

- Recruitment: use [Recruitment](#)
- Labour Relations: use [Labour Relations](#)
- Return to Work Administration: use [Return to Work Administration](#)

#### Office Responsible for Retention and Disposition of Original Records:

Director – Human Resources

Departments in which are responsible for the scheduling and timekeeping of their staff

#### Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Rosters and schedules	Calendar Year	1	Destroy	Medium	N/A
Staff Sign-In Logs	Calendar Year	1	Destroy	Medium	N/A
Annual Leave Schedules	Calendar Year	1	Destroy	Medium	N/A
Attendance Reports	Calendar Year	1	Destroy	Medium	N/A
Absence/Return Forms	Calendar Year	1	Destroy	Medium	N/A
OT/Call-Ins	Calendar Year	1	Destroy	Medium	N/A
WFH Administration Forms	Calendar Year	1	Destroy	Medium	N/A



**Job Evaluation**

Records relating to the evaluation and composition of jobs, including the determination of compensation levels and associated review.

**Includes:**

- Joint Job Review questionnaires (JJRs)
- Job descriptions
- Records of the Joint Job Review Committee
- Pay Equity

**Excludes:**

- Recruitment: use [Recruitment](#)

**Office Responsible for Retention and Disposition of Original Records:**

Director – Human Resources

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Job Evaluation File	Superseded (Job Re-evaluated and/or compensation level changed)	50	Destroy	Low	N/A



## Labour Relations

Records relating to labour relations matters.

### Includes:

- Collective agreements signed by the Police Services Board
- Records of negotiations
- Memorandums of settlement
- Related background material used in making decisions
- Grievances
- Settlements
- Seniority lists
- Arbitrations

### Excludes:

- Reference copies of collective agreements: use [Definitions and Key Terms - Transitory](#) Records, destroy when obsolete
- External Human Rights Tribunal Records: use [Legal](#)

### Office Responsible for Retention and Disposition of Original Records:

Director – Human Resources

### Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Collective Agreements	Agreement Expired	Indefinite	Transfer to Archives	Low	<a href="#">2-ESA-1</a>
Grievances	Matter Concluded (Grievance Resolved)	16	Transfer to Archives	High	<a href="#">2-LA-4</a>
Seniority Lists	Calendar Year	16	Destroy	Low	N/A
Internal Human Rights Tribunal	Date of Disposition	5	Transfer to Archives	High	<a href="#">2-HRC-1</a> <a href="#">2-HRC-2</a>



### Occupational Health and Safety

Records relating to the administration of wellness programs, illness prevention, peer support, Ministry of Labour orders, and refusal to work.

#### Includes:

- Occupational reviews (ie. Air quality and noise surveys)
- Joint Health and Safety Committee Inspections
- Material Safety Data Sheets (MSDS)
- Refusal to work

#### Excludes:

- Records related to lead contamination: use [Facilities Management](#)
- Records related to occupational training (use of force, driving, etc.): use [Training](#)
- Records related to Return to Work: use [Return to Work Administration](#)

#### Office Responsible for Retention and Disposition of Original Records:

Director – Human Resources

#### Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Joint Health and Safety Committee Inspections	Superseded	5	Destroy	Low	<a href="#">2-OHASA-1</a>
Occupational Reviews	Calendar Year	7	Destroy	Low	<a href="#">2-OHASA-1</a>
Material Safety Data Sheets	Superseded	1	Destroy	Low	<a href="#">2-OHASA-2</a> <a href="#">2-OHASA-4</a>
Report of Refusal to Work	Calendar Year	5	Destroy	Medium	<a href="#">2-OHASA-3</a>
Ministry of Labour Orders	Order Issued	5	Destroy	Low	<a href="#">2-ESA-1</a>



**Recruitment**

Records relating to recruitment and staffing activities performed for all sworn, civilian, and volunteer positions, both full and part-time.

**Includes:**

- Applications for employment
- Job postings
- Job competitions
- Interview notes and selection decisions
- Personnel file, including employment contracts
- Background checks
- Offers of employment

**Excludes:**

- Job evaluation: use [Job Evaluation](#)

**Office Responsible for Retention and Disposition of Original Records:**

Director – Human Resources

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Recruitment File	File Closure (Completion of Recruitment)	3	Destroy	High – Personal Information Bank	N/A
Background File	File Closure (Completion of Recruitment)	Amalgamate with personnel file for successful applicants	Amalgamate	High – Personal Information Bank	<a href="#">2-ESA-2</a>
Personnel File	File Closure (Termination of Employment)	3	Destroy	High – Personal Information Bank	<a href="#">2-ESA-2</a>

Note: Recruitment records related to successful candidates are retained in the new member file, with other Member Records. Completed applications where no interview is performed are retained in the online recruitment system.



**Return to Work Administration**

Records relating to the reporting of work-related incidents and injuries under the Workplace Safety and Insurance Act, 1997, and records relating to the safe return to work of individuals (both occupational and non-occupational absences).

**Includes:**

- WSIB Incident reports for work-related incidents
- WSIB investigations and claims management
- Medical notes and other records pertinent to return to work
- Details of modified duties, medical notes, functional abilities forms
- Workplace Safety and Insurance Board correspondence and reporting

**Excludes:**

- Member records unrelated to a WSIB incident: use [Personnel Records - Recruitment](#)

**Office Responsible for Retention and Disposition of Original Records:**

Director – Human Resources

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Return to Work Files	File Closure (Termination of Employment)	60	Destroy	High – Personal Information Bank	<a href="#">2-WSIA-1</a>





## Information Management

Access to Information

Privacy

Recorded Information Management



**Access to Information**

Records relating to the processing of formal access to information (FOI) requests for general or personal information and of processing requests to correct personal information under MFIPPA.

**Includes:**

- Freedom of Information Requests and Decisions
- Appeals and Representations
- Requests to correct personal information and responses
- Release of Information Requests (Sharing Agreements, Probation and Parole, etc.)
- Routine Disclosure Requests (Insurance and MVCs)

**Excludes:**

- Records pertaining to litigation as a result of an appeal or privacy breach: use [Legal](#)
- Records pertaining to privacy breaches: use [Privacy](#)
- Records pertaining to Privacy Impact Assessments: use [Privacy](#)

**Office Responsible for Retention and Disposition of Original Records:**

Manager – Records and Property

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
FOI Requests and correction requests – No appeal (including request tracking in Vayle)	Calendar Year	2	Destroy	High	<a href="#">2-MFIPPA-1</a>
FOI Requests – with appeal to IPC (including request tracking in Vayle)	File Closure (Settlement of Appeal)	2	Destroy	High	<a href="#">2-MFIPPA-2</a>
FOI appeals resulting in litigation	Notice of Litigation	-	Transfer to legal file	High	<a href="#">2-MFIPPA-4</a>
Release of Information Requests (Sharing Agreements, Probation and Parole, etc.)	Calendar Year	5	Destroy	Medium	N/A
Routine Disclosure (Insurance and MVCs)	Calendar Year	5	Destroy	Medium	N/A



**Privacy**

Records relating to the management and mitigation of privacy breaches and records relating to Privacy Impact Assessments.

**Includes:**

- Privacy Breaches (not resulting in litigation)
- Privacy Impact Assessments

**Excludes:**

- N/A

**Office Responsible for Retention and Disposition of Original Records:**

Manager – Records and Property

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Privacy Breaches (not resulting in litigation)	File Closure (Resolution of Complaint)	5	Destroy	High	<a href="#">2-MFIPPA-3</a>
Privacy Impact Assessments	Superseded	-	Destroy	Medium	N/A



**Recorded Information Management**

Records relating to the management and destruction of the Service’s recorded information.

**Includes:**

- Records retention schedules/plans
- Records/information classification schemes
- Records/information file plans
- Records retention schedule development and update files

**Excludes:**

- N/A

**Office Responsible for Retention and Disposition of Original Records:**

Manager – Records and Property

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Classification schemes and file plans	Superseded	2	Destroy	Medium	N/A
Retention plans/strategies	Superseded	2	Destroy	Medium	N/A
Retention schedules	Superseded	-	Transfer to archives	Medium	<a href="#">2-MA-1</a> <a href="#">2-MA-2</a> <a href="#">2-MA-3</a>
Destruction Logs/approvals	Dissolution of the Service	-	Destroy	Medium	<a href="#">2-MA-1</a> <a href="#">2-MA-2</a> <a href="#">2-MA-3</a>



## **Information Technology**

Account and IT Administration  
Information Technology Development and Implementation  
Information Technology Planning



**Account and IT Administration**

Records relating to the IT accounts for staff members of the Service and records relating to IT Administration activities.

**Includes:**

- Staff account records
- Custody video (all divisions)
- Court Transport Vehicle video
- Purchase Requisitions and Quotes (under procurement threshold)

**Excludes:**

- Purchase requisitions and quotes involving Procurement: use [Procurement](#)

**Office Responsible for Retention and Disposition of Original Records:**

Manager – Information Technology

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Staff Accounts*	File Closure (Employee Termination)**	1	Destroy	High	N/A
Custody Video	Date Recorded	2	Destroy	High	<a href="#">3-IAPE-1</a>
Court Transport Vehicle (Paddy Wagon) Video	Date Recorded	2	Destroy	High	<a href="#">3-IAPE-1</a>
Purchase Orders and Quotes (under procurement threshold)***	File Closure (Cancellation or completion of the procurement)	5	Destroy	Medium	N/A

\*Staff accounts refers to the records associated with a member’s account once they have left the Service.

\*\*Note: Employment termination that is planned remains the employee’s responsibility to ensure that their records are transferred to the appropriate custodian prior to their departure.

\*\*\*Note: Refers to purchase orders and quotes that fall under the purchase threshold to be facilitated through Procurement. This would apply to orders of miscellaneous equipment, accessories, and services without purchase requisitions if the cost is less than \$10,000 and the vendor allows direct invoice. (E.g. orders from Amazon & CDW websites, support renewals, cabling contracts, etc.)



**Information Technology Development and Implementation**

Records relating to the designing, developing, testing and implementing hardware infrastructure, applications, and databases to support the business needs of the police service.

**Includes:**

- Business Architecture
- Developer Notes
- Hardware infrastructure, software, and network specification

**Excludes:**

- N/A

**Office Responsible for Retention and Disposition of Original Records:**

Manager – Information Technology

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Business Architecture	Calendar Year	1	Destroy	Medium	N/A
Systems Documentation	Superseded (Decommissioned)	1	Destroy	Medium	N/A
Systems Documentation, Change Request Logs (Minor)	Superseded (Decommissioned)	1	Destroy	Medium	N/A
Systems Documentation, Change Request Logs (Major)	Superseded (Decommissioned)	1	Destroy	Medium	N/A



**Information Technology Planning**

Records relating to the defining of technological and functional requirements, including measurements and user expectations, and of assessing the feasibility of defined information technology resource requirements and estimating their costs.

**Includes:**

- Background research
- Meeting notes
- Service delivery options
- Projections
- IT strategy
- IT strategic reports
- Project Plans
- Departmental plans and priorities reporting

**Excludes:**

- N/A

**Office Responsible for Retention and Disposition of Original Records:**

Manager – Information Technology

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
IT Strategy, IT Strategic plans and project plans	Superseded	1	Destroy	Medium	N/A
All other planning records	Calendar Year	1	Destroy	Medium	N/A
Project Logs	End of Project	15	Destroy	Medium	N/A
Project Management Assets	End of Project	15	Destroy	Medium	N/A





**Public Affairs**

Public Affairs



## Public Affairs

Records relating to managing all internal and external communications aimed at explaining the mission, vision and values of the police service and providing public safety information to an audience of members, media, partners, and the general public.

### Includes:

- Advertising
- Annual Reports
- Communications Plans
- Key Messages
- Media releases
- Social Media Posts
- Speaking Notes/Backgrounders
- Website Content

### Excludes:

- CAD Communications/Radio Room: use [Communications – Radio Room](#)

### Office Responsible for Retention and Disposition of Original Records:

Public Affairs

### Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Annual Reports	Calendar Year	1	Transfer to Archives	Low	N/A
Advertising	Superseded	1	Destroy	Low	N/A
Communications Plans	Calendar Year	15	Review for Destruction	Medium	N/A
Media Releases - Reference	Calendar Year	15	Review for Destruction	Low	N/A
Media Releases – unpublished	Date Published	1	Unpublished	Low	N/A
Social Media Posts	Calendar Year	5	Destroy	Low	N/A
Speaking Notes/Backgrounders	Calendar Year	15	Review for Destruction	Medium	N/A
Website Content	Superseded	-	Destroy	Low	N/A



## Operational Functions

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### Communications – Radio Room

Alarm Coordination

Communications – Radio Room

### Community Mobilization

Community Relations

Community Services / Crime Prevention

Crisis Response

Mounted Operations

Youth Services

### Court Services

Court Services

Prisoner Management

### Investigative Services

Crime Investigation – Drugs

Crime Investigation – Major

Crime Investigation – Non-Threshold Offences

Crime Investigation – Notebooks

Victim Services

### Professional Standards and Development

Business Planning

Professional Standards

Quality Assurance

Training

### Property and Evidence Management

Property and Evidence

### Records Management – Operations

CPIC

Criminal Records

Police Records Checks

Records Disclosure

Records Quality Assurance

Records Suspensions



**Support Services**

Canine Unit

Emergency Response Unit

Marine Operations

Paid Duty Administration

Traffic Enforcement

Traffic Services



**Communications – Radio Room**

Alarm Coordination

Communications – Radio Room



### Alarm Coordination

Records relating to the operation of the Alarm program.

#### Includes:

- Records relating to the registrations /cancellation from alarm companies
- Police response to alarms
- Service Agreements

#### Excludes:

- Records related to false alarm invoices: use [Financial Reporting](#)

#### Office Responsible for Retention and Disposition of Original Records:

Superintendent – Support Services

#### Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
E (Cry Wolf Software) Record of Service – records of police response	Expiration of Agreement	3	Destroy	Low	N/A
Registration / Cancellations from Alarm Companies	Expiration of Agreement	3	Destroy	Low	N/A
Alarm Program Service Agreement – Signed service agreement between HPS Board & the alarm monitoring station	Expiration of Agreement (Service Agreement Terminated and/or False Alarm Program in force)	3	Destroy	Low	N/A



**Communications – Radio Room**

Records relating to the delivery of emergency communications services.

**Includes:**

- 911 call capture logs
- Recordings/CAD logs

**Excludes:**

- Registries (e.g. Autism, Alzheimer’s, etc.)
- Corporate Communications: use [Public Affairs](#)

**Office Responsible for Retention and Disposition of Original Records:**

Staff Sergeant – Communications Centre

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
911 Call Capture Logs	Calendar Year	3	Destroy	High	N/A
CAD Records	Calendar Year	3	Destroy	High	N/A
Telephony Radio Voice Transmissions	Calendar Year	3	Destroy	High	N/A



## **Community Mobilization**

- Community Relations
- Community Services / Crime Prevention
- Crisis Response
- Mounted Operations
- Youth Services





**Community Relations**

Records relating to community relations activities including with diverse communities.

**Includes:**

- Contact records
- Events or correspondence with diverse communities
- Reference material

**Excludes:**

- Records related to training material: use [Training](#)

**Office Responsible for Retention and Disposition of Original Records:**

Superintendent – Community Mobilization

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Contact Information	Superseded	2	Destroy	High – Personal Information Bank	N/A
Relationships within Diverse Communities	Calendar Year	10	Destroy	Medium	N/A



**Community Services / Crime Prevention**

Records relating to the delivery of crime prevention education, programs, safety programs and campaigns.

**Includes:**

- Crime Prevention through Environmental Design Reports (C.P.T.E.D)
- SPEAR Program (Schools Information)
- Community Events and reference material
- Crime Prevention

**Excludes:**

- N/A

**Office Responsible for Retention and Disposition of Original Records:**

Superintendent – Community Mobilization

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Community Events	Calendar Year	2	Destroy	Medium	N/A
Crime Prevention Programs Reference	Calendar Year	5	Destroy	Medium	<a href="#">2-CSPA-8</a>
C.P.T.E.D Reports	Calendar Year	5	Destroy	Low	N/A
SPEAR (Strategic Police Emergency Action Response) Program	Superseded (School Floor Plan Changes)	2	Destroy	Low	N/A



**Crisis Response**

Records relating to the delivery of crisis response services.

**Includes:**

- Records relating to the CRB Dashboard
- MCCRT
- COAST
- Community Partnerships (Committees)

**Excludes:**

- Records related to CIT training: use [Training](#)

**Office Responsible for Retention and Disposition of Original Records:**

Superintendent – Community Mobilization

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
CRB Dashboard	Superseded	10	Destroy	Medium	N/A
Reference MCCRT and COAST	Calendar Year	10	Destroy	High	N/A
Community Partnerships (Committees)	Calendar Year	10	Destroy	High	N/A



**Mounted Operations**

Records relating to the delivery of mounted unit services.

**Includes:**

- Records in Training logs
- Veterinary records
- Adoption Records

**Excludes:**

- Records related to statistics and housekeeping: use [Planning and Research](#)

**Office Responsible for Retention and Disposition of Original Records:**

Superintendent – Community Mobilization

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Training Logs – Weekly	Superseded (Horse retires or no longer in service)	2	Destroy	Low	N/A
Veterinary Records	Superseded (Horse retires or no longer in service)	2	Destroy	Low	N/A
	Superseded (Adoption – records )	-	Transfer to new custodian	Low	N/A



**Youth Services**

Records relating to the delivery of youth services.

**Includes:**

- Youth Services administration files/statistics

**Excludes:**

- N/A

**Office Responsible for Retention and Disposition of Original Records:**

Superintendent – Community Mobilization

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Community Partnerships Current & Disband Committees)	End of Partnership	10	Destroy	Medium	N/A
Statistics (S.T.O.P Targets, Diversion, Drug Sweeps, S.O.S Sheet, Youth in Crisis – monthly & yearly)	Superseded (5 year comparison)	10	Destroy	Medium	N/A



**Court Services**

Court Services  
Prisoner Management



**Court Services**

Records relating to the delivery of court services.

