



The following *draft* Minutes of the meeting of the Toronto Police Services Board held on May 29, 2003 are subject to adoption at its next regularly scheduled meeting.

The Minutes of the Regular Meeting held on April 24, 2003 and the Special Meeting held on April 28, 2003 previously circulated in draft form were approved by the Toronto Police Services Board at its meeting held on May 29, 2003 with the exception of Minute No. P115/03 which was amended.

A revised copy of Minute No. P115/03 is attached to these Minutes.

MINUTES OF THE PUBLIC MEETING of the Toronto Police Services Board held on **MAY 29, 2003** at 1:30 PM in the Auditorium, 40 College Street, Toronto, Ontario.

PRESENT:

Norman Gardner, Chairman
Gloria Lindsay Luby, Councillor & Vice Chair
A. Milliken Heisey, Q.C., Member
Benson Lau, M.D., Member
Al Leach, Member
Frances Nunziata, Councillor & Member

ALSO PRESENT:

Julian Fantino, Chief of Police
Albert Cohen, City of Toronto - Legal Services Division
Deirdre Williams, Board Administrator

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

#P128. MOMENT OF SILENCE

A moment of silence was observed in memory of Ontario Provincial Police Senior Constable Phil Shrive who died on Friday, May 23, 2003 as the result of injuries he sustained in a motor vehicle collision while on duty in Renfrew on Friday, May 16, 2003.

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#P129. INTRODUCTIONS

The following members of the Service were introduced to the Board and congratulated on their recent promotions:

Staff Inspector James Sneep
Sergeant Paul Mackrell

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TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

#P130. OUTSTANDING REPORTS - PUBLIC

The Board was in receipt of the following report MAY 12, 2003 from Norman Gardner, Chairman:

Subject: OUTSTANDING REPORTS - PUBLIC

Recommendations:

It is recommended that:

- (1) the Board request the Chief of Police to provide the Board with the reasons for the delay in submitting the reports requested from the Service and that he also provide new submission dates for each report.

Background:

At its meeting held on March 27, 2000 the Board agreed to review the list of outstanding reports on a monthly basis (Min. No. 113/00 refers). In accordance with that decision, I have attached the most recent list of outstanding public reports that were previously requested by the Board.

With respect to the outstanding report on the Air Support Unit, the Board inquired about the status of the \$1 Million the province indicated it would contribute towards the purchase of a helicopter for the Toronto Police Service – Air Support Unit. Chief Fantino advised the Board that this is still being discussed within the Service.

The Board approved the foregoing.

Reports that were expected for the May 29, 2003 meeting:

| Board Reference | Issue - Pending Reports | Report Status | Recommendation Action Required |
|---|---|---|---|
| P292/02 | <p>Audit of Complaints Process</p> <ul style="list-style-type: none"> • <u>Issue:</u> recommendations by the City Auditor referred to Chief for response, include work plan and timetable • also include response to comments about the visibility of badge numbers on an officer's uniform | <p>Report Due: May 29/03 Extension Reqs'd: Extension Granted: Revised Due Date: Status:.....Outstanding</p> | Chief of Police |
| #P240/02 #P325/02 #P345/03 #P11/03 | <p>Air Support Unit</p> <ul style="list-style-type: none"> • <u>Issue:</u> the financial plan and the financial impacts of the Air Support project and all agreements be provided to the Board for approval • on January 30/03 Chief advised that a full financial plan will be submitted for the July 17/03 meeting • report on Regional Air Support Program and response by Durham Regional PSB to coordinated air support • annual reporting of performance indicators to be submitted following commencement of new unit | <p>Report Due: July 17/03 Extension Reqs'd: Extension Granted: Revised Due Date: Status:</p> <p>Report Due: Mar. 27/03 Extension Reqs'd: Extension Granted: Revised Due Date: Status:.....outstanding</p> | <p>Chief of Police</p> <p>Chief of Police</p> |