**Includes:**

- Court correspondence
- Criminal and Provincial Offences Court packages
- Parole warrants
- Peace bonds
- Warrants – executed
- Warrants - outstanding

**Excludes:**

- N/A

**Office Responsible for Retention and Disposition of Original Records:**

Superintendent – Support Services

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Court Correspondence	Calendar Year	2	Destroy	High – Personal Information Bank	N/A
Parole Warrants	Warrant Executed	-	Transfer to MAG	High – Personal Information Bank	N/A
Peace Bonds	Peace Bond Expired	-	Transfer to MAG	High – Personal Information Bank	N/A
Warrants – Executed	Warrant Executed	-	Transfer to MAG	High – Personal Information Bank	N/A
Warrants – Outstanding	Warrant Executed (or Recalled)	-	Transfer to MAG	High – Personal Information Bank	N/A



### Prisoner Management

Records relating to the delivery of prisoner management services.

#### Includes:

- Bail reporting
- Booking area recordings
- Cell block and prisoner management area recordings
- Court date tracking/court attendance records
- Prisoner location tracking
- Prisoner transfers

#### Excludes:

- N/A

#### Office Responsible for Retention and Disposition of Original Records:

Superintendent – Support Services

#### Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Bail reporting	Expiration of bail	1	Destroy	High – Personal Information Bank	N/A
Booking area recordings	Date Recorded	2	Destroy	High – Personal Information Bank	N/A
Cell block and prisoner management area recordings	Date Recorded	2	Destroy	High – Personal Information Bank	N/A
Court date tracking/court attendance records	Calendar Year	2	Destroy	High – Personal Information Bank	N/A
Prisoner location tracking	Calendar Year	1	Destroy	High – Personal Information Bank	N/A
Prisoner transfers	Calendar Year	2	Destroy	High – Personal Information Bank	N/A





## **Investigative Services**

- Crime Investigation – Drug
- Crime Investigation – Major Crime
- Crime Investigation – Non-Threshold Offences
- Crime Investigation – Notebooks
- Victim Services



### Crime Investigation – Drug

Records supporting the investigations of the possession of, trafficking in, importation/production of, found and intercepted drugs.

#### Includes:

- Records relating to all drug investigations
- Operational Plans

#### Excludes:

- Records relating to any other investigation: use [Crime Investigation – Major Crime](#), [Crime Investigation – Non-Threshold Offences](#), [Crime Investigation – Notebooks](#)

#### Office Responsible for Retention and Disposition of Original Records:

Superintendent – Investigative Services

#### Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Investigative materials – Not cleared	-	-	Transfer to Cleared by Charge or Cleared Otherwise file	High	N/A
Investigative materials – Cleared by Charge Possess cannabis over 30g/plant in public place/plants more than 4	Date of Disposition	5	Destroy	High	<a href="#">1-CA-1</a> <a href="#">2-CCA-1</a> <a href="#">2-CLA-1</a>
Investigative materials – Cleared Otherwise Possess cannabis over 30g/plant in public place/plants more than 4	Incident Clearance Date	5	Destroy	High	<a href="#">1-CA-1</a> <a href="#">2-CCA-1</a> <a href="#">2-CLA-1</a>
Investigative materials – Unfounded Possess cannabis over 30g/plant in public place/plants more than 4	Incident deemed unfounded	5	Destroy	High	<a href="#">1-CA-1</a> <a href="#">2-CCA-1</a> <a href="#">2-CLA-1</a>



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Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Cannabis Investigative materials – Not cleared <ul style="list-style-type: none"> <li>• Alter or offer to alter chemical properties</li> <li>• Cultivate, propagate or harvest illicit cannabis</li> <li>• Cultivate, propagate or harvest more than 4 plants</li> <li>• Distribute/Sell</li> <li>• Import/Export</li> </ul>	-	-	Transfer to Cleared by Charge or Cleared Otherwise file	High	<a href="#">1-CA-1</a> <a href="#">2-CCA-1</a> <a href="#">2-CLA-1</a>
Cannabis Investigative materials – Cleared by Charge <ul style="list-style-type: none"> <li>• Alter or offer to alter chemical properties</li> <li>• Cultivate, propagate or harvest illicit cannabis</li> <li>• Cultivate, propagate or harvest more than 4 plants</li> <li>• Distribute/Sell</li> <li>• Import/Export</li> </ul>	Date of Disposition	14	Destroy	High	<a href="#">1-CA-1</a> <a href="#">2-CCA-1</a> <a href="#">2-CLA-1</a>
Cannabis Investigative materials – Cleared Otherwise <ul style="list-style-type: none"> <li>• Alter or offer to alter chemical properties</li> <li>• Cultivate, propagate or harvest illicit cannabis</li> <li>• Cultivate, propagate or harvest more than 4 plants</li> <li>• Distribute/Sell</li> <li>• Import/Export</li> </ul>	Incident Clearance Date	14	Destroy	High	<a href="#">1-CA-1</a> <a href="#">2-CCA-1</a> <a href="#">2-CLA-1</a>



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Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Cannabis Investigative materials – Unfounded <ul style="list-style-type: none"> <li>• Alter or offer to alter chemical properties</li> <li>• Cultivate, propagate or harvest illicit cannabis</li> <li>• Cultivate, propagate or harvest more than 4 plants</li> <li>• Distribute/Sell</li> <li>• Import/Export</li> </ul>	Incident deemed unfounded	2	Destroy	High	<a href="#">1-CA-1</a> <a href="#">2-CCA-1</a> <a href="#">2-CLA-1</a>
Investigative materials – Not cleared <ul style="list-style-type: none"> <li>• Possess cocaine / ecstasy /heroin /methamphetamines /restricted or controlled drugs</li> </ul>	-	-	Transfer to Cleared by Charge or Cleared Otherwise file	High	<a href="#">1-CDSA-1</a>
Investigative materials – Cleared by Charge <ul style="list-style-type: none"> <li>• Possess cocaine / ecstasy /heroin /methamphetamines /restricted or controlled drugs</li> </ul>	Date of Disposition	7	Destroy	High	<a href="#">1-CDSA-1</a>
Investigative materials – Cleared Otherwise <ul style="list-style-type: none"> <li>• Possess cocaine / ecstasy /heroin /methamphetamines /restricted or controlled drugs</li> </ul>	Incident Clearance Date	7	Destroy	High	<a href="#">1-CDSA-1</a>
Investigative materials – Unfounded <ul style="list-style-type: none"> <li>• Possess cocaine / ecstasy /heroin</li> </ul>	Incident deemed unfounded	2	Destroy	High	<a href="#">1-CDSA-1</a>



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Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
/methamphetamines /restricted or controlled drugs					
Investigative materials – Not cleared • Import / Export / Produce / Traffic in; cocaine / ecstasy /heroin /methamphetamines /restricted or controlled drugs	-	-	Transfer to Cleared by Charge or Cleared Otherwise file	High	<a href="#">1-CDSA-1</a>
Investigative materials – Cleared by Charge • Import / Export / Produce / Traffic in; cocaine / ecstasy /heroin /methamphetamines /restricted or controlled drugs	Date of Disposition	25	Destroy	High	<a href="#">1-CDSA-1</a>
Investigative materials – Cleared Otherwise • Import / Export / Produce / Traffic in; cocaine / ecstasy /heroin /methamphetamines /restricted or controlled drugs	Incident Clearance Date	25	Destroy	High	<a href="#">1-CDSA-1</a>
Investigative materials – Unfounded • Import / Export / Produce / Traffic in; cocaine / ecstasy /heroin /methamphetamines /restricted or controlled drugs	Incident deemed unfounded	5	Destroy	High	<a href="#">1-CDSA-1</a>



**Crime Investigation – Major Crime**

Records supporting the activities of preserving the peace, providing assistance, apprehending offenders, and enforcing the law.

**Includes:**

- Abduction
- Arson, disregard for human life
- Homicide
- Internet Child Exploitation
- Missing Persons where foul play suspected
- Robbery
- Sexual Offences
- Terrorism
- Operational Plans

**Excludes:**

- Arson, damage to property: use [Crime Investigation – Non-Threshold Offences](#)
- Assault: use [Crime Investigation – Non-Threshold Offences](#)
- Breaches: use [Crime Investigation – Non-Threshold Offences](#)
- Break and Enter: use [Crime Investigation – Non-Threshold Offences](#)
- Cyber Crime: use [Crime Investigation – Non-Threshold Offences](#)
- Mischief: use [Crime Investigation – Non-Threshold Offences](#)
- Missing Persons, except where foul play is suspected: use [Crime Investigation – Non-Threshold Offences](#)
- Indecent Acts: use [Crime Investigation – Non-Threshold Offences](#)
- Organized Crime: use [Crime Investigation – Non-Threshold Offences](#)
- Theft: use [Crime Investigation – Non-Threshold Offences](#)
- Threats and Harassment: use [Crime Investigation – Non-Threshold Offences](#)
- Weapons: use [Crime Investigation – Non-Threshold Offences](#)
- Drug Investigations: use [Crime Investigation – Drug](#)
- Traffic Enforcement: use [Traffic Enforcement](#)

**Office Responsible for Retention and Disposition of Original Records:**

Superintendent – Investigative Services

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Investigative materials – Not cleared	-	-	Transfer to Cleared by Charge or Cleared Otherwise file	High	<a href="#">2-CSPA-2</a> <a href="#">2-CSPA-15</a>



Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Investigative materials – Cleared by Charge	Date of Disposition	100	Destroy	High	<a href="#">2-CSPA-2</a> <a href="#">2-CSPA-15</a>
Investigative materials – Cleared Otherwise	Incident Clearance Date	100	Destroy	High	<a href="#">2-CSPA-2</a> <a href="#">2-CSPA-15</a>
Investigative materials – Unfounded	Incident deemed unfounded (exception: Homicide)	100	Destroy	High	<a href="#">2-CSPA-2</a> <a href="#">2-CSPA-15</a>

\*\*Different disposition amount based on age of victim (child).



**Crime Investigation – Non-Threshold Offences**

Records supporting the activities of preserving the peace, providing assistance, apprehending offenders, and enforcing the law.

**Includes:**

- Arson, damage to property
- Assault
- Breaches
- Break and Enter
- Cyber Crime
- Mischief
- Missing Persons, except where foul play suspected
- Indecent Acts
- Organized Crime
- Theft
- Threats and Harassment
- Weapons
- Operational Plans

**Excludes:**

- Abduction: use: [Crime Investigation – Major Crime](#)
- Arson, disregard for human life: use: [Crime Investigation – Major Crime](#)
- Homicide: use: [Crime Investigation – Major Crime](#)
- Internet Child Exploitation: use: [Crime Investigation – Major Crime](#)
- Missing Persons where foul play suspected: use: [Crime Investigation – Major Crime](#)
- Robbery: use: [Crime Investigation – Major Crime](#)
- Sexual Offences: use: [Crime Investigation – Major Crime](#)
- Terrorism: use: [Crime Investigation – Major Crime](#)
- Drug Investigations: use [Crime Investigation – Drug](#)
- Traffic Enforcement: use [Traffic Enforcement](#)

**Office Responsible for Retention and Disposition of Original Records:**

Superintendent – Investigative Services

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Investigative materials – Not cleared	-	-	Transfer to Cleared by Charge or Cleared Otherwise file	High	<a href="#">2-CSPA-15</a>





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Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Investigative materials – Cleared by Charge	Date of Disposition	25	Destroy	High	<a href="#">2-CSPA-15</a>
Investigative materials – Cleared Otherwise	Incident Clearance Date	25	Destroy	High	<a href="#">2-CSPA-15</a>
Investigative materials – Unfounded	Incident deemed unfounded (exception: Homicide)	5	Destroy	High	<a href="#">2-CSPA-15</a>



**Crime Investigation – Notebooks**

Records regarding the retention and destruction of Officer Notebooks.

**Includes:**

- Officer Notebooks – All Other Non-Major Case
- Officer Notebooks – Major Case

**Excludes:**

- N/A

**Office Responsible for Retention and Disposition of Original Records:**

Manager – Records and Property

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Officer Notebooks – Major	File Closure (Termination)	100	Destroy	High	N/A
Officer Notebooks – Non-Major	File Closure (Termination)	15	Destroy	High	N/A



### Victim Services

Records relating to the delivery of victim support services.

#### Includes:

- Records included contact records
- Victim Quick Response Applications
- Reference material

#### Excludes:

- Records related to volunteer applications: use [Recruitment](#)

#### Office Responsible for Retention and Disposition of Original Records:

Superintendent – Investigative Services

#### Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Active Volunteers – File	File Closure (No longer active – File moves to HR)	1	Destroy	High	N/A
Incident Reporting Database – any contact made with people	Superseded	-	Destroy	High – Personal Information Bank	<a href="#">2-CSPA-8</a>
Team Leader Reports – (hard Copy)	Calendar Year	7	Destroy	High – Personal Information Bank	N/A
Victim QUICK Response Program (MAG) – Application Forms for Financial Support immediately after a Violent Incident	Calendar Year	7	Destroy	High – Personal Information Bank	N/A



**Professional Standards and Development**

- Business Planning
- Professional Standards
- Quality Assurance
- Training



**Business Planning**

Records relating to the development and implementation of the Business Plan.

**Includes:**

- Final and approved Service and departmental strategic plan documents
- SWOT and other business environment analyses
- Records of public consultations
- Other business planning working papers

**Excludes:**

- Records related to performance: use [Recruitment](#) or [Labour Relations](#)

**Office Responsible for Retention and Disposition of Original Records:**

Superintendent – Professional Development Division

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Business Plan	Calendar Year	6	Destroy, subject to selection	Low	<a href="#">2-CSPA-3</a>
Business Plan working documents	Calendar Year	3	Destroy	Low	<a href="#">2-CSPA-3</a>



**Professional Standards**

Records relating to the investigation of complaints arising from public (LECA formerly OIPRD) complaints, internal (Chief’s Complaints), and Human Rights Complaints. Also includes records pertaining to McNeil Disclosure, SIU liaison, and workplace threats.

**Includes:**

- Public Complaints including conduct
- Service/policy complaints
- Chiefs Complaints including workplace harassment complaints
- Human Rights Complaints
- Disposition without a Hearing records
- Disposition with a Hearing Records
- Criminal charges
- McNeil Reports
- SIU liaison records
- Documentation of investigations
- Follow up and resolutions

**Excludes:**

- Member Development Profile Record (MDPR): use [Recruitment](#)
- Suspect Apprehension Pursuits Training Plan: use [Training](#)
- Civil Litigation: use [Legal](#) (retain reference file until legal hold expires)

**Office Responsible for Retention and Disposition of Original Records:**

Superintendent – Professional Development Division

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Public and Internal Complaints – without a Hearing	Date of Disposition (no further disciplinary action *note: if further discipline occurs, all files are retained)	5	Destroy file Expunge from Personnel file 2 years from date of disposition if discipline free	High – Personal Information Bank	<a href="#">2-CSPA-5</a> <a href="#">2-CSPA-6</a> <a href="#">2-CSPA-11</a>
Public and Internal Complaints – With Hearing	Date of Disposition (conviction; no further	15	Destroy, subject to review Expunge from Personnel file 2 years from date	High – Personal Information Bank	<a href="#">2-CSPA-5</a> <a href="#">2-CSPA-7</a> <a href="#">2-CSPA-11</a>



Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
	disciplinary action *if the discipline is more than 80 hours, the individual must apply to the Chief to have file expunged)		of disposition if acquitted Expunge from Personnel file 5 years if convicted		
S. 11 Investigations and Reports	Calendar Year	15	Destroy	High – Personal Information Bank	<a href="#">2-CSPA-9</a> <a href="#">2-CSPA-11</a>
Officer Involved Shooting Reports	Calendar Year	15	Destroy	High – Personal Information Bank	<a href="#">2-CSPA-11</a>
McNeil Disclosure Records	Age 80	30	Destroy	High – Personal Information Bank	<a href="#">2-CSPA-11</a> <a href="#">3-MCNEIL-1</a>
IAPro Early Intervention Tracking (includes discipline history)	Calendar Year	7	Destroy	High – Personal Information Bank	<a href="#">2-CSPA-11</a>



**Quality Assurance**

Records relating to the administration of the quality improvement process, as it pertains to Service audits and continuous improvement processes.

**Includes:**

- Records of all official and approved Service Policies and Procedures
- Final compliance and comprehensive audits

**Excludes:**

- N/A

**Office Responsible for Retention and Disposition of Original Records:**

Superintendent – Professional Development Division

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Compliance Audits	Calendar Year	3	Destroy, subject to selection	High	<a href="#">2-CSPA-4</a>
Comprehensive Audits	Calendar Year	10	Destroy, subject to selection	High	<a href="#">2-CSPA-4</a>
Policies and Procedures	Superseded	-	Permanent	High	<a href="#">2-CSPA-4</a>





## Training

Records relating to occupational training where there is a legislated, operational or legal requirement to retain records.

### Includes:

- Records pertaining to workplace Health and Safety
- WHMIS
- Driver training
- Use of force training
- Firearms training and certification
- Other training programs requiring a special license or certification, equipment use, etc.

### Excludes:

- Professional Development and training materials unrelated to a long-term business needs, or kept by a member for reference: use [Definitions and Key Terms - Transitory Records](#)

### Office Responsible for Retention and Disposition of Original Records:

Superintendent – Professional Development Division

### Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Training course records	End of Project (Completion date of course or event)	30	Destroy	High	<a href="#">2-LA-1</a>
Training Manuals	Superseded	10	Destroy	High	N/A
Use of Force Reports, Part A	Calendar Year	3	Destroy	High	<a href="#">2-CSPA-1</a>
Training Lesson Plans	Superseded	10	Destroy	High	<a href="#">2-CSPA-1</a>
Training Plans	Superseded	10	Destroy, subject to selection	High	<a href="#">2-LA-1</a>



## **Property and Evidence Management**

Storage and Disposition of Property



### Storage and Disposition of Property

Records relating to the handling of property seized by the Hamilton Police Service for safekeeping or for evidence.

#### Includes:

- Records pertaining to the management of personal property of all kinds, including money, liquor, drugs, and firearms

#### Excludes:

- Records pertaining to the disposition of cases and evidence: use [Records Management - Operations](#)

#### Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

#### Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Firearms Destruction Report	Calendar Year	10	Destroy	Low	<a href="#">2-CSPA-14</a>
Health Canada Seizure and Disposition Report	Calendar Year	1	Destroy	Medium	<a href="#">1-CDSA-2</a>
Firearms, biohazard, liquor Destruction	Calendar Year	10	Destroy	Low	<a href="#">3-IAPE-1</a>
Auction Records	Calendar Year	10	Destroy	Low	<a href="#">2-CSPA-13</a>
Confiscated Funds Report	Calendar Year	6	Destroy	Medium	N/A



## **Records Management – Operations**

CPIC

Criminal Records

Niche RMS

Police Record Checks

Records Disclosure

Records Quality Assurance

Record Suspensions



**CPIC**

Records relating to the use of the CPIC system.

**Includes:**

- CPIC audit records
- CPIC messages
- CPIC offline searches
- CPIC purge lists
- CPIC removals
- CPIC validation lists
- FIP/SIP

**Excludes:**

- N/A

**Office Responsible for Retention and Disposition of Original Records:**

Manager – Records and Property

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
CPIC Audit Records	Superseded (Completion of next CPIC audit)	-	Destroy	High	N/A
CPIC Messages	Calendar Year	-	Destroy	High	N/A
CPIC Purge Lists	Superseded (Completion of next CPIC audit)	-	Destroy	High	N/A
CPIC Offline Searches	Calendar Year	2	Destroy	High	N/A
CPIC Removals	Calendar Year	-	Destroy	High	N/A
CPIC Validation Lists	Superseded (Completion of next CPIC audit)	-	Destroy	High	N/A



## Criminal Records

Records relating to individuals arrested or convicted.

### Includes:

- Criminal dossier
- Criminal record file
- Disposition of charges
- Fingerprints

### Excludes:

- Criminal Investigation Files: use [Investigative Services](#)

### Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

### Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Criminal File – convicted	Age 125	-	Destroy	High	N/A
Criminal File – Deceased (Confirmed by Prints)	Notification of death received	1	Destroy	High	N/A
Criminal File – Deceased (NOT Confirmed by Prints)	Notification of death received	1	Destroy	High	N/A
Withdrawn/Dismissed (first offence)	Disposition received and request to destroy	1	Destroy	High	N/A
Criminal File – Not convicted VICIAS (First Offence)	Disposition received and request to destroy	25	Destroy	High	N/A
Criminal File – Absolute Discharge	Date of Disposition	1	Destroy	High	N/A
Criminal File – Conditional Discharge	Date of Disposition	3	Destroy	High	N/A
Criminal File – Record Suspension Received	Records Suspension received	-	Sealed	High	N/A
Criminal File – Youth Acquittal other than by Insanity	Date of Disposition	3 months	Destroy	High	N/A



Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Criminal File – Youth Dismissed and Withdrawn	Date of Disposition	1	Destroy	High	N/A
Criminal File – Youth Stayed	Date of Disposition	1	Destroy	High	N/A
Criminal File – Youth Extrajudicial Measures, after consent	Date of Disposition	3	Destroy	High	N/A
Criminal File – Youth Conditional Discharge	Date of Disposition	3	Destroy	High	N/A
Criminal File – Youth Indictable Offence, after sentence completed	Disposition received and sentence completed	5	Destroy	High	N/A
Criminal File – Youth Summary Offence, after sentence completed	Disposition received and sentence completed	3	Destroy	High	N/A

**\*Note:** Retention timeline includes the appeal periods for youth purges.



**Police Records Checks**

Records relating to the delivery of police record checks.

**Includes:**

- Civil fingerprinting forms
- Local police record checks (for records suspension)
- Police record checks (CRC, CRJMC, VS)
- Police record check reconsideration requests and decisions
- HR Background Checks

**Excludes:**

- N/A

**Office Responsible for Retention and Disposition of Original Records:**

Manager – Records and Property

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Civil fingerprinting forms submitted to CCRTIS	Calendar Year	2	Destroy	High	N/A
Local police record checks	Calendar Year	2	Destroy	High	<a href="#">2-PRCRA-1</a> <a href="#">2-CSPA-10</a>
Police Record Checks	Calendar Year	2	Destroy	High	<a href="#">2-PRCRA-1</a> <a href="#">2-CSPA-10</a>
Police Record Check reconsideration requests and decisions	Calendar Year	2	Destroy	High	<a href="#">2-PRCRA-1</a> <a href="#">2-CSPA-10</a>
HR Background Checks	Calendar Year	2	Destroy	High	N/A





**Records Disclosure**

Records pertaining to court disclosure pursuant to ongoing investigations.

**Includes:**

- Subpoenas
- Summons

**Excludes:**

- N/A

**Office Responsible for Retention and Disposition of Original Records:**

Manager – Records and Property

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Subpoenas and Summons	End of Litigation (Resolution of Case)	5	Destroy	High	N/A



**Records Quality Assurance**

Records relating to the quality assurance of occurrence reports.

**Includes:**

- Canadian Centre for Justice Statistics – uniform crime reporting
- Occurrence reports review
- Occurrence reports year end processing
- Occurrence statistics/statistical reports

**Excludes:**

- Quality Assurance pertaining to Service audits: use [Professional Standards](#)

**Office Responsible for Retention and Disposition of Original Records:**

Manager – Records and Property

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Occurrence reports year end processing	Calendar Year	1	Destroy	High	N/A
Occurrence statistics/statistical reports	Calendar Year	5	Destroy	High	N/A



**Records Suspensions**

Records relating to the completion of record suspensions (formerly pardons).

**Includes:**

- Notification of record suspension issued (formerly known as a pardon)
- Notification of record suspension revoked
- Fingerprint Destruction

**Excludes:**

- N/A

**Office Responsible for Retention and Disposition of Original Records:**

Manager – Records and Property

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Notification of record suspension issued/revoked	Records Suspension Received	-	Transfer to Criminal File	High	N/A
Fingerprint Destruction	Records Suspension Received	-	Transfer to Archives	High	N/A



## Support Services

Canine Unit  
Emergency Response / Public Order  
Marine Operations  
Paid Duty Administration  
Traffic Enforcement  
Traffic Services



**Canine Unit**

Records relating to services provided by the Canine Unit.

**Includes:**

- Records of training logs
- Dog handler certificates
- Bite reports
- Canine reports and veterinary records
- Use of the police dogs for activities such as tracking via human scent or controlled substances detection

**Excludes:**

- Records related to statistics and housekeeping: use [Planning and Research](#)
- Use of force reports: use [Training](#)

**Office Responsible for Retention and Disposition of Original Records:**

Superintendent – Support Services

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Dog Bite Reports	Matter Concluded	7	Destroy	Medium	<a href="#">2-LA-2</a>
Dog Handler Certificates	Superseded	-	Destroy	-	<a href="#">2-LA-2</a>
Training logs – weekly/activity reports	File Closure (Dog retires or no longer in service)	3	Destroy	Low	<a href="#">2-LA-2</a>
Veterinary Records	File Closure (Dog retires or no longer in service)	3	Destroy	Low	<a href="#">2-LA-2</a>


**Emergency Response / Public Order**

Records relating to the delivery of Emergency Response and Public Order Services.

**Includes:**

- Records related to equipment, explosives, logs and operational records that document the operations of the unit

**Excludes:**

- Records related to Use of Force reports and Training records: use [Training](#)

**Office Responsible for Retention and Disposition of Original Records:**

Superintendent – Support Services

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Distraction Devices Deployment Log	Incident Clearance Date	5	Destroy	Medium	N/A
Equipment Records	Incident Clearance Date	10	Disposal of Equipment	Low	N/A
Explosives Disposal Incident Reports	Incident Clearance Date	25	Destroy	High	N/A
Ground Search	Incident Clearance Date	25	Destroy	High	N/A
Logs – Member Issue Equipment	Superseded (Continuous Update)	-	Destroy	Medium	N/A
Explosive Inventory Log	Calendar Year	2	Destroy	Medium	N/A
Ammunition Inventory Log	Calendar Year	2	Destroy	Medium	N/A
Weapons Maintenance Log	Calendar Year	3	Destroy	Medium	N/A
Operational Call Log (Debrief Log)	Calendar Year	5	Destroy	Medium	N/A
Tactical Operations Plan	Incident Clearance Date	10	Destroy	Medium	N/A
Flight Log (Remotely)	Calendar Year	2	Destroy	High	N/A



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Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Piloted Aircraft System)					



**Marine Operations**

Records relating to the delivery of services by the Marine Unit.

**Includes:**

- Equipment logs
- Pleasure Craft Examination
- Search & Rescue Operation Reports
- Vessel registration

**Excludes:**

- Records related to equipment logs and maintenance: use [Facilities Maintenance](#)

**Office Responsible for Retention and Disposition of Original Records:**

Superintendent – Support Services

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Pleasure Craft Examination	Calendar Year	1	Destroy	Low	N/A
Search & Rescue Operation Plan	Incident Clearance Date	1	Destroy	Low	N/A
Vessel Registration	Superseded (Vessel no longer in use)	25	Destroy	Low	N/A




**Paid Duty Administration**

Records relating to the administration of the Paid Duty Program.

**Includes:**

- Permits
- Paid duty assignments
- Paid duty list
- Request for wide load escort

**Excludes:**

- Records related to housekeeping: use [Definitions and Key Terms - Transitory Records](#)
- Invoices & Payroll reports: use [Financial Reporting](#)

**Office Responsible for Retention and Disposition of Original Records:**

Superintendent – Support Services

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Paid Duty Assignments	Paid Duty Assignment	1	Destroy	Low	N/A
Paid Duty Contracts	Paid Duty Assignment	1	Destroy	Low	N/A
Paid Duty List	Paid Duty Assignment	1	Destroy	Low	N/A
Permits	Paid Duty Assignment (Special permits from City regarding Road Closures)	6 months	Destroy	Low	N/A
Request for Wide Load Escort	Paid Duty Assignment	1	Destroy	Low	N/A
Reports – Supt. & PSB	Calendar Year	1	Destroy	Low	N/A



**Traffic Enforcement**

Records relating to the investigation of traffic related violations.

**Includes:**

- Fatal Motor Vehicle Collisions
- Dangerous Operation of a Motor Vehicle/Boat/Vessel/Aircraft
- Impaired Operation
- Impaired Traffic Offences
- Fail or Refuse to Provide a Breath or Blood Sample
- Motor Vehicle Collisions
  - Driving while Prohibited
  - Fail to Stop or Remain
  - Dangerous Driving
  - Driving while Disqualified or License Suspended
- Parking Violations
- Traffic Tickets – Early Resolution Matters

**Excludes:**

- Records related to the administration of traffic services: use [Traffic Services](#)

**Office Responsible for Retention and Disposition of Original Records:**

Superintendent – Support Services

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Traffic Enforcement Investigative Materials Non-Criminal	Incident Clearance Date	-	Transfer to traffic enforcement investigative materials non-criminal, depending on solve status	High	<a href="#">2-HTA-1</a> <a href="#">2-CSPA-12</a>
Traffic Enforcement Investigative Materials – Non-Criminal Cleared by HTA Charge • MVC Report	Date of Disposition (Final Court disposition date/PON closure)	5	Destroy	High	<a href="#">2-HTA-1</a> <a href="#">2-CSPA-12</a>
Traffic Enforcement Investigative Materials – Non-Criminal Cleared Otherwise	Incident Clearance Date	5	Destroy	High	<a href="#">2-HTA-1</a> <a href="#">2-CSPA-12</a>



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Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
<ul style="list-style-type: none"> <li>• MVC Report</li> </ul>					
Traffic Enforcement Investigative Materials – Non-Criminal Unfounded <ul style="list-style-type: none"> <li>• MVC Report</li> </ul>	Incident Deemed Unfounded	1	Destroy	High	<a href="#">2-HTA-1</a> <a href="#">2-CSPA-12</a>
Traffic Enforcement Investigative Materials – Criminal Charges Involved – Not Cleared <ul style="list-style-type: none"> <li>• Operation while impaired</li> <li>• Failure or refusal to comply with demand</li> <li>• Failure to stop after accident</li> </ul>	Incident Clearance Date	-	Transfer to traffic enforcement investigative materials, criminal charges, depending on solve status	High	<a href="#">2-HTA-1</a> <a href="#">2-CSPA-12</a>
Traffic Enforcement Investigative Materials – Criminal Charges Involved – Cleared by Charge <ul style="list-style-type: none"> <li>• Operation while impaired</li> <li>• Failure or refusal to comply with demand</li> <li>• Failure to stop after accident</li> </ul>	Date of Disposition	10	Destroy	High	<a href="#">2-HTA-1</a> <a href="#">2-CSPA-12</a>
Traffic Enforcement Investigative Materials – Criminal Charges Involved – Cleared Otherwise <ul style="list-style-type: none"> <li>• Operation while impaired</li> </ul>	Incident Clearance Date	10	Destroy	High	<a href="#">2-HTA-1</a> <a href="#">2-CSPA-12</a>



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Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
<ul style="list-style-type: none"> <li>• Failure or refusal to comply with demand</li> <li>• Failure to stop after accident</li> </ul>					
Traffic Enforcement Investigative Materials – Criminal Charges Involved – Unfounded <ul style="list-style-type: none"> <li>• Operation while impaired</li> <li>• Failure or refusal to comply with demand</li> <li>• Failure to stop after accident</li> </ul>	Incident Deemed Unfounded	1	Destroy	High	<a href="#">2-HTA-1</a> <a href="#">2-CSPA-12</a>
Traffic Enforcement Investigative Materials – Not Cleared <ul style="list-style-type: none"> <li>• Cause bodily harm</li> <li>• Cause death/fatality</li> </ul>	Incident Clearance Date	-	Transfer to traffic enforcement investigative materials, based on solve status	High	<a href="#">2-HTA-1</a> <a href="#">2-CSPA-12</a>
Traffic Enforcement Investigative Materials – Cleared by Charge <ul style="list-style-type: none"> <li>• Cause bodily harm</li> <li>• Cause death/fatality</li> </ul>	Date of Disposition	25	Destroy	High	<a href="#">2-HTA-1</a> <a href="#">2-CSPA-12</a>
Traffic Enforcement Investigative Materials – Cleared Otherwise <ul style="list-style-type: none"> <li>• Cause bodily harm</li> <li>• Cause death/fatality</li> </ul>	Incident Clearance Date	25	Destroy	High	<a href="#">2-HTA-1</a> <a href="#">2-CSPA-12</a>



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Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Traffic Enforcement Investigative Materials – Unfounded <ul style="list-style-type: none"> <li>• Cause bodily harm</li> <li>• Cause death/fatality</li> </ul>	Incident Deemed Unfounded	1	Destroy	High	<a href="#">2-HTA-1</a> <a href="#">2-CSPA-12</a>
Traffic Tickets – Early Resolution Matters	Date of Disposition	5	Destroy	High	<a href="#">2-HTA-1</a> <a href="#">2-CSPA-12</a>



**Traffic Services**

Records relating to the administration of traffic services.

**Includes:**

- Traffic Enforcement projects
- Tow Tags

**Excludes:**

- Records related to motor vehicle collisions with personal injury: use [Traffic Enforcement](#)

**Office Responsible for Retention and Disposition of Original Records:**

Superintendent – Support Services

**Retention Timeline**

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Traffic Enforcement Projects	End of Project	2	Destroy	High	N/A
Tow Tags	Calendar Year	2	Destroy	Low	N/A


**Appendix 'A' – Criteria for Major Crime / Major Case Management**

The following is criteria for Major Crime / Major Case Management as indicated in P&P Major Case Management under Procedures. The following criteria offences are deemed to be major cases.

- a) homicides as defined in subsection 222 (4), Criminal Code of Canada, and attempts;
- b) sexual assaults, and all attempts (for the purpose of this standard, is deemed to include sexual interference, sexual exploitation and invitation to sexual touching);
- c) occurrences involving non-familial abductions and attempts;
- d) missing persons occurrences, where circumstances indicate a strong possibility of foul play;
- e) occurrences suspected to be homicide involving found human remains;
- f) criminal harassment cases in which the offender is not known to the victim; or
- g) any other case designated as a major case.

Threshold offences:

- a) homicides as defined in subsection 222(4), Criminal Code of Canada, and attempts;
- b) sexual assault and attempts (for the purpose of this standard, deemed to include sexual interference, sexual exploitation and invitation to sexual touching) in which one or more of the following factors is believed to exist:
  - i. the occurrence involves an offence in section 272 (carries, uses, or threatens to use a weapon /imitation; bodily; party to an offence) or
  - ii. the offender is unknown;
  - iii. the offender is known to have been or suspected to have been previously involved in a similar offence;
  - iv. multiple victims within a single offence;
  - v. multiple sexual acts;
  - vi. the use of restraints, bondage, disguise(s) by the offender;
  - vii. the use of photographic, video or audio equipment to record the offence;
  - viii. the removal of personal item(s) of the victim from the scene by the offender (e.g. driver's licence or article of clothing as a souvenir);
  - ix. scripting (e.g. the offender forces the victim to recite words/phrases or engage in prompted dialogue);
  - x. the use of a con or ruse by the offender to lure the victim, including the use of the Internet, chat lines or dating services;
  - xi. the commission of any other offence in conjunction with the sexual assault (e.g. criminal harassment, forcible confinement, administration of a noxious substance or suspected administration of a noxious substance intended to incapacitate);
  - xii. the victim is under the age of 14 years and the offender is a person in a position of authority or is a person with whom the victim is in a relationship of dependency;
  - xiii. torture;
  - xiv. penetration, including oral, vaginal or anal;
  - xv. missing person occurrences, where the circumstances indicate a strong possibility of foul play;
  - xvi. occurrences suspected to be homicide involving found human remains;
  - xvii. occurrences involving non-familial abductions and attempts; or
  - xviii. any major case that is linked to another major case within the same or another jurisdiction.