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| <p>#P199/96 #P233/00 #P255/00 #P463/00 #P440/00 #P255/00 #P26/01 #P27/01 #P54/01</p> | <p>Professional Standards</p> <ul style="list-style-type: none"> • <u>Issue:</u> interim report (for the period January – July) to be submitted in November each year • annual report (for the period January – December) to be submitted in May each year • see also Min. No. 464/97 re: complaints • see also Min. No. 483/99 re: analysis of complaints over-ruled by OCCPS • revise report to include issues raised by OCCPS and comparative statistics on internal discipline in other police organizations • note: police pursuit statistics should be included - beginning ... Nov. 2001 rpt. • note: annual report now to include the # of civil claims that occurred as a result of complaints (Min. No. 463/00 refers) • note: searches of persons statistics should also be included in annual report • revise format of report, based upon recommendation by Hicks Morley, so that tracking acquittals on or withdrawal of related criminal charges is possible • include OPAC information on lethal and non-lethal weapons • include evaluations of M26 Advanced TASER & Bean Bag & Sock Round Kinetic Energy Impact Projectiles | <p>Next report Due: May 29/03 Extension Reqs'd: Extension Granted: Revised Due Date: Status:.....Outstanding</p> | <p>Chief of Police</p> |
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**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
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**#P131. AMENDMENTS TO THE *CRIMINAL CODE OF CANADA* WITH
REGARD TO FIREARM-RELATED CRIMES AND THE
ADMINISTRATION OF THE LEGISLATION RELATED TO FIREARMS**

The Board was in receipt of a report MARCH 13, 2003 from Julian Fantino, Chief of Police, with regard to proposed amendments to the *Criminal Code of Canada* and the administration of the legislation related to firearms.

The Board deferred the foregoing report to a future meeting when Mayor Mel Lastman will be in attendance.

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#P132. BOARD FINANCIAL BY-LAW - No. 147

The Board was in receipt of the following report APRIL 30, 2003 from Julian Fantino, Chief of Police:

Subject: NEW BOARD FINANCIAL BY-LAW 147

Recommendation:

It is recommended that: the Board enact the new Board Financial By-law 147 to replace By-law 100 as amended by By-laws 103, 109, 116, 118, 124 and 133.

Background:

The Board's current By-law 100 as amended by By-laws 103 (in 1994), 109 (in 1996), 116 (in 1997), 118 (in 1998), 124 (in 1999) and 133 (in 2000) confers certain authorities and responsibilities with respect to the appropriation and commitment of funds by, and the payment of accounts, of the Toronto Police Services Board.

The City of Toronto, subsequent to amalgamation, enacted a Procurement of Goods and Services By-law (151-2000) and Financial Control By-law (152-2000), both of which now form part of the Toronto Municipal Code. The Service has utilised City, and previously Metropolitan Toronto, by-laws as a guide in amending By-law 100. Given the enacting of the new City by-laws, various Service audit recommendations made on procurement processes and internal process changes, the Service decided that it would be better to replace the current Board By-law 100 rather than add another amendment. Moreover, this was also an opportunity to review the Service's procurement process vis-à-vis the City of Toronto Purchasing role.

In the last quarter of 2001, the Service initiated a project to develop a new by-law to replace By-law 100. As a result, a project team was formed. The team was comprised of Service Finance staff and representation from City Legal. The Service members included the Director, Finance & Administration; Manager, Purchasing Support Services; Manager, Financial Management; Manager, Budgeting & Control, and a Solicitor from the City Legal Division. The role of the Solicitor in the development of the new by-law was to ensure that issues were properly documented in the by-law, and that it met legal requirements. It was not to provide comments in support or against any underlying policy changes being recommended.

Early in the project, it was determined that although the City had enacted two new by-laws to deal with procurement and financial control, the Service would cover both of these topics in one by-law. Numerous meetings were held by the project team and a draft by-law resulted. The draft by-law was circulated to the Service's Quality Assurance Unit, the City Audit Department, the City Purchasing Department, and the City Finance Department for comments. Comments,

either written or oral, were received from all areas canvassed and these were reviewed by the project team. Some modifications, based on the comments, were made to the draft by-law. The project team also obtained copies of by-laws/policies from other Agencies, Boards and Commissions (i.e. the TTC, Toronto Zoo and Toronto Library) to use as a guide in finalising the new by-law. A revised version of the draft by-law was produced and circulated to the same departments mentioned above, for further comments. Further comments were received and these are detailed later in the report. Also, the circulation of the draft by-law to the various stakeholders was intended to obtain input so that the Board can make an informed decision and not to obtain acceptance or non-acceptance from the stakeholders.