Not threshold offences:

- a) in sexual assaults with a known suspect when the following circumstances are present
  - i. the victim and suspect are in a familial relationship, including common-law;
  - ii. the victim and suspect have a previous relationship;
  - iii. the case involves historical sexual offences (e.g., an offence reported more than a year after having been committed);
  - iv. any sexual assault where a suspect has been identified and arrested within 14 days; or
  - v. sections (a)(i) to (a)(iv) do not apply in cases which are deemed to be predatory or serial in nature.
  
- b) In homicide investigations, including attempts where:
  - i. the victim and suspect were in familial relationship including common-law; and/or,
  - ii. the suspect has been arrested or identified within 14 days or is deceased; and,
  - iii. sections (b)(i) and (b)(ii) do not apply in cases which are deemed to be predatory or serial in nature
  
- c) In criminal harassment cases in which the offender is not known to the victim.




**Citation Table - #1 (Federal Jurisdiction)**

<b>Number</b>	<b>1-CA-1</b>
<b>Citation</b>	Cannabis Act, S.C. 2018, c. 16, s.45
<b>Record Type</b>	Offence Prosecutions – limitation period
<b>Retention/Limitation Period</b>	45. No summary conviction proceedings in respect of an offence under section 44 may be commenced after the expiry of one year after the day on which the subject-matter of the proceedings arose.

<b>Number</b>	<b>1-CDSA-1</b>
<b>Citation</b>	Controlled Drugs and Substances Act, S.C. 1996, c. 19, s.47(1)
<b>Record Type</b>	Controlled Drugs and Substances Act offence prosecutions / proceedings – limitation period
<b>Retention/Limitation Period</b>	47 (1) No summary conviction proceedings in respect of an offence under subsection 4(2) or 32(2) or the regulations or in respect of a contravention of an order made under section 45.1 or 45.2 shall be commenced after the expiry of one year after the time when the subject matter of the proceedings arose.

<b>Number</b>	<b>1-CDSA-2</b>
<b>Citation</b>	Controlled Drugs and Substances Act (S.C. 1996, c. 19), s. 29 (1)
<b>Record Type</b>	Health Canada Seizure and Disposition Report
<b>Retention/Limitation Period</b>	29 (1) Subject to the regulations, every peace officer, inspector or prescribed person who disposes of or otherwise deals with a controlled substance, precursor or chemical offence-related property under this Division shall, within 30 days, prepare a report setting out the following information and cause the report to be sent to the Minister: (a) the substance, precursor or property; (b) the amount of it that was disposed of or otherwise dealt with; (c) the manner in which it was disposed of or otherwise dealt with; (d) the date on which it was disposed of or otherwise dealt with; (e) the name of the police force, agency or entity to which the peace officer, inspector or prescribed person belongs; (f) the number of the file or police report related to the disposition of it or other dealing with it; and (g) any other prescribed information.

<b>Number</b>	<b>1-FCA-1</b>
<b>Citation</b>	Federal Court Act, R.S.C. 1985, c. F-7, s. 39(2) as amended
<b>Record Type</b>	Federal Court Litigation
<b>Retention/Limitation Period</b>	39.(2) A proceeding in the Federal Court of Appeal or the Federal Court in respect of a cause of action arising otherwise than in a province shall be taken within six years after the cause of action arose.


**Citation Table - #2 (Provincial Jurisdiction)**

<b>Number</b>	<b>2-CCA-1</b>
<b>Citation</b>	Cannabis Control Act, 2017, S.O. 2017, c.26, Sched. 1, s. 22(3)
<b>Record Type</b>	Offence Prosecutions – Limitation Period
<b>Retention/Limitation Period</b>	22.(3) No proceeding under this section shall be commenced more than two years after the day the offence was, or is alleged to have been, committed.

<b>Number</b>	<b>2-CLA-1</b>
<b>Citation</b>	Cannabis License Act, 2018, S.O. 2018, c.12, Sched. 2, s. 39(3)
<b>Record Type</b>	Offence Prosecutions – Limitation Period
<b>Retention/Limitation Period</b>	39(3) No proceeding under this section shall be commenced more than two years after the day the offence was, or is alleged to have been, committed.

<b>Number</b>	<b>2-CSPA-1</b>
<b>Citation</b>	Use of Force and Weapons Regulation, Community Safety and Policing Act, O. Reg. 391/23, s. 12 (2) (4)
<b>Record Type</b>	Police Training Course Records
<b>Retention/Limitation Period</b>	<p>12(1) Every chief of police shall ensure that,</p> <p>(a) Every member of the police service who may be required to use force on another person is in compliance with the training requirements prescribed by the Minister on the use of force;</p> <p>(b) Every member of the police service who is authorized to carry or use a firearm is in compliance with the training requirements prescribed by the Minister on the use of firearms; and</p> <p>(c) Every member of the police service who is authorized to carry or use a weapon that is not a firearm is in compliance with the training requirements prescribed by the Minister on the use of the weapon.</p> <p>(4) The chief of police shall maintain records of the training taken by members of the police service on the use of force, the use of firearms and the use of weapons that are not firearms and of when each training was taken.</p>

<b>Number</b>	<b>2-CPSA-2</b>
<b>Citation</b>	Major Case Management and Approved Software Requirements Regulation, Community Safety and Policing Act, O. Reg. 394/23 s. 2; s. 20
<b>Record Type</b>	Major Case Management System
<b>Retention/Limitation Period</b>	<p>2. (1) A chief of police shall develop procedures on major case management that are consistent with this Regulation.</p> <p>(2) The procedures must address, at a minimum,</p> <p>(a) how to structure a major case investigation in compliance with this Regulation; and</p>



<b>Number</b>	<b>2-CPSA-2</b>
<b>Retention/Limitation Period</b>	<p>(b) who is responsible for each task in a major case investigation, consistent with the roles and responsibilities set out in this Regulation.</p> <p>(3) The procedures must reflect and acknowledge the importance of the following principles in major case investigations:</p> <ol style="list-style-type: none"> <li>1. Following a consistent and thorough investigative methodology.</li> <li>2. Effective management of large volumes of investigative information.</li> <li>3. Effective communication among members of the investigative team.</li> <li>4. Maintaining clear and detailed investigative chronologies and records of investigative decisions.</li> <li>5. Effective investigation management planning with clear objectives and strategies to achieve them.</li> <li>6. Preventing tunnel vision in major case investigations.</li> </ol> <p>20. (1) The Minister shall approve software for the purposes of this Regulation that must be capable of supporting the requirements in this Regulation relating to managing investigative information, including data entry and the organization of records.</p> <p>(2) Members of police services shall use the approved software to manage investigative information in major case investigations.</p> <p>(3) The Minister may approve new software, from time to time.</p>

<b>Number</b>	<b>2-CPSA-3</b>
<b>Citation</b>	Community Safety and Policing Act, 2019, S.O 2019, c. 1, Sched. 1, s. 39 (1), (2)
<b>Record Type</b>	Strategic Planning/Business Plans
<b>Retention/Limitation Period</b>	<p>39 (1) The police service board shall, in accordance with the regulations, if any, prepare and adopt a strategic plan for the provision of policing, which shall address at least the following matters:</p> <ol style="list-style-type: none"> <li>1. How the police service board will ensure the provision of adequate and effective policing in accordance with the needs of the population of the area.</li> <li>2. The objectives, priorities and core functions of the police service.</li> <li>3. Quantitative and qualitative performance objectives and indicators of outcomes relating to,             <ol style="list-style-type: none"> <li>i. the provision of community-based crime prevention initiatives, community patrol and criminal investigation services,</li> <li>ii. community satisfaction with the policing provided,</li> <li>iii. emergency calls for service,</li> <li>iv. violent crime and clearance rates for violent crime,</li> <li>v. property crime and clearance rates for property crime,</li> <li>vi. youth crime and clearance rates for youth crime,</li> <li>vii. police assistance to victims of crime and re-victimization rates,</li> <li>viii. interactions with persons described in paragraphs 4 and 5 of this subsection,</li> </ol> </li> </ol>



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<b>Number</b>	<b>2-CPSA-3</b>
<b>Retention/Limitation Period</b>	<p>ix. road safety, and  x. any other prescribed matters.</p> <p>4. Interactions with,  i. youths,  ii. members of racialized groups, and  iii. members of First Nation, Inuit and Métis communities.</p> <p>5. Interactions with persons who appear to have a mental illness or a neurodevelopmental disability.</p> <p>6. Information technology.</p> <p>7. Resource planning.</p> <p>8. Police facilities.</p> <p>9. Any other prescribed matters. 2019, c. 1, Sched. 1, s. 39 (1); 2023, c. 12, Sched. 1, s. 17, 76.</p> <p>(2) The strategic plan must also provide an overview of the consultations that were conducted under subsection (3) and state whether and, if applicable, how the needs and concerns regarding policing identified during the consultations have been addressed by the plan. 2019, c. 1, Sched. 1, s. 39 (2).</p>

<b>Number</b>	<b>2-CPSA-4</b>
<b>Citation</b>	Community Safety and Policing Act, 2019, S.O 2019, c. 1, Sched. 1, s. 37 (1), (2)
<b>Record Type</b>	Responsibilities of boards
<b>Retention/Limitation Period</b>	<p>37 (1) A police service board shall,  (a) ensure that adequate and effective policing is provided in the area for which it has policing responsibility as required by section 10;  (b) employ members of the police service;  (c) appoint members of the police service as police officers;  (d) recruit and appoint the chief of police and any deputy chief of police and determine their remuneration and working conditions, taking their submissions into account;  (e) prepare and adopt a diversity plan to ensure that the members of the police service reflect the diversity of the area for which the board has policing responsibility;  (f) monitor the chief of police's performance;  (g) conduct a review of the chief of police's performance at least annually in accordance with the regulations made by the Minister, if any;  (h) monitor the chief of police's decisions regarding the restrictions on secondary activities set out in section 89 and review the reports from the chief of police on those decisions;  (i) monitor the chief of police's handling of discipline within the police service;  (j) ensure that any police facilities, including police lock-ups used by the board comply with the prescribed standards, if any; and</p>



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	<p>(k) perform such other duties as are assigned to it by or under this or any other Act, including any prescribed duties.</p> <p>(2) A police service board shall comply with the prescribed standards, if any, with respect to the exercise of its powers and the performance of its duties under this Act. 2019, c. 1, Sched. 1, s. 37 (2).</p>

<b>Number</b>	<b>2-CSPA-5</b>
<b>Citation</b>	Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, s. 154(1)(2)(3)(4)(5)(6); 155(1)(2)(3); 156(1)(2); 157(1)(2)(3)(4); 158(1)(2)(3)(4)(5); 159(1)(2)(3)(4)(5)(6)(7); 160(1)(2)(3)(4)(5)(6)(7)
<b>Record Type</b>	Complaints about municipal police services
<b>Retention/Limitation Period</b>	<p>154 (1) Any person may make a complaint to the Complaints Director about the conduct of a person referred to in section 152, subject to subsection (2). 2019, c. 1, Sched. 1, s. 154 (1).</p> <p>(2) A complaint may not be made under subsection (1) by,</p> <ul style="list-style-type: none"> <li>(a) the Minister;</li> <li>(b) the Inspector General, a deputy Inspector General or an inspector appointed under section 111;</li> <li>(c) a deputy Complaints Director, an employee in the Law Enforcement Complaints Agency or an investigator;</li> <li>(d) the SIU Director or an employee or investigator in the Special Investigations Unit;</li> <li>(e) a member of a police service, in respect of another member of that police service;</li> <li>(f) a special constable employed by the Niagara Parks Commission, in respect of another special constable employed by the Niagara Parks Commission;</li> <li>(g) the Niagara Parks Commission, in respect of a special constable employed by the Niagara Parks Commission;</li> <li>(h) a member or employee of a police service board, in respect of a member of a police service maintained by the board;</li> <li>(i) a person selected by the council of a municipality to advise another municipality's police service board under subsection 26 (2), in respect of a police officer who is a member of a police service maintained by that board; or</li> <li>(j) any other person who may be prescribed. 2019, c. 1, Sched. 1, s. 154 (2); 2024, c. 2, Sched. 4, s. 3.</li> </ul> <p>(3) A complaint may be made under subsection (1) on behalf of,</p> <ul style="list-style-type: none"> <li>(a) a person who is a minor, by the person's parent or guardian; and</li> <li>(b) a person who is incapable as defined in the Substitute Decisions Act, 1992 and who is not a minor, by his or her substitute decision-maker under that Act. 2019, c. 1, Sched. 1, s. 154 (3).</li> </ul>



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	<p>(4) A complainant may act through an agent in respect of a complaint made under this Part. 2019, c. 1, Sched. 1, s. 154 (4).</p> <p>(5) If a complainant acts through an agent, a requirement under this Part to give notice to the complainant may be met by giving notice to the complainant's agent. 2019, c. 1, Sched. 1, s. 154 (5).</p> <p>(6) For greater certainty, a person referred to in subsection (2) may not make a complaint by acting through an agent under subsection (4). 2019, c. 1, Sched. 1, s. 154 (6).</p> <p>155 (1) If a person who may make a complaint under subsection 154 (1) to the Complaints Director instead makes the complaint to any of the following persons, that person shall forward the complaint to the Complaints Director, inform the person who made the complaint that the complaint has been forwarded, and provide the person with information about the role of the Complaints Director:</p> <ol style="list-style-type: none"> <li>1. The Minister.</li> <li>2. The Inspector General, a deputy Inspector General or an inspector appointed under section 111.</li> <li>3. The SIU Director or an employee or investigator in the Special Investigations Unit.</li> <li>4. A chief of police.</li> <li>5. A police service board or a member of a police service board.</li> <li>6. An O.P.P. detachment board or a member of an O.P.P. detachment board.</li> <li>7. A First Nation O.P.P. board or a member of a First Nation O.P.P. Board.</li> <li>8. Repealed: 2023, c. 12, Sched. 1, s. 63.</li> <li>9. A special constable employer.</li> <li>10. A prescribed entity.</li> <li>11. A prescribed policing provider.</li> <li>12. Any other person or entity prescribed by the Minister. 2019, c. 1, Sched. 1, s. 155 (1); 2023, c. 12, Sched. 1, s. 63; 2024, c. 2, Sched. 4, s. 3.</li> </ol> <p>(2) If a person who may make a complaint to the Complaints Director under subsection 154 (1) instead makes the complaint to a member of a police service other than a chief of police or to a special constable who is not a member of a police service, the member of a police service or special constable shall notify his or her chief of police or special constable employer of the complaint, and subsection (1) of this section applies, with necessary modifications, as if the complaint had been made to the chief of police or special constable employer. 2019, c. 1, Sched. 1, s. 155 (2); 2024, c. 2, Sched. 4, s. 3.</p>





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	<p>(3) The complaint of a person that is forwarded to the Complaints Director under this section is deemed for the purposes of this Part to have been made by the person directly to the Complaints Director. 2019, c. 1, Sched. 1, s. 155 (3).</p> <p>156 (1) If the Minister, a chief of police or a police service board receives a report from a person or body responsible for reviewing complaints about police officers in another province or territory about a complaint made against an Ontario police officer appointed to act as a police officer in that province or territory, the Minister, chief or board shall give the report to the Complaints Director.</p> <p>(2) A report described in subsection (1), whether received in accordance with that subsection or directly from the person or body that prepared the report, is, on its receipt, deemed to be a complaint made to the Complaints Director under this Part and, for the purpose, the person or entity that brought the complaint in the other province or territory and the person or body that prepared the report are deemed to be complainants.</p> <p>157 (1) The Complaints Director shall review every complaint made to the Complaints Director and determine whether the complaint is about the conduct of a person referred to in section 152.</p> <p>(2) If the Complaints Director determines that a complaint is about the conduct of a person referred to in section 152, the Complaints Director shall, subject to section 158, cause the complaint to be investigated and shall give notice of the investigation and of the substance of the complaint to the person who is the subject of the complaint and to any applicable designated authority.</p> <p>(3) The Complaints Director is not required to provide notice under subsection (2) to the person who is the subject of the complaint if, in the Complaints Director's opinion, doing so may prejudice the investigation.</p> <p>(4) If the Complaints Director determines that a complaint is not about the conduct of a person referred to in section 152, the Complaints Director shall, subject to section 108, refuse to deal with the matter and promptly give notice of the refusal, with reasons, to the complainant, the person or entity that is the subject of the complaint and any applicable designated authority.</p> <p>158 (1) The Complaints Director may refuse to cause a complaint to be investigated if,</p> <p>(a) the facts on which the complaint is based occurred more than six months before the complaint is made;</p>