New Board Financial Control By-law 147

Attached is a draft of the new Board Financial Control By-law 147 that has been approved to form by City Legal. The new by-law is more reader friendly, clarifies processes and rules of the organisation, better defines the roles of the Service and the City, and incorporates efficiencies in the procurement process. The following table reflects the significant changes between By-law 100 and the new Financial Control By-law 147.

| Current By-law 100 | New By-law 147 | Reason for Change |
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| Operating budget is segregated by appropriation. | Operating budget is referred to as an overall global amount. | City Council approves the operating budget on a net overall level and not by appropriation (as was the case when the current by-law was established); therefore this reflects the current situation. |
| A transfer of budgets between appropriations requires approval of the Board and City Council. | Transfers of budgets within the Council approved net operating budget will be at the authority of the Chief and reflected in the variance reports submitted to the Board. | Similar to the item above, appropriations no longer apply. The Chief is accountable to the Board for the net budget approved by City Council and as long as the budget is not exceeded then the Chief has authority to reallocate funds based on the operational requirements of the Service. Moreover, a monthly variance report is provided to the Board and City, which details any impacts on the budget. |
| Advance payments required the City CFO to concur that this was normal business practice. | The Chairman, Chief or CAO, TPS will approve advance payments within the limits of the new by-law. | Advance payments are rarely used. However, at times down payments may be required as part of normal business practice and form part of the |

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| | | contract or purchase order awarded. Prior to negotiating these, the Service would ensure that no undue financial risk is placed on the organisation. |
| Authority for write-offs rested with the CAO, TPS for amounts up to \$150, with the recommendation of the City Solicitor up to \$5,000 and Board approval for amounts over \$5,000. | Authority for write-offs are up to \$10,000 for the Director, Finance & Administration (reported monthly to the CAO, TPS), up to \$25,000 for the CAO, TPS (reported monthly to the Chief) and up to \$50,000 for the Chief (reported semi-annually to the Board). | Write-offs would not occur until all reasonable efforts are made to collect the outstanding amount. The Service has in place a procedure to follow for uncollectable amounts (including the use of a collection agency if required) and write-offs would only be recommended when all avenues within the procedure have been exhausted. The Service has responded to the revenue controls review conducted by the City Auditor and identified the corrective actions implemented in respect of the audit recommendations (Brd. Min. #P168/P344, 2000 refers). |
| Attendance at conferences and seminars exceeding \$3,500 requires Board approval (Brd. Min. #71/1999 refers). | Attendance at conferences and seminars will be authorised by the Chief of Police (or his designate) within the authorisation limits defined in the new by-law. | The Service has in place internal procedures, approval levels and controls (from Unit Commander to the Chief) for conference and seminar attendance within the approved annual operating budget. |
| Existing agreements – the Service can refrain from undertaking a solicitation through City Purchasing when there is an existing agreement between the City and a vendor. | Existing agreements – the Service can refrain from undertaking a solicitation when there is an agreement between the City or a public agency and a vendor. Existing City agreements with a vendor can be accessed by the TPS Purchasing Agent for any amount within the approved budget. Existing agreements | Having the option to access existing agreements where the City or other public agencies have gone through a bid or quotation process is an efficient method of processing goods/service requests. The TPS Purchasing Agent would ensure that the Service is getting the lowest price meeting Service specifications |

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| | with public agencies other than the City can be accessed by the TPS Purchasing Agent however, these would require funding approvals within the authority levels of the by-law. | and would save the time in conducting the process. |
| Purchase of goods and services are processed through the City Purchasing Agent. | <p>Purchase of goods and services that are not Policing Goods and Services are processed through the City Purchasing Agent (as per the current by-law).</p> <p>Purchase of Policing Goods and Services (as defined in the new by-law) will be processed through the TPS Purchasing Agent through the issuance of a TPS purchase order. Policing Goods and Services are items typically purchased for use by TPS and not typically purchased for use by the City (e.g. guns, body armour).</p> | The purchase of Policing Goods and Services are best administered by the TPS. The TPS staff has the knowledge and expertise in the procurement of police items and there is no added value in processing these through the City. Also, various police items co-ordinated through the Police Cooperative Purchasing Group (PCPG) are not processed through the City if the Toronto Police Service is not the lead agent. Currently, the City processes requests for police items. However, they provide more of an administrative role as the TPS staff determine the requirements, analyse the products and make the recommendations. This change is consistent with the by-laws/policies of the TTC, Toronto Zoo and Library that all have the ability to conduct their own purchasing. |

Comments received from the City CFO & Treasurer and the City Auditor General's Office include:

- TPS will incur extra costs and there will be confusion amongst the suppliers in having to deal with two purchasing bodies.
- The Auditor General has completed a review of the City's procurement process and makes a number of recommendations for improvement. This will result in a revised City purchasing by-law and the Service should consider these recommendations.
- The City CAO is reviewing the governance relationship between the City and its Agencies, Boards and Commissions and the Service's new Financial By-law 147 be held until this is completed along with the implementation of the Auditor General's recommendations on the procurement process.