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	<p>(b) the complainant was not affected by the conduct of the person who is the subject of the complaint, as determined under subsection (3);</p> <p>(c) the complaint alleges conduct that does not, on its face, constitute misconduct; or</p> <p>(d) in the Complaints Director’s opinion,</p> <p>(i) the complaint is frivolous, vexatious or made in bad faith, or</p> <p>(ii) having regard to all the circumstances, dealing with the complaint is not in the public interest.</p> <p>Six-month period</p> <p>(2) For the purposes of clause (1) (a), the Complaints Director shall consider,</p> <p>(a) whether the complainant is a minor or under a disability within the meaning of the Accessibility for Ontarians with Disabilities Act, 2005, or is a complainant referred to in subsection 154 (3) acting on behalf of a minor or incapable person;</p> <p>(b) whether the complainant is or was subject to a criminal investigation or proceeding in respect of the events underlying the complaint; and</p> <p>(c) whether, having regard to all the circumstances, it is in the public interest for the complaint to be investigated.</p> <p>(3) For the purposes of clause (1) (b), only the following persons shall be considered to have been affected by the conduct:</p> <ol style="list-style-type: none"> <li>1. A person at whom the conduct was directed.</li> <li>2. A person who saw or heard the conduct or its effects as a result of being physically present at the time and place that the conduct or its effects occurred.</li> <li>3. A person who,             <ol style="list-style-type: none"> <li>i. was in a personal relationship with a person described in paragraph 1 at the time that the conduct occurred, and</li> <li>ii. suffered loss, damage, distress, danger or inconvenience as a result of the conduct.</li> </ol> </li> </ol> <p>(4) In the case of a complainant referred to in subsection 154 (3) who is acting on behalf of a minor or incapable person, a determination under clause (1) (b) of this section shall be made in respect of the minor or incapable person rather than in respect of the complainant.</p> <p>(5) If the Complaints Director refuses to investigate a complaint in accordance with this section, he or she shall give notice of the refusal, with reasons, and of the substance of the complaint to,</p> <ol style="list-style-type: none"> <li>(a) the complainant;</li> <li>(b) the person who is the subject of the complaint; and</li> <li>(c) the applicable designated authority.</li> </ol>





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	<p>159 (1) If the Complaints Director decides to cause a complaint to be investigated, the Complaints Director shall,</p> <p>(a) in the case of a complaint about the conduct of a police officer, other than a chief of police or deputy chief of police, direct the officer's chief of police or the chief of police of an unrelated police service to conduct the investigation;</p> <p>(b) in the case of a complaint about the conduct of a special constable employed by the Niagara Parks Commission, direct a chief of police to conduct the investigation; or</p> <p>(c) in any other case, retain the complaint and cause it to be investigated by an investigator. 2019, c. 1, Sched. 1, s. 159 (1); 2024, c. 2, Sched. 4, s. 3.</p> <p>(2) Despite clauses (1) (a) and (b), the Complaints Director may instead retain the complaint and cause it to be investigated by an investigator if, in his or her opinion, it is in the public interest to do so. 2019, c. 1, Sched. 1, s. 159 (2).</p> <p>(3) Despite clause (1) (c), the Complaints Director may instead direct a chief of police to conduct the investigation, if, in the Complaints Director's opinion, it is necessary for the purposes of the investigation to obtain access to information that cannot be obtained through the use of the investigation powers under Part VIII. 2019, c. 1, Sched. 1, s. 159 (3).</p> <p>(4) The Complaints Director shall make a direction under subsection (3) with respect to a complaint about the conduct of a police officer to the chief of police of an unrelated police service, unless, in the Complaints Director's opinion, it is necessary for the purposes of the investigation to obtain access to information that cannot be obtained using the investigation powers of an unrelated police service. 2019, c. 1, Sched. 1, s. 159 (4).</p> <p>(5) In directing a chief of police to conduct an investigation, the Complaints Director may direct the chief of police to deal with the complaint as the Complaints Director specifies. 2019, c. 1, Sched. 1, s. 159 (5).</p> <p>(6) A chief of police who receives a direction under this section shall promptly cause the complaint to be investigated, in accordance with any requirements specified by the Complaints Director under subsection (5). 2019, c. 1, Sched. 1, s. 159 (6).</p> <p>(7) At any time after the Complaints Director directs a chief of police to conduct an investigation of a complaint and before its conclusion, the Complaints Director may,</p> <p>(a) direct the chief of police to deal with the complaint as the Complaints Director specifies;</p>



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	<p>(b) direct the investigation of the complaint by a different chief of police, subject to subsection (4); or</p> <p>(c) cause the complaint to be investigated by an investigator instead. 2019, c. 1, Sched. 1, s. 159 (7).</p> <p>160 (1) Subject to subsection (2), a complainant may withdraw his or her complaint on notice to the Complaints Director.</p> <p>(2) If a complaint is withdrawn before the conclusion of any investigation into it, the Complaints Director shall cease to deal with the complaint, including causing any investigation into the complaint to be discontinued.</p> <p>(3) Despite subsection (2), the Complaints Director may continue to deal with a complaint or continue its investigation despite its withdrawal if, in his or her opinion, it is in the public interest to do so.</p> <p>(4) If a complaint is withdrawn after the conclusion of any investigation into it, this Part continues to apply despite the withdrawal, and, in the event of a determination under section 168 that the conduct of the person who was the subject of the investigation constitutes misconduct, any disciplinary or other measures required by that section to be imposed or taken under this Act or under another authority may be imposed or taken in respect of the person.</p> <p>(5) The Complaints Director shall give notice of the withdrawal of a complaint under subsection (1) and, if applicable, notice of a decision to continue to deal with or investigate it despite its withdrawal under subsection (3), with reasons, to,</p> <ul style="list-style-type: none"> <li>(a) the complainant;</li> <li>(b) the person who is the subject of the complaint; and</li> <li>(c) the applicable designated authority.</li> </ul> <p>(6) The Complaints Director is not required to give any notice under subsection (5) of a decision to continue to deal with or investigate a withdrawn complaint to the person who is the subject of the complaint if, in the Complaints Director’s opinion, doing so may prejudice any such investigation.</p> <p>(7) Despite anything to the contrary under this Part, a complainant who withdraws a complaint is not entitled to any further notice or other communication respecting the withdrawn complaint, other than notice under subsection (5).</p>



<b>Number</b>	<b>2-CSPA-6</b>
<b>Citation</b>	Community Safety and Policing Act, 2019, S.O 2019, c. 1, Sched. 1, s. 207(9)
<b>Record Type</b>	Complaints about the conduct of chiefs of police or deputy chiefs of police – expungement from employment records of chiefs of police or deputy chiefs of police
<b>Retention/Limitation Period</b>	(9) Subsections (1) to (8) apply with necessary modifications to chiefs of police and deputy chiefs of police in respect of entries made in their employment record respecting a disciplinary measure, with, (a) the Minister exercising the powers and duties set out in subsections (1) to (8) in respect of the Commissioner and any deputy Commissioners; and (b) the applicable police service board exercising the powers and duties set out in subsections (1) to (8) in respect of any other chief of police or deputy chief of police. 2019, c. 1, Sched. 1, s. 207 (9).

<b>Number</b>	<b>2-CSPA-7</b>
<b>Citation</b>	Community Safety and Policing Act, 2019, S.O 2019, c. 1, Sched. 1, s. 207 (1) (2)
<b>Record Type</b>	Complaints by chiefs – expungement from employment records of police officers
<b>Retention/Limitation Period</b>	207 (1) A chief of police shall expunge an entry made in a police officer's employment record respecting a disciplinary measure two years after the day the disciplinary measure was imposed if, (a) the disciplinary measure is described in paragraph 2, 3, 4, 5 or 6 of subsection 200 (1); and (b) no other entries relating to disciplinary measures were entered into the officer's employment record in the two years following that day. 2024, c. 2, Sched. 4, s. 4.  (2) A chief of police shall expunge an entry made in a police officer's employment record respecting a disciplinary measure five years after the day the disciplinary measure was imposed if, (a) the disciplinary measure is described in paragraph 1 of subsection 200 (1); and (b) no other entries relating to disciplinary measures were entered into the officer's employment record in the five years following that day. 2024, c. 2, Sched. 4, s. 4.

<b>Number</b>	<b>2-CSPA-8</b>
<b>Citation</b>	Adequate and Effective Policing (General), under the Community Safety and Policing Act. O.Reg 392/23, s. 4, 6 (1)(2), 8 ss.2 ss. 4, 10 (1) ss. 3, 14, 15 (1)(2)(3), 17 (2)(3), 24(1)(2), 26(1)(2), 27(a); O. Reg. 406/23: Discipline, under Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, s.4; Community Safety and Policing Act, 2019, S.O 2019, c. 1, Sched. 1, s.13
<b>Record Type</b>	Procedures and Processes



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Retention/Limitation Period	<p>Adequate and Effective Policing (General), under the Community Safety and Policing Act. O.Reg 392/23, s. 4, 6 (1)(2), 8 ss.2 ss. 4, 10 (1) ss. 3, 14, 15 (1)(2)(3), 17 (2)(3), 24(1)(2), 26(1)(2), 27(a)</p> <p>4. Every chief of police shall establish written procedures on crime prevention initiatives.</p> <p>6. (1) Every chief of police shall establish the following written procedures:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Procedures on traffic direction and enforcement, including traffic patrol.</li> <li>3. Procedures for when more than one police officer must respond to an occurrence or call for service.</li> <li>4. Procedures in respect of,             <ol style="list-style-type: none"> <li>i. internal task forces,</li> <li>ii. joint forces operations,</li> <li>iii. undercover operations,</li> <li>iv. criminal intelligence,</li> <li>v. crime, call for service and public disorder analyses,</li> <li>vi. informants and agents,</li> <li>vii. witness protection and security,</li> <li>viii. police response to persons who are in crisis, regardless of whether those persons appear to have a mental illness or a neurodevelopmental disability,</li> <li>ix. search of the person,</li> <li>x. search of the premises,</li> <li>xi. arrest,</li> <li>xii. bail and violent crimes,</li> <li>xiii. detainee care and control,</li> <li>xiv. detainee transportation, and</li> <li>xv. property and evidence control</li> </ol> </li> <li>5. Procedures in respect of the investigative supports listed in subparagraph 2 iii of subsection 5 (1) and any other investigative supports available to members of the police service.</li> <li>6. Procedures for the provision of law enforcement in respect of all navigable bodies and courses of water within the police service’s area of policing responsibility.</li> </ol> <p>(2) The criminal intelligence procedures required under subparagraph 4 iv of subsection shall, at a minimum, address the collection, use, disclosure, retention, disposal, correction and dissemination of, and access to, criminal intelligence information, as well as related audit procedures.</p> <p>8. Every chief of police shall establish the following written procedures:</p>



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	<p>2. Procedures respecting the deployment of a public order unit for planned and unplanned public order incidents, including,</p> <ul style="list-style-type: none"> <li>i. setting out the circumstances for deployment,</li> <li>ii. specifying the process for authorizing deployment, and</li> <li>iii. identifying operational responsibility for authorizing deployment.</li> </ul> <p>4. Procedures on police action in respect of labour disputes.</p> <p>10. (1) Every chief of police shall establish the following written procedures:</p> <ul style="list-style-type: none"> <li>1. Procedures respecting the provision of the functions listed in paragraph 2 of subsection 9 (1), <ul style="list-style-type: none"> <li>i. setting out the circumstances in which the members of a police service providing the functions will be deployed,</li> <li>ii. in relation to the functions of tactical units and hostage rescue teams, authorizing the tactical supervisor or incident commanders to determine how many tactical officers are required to be deployed to an incident, and</li> <li>iii. in relation to the deployment of incident commanders and crisis negotiators, <ul style="list-style-type: none"> <li>A. specifying the process for authorizing deployment,</li> <li>B. identifying operational responsibility for authorizing deployment, and</li> <li>C. in the case of incident commanders, ensuring that an incident commander assigned to manage an incident has the training prescribed by the Minister that is appropriate to the incident.</li> </ul> </li> </ul> </li> <li>3. Procedures on preliminary perimeter control and containment, <ul style="list-style-type: none"> <li>i. setting out the circumstances in which preliminary perimeter control and containment will be established,</li> <li>ii. identifying who has operational responsibility for the establishment of preliminary perimeter control and containment, and</li> <li>iii. setting out the duties of police officers in respect of establishing preliminary perimeter control and containment until the arrival of a tactical unit or containment team.</li> </ul> </li> <li>8. Procedures on emergency ground search, rescue and recovery, <ul style="list-style-type: none"> <li>i. respecting the coordination of searches and management of searchers by a search manager, including the deployment of members of the police service as searchers, and</li> <li>ii. setting out requirements for the tracking and documentation of emergency ground searches by a search manager for the purposes of paragraph 10 of subsection 9 (1).</li> </ul> </li> <li>14. Every chief of police shall establish written procedures on providing assistance to victims that, <ul style="list-style-type: none"> <li>(a) reflect the principles of the Victims' Bill of Rights, 1995 and the Canadian Victims Bill of Rights; and</li> <li>(b) set out the responsibilities of members of the police service in providing assistance to victims.</li> </ul> </li> </ul>



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	<p>15. (1) For the purposes of paragraph 6 of subsection 11 (1) of the Act, adequate and effective policing includes dispatching members of a police service.</p> <p>(2) The following standards for adequate and effective policing, relating to the dispatching of members of a police service, are prescribed:</p> <ol style="list-style-type: none"> <li>1. A communications centre that operates 24 hours a day with one or more communications operators or dispatchers to answer emergency calls for service and that maintains constant two-way voice communication capability with police officers who are on patrol or responding to emergency calls must be used for the purposes of dispatching members of a police service.</li> <li>2. A member of a police service must be available 24 hours a day to supervise police communications and dispatch services.</li> <li>3. Police officers on patrol must be provided with portable two-way voice communication capability that allows the police officers to be in contact with the communications centre when away from their vehicle or on foot patrol.</li> <li>4. A member of a police service who supervises communications operators and dispatchers must have successfully completed the training prescribed by the Minister on that subject.</li> </ol> <p>(3) Every chief of police shall establish written procedures on communications and dispatch services.</p> <p>17. (2) Every chief of police shall establish written procedures on supervision, including setting out circumstances in which a supervisor must be contacted and when a supervisor must be present at an incident.</p> <p>20. (1) Every chief of police shall, subject to subsection (2), prepare an emergency plan for the police service setting out the roles and responsibilities of the police service during an emergency and the procedures to be followed during an emergency.</p> <p>(2) In developing a plan under subsection (1), the chief of police of a police service that is maintained by a police service board shall consult with the municipality or First Nation that maintains the board and any other applicable emergency service providers.</p> <p>(3) A chief of police to whom subsection (2) applies may adopt as the police service's emergency plan the emergency plan of the municipality or First Nation, if that emergency plan addresses the roles and responsibilities of the police service during an emergency and the procedures to be followed by members of the police service during an emergency.</p> <p>24. (1) The following matters are prescribed for the purposes of clauses 38 (1) (g) and 60 (1) (f) of the act:</p>





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	<p>1. The publication of crime analysis, call analysis and public disorder analysis data, and of information on crime trends.</p> <p>2. Every matter with respect to which a chief of police is required under this Regulation to establish procedures.</p> <p>(2) Policies established for the purposes of paragraph 1 of subsection (1) shall require that the data and information be published annually on the internet.</p> <p>26. (1) Every chief of police shall prepare an emergency plan for its police force setting out the procedures to be followed during an emergency.</p> <p>(2) The chief of police may adopt the municipality's emergency plan as the police force's emergency plan if it addresses the role and duties of the police force during an emergency, and the procedures to be followed by members of the police force during an emergency.</p> <p>27. Every chief of police shall,</p> <p>(a) develop procedures on ground search;</p> <p>Adequacy and Effectiveness of Police Services, O Reg 3/99, under the Police Services Act, s.11</p> <p>11. (1) Every chief of police shall ensure that the following individuals are police officers:</p> <ol style="list-style-type: none"> <li>1. A member of a tactical unit or hostage rescue team.</li> <li>2. A member of a containment team, if any.</li> <li>3. An incident commander.</li> <li>4. A crisis negotiator.</li> </ol> <p>(2) Every chief of police shall,</p> <p>(a) comply with any obligations of chiefs of police set out in the Extreme Incident Response Plan; and</p> <p>(b) ensure that members of the police service respond to extreme incidents in a manner consistent with the Extreme Incident Response Plan.</p> <p>(3) Every chief of police shall take reasonable steps to develop partnerships with other emergency service providers and, if any, trained volunteer groups, for the purpose of facilitating coordination of operations in the police service's area of policing responsibility in relation to the matters listed in paragraphs 7, 8 and 9 of <a href="#">subsection 10 (1)</a>.</p> <p>Community Safety and Policing Act, 2019, S.O 2019, c. 1, Sched. 1, s.13</p> <p>13 (1) Subject to section 14, a police service board must use members of the police service maintained by the police service board, or persons who are assisting those members while acting under their direction, to provide policing functions. 2019, c. 1, Sched. 1, s. 13 (1).</p>



<b>Number</b>	<b>2-CSPA-8</b>
<b>Retention/Limitation Period</b>	<p>(2) Subject to section 14, the Commissioner must use members of the Ontario Provincial Police, or persons who are assisting those members while acting under their direction, to provide policing functions. 2019, c. 1, Sched. 1, s. 13 (2).</p> <p>(3) If responsibility for providing a policing function in relation to a specific investigation, vehicle pursuit, or other instance is referred to the chief of police of a different police service or otherwise transferred to a member of a different police service or to a police service board that maintains a different police service, the following rules apply:</p> <ol style="list-style-type: none"> <li>1. If the different police service is the Ontario Provincial Police, the Commissioner is responsible for complying with subsections (1) and (2).</li> <li>2. If the different police service is maintained by a police service board, the board is responsible for complying with subsections (1) and (2). 2023, c. 12, Sched. 1, s. 7.</li> </ol> <p>O. Reg. 406/23: Discipline, under Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, s.4</p> <p>4. Every chief of police shall establish procedures for the investigation of misconduct.</p>

<b>Number</b>	<b>2-CSPA-9</b>
<b>Citation</b>	Community Safety and Policing Act, 2019, S.O 2019, c. 1, Sched. 1, s.166 (1)(3)(4); s.167(1)(2)(3)(4)(5)(6)
<b>Record Type</b>	Chief of Police reports and Special Investigations Unit (SIU) investigations
<b>Retention/Limitation Period</b>	<p>166 (1) On concluding an investigation, the Complaints Director or chief of police shall cause the investigation to be reported on in a written report, which shall, if the regulations made by the Minister so provide, contain the information prescribed by the Minister. 2019, c. 1, Sched. 1, s. 166 (1).</p> <p>(3) A chief of police who writes a report under subsection (1) shall promptly give a copy of it to the Complaints Director. 2019, c. 1, Sched. 1, s. 166 (3).</p> <p>(4) Subject to subsection (5), the Complaints Director or chief of police shall give a copy of the report to,</p> <ol style="list-style-type: none"> <li>(a) the complainant, if any;</li> <li>(b) the person who was the subject of the investigation; and</li> <li>(c) the applicable designated authority, unless he or she conducted the investigation. 2019, c. 1, Sched. 1, s. 166 (4). <p>167 (1) If, after considering the report on the investigation, the Complaints Director or chief of police, as the case may be, does not have reasonable grounds to believe that the conduct of the person who was the subject of the investigation constitutes misconduct, he or she shall give written notice of the determination, with reasons, to,</p> </li></ol>





<b>Number</b>	<b>2-CSPA-9</b>
	<p>(a) the complainant, if any;</p> <p>(b) the person who was the subject of the investigation;</p> <p>(c) the applicable designated authority, unless he or she conducted the investigation; and</p> <p>(d) the Complaints Director, if the investigation was conducted by a chief of police. 2019, c. 1, Sched. 1, s. 167 (1).</p> <p>(2) The Complaints Director shall publish a de-identified summary of each determination made under this section on the Internet in accordance with the regulations made by the Minister, if any. 2019, c. 1, Sched. 1, s. 167 (2); 2023, c. 12, Sched. 1, s. 65 (1).</p> <p>(3) In the case of an investigation conducted by a chief of police, the complainant may, no later than 30 days after notice of the determination is given to the complainant, apply to the Complaints Director for a review of the determination, on notice to the chief of police and to the person who was the subject of the investigation. 2019, c. 1, Sched. 1, s. 167 (3).</p> <p>(4) On receiving an application under subsection (3), the Complaints Director shall review the determination, taking into account any material provided by the complainant, the chief of police or the person who was the subject of the investigation, and shall endeavour to ensure to complete the review no later than 60 days after the application is made. 2019, c. 1, Sched. 1, s. 167 (4); 2023, c. 12, Sched. 1, s. 65 (2).</p> <p>(5) On completion of the review, the Complaints Director may,</p> <p>(a) confirm the determination;</p> <p>(b) direct the chief of police who conducted the investigation to conduct a new investigation as the Complaints Director specifies;</p> <p>(c) direct the investigation of the matter by a different chief of police;</p> <p>(d) cause the matter to be investigated by an investigator; or</p> <p>(e) take or require to be taken any other action with respect to the matter that the Complaints Director considers necessary in the circumstances, subject to the regulations, if any. 2019, c. 1, Sched. 1, s. 167 (5).</p> <p>(6) The Complaints Director shall give written notice of his or her decision and of the action taken by him or her under subsection (5) to the complainant, to the person who was the subject of the investigation, to the chief of police who conducted the investigation and, if applicable, to the chief of police referred to in clause (5) (c). 2019, c. 1, Sched. 1, s. 167 (6).</p>

<b>Number</b>	<b>2-CSPA-10</b>
<b>Citation</b>	Disclosure of Personal Information Regulation, under the Community Safety and Policing Act, O. Reg. 412/23, s. 4, 5, 6, 7 (2)(3), 8 (1)(2)(3)
<b>Record Type</b>	Police exception for personal information disclosure



Number	2-CSPA-10
Retention/Limitation Period	<p>4. In deciding whether or not to disclose personal information under subsection 80 (1) of the Act, a chief of police or a designate shall consider the availability of resources and information, what is reasonable in the circumstances of the case, what is consistent with the law and the public interest and what is necessary to ensure that the resolution of criminal proceedings is not delayed.</p> <p>5. Any personal information about an individual may be disclosed by a chief of police or a designate to any person if,</p> <p>(a) the individual has been convicted or found guilty of an offence under any federal or provincial Act;</p> <p>(b) the chief of police or designate reasonably believes that the individual poses a significant risk to other persons or to property; and</p> <p>(c) the chief of police or designate reasonably believes that the disclosure of the personal information is necessary to reduce the risk described in clause (b).</p> <p>6. The following personal information about an individual who has been charged with, convicted of or found guilty of an offence under any federal or provincial Act may be disclosed by a chief of police or a designate to any person:</p> <ol style="list-style-type: none"> <li>1. The individual's name, age, date of birth and address.</li> <li>2. The offence in question and, if the individual has been convicted or found guilty of the offence, any sentence imposed.</li> <li>3. The outcome of all judicial proceedings relevant to the offence.</li> <li>4. The procedural stage of the criminal justice process to which the prosecution of the offence has progressed and the status of the individual in that process as it relates to the individual's location or custody, including whether the individual is in custody, or the terms, if any, upon which the individual has been released from custody.</li> <li>5. The date of the release or impending release of the individual from custody for the offence, including any release on parole or temporary absence.</li> </ol> <p>7. (2) If requested by a victim of crime, any of the following information about an individual who is accused of committing the offence in question may be disclosed by a chief of police or a designate to the victim:</p> <ol style="list-style-type: none"> <li>1. The progress of investigations that relate to the offence.</li> <li>2. The charges laid with respect to the offence or, if no charges were laid, the reasons why no charges were laid.</li> <li>3. The dates and places of all proceedings that relate to the prosecution of the offence.</li> <li>4. The outcome of all proceedings, including the outcome of any proceedings on appeal.</li> <li>5. Any pretrial arrangements that are made that relate to a plea that may be entered at the trial by the individual.</li> </ol>



<b>Number</b>	<b>2-CSPA-10</b>
	<p>6. The interim release and, in the event of conviction, the sentencing of the individual.</p> <p>7. If the individual is convicted of the offence, any application for release or any impending release of the individual, including release in accordance with a program of temporary absence, on parole or on an unescorted temporary absence.</p> <p>8. If the individual is charged with or convicted of the offence, any escape from custody of the individual.</p> <p>9. If the individual is found unfit to stand trial or is found not criminally responsible on account of mental disorder,</p> <p style="padding-left: 20px;">i. any disposition provided for under section 672.54 or 672.58 of the Criminal Code (Canada) that is made in respect of the individual, and</p> <p style="padding-left: 20px;">ii. any hearing held with respect to the individual by the Review Board established or designated for Ontario pursuant to subsection 672.38 (1) of the Criminal Code (Canada).</p> <p>(3) For greater certainty, in addition to any information that may be disclosed under subsection (2), a chief of police or a designate may disclose to a victim of crime any personal information that may be disclosed under section 6.</p> <p>8. (1) Subject to subsection (2), personal information about an individual who is under investigation for having committed an offence under any federal or provincial Act, or is charged with, convicted of or found guilty of such an offence, may be disclosed by a chief of police or a designate to,</p> <p style="padding-left: 20px;">(a) any police service in Canada;</p> <p style="padding-left: 20px;">(b) any correctional or parole authority in Canada;</p> <p style="padding-left: 20px;">(c) any person or agency engaged in the protection of the public or the administration of justice; or</p> <p style="padding-left: 20px;">(d) any person or agency engaged in the enforcement of or compliance with any federal or provincial Act, regulation or government program.</p> <p>(2) Personal information may only be disclosed under subsection (1) if the circumstances are such that the disclosure is required for the protection of the public, the administration of justice or the enforcement of or compliance with any federal or provincial Act, regulation or government program.</p> <p>(3) In the case of the disclosure of personal information under this section to an agency described in clause (1) (d), the personal information shall be disclosed in accordance with a memorandum of understanding entered into between the chief of police and the agency.</p>

<b>Number</b>	<b>2-CSPA-11</b>
<b>Citation</b>	Community Safety and Policing Act, 2019, S.O 2019, c. 1, Sched. 1, s.154
<b>Record Type</b>	Local complaints records



Number	2-CSPA-11
Retention/Limitation Period	<p>154 (1) Any person may make a complaint to the Complaints Director about the conduct of a person referred to in section 152, subject to subsection (2). 2019, c. 1, Sched. 1, s. 154 (1).</p> <p>(2) A complaint may not be made under subsection (1) by,</p> <ul style="list-style-type: none"> <li>(a) the Minister;</li> <li>(b) the Inspector General, a deputy Inspector General or an inspector appointed under section 111;</li> <li>(c) a deputy Complaints Director, an employee in the Law Enforcement Complaints Agency or an investigator;</li> <li>(d) the SIU Director or an employee or investigator in the Special Investigations Unit;</li> <li>(e) a member of a police service, in respect of another member of that police service;</li> <li>(f) a special constable employed by the Niagara Parks Commission, in respect of another special constable employed by the Niagara Parks Commission;</li> <li>(g) the Niagara Parks Commission, in respect of a special constable employed by the Niagara Parks Commission;</li> <li>(h) a member or employee of a police service board, in respect of a member of a police service maintained by the board;</li> <li>(i) a person selected by the council of a municipality to advise another municipality's police service board under subsection 26 (2), in respect of a police officer who is a member of a police service maintained by that board; or</li> <li>(j) any other person who may be prescribed. 2019, c. 1, Sched. 1, s. 154 (2); 2024, c. 2, Sched. 4, s. 3.</li> </ul> <p>(3) A complaint may be made under subsection (1) on behalf of,</p> <ul style="list-style-type: none"> <li>(a) a person who is a minor, by the person's parent or guardian; and</li> <li>(b) a person who is incapable as defined in the Substitute Decisions Act, 1992 and who is not a minor, by his or her substitute decision-maker under that Act. 2019, c. 1, Sched. 1, s. 154 (3).</li> </ul> <p>(4) A complainant may act through an agent in respect of a complaint made under this Part. 2019, c. 1, Sched. 1, s. 154 (4).</p> <p>(5) If a complainant acts through an agent, a requirement under this Part to give notice to the complainant may be met by giving notice to the complainant's agent. 2019, c. 1, Sched. 1, s. 154 (5).</p> <p>(6) For greater certainty, a person referred to in subsection (2) may not make a complaint by acting through an agent under subsection (4). 2019, c. 1, Sched. 1, s. 154 (6).</p>



<b>Number</b>	<b>2-CSPA-12</b>
<b>Citation</b>	O. Reg. 397/23: Vehicle Pursuits under Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, s. 13(1)(2)
<b>Record Type</b>	Police officer's notes (originals and copies) of suspect apprehension pursuits
<b>Retention/Limitation Period</b>	<p>13. (1) If a police officer engages in a vehicle pursuit and the officer is a member of the Ontario Provincial Police, a chief of police of any other police service or an employee of a police service board who is under the direction of a chief of police, the police service's chief of police shall ensure that the particulars of the pursuit are recorded.</p> <p>(2) If a police officer engages in a vehicle pursuit and the officer is appointed under the Interprovincial Policing Act, 2009, the officer shall report the particulars of the pursuit to the appointing official or local commander who appointed the officer under that Act and that person shall ensure that the particulars are recorded.</p>

<b>Number</b>	<b>2-CSPA-13</b>
<b>Citation</b>	Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, s. 258 (6)
<b>Record Type</b>	Police Force Property Register
<b>Retention/Limitation Period</b>	<p>258 (6) The chief of police shall keep a register of property and ensure that the following rules are followed:</p> <ol style="list-style-type: none"> <li>1. The description and location of every item of property shall be recorded.</li> <li>2. If the property is sold, full particulars shall be recorded.</li> <li>3. If the property is returned to its owner, his or her name, address and telephone number shall be recorded.</li> </ol>

<b>Number</b>	<b>2-CSPA-14</b>
<b>Citation</b>	Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, s. 260 (8) (9)
<b>Record Type</b>	Police Firearms Register
<b>Retention/Limitation Period</b>	<p>260.(8) The chief of police shall keep a register of firearms and ensure that the following rules are followed:</p> <ol style="list-style-type: none"> <li>1. Every firearm's description and location shall be recorded.</li> <li>2. When a firearm ceases to be in the possession of the police service board or of a member of the police service, full particulars shall be recorded, including the name of the person who disposed of it and the date and method of disposal.</li> <li>3. If the firearm is returned to its owner, his or her name, address and telephone number shall also be recorded.</li> </ol> <p>(9) Every chief of police shall, in accordance with the regulations made by the Minister, provide the following information to the Minister:</p> <ol style="list-style-type: none"> <li>1. A list of the firearms that have come into the possession of the police service during the preceding calendar year.</li> </ol>



<b>Number</b>	<b>2-CSPA-14</b>
	<p>2. A list of which firearms are still being retained and which have been disposed of, along with the particulars of that disposal.</p> <p>3. Any other information prescribed by the Minister.</p>

<b>Number</b>	<b>2-CSPA-15</b>
<b>Citation</b>	O. Reg. 395/23: Investigations under Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, s. 14, s. 20
<b>Record Type</b>	Investigation Procedures
<b>Retention/Limitation Period</b>	<p>14. An investigating officer shall ensure the following records relating to an investigation, if obtained or prepared by them or by someone acting under their direction, are entered into the police service's records management system:</p> <ol style="list-style-type: none"> <li>1. A copy of the occurrence report or missing person report regarding the matter to be investigated and copies of reports regarding follow-up steps taken.</li> <li>2. Confessions, admissions and any other statements recorded in any form.</li> <li>3. Investigative notes.</li> <li>4. Any Canadian Police Information Centre checks.</li> <li>5. Any reports from another police service in relation to a Canadian Police Information Centre check.</li> <li>6. A list of evidence collected during the investigation.</li> </ol> <p>20. Every chief of police shall establish and maintain the following procedures:</p> <ol style="list-style-type: none"> <li>1. Procedures regarding notifying supervisors of matters for the purposes of section 6.</li> <li>2. Procedures for undertaking investigations.</li> <li>3. Procedures for the management of information relating to investigations.</li> <li>4. Procedures for managing informers and agents and ensuring their security.</li> </ol>

<b>Number</b>	<b>2-CSPA-16</b>
<b>Citation</b>	Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, s. 243, s. 244
<b>Record Type</b>	Procedures and Processes – Court Security
<b>Retention/Limitation Period</b>	<p>243 (1) A police service board that has policing responsibility for an area has the following responsibilities with respect to premises where court proceedings are conducted:</p> <ol style="list-style-type: none"> <li>1. Ensuring the security of judges and other judicial officers and of persons taking part in or attending proceedings.</li> <li>2. During the hours when judges, other judicial officers and members of the public are normally present, ensuring the security of the premises.</li> <li>3. Ensuring the secure custody of persons in custody who are on or about the premises, including persons taken into custody at proceedings.</li> </ol>





Number	2-CSPA-16
	<p>4. Determining appropriate levels of security for the purposes of paragraphs 1, 2 and 3 in accordance with the regulations, if any.</p> <p>(2) The Commissioner has the responsibilities set out in subsection (1) in the area for which he or she has policing responsibility.</p> <p>(3) The responsibilities created by this section replace any responsibility for ensuring court security that existed at common law.</p> <p>244 (1) A person who is authorized by a police service board to act in relation to the board's responsibilities under subsection 243 (1) or who is authorized by the Commissioner to act in relation to the Commissioner's responsibilities under subsection 243 (2) may exercise the following powers if it is reasonable to do so for the purpose of fulfilling those responsibilities:</p> <ol style="list-style-type: none"> <li>1. Require a person who is entering or attempting to enter premises where court proceedings are conducted or who is on such premises,             <ol style="list-style-type: none"> <li>i. to identify himself or herself, and</li> <li>ii. to provide information for the purpose of assessing whether the person poses a security risk.</li> </ol> </li> <li>2. Search, without warrant,             <ol style="list-style-type: none"> <li>i. a person who is entering or attempting to enter premises where court proceedings are conducted or who is on such premises,</li> <li>ii. any vehicle that the person is driving, or in which the person is a passenger, while the person is on, entering or attempting to enter premises where court proceedings are conducted, and</li> <li>iii. any property in the custody or care of the person.</li> </ol> </li> <li>3. Search, without warrant, using reasonable force if necessary,             <ol style="list-style-type: none"> <li>i. a person in custody who is on premises where court proceedings are conducted or is being transported to or from such premises, and</li> <li>ii. any property in the custody or care of the person.</li> </ol> </li> <li>4. Refuse to allow a person to enter premises where court proceedings are conducted and use reasonable force if necessary to prevent the person's entry,             <ol style="list-style-type: none"> <li>i. if the person refuses to identify himself or herself or provide information under paragraph 1 or refuses to submit to a search under paragraph 2,</li> <li>ii. if there is reason to believe that the person poses a security risk, or</li> <li>iii. for any other reason relating to the fulfilment of the police service board's responsibilities under subsection 243 (1) or the Commissioner's responsibilities under subsection 243 (2).</li> </ol> </li> <li>5. Demand that a person immediately leave premises where court proceedings are conducted and use reasonable force if necessary to remove the person,             <ol style="list-style-type: none"> <li>i. if the person refuses to identify himself or herself or provide information under paragraph 1 or refuses to submit to a search under paragraph 2,</li> <li>ii. if there is reason to believe that the person poses a security risk, or</li> </ol> </li> </ol>



<b>Number</b>	<b>2-CSPA-16</b>
	<p>iii. for any other reason relating to the fulfilment of the police service board’s responsibilities under subsection 243 (1) or the Commissioner’s responsibilities under subsection 243 (2).</p> <p>(2) A person who is authorized by a police service board or by the Commissioner as described in subsection (1) may arrest, without warrant, any person who,</p> <p>(a) after being required to identify himself or herself or provide information under paragraph 1 of subsection (1), enters or attempts to enter premises where court proceedings are conducted without identifying himself or herself or providing the information;</p> <p>(b) after being directed to submit to a search under paragraph 2 of subsection (1), enters or attempts to enter premises where court proceedings are conducted without submitting to the search;</p> <p>(c) enters or attempts to enter premises where court proceedings are conducted, after a refusal under paragraph 4 of subsection (1); or</p> <p>(d) does not immediately leave premises where court proceedings are conducted, after being demanded to do so under paragraph 5 of subsection (1).</p> <p>(3) Reasonable force may be used if necessary to make the arrest.</p> <p>(4) If the person who makes the arrest is not a police officer, he or she shall promptly call for the assistance of a police officer and give the person arrested into the custody of the police officer.</p> <p>(5) A police officer to whom the custody of a person is given under subsection (4) shall be deemed to have arrested the person for the purposes of the provisions of the Provincial Offences Act applying to his or her release or continued detention and his or her bail.</p> <p>(6) When a person who is authorized by a police service board or by the Commissioner, as described in subsection (1), exercises powers under this section with respect to other persons, he or she shall ensure that those persons are accommodated in accordance with the Canadian Charter of Rights and Freedoms and the Human Rights Code, and this includes accommodation in connection with creed or disability.</p>

<b>Number</b>	<b>2-ESA-1</b>
<b>Citation</b>	Employment Standards Act, 2000, S.O. 2000, c.41, s. 96
<b>Record Type</b>	Complaints Limitation Period
<b>Retention/Limitation Period</b>	96 (1) A person alleging that this Act has been or is being contravened may file a complaint with the Ministry in a written or electronic form approved by the Director.





<b>Number</b>	<b>2-ESA-1</b>
	(2) A complaint that is not filed in a form approved by the Director shall be deemed not to have been filed.
	(3) A complaint regarding a contravention that occurred more than two years before the day on which the complaint was filed shall be deemed not to have been filed.

<b>Number</b>	<b>2-ESA-2</b>
<b>Citation</b>	Employment Standards Act, 2000, S.O. 2000, c.41 ss. 15(1) par. 1, (5) par. 1; s. 16
<b>Record Type</b>	Employee Name and Address
<b>Retention/Limitation Period</b>	<p>15 (1) An employer shall record the following information with respect to each employee, including an employee who is a homemaker:</p> <p>1. The employee's name and address.</p> <p>(5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods:</p> <p>1. For information referred to in paragraph 1 or 3 of subsection (1), three years after the employee ceased to be employed by the employer.</p> <p>16 An employer shall ensure that all of the records and documents required to be retained under sections 15 and 15.1 are readily available for inspection as required by an employment standards officer, even if the employer has arranged for another person to retain them.</p>

<b>Number</b>	<b>2-HRC-1</b>
<b>Citation</b>	Human Rights Code, R.S.O. 1990, c. H.19, s. 34.(1)
<b>Record Type</b>	Complaints – Limitation Period
<b>Retention/Limitation Period</b>	<p>34 (1) If a person believes that any of his or her rights under Part I have been infringed, the person may apply to the Tribunal for an order under section 45.2,</p> <p>(a) within one year after the incident to which the application relates; or</p> <p>(b) if there was a series of incidents, within one year after the last incident in the series.</p>

<b>Number</b>	<b>2-HRC-2</b>
<b>Citation</b>	Human Rights Code, R.S.O. 1990, c. H.19, s. 45.9.(3); as en. S.O. 2006, c. 30, s.5
<b>Record Type</b>	Applications Regarding Contravened Settlements – Limitation Period
<b>Retention/Limitation Period</b>	45.9(3) If a settlement of an application made under section 34 or 35 is agreed to in writing and signed by the parties, a party who believes that



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<b>Number</b>	<b>2-HRC-2</b>
	another party has contravened the settlement may make an application to the Tribunal for an order under subsection (8), (a) within six months after the contravention to which the application relates; or (b) if there was a series of contraventions, within six months after the last contravention in the series. 2006, c. 30, s. 5.

<b>Number</b>	<b>2-HTA-1</b>
<b>Citation</b>	Highway Traffic Act, R.S.O. 1990, c. H.8, ss. 216.1(3), (4)
<b>Record Type</b>	Ownership and operation of vehicle and carriage of goods documents
<b>Retention/Limitation Period</b>	216.1(3) Where a commercial vehicle or road-building machine and its contents and equipment are examined under this section, the officer conducting the examination may require the driver, operator or other person in control of the vehicle to surrender all documents relating to the ownership and operation of the vehicle and to the carriage of the goods, and to furnish all information within that person's knowledge relating to the details of the current trip.  4) (4) An officer obtaining a document under subsection (3) may take the document for the purpose of making a copy of it, but the copying shall be done as quickly as reasonably possible and the document copied shall be promptly returned.

<b>Number</b>	<b>2-ITA-1</b>
<b>Citation</b>	Income Tax Act, R.S.O. 1990, c.I.2, s.39; as am. S.O. 1993, c. 29, s. 2; as am. S.O. 2004, c. 16, c.3
<b>Record Type</b>	Income Tax Accounting Records and Books of Account [incorporation of Federal Tax Act]
<b>Retention/Limitation Period</b>	39.(1) Every person carrying on business in Ontario and every person who is required, by or pursuant to this Act, to pay or collect taxes or other amounts shall keep records and books of account (including an annual inventory kept in prescribed manner) at the person's place of business or residence in Ontario or at such other place as is designated by the Provincial Minister, in such form and containing such information as will enable the taxes payable under this Act or the taxes or other amounts that should have been deducted, withheld or collected to be determined.  (2) Subsections 230.(2.1), (3), (4), (4.1), (4.2), (5), (6), (7), and (8) of the Federal Act apply for the purposes of this Act and, in the application thereof, any reference to subsection 230.(1) of the Federal Act shall be read as a reference to subsection (1).

<b>Number</b>	<b>2-LA-1</b>
<b>Citation</b>	Justice Statute Law Amendment Act, Schedule B, Limitations Act, 2002, S.O. 2002, c. 24, s. 4



<b>Number</b>	<b>2-LA-1</b>
<b>Record Type</b>	Basic Limitation Period
<b>Retention/Limitation Period</b>	4. Unless the Act provides otherwise, a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.

<b>Number</b>	<b>2-LA-2</b>
<b>Citation</b>	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s.4
<b>Record Type</b>	General Limitation Period – Limitation Period
<b>Retention/Limitation Period</b>	4. Unless this Act provides otherwise, a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.

<b>Number</b>	<b>2-LA-3</b>
<b>Citation</b>	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s.6
<b>Record Type</b>	Extension of limitation period (minors) – Limitation Period
<b>Retention/Limitation Period</b>	6. The limitation period established by section 4 does not run during any time in which the person with the claim, (a) is a minor, and (b) is not represented by a litigation guardian in relation to the claim.

<b>Number</b>	<b>2-LA-4</b>
<b>Citation</b>	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, ss. 15(1), (2)
<b>Record Type</b>	Ultimate Limitation Period – Limitation Period
<b>Retention/Limitation Period</b>	15 (1) Even if the limitation period established by any other section of this Act in respect of a claim has not expired, no proceeding shall be commenced in respect of the claim after the expiry of a limitation period established by this section.  (2) No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.

<b>Number</b>	<b>2-MA-1</b>
<b>Citation</b>	Municipal Act, 2001, S.O. 2001, c 25, s.253
<b>Record Type</b>	Inspection of Records and Certified Copies
<b>Retention/Limitation Period</b>	253 (1) Subject to the Municipal Freedom of Information and Protection of Privacy Act, any person may, at all reasonable times, inspect any of the records under the control of the clerk, including,  (a) by-laws and resolutions of the municipality and of its local boards; (b) minutes and proceedings of regular, special or committee meetings of the council or local board, whether the minutes and proceedings have been adopted or not;



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<b>Number</b>	<b>2-MA-1</b>
<b>Retention/Limitation Period</b>	<p>(c) records considered at a meeting, except those records considered during that part of a meeting that was closed to the public;</p> <p>(d) the records of the council;</p> <p>(e) statements of remuneration and expenses prepared under section 284.</p> <p>(2) Upon request, the clerk shall, within a reasonable time, provide a certified copy under seal of the municipality of any record referred to in subsection (1) to any applicant who pays the fee established by council.</p>

<b>Number</b>	<b>2-MA-2</b>
<b>Citation</b>	Municipal Act, 2001, S.O. 2001, c 25, s.254
<b>Record Type</b>	Retention of Records
<b>Retention/Limitation Period</b>	<p>254 (1) A municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection.</p> <p>(2) Despite subsection (1), a local board that has ownership and control of its records shall retain and preserve the records in a secure and accessible manner.</p> <p>(3) If a municipality or a local board has a duty to retain and preserve records under this section, the municipality or local board may enter into an agreement for archival services with respect to the records, but a local board shall not enter into such an agreement without the consent of each of the municipalities of which it is a local board and the municipality shall not enter into such an agreement unless the other municipalities, if any, with whom the municipality has joint duty to retain and preserve the records also are party to the agreement.</p> <p>(4) Records transferred to a person pursuant to an agreement under subsection (3) remain, for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, under the ownership and control of the municipality or of a local board of the municipality if the local board falls within the definition of or is designated as an institution under that Act.</p> <p>(5) A person to whom records are transferred pursuant to an agreement under subsection (3) shall retain and preserve the records transferred to it in a secure and accessible manner.</p> <p>(6) A municipality and a local board shall ensure that a person to whom records are transferred pursuant to an agreement under subsection (3) fulfils the obligations under subsection (5).</p> <p>(7), (8) Repealed: 2006, c. 32, Sched. A, s. 108.</p>



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<b>Number</b>	<b>2-MA-2</b>
	(9) In this section, the requirement to retain and preserve records in an accessible manner means that the records can be retrieved within a reasonable time and that the records are in a format that allows the content of the records to be readily ascertained by a person inspecting the records.

<b>Number</b>	<b>2-MA-3</b>
<b>Citation</b>	Municipal Act, 2001, S.O. 2001, c 25, s.255
<b>Record Type</b>	Retention Periods
<b>Retention/Limitation Period</b>	<p>255 (1) Except as otherwise provided, a record of a municipality or local board may only be destroyed in accordance with this section.</p> <p>(2) Despite section 254, a record of a municipality or a local board may be destroyed if a retention period for the record has been established under this section and,</p> <p>(a) the retention period has expired; or</p> <p>(b) the record is a copy of the original record.</p> <p>(3) A municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with section 254.</p> <p>(4) Despite subsection (3), if a local board is a local board of more than one municipality, a majority of the affected municipalities may establish retention periods during which the records of the local board must be retained and preserved in accordance with section 254.</p> <p>(5) Subsections (1) to (4) continue to apply to records transferred to a person under section 254.</p> <p>(6) In this section, “record” does not include a record of a police service board that is directly related to any law enforcement activity with respect to a person or body.</p>

<b>Number</b>	<b>2-MA-4</b>
<b>Citation</b>	Municipal Act, 2001, S.O. 2001, c 25, s.289(6)
<b>Record Type</b>	Financial Administration
<b>Retention/Limitation Period</b>	(6) Section 34 of the Assessment Act and section 353 of this Act apply with necessary modifications to the upper-tier municipality. 2009, c. 18, Sched. 18, s. 1.

<b>Number</b>	<b>2-MA-5</b>
<b>Citation</b>	Municipal Act, 2001, S.O. 2001, c 25, s.290(6)
<b>Record Type</b>	Financial Administration



<b>Number</b>	<b>2-MA-5</b>
<b>Retention/Limitation Period</b>	(6) Despite any other Act, for the purpose of preparing and adopting its budget for a year, the local municipality may by by-law require that the year's budget of every board, commission or other body, other than an upper-tier municipality or school board, for which the municipality is required by law to levy a tax or provide money, be submitted to the municipality on or before a date specified by the local municipality, and that the budget shall be in such detail and form as the by-law provides. 2009, c. 18, Sched. 18, s. 2.

<b>Number</b>	<b>2-MFIPPA-1</b>
<b>Citation</b>	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 4
<b>Record Type</b>	General Right of Access
<b>Retention/Limitation Period</b>	<p>4 (1) Every person has a right of access to a record or a part of a record in the custody or under the control of an institution unless,</p> <p>(a) the record or the part of the record falls within one of the exemptions under sections 6 to 15; or</p> <p>(b) the head is of the opinion on reasonable grounds that the request for access is frivolous or vexatious.</p> <p>(2) If an institution receives a request for access to a record that contains information that falls within one of the exemptions under sections 6 to 15 and the head of the institution is not of the opinion that the request is frivolous or vexatious, the head shall disclose as much of the record as can reasonably be severed without disclosing the information that falls under one of the exemptions.</p>

<b>Number</b>	<b>2-MFIPPA-2</b>
<b>Citation</b>	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 39(2)
<b>Record Type</b>	Appeals – Limitation Period
<b>Retention/Limitation Period</b>	39 (2) Subject to subsection (2.0.1), an appeal under subsection (1) shall be made within thirty days after the notice was given of the decision appealed from by filing with the Commissioner written notice of appeal.

<b>Number</b>	<b>2-MFIPPA-3</b>
<b>Citation</b>	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 43(4)
<b>Record Type</b>	Notice of Commissioner's Order
<b>Retention/Limitation Period</b>	43 (4) The Commissioner shall give the appellant and the persons who received notice of the appeal under subsection 39 (3) written notice of order.





<b>Number</b>	<b>2-MFIPPA-4</b>
<b>Citation</b>	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, ss. 17(3) to (5)
<b>Record Type</b>	Extended requests – Limitation Period
<b>Retention/Limitation Period</b>	<p>17 (3) The applicant may indicate in the request that it shall, if granted, continue to have effect for a specified period of up to two years.</p> <p>(4) When a request that is to continue to have effect is granted, the institution shall provide the applicant with,</p> <p>(a) a schedule showing dates in the specified period on which the request shall be deemed to have been received again, and explaining why those dates were chosen; and</p> <p>(b) a statement that the applicant may ask the Commissioner to review the schedule.</p> <p>(5) This Act applies as if a new request were being made on each of the dates shown in the schedule.</p>

<b>Number</b>	<b>2-OHASA-1</b>
<b>Citation</b>	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9(32)
<b>Record Type</b>	Health/Safety Committee
<b>Retention/Limitation Period</b>	9.(32) A constructor or an employer required to establish a committee under this section shall post and keep posted at the workplace the names and work locations of the committee members in a conspicuous place or places where they are most likely to come to the attention of the workers.

<b>Number</b>	<b>2-OHASA-2</b>
<b>Citation</b>	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, ss. 37(1)(5), s. 38(1)(2)(3)(4)(5)(6)
<b>Record Type</b>	Expiration of Material Safety Data Sheets
<b>Retention/Limitation Period</b>	<p>37 (1) An employer,</p> <p>(a) shall ensure that all hazardous materials present in the workplace are identified in the prescribed manner;</p> <p>(b) shall obtain or prepare, as may be prescribed, a current safety data sheet for all hazardous materials present in the workplace; and</p> <p>(c) shall ensure that the identification required by clause (a) and safety data sheets required by clause (b) are available in English and such other languages as may be prescribed.</p> <p>(5) A safety data sheet expires three years after the date of its publication.</p> <p>38 (1) A copy of every current safety data sheet required by this Part in respect of hazardous materials in a workplace shall be,</p> <p>(a) made available by the employer in the workplace in such a manner as to allow examination by the workers;</p>



<b>Number</b>	<b>2-OHASA-2</b>
<b>Retention/Limitation Period</b>	<p>(b) furnished by the employer to the committee or health and safety representative, if any, for the workplace or to a worker selected by the workers to represent them, if there is no committee or health and safety representative;</p> <p>(c) furnished by the employer on request or if so prescribed to the medical officer of health of the health unit in which the workplace is located;</p> <p>(d) furnished by the employer on request or if so prescribed to the fire department which serves the location in which the workplace is located; and</p> <p>(e) filed by the employer with a Director on request or if so prescribed.</p> <p>(2) The medical officer of health, at the request of any person, shall request an employer to furnish a copy of a current safety data sheet.</p> <p>(3) At the request of any person, the medical officer of health shall make available to the person for inspection a copy of any safety data sheet requested by the person and in the possession of the medical officer of health.</p> <p>(4) A medical officer of health shall not disclose the name of any person who makes a request under subsection (2) or (3).</p> <p>(5) For greater certainty, a copy of a safety data sheet in an electronic format is a copy for the purposes of this section.</p> <p>(6) An employer shall consult with the committee and the health and safety representative, if any, on making safety data sheets available in the workplace or furnishing them as required by clauses (1) (a) and (b) and subsection (1.1).</p>

<b>Number</b>	<b>2-OHASA-3</b>
<b>Citation</b>	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, ss. 43(3)
<b>Record Type</b>	Report of Refusal to Work
<b>Retention/Limitation Period</b>	<p>43 (3) A worker may refuse to work or do particular work where he or she has reason to believe that,</p> <p>(a) any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;</p> <p>(b) the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself;</p> <p>(b.1) workplace violence is likely to endanger himself or herself; or</p> <p>(c) any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker.</p>





<b>Number</b>	<b>2-OHASA-4</b>
<b>Citation</b>	Workplace Hazardous Materials Information System (WHMIS) Regulations, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 860, ss. 17, 18
<b>Record Type</b>	Expiration of supplier and employer material safety data sheets (MSDS) (Workplace Hazardous Materials Information System (WHMIS))
<b>Retention/Limitation Period</b>	<p>17. (1) An employer who receives a hazardous product from a supplier for use, storage or handling at a workplace shall obtain a supplier safety data sheet for the hazardous product from the supplier unless the supplier is exempted under the Hazardous Products Regulations (Canada) from providing a safety data sheet for the hazardous product. O. Reg. 168/16, s. 11.</p> <p>(2) An employer shall update a supplier safety data sheet obtained under subsection (1) as soon as practicable after significant new data about the product is provided by the supplier or otherwise becomes available to the employer. O. Reg. 168/16, s. 11.</p> <p>(3) An employer may provide a safety data sheet in a different format from that of the supplier safety data sheet for the hazardous product or containing additional hazard information if,</p> <p>(a) the safety data sheet provided by the employer, subject to subsection 40 (6) of the Act, contains no less content than the supplier safety data sheet; and</p> <p>(b) the supplier safety data sheet is available at the workplace and the employer-provided safety data sheet indicates that fact.</p> <p>18. (1) An employer who produces a hazardous product at a workplace shall prepare a safety data sheet for the product that complies with the requirements of the Hazardous Products Regulations (Canada) for a safety data sheet.</p> <p>(1.1) An employer who affixes a label under subsection 8 (8) or (9) or section 13, and who is unable to obtain a supplier safety data sheet for the hazardous product, shall prepare a safety data sheet for the product that complies with the requirements of the Hazardous Products Regulations (Canada) for a safety data sheet.</p> <p>(2) No safety data sheet is required for a hazardous product that is a laboratory sample produced by the employer at the workplace.</p> <p>(3) An employer shall update a safety data sheet referred to in subsection (1) as soon as practicable but not later than 90 days after significant new data about the hazardous product becomes available to the employer.</p>



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<b>Number</b>	<b>2-PRCRA-1</b>
<b>Citation</b>	Police Record Checks Reform Act, 2015, S.O. 2015, c. 30, s. 16
<b>Record Type</b>	Prescribed statistical information provided by police record check provider
<b>Retention/Limitation Period</b>	16 Every police record check provider shall prepare and maintain the prescribed statistical information in connection with police record check requests and shall provide that information to the Minister on request.

<b>Number</b>	<b>2-WSIA-1</b>
<b>Citation</b>	Workplace Safety and Insurance Act, 1997, SO 1997, c 16, Sched. A, s. 57(1)
<b>Record Type</b>	Administration – Worker’s Access to Records
<b>Retention/Limitation Period</b>	57 (1) If there is an issue in dispute, the Board shall, upon request, give a worker access to the file kept by the Board about his or her claim and shall give the worker a copy of the documents in the file If the worker is deceased, the Board shall give access and copies to the persons who may be entitled to payments under section 48.



**Citation Table - #3 (Miscellaneous)**

<b>Number</b>	<b>3-IAPE-1</b>
<b>Citation</b>	International Association for Property & Evidence – Professional Standards – Disposition s. 14.1
<b>Record Type</b>	Professional Standards – Destruction
<b>Retention/Limitation Period</b>	<p>14.1 Disposition Review –                      Standard: Law enforcement agencies should have a systematic review process assuring that each item of property and evidence is evaluated for possible purging on an annual basis.</p> <p>Definition: Review is the assessment of whether an item may be removed from the inventory based upon an elapsed period of time, or completion of all legal and departmental mandates.</p> <p>Reasoning: There is no procedure more important to keeping the inventory of a property room at a manageable level than an effective on-going purging program. The property room inventory should be kept free of items that are no longer needed in order to avoid the need for additional storage space and staffing. The timely and appropriate disposition of property is extremely important to the efficient management of the property room. Overcrowded evidence rooms generally require more staffing to manage simply because of the size of their inventory has a tendency to slow down routine operations involving evidence storage and retrieval.</p> <p>Methodology: Types of Systems                      In order to establish an effective purging system, certain criteria must be established to provide guidance in how long property and evidence should be retained before being reviewed.</p> <p>Statutes of Limitation:                      The most common review system used in property rooms utilizes the statutes of limitations as a review date. For example, if the time limit for a misdemeanor were one year, the assigned detective or arresting officer would receive a “Review Notice” after one year. Each agency should utilize the statutory requirements for their own respective state. In felony cases, the review should be sent out to the investigating officer when the statutes of limitations have expired. In most states, the statutes of limitations for felony crimes is generally much longer than misdemeanors, making the retention and review period for these serious crimes proportionally longer. An important factor in making a purging system work effectively is to apply the various statutes of limitation to cases where evidence is being retained. The review notice should request approval to release, dispose of or retain the property of evidence.</p> <p>Here are factors to consider in setting review dates based upon the statute of limitations for each particular state. In many states there are fixed periods of time after which prosecution on specified types of crimes can no</p>



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	<p>longer be initiated. In some states the time limit is absolute, in some it does not start until a suspect is identified, and in some it is extended by the length of time that the suspect is out of state during the statutory period. In many states, the limitation no longer applies once a warrant is issued for the suspect, as long as the agency can show due diligence in attempting to serve the warrant.</p> <p>Accelerated Review:  The accelerated review is similar to the Statutes of Limitation system, but the review dates may be reduced to a much shorter period of time. For example, a misdemeanor case may have a review date at six months instead of one year. Felonies may be reviewed in one year instead of three. The review date is not a purge date, it's only a date to reassess the evidence and inquire whether the case has already been adjudicated, and whether or not the evidence can be disposed of. This process may be riskier because evidence could be disposed of prior to the Statute of Limitations expiring, thereby limiting prosecution. Departments that implement an accelerated review often see a large proportion of the items forwarded to the detective are in fact signed off for release or destruction before the Statute of Limitations has expired.</p> <p>Administrative Kill Policy:  A department whose inventory is completely out of control and lacking any staff to research all of the cases may consider utilizing an "Administrative Kill" policy. The Administrative Kill is the riskiest, but sometimes the only alternative to address the problem in a timely manner. The Chief Executive Officer of the agency should initiate the Administrative Kill Policy with a written executive order to dispose of certain categories of evidence. This order should be specific as to the classifications of evidence covered, e.g. "all misdemeanors over 'X' months old, without related arrest warrant, will be destroyed/released." Another example of a written kill policy would be, "designated felony property crimes that are beyond 'X' period of time and which will never be investigated." Special attention should be given to prevent the "Administrative Kill" of any evidence in crimes against persons and sex related crimes. These could become both a political liability as well as a civil tort against the investigator, the agency and the umbrella organization.</p> <p>Special attention should be given to prevent the "Administrative Kill" of any evidence in crimes against persons and sex related crimes. These could become both a political liability as well as a civil tort against the investigator, the agency and the umbrella organization. For this reason, the prosecutor should also review any "Administrative Kill requests.</p> <p>With recent advances in DNA technology, many states have adopted statutes that require a specific length of time that biological evidence must be retained. Department policies should ensure adherence to these</p>



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	<p>statutes. After establishing the time limits that are most suitable for the department, a system needs to be developed to add a review date to every item of evidence.</p> <p>Some type of review form or memorandum should be used by the property unit to notify an investigating officer when a case is due for review. The form should include check boxes to differentiate items to be released, disposed of, or retained. The investigating officer should be required to sign the form for accountability purposes, and state why it should be retained. A supervisor should approve whenever evidence is retained beyond the respective statute of limitation. A schedule for re-review, or a second review within a year, should be set for property or evidence that is labeled as “retained”.</p> <p>The purging process can best be accomplished by requiring an annual review by the assigned case investigating officer. The most efficient process is for the property room to generate a review notice requiring the investing officer to evaluate each case for potential purging. When the property unit does not initiate the review process, departmental policy should define who is responsible, and when the review should occur.</p> <p>There should be special consideration given to NOT disposing of certain evidence without prosecutorial or judicial review, such as: sex crimes, capital crimes, other serious felonies, and pending civil litigation.</p>

<b>Number</b>	<b>3-LEARN-1</b>
<b>Citation</b>	Guidelines with Respect to the Destruction of Photographs and Fingerprints September 2004: prepared by The Law Enforcement and Records Manager’s Network (LEARN)
<b>Record Type</b>	Local Criminal Records (including fingerprints and photo-images) – Adult
<b>Retention/Limitation Period</b>	<p>Eligible for Destruction if:</p> <ul style="list-style-type: none"> <li>(1) The following suggested time frames have elapsed since disposition; &amp;</li> <li>(2) The requestor is a first-time offender, &amp;</li> <li>(3) The type of offence does not raise serious concerns about public safety.</li> </ul> <p>Stayed charges: At least one (1) year has elapsed from the date the stay was imposed.</p> <p>Absolute Discharge: For criminal files that meet the individual police service criteria – Purge after one (1) year from the date of disposition.</p> <p>Conditional Discharge: Destroy three (3) years from the date of completion of sentence, if circumstance meet the police service’s criteria.</p> <p>Where Absolute or Conditional Discharge was received prior to July 24, 1992, the Police Service may close the local criminal file if eligible criteria is met.</p>



<b>Number</b>	<b>3-LEARN-1</b>
<b>Retention/Limitation Period</b>	<p>Acquittal: Destroy on the expiration of two (2) months after the expiration of the time allowed for the taking of an appeal or where an appeal is taken, on the expiration of three (3) months after all proceeding in respect of an appeal have been completed (For acquittal other than by reason of a verdict of not criminal responsible on account of mental disorder.)</p> <p>Withdrawal or Dismissed: Other than by acquittal – at least thirty (30) days (appeal period) must have elapsed from disposition date.</p> <p>Withdrawn – Peace Bond: The Bond must have expired, which is normally one (1) year from disposition date.</p>

<b>Number</b>	<b>3-MCNEIL-1</b>
<b>Citation</b>	P&P 4.3.50 Disclosure of Misconduct Records of Police Officers (McNeil). s.A.1 to A.4
<b>Record Type</b>	McNeil Disclosure Records
<b>Retention/Limitation Period</b>	<p>A.1(1) On January 16, 2009 the Supreme Court of Canada rendered its decision in the matter of R. vs. McNeil. The court held that records relating to serious misconduct by Police Officers involved in the investigation against the accused properly fall within the scope of the “first party” disclosure package due to the Crown, where the police misconduct is either related to the investigation, or the finding of misconduct could reasonably impact on the accused. Consequently, there are certain circumstances under which a Police Officer is required to disclose their misconduct information to the Crown.</p> <p>(2) All Police Officers who may be required as a witness in a criminal proceeding or a prosecution under the Provincial Offences Acct must disclose to the Crown Attorney the following information:</p> <ol style="list-style-type: none"> <li>a. Convictions or findings of guilt under the Criminal Code, Controlled Drugs and Substances Act or other statute for which a pardon has not been granted.</li> <li>b. Outstanding charges under the Criminal Code, Controlled Drugs and Substances Act or other federal statute.</li> <li>c. Findings of guilt or misconduct under the Police Services Act after a formal hearing before the tribunal which does not fall within the disclosure exceptions set out in paragraph 4, below.</li> <li>d. Outstanding charge(s) of misconduct under the Police Services Act for which a Notice of Hearing has been served which does not fall within the disclosure exceptions set out in paragraph 4, below.</li> <li>e. In relation to the same incident which forms the subject matter of the charge(s) against the accused for which the Crown Brief is being prepared:             <ol style="list-style-type: none"> <li>i. that the Officer has been given notice that he/she is the subject of a conduct investigation under the Police Services Act;</li> </ol> </li> </ol>





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	<p>ii. that the Officer is the subject of an investigation under the Criminal Code, Controlled Drugs and Substances Act or other federal statute, but the case has not yet been concluded; and/or</p> <p>iii. the Officer has agreed to a complaint disposition without a hearing.</p> <p>(3) All Police Officers who are required to disclose misconduct information set out in paragraph 2, above, shall be given an opportunity to make submissions to the Crown Attorney at the time of making the required disclosure.</p> <p>(4) Police Officers are NOT required to disclose misconduct information relating to the following:</p> <ul style="list-style-type: none"> <li>a. Police Services Act                     <ul style="list-style-type: none"> <li>s. 74(1)(b) contravenes section 46 (political activity)</li> <li>s. 74(1)(d) contravenes subsection 55(5) (resignation during emergency)</li> <li>s. 74(f) contravenes section 117 (trade union membership)</li> </ul> </li> <li>b. O. Reg. 123/98, Police Services Act, Part V. Code of Conduct                     <ul style="list-style-type: none"> <li>2. (1) (a) (x) is guilty of an indictable criminal offence or an offence punishable upon summary conviction if you have been granted a pardon for the underlying criminal offence</li> <li>2. (1) (c) (ix) is absent without leave from or late for any duty, without reasonable excuse</li> <li>2. (1) (c) (x) is improperly dressed, dirty or untidy in person, clothing or equipment while on duty</li> <li>2. (1) (h) (i) in part, specifically “willfully or carelessly causes loss or damage to any article of clothing”</li> </ul> </li> </ul> <p>(5) The requirement for Police Officers to disclose misconduct information as set out in this Policy applies to proceedings within the City of Hamilton or other jurisdictions.</p> <p>(6) No person shall disclose to any other person information on, obtained from, or pertaining to, the McNeil decision, except in accordance with this Policy.</p> <p>A.2 (1) All Police Officers who are required to disclose misconduct information as set out in Section “A.1 General” paragraph 2., above, shall complete a “McNeil Report” form and submit the completed form to the Commander of the Professional Development Division.</p> <p>(2) It is the responsibility of each Officer to ensure the Commander of the Professional Development Division is provided with up-to-date information or change in status, as soon as possible, should the information required by the “McNeil Report” change.</p> <p>(3) Whenever an Investigating Officer (def.) completes a Crown Brief Package, the Officer shall identify on the Witness Control Form whether a “McNeil Report” is required for each Police Officer witness listed.</p> <p>Note: The Witness Control Form in Niche will automatically generate an identifier for an Officer with a McNeil reporting requirement. The capital letter “M” preceding the Officer’s Division/Squad denotes a McNeil Report is required. Investigating Officers are responsible for also checking the box on the Witness Control Form, indicating a McNeil Report is to be attached.</p>




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	<p>(4)McNeil Reports will be maintained by the Crown Attorney’s Office. Upon initial screening of the Crown Brief Package, the Crown’s Office will be responsible for ensuring a McNeil Report is included in the package, as required.</p> <p>(5)The HPS Court Case Manager, upon review of a Crown Brief Package which is set for trial, shall ensure the Crown’s Office has included a McNeil Report, where required.</p> <p>(6) Where an Officer with a McNeil reporting requirement is required to attend court, the Officer shall notify the assigned Crown Counsel prior to commencement of the proceedings.</p> <p>A.3(1) Shall ensure that:</p> <ul style="list-style-type: none"> <li>a. McNeil Reports are forwarded to the Crown’s Office;</li> <li>b. any revision/change to a McNeil Report is forwarded forthwith to the Crown’s Office; and</li> <li>c. where Officer misconduct is identified in accordance with Section “A.1 General” paragraph 2., above, the Officer is notified, in writing, of their obligation to submit a McNeil Report.</li> </ul> <p>A.4(1) Where a Crown Brief is not prepared in relation to a proceeding governed by the Provincial Offences Act (e.g. Highway Traffic Act, Liquor Licence Act, etc.) the disclosure of conduct information as set out in Section “A.1 General”, paragraph 2., above, shall be as follows:</p> <ul style="list-style-type: none"> <li>a. upon request for disclosure from a Crown Prosecutor prior to the court date, Officers shall provide a “McNeil Report”, if required, in a sealed envelope to the Crown Prosecutor as soon as practicable; or</li> <li>b. if no disclosure request is received from the Crown Prosecutor prior to the court date, Officers required to attend court in accordance with a Court Notification/Summons, shall at the first appearance court date, notify the Crown Prosecutor and provide him/her with a “McNeil Report”, if required, in a sealed envelope.</li> </ul>





# HAMILTON POLICE SERVICE

## RECOMMENDATION REPORT

<b>TO:</b>	Chair and Members Hamilton Police Service Board
<b>BOARD MEETING DATE:</b>	November 28, 2024
<b>SUBJECT:</b>	Civilian Backfill – Switch Board Operator
<b>REPORT NUMBER:</b>	24-101
<b>SUBMITTED BY:</b>	Frank Bergen, Chief of Police
<b>SIGNATURE:</b>	

### RECOMMENDATION

That the approved headcount for the Civilian Switch Board Operator be increased by 1 FTE.

### EXECUTIVE SUMMARY

- The Civilian Collective Agreement, article 14.1(b) requires the Hamilton Police Service (HPS) to permanently backfill a position where a Member has been absent from work for twenty-four (24) months continuously with no expected return to work in the next ninety (90) days. Alternatively, if there has been a continuous absence less than 24 months, the parties may agree to permanently post the position. This is the current situation.
- There is currently one (1) full-time Switch Board Operator that meets this criteria. We do not anticipate the Member being able to their role, nor are they fit to return in any capacity. The Member is currently being supported by both the HPS and the Hamilton Police Association during their absence. Should the Member reach a point they could return it is likely it will be in an alternate job that complies with any restrictions and/or limitations.

### FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: Full-time Switch Board Operators are backfilled by part-time members until such a time that a full-time replacement is appointed.

For the purposes of this report, the annual financial cost to backfill a full-time, 2E Step 4 Switch Board Operator is \$50,376, inclusive of salary and benefits, based on 2023 Collective Agreement rates.

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Staffing: The approved headcount for Civilian Switch Board Operator will be increased by one (1) FTE.

Legal Implications: N/A

### **INFORMATION**

By filling this position permanently, the Service will abide by the terms of the Collective Agreement, ensure full-time coverage year-round and seek to minimize additional part-time and overtime costs related to this position.

### **ALTERNATIVES FOR CONSIDERATION**

Not Applicable.

### **APPENDICES AND SCHEDULES ATTACHED**

Not Applicable.

FB/S.Stark

c: Duncan Robertson, Director – Finance (interim)  
Vince Campisi, HRIS Coordinator

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