In response to the above comments the following is provided:

- The Service will not incur extra costs. The responsibility for procuring policing goods/services will require one staff person in the TPS Purchasing Support Services (PSS) unit. PSS currently has an authorised position, which is vacant, and corresponding funds have been gapped. However, if the new by-law is approved the intent would be to fill the vacant position and reallocate funds from within the approved 2003 Operating Budget to accommodate this. The funding required for 2003 would be approximately \$20,000. Also, the Service does not anticipate any confusion for the suppliers in dealing with two purchasing areas. The policing items to be purchased by TPS are specific to certain suppliers and these vendors are used to dealing with Service staff on these items. Other Boards and Commissions are operating in a similar manner and confusion is not an issue.
- Service staff have reviewed the Auditor General's recommendations on improving the City's procurement process. The implementation of these recommendations should improve the City's procurement process, and the Service will benefit from this for goods/services processed through the City. However, it is the Service's position that the procurement of policing goods/services, regardless of changes implemented by the City, would still be more efficient through the Service's PSS unit for the reasons identified in the above table. Further comments on the Auditor General's report are provided below.
- The Service has been working on the new by-law for about a year and a half, and for all the reasons previously noted, it is prudent for the Board to update the current by-law. It is not clear how long the CAO review and implementation of the Auditor General's recommendations will take. The CFO & Treasurer is expected to report to the City Administration Committee in September 2003 with an implementation plan on the Auditor General's procurement recommendations. Once the above reviews have been completed, the Service will examine what impacts these may have and if a further revision to the by-law is required, it will be presented at that time.

The City's Auditor General's office, at the request of City Council in November 2001, conducted a comprehensive review of the City's procurement function, and a report was provided to the Audit Committee in April 2003. The report identified areas that can be improved for procurement and related processes, but did not provide specific solutions. The report made various recommendations, and requested that the City CFO & Treasurer develop an implementation plan to address the recommendations for approval by the City Administration Committee in September 2003, and assign a project manager and other resources to facilitate the implementation plan.

The proposed new Financial Control By-law 147, from the Service's perspective, addresses many of the issues raised by the Auditor General's report, and will integrate well with potential changes to the City's procurement process.

Summary

The proposed new Financial Control By-law 147 provides the Service with the necessary guidelines to efficiently manage and control the procurement of goods and services. The procurement process for Policing Goods and Services will be streamlined thereby enhancing service to our members, and in the Service's view, will provide some savings for City Purchasing. The Service's Quality Assurance Unit will conduct a comprehensive review of the new by-law after the first year of operation.

City Legal staff has approved the new Financial Control By-law 147 to form, and has reviewed the contents of this board report for accuracy.

Frank Chen, Chief Administrative Officer, Corporate Support Command, will be in attendance to answer any questions the Board may have.

The Board approved the foregoing.

TORONTO POLICE SERVICES BOARD

BY-LAW No. 147

To confer certain authorities and responsibilities with respect to the appropriation and commitment of funds by, and the payment of accounts of, the Toronto Police Services Board, and other related matters.

WHEREAS the Toronto Police Services Board previously enacted By-law No. 100 “To confer certain authorities and responsibilities with respect to the appropriation and commitment of funds by, and the payment of, accounts of the Metropolitan Toronto Police Services Board, and other related matters”; and

WHEREAS it is desirable to enact a new by-law to establish revised procedures with respect to the appropriation and commitment of funds and to the procurement of goods and services;

The Toronto Police Services Board HEREBY ENACTS as follows:

1. Definitions:

In this by-law,

“Account” means a financial liability of the Board arising from a Commitment and evidenced by any invoice, paysheet, receipt or other document indicating payment is due for the Goods or Services specified in the account;

“Act” means the *Police Services Act*, as it may be amended from time to time;

“Appropriation” means the allocation of funds for a specified purpose and shown as such in the Budget;

“Award” means the acceptance of a Bid or Proposal in accordance with the terms of this by-law;

“Bid” means a formal price response to a Call issued by the TPS;

“Bidder” means any legal entity submitting a Bid in response to a Call by the TPS;

“Board” means the Toronto Police Services Board;

“Budget” means the annual operating and capital budgets established by Council after consideration of the Estimates;

“Call” means solicitation from the TPS to external suppliers or providers to submit a tender or Quotation;

“Capital Account” means the fund allocated by the Board for a particular Capital Project in the Capital Program;

“Capital Project” means an undertaking in respect of which an expenditure is incurred to acquire, improve and maintain land, buildings, engineering structures, machinery or equipment, including installation of computer hardware, software and other technology and is the level at which the Board and Council approve funding in the capital budget;

“Capital Program” means the multi-year plan adopted by the Board and Council respecting intended expenditures for Capital Projects;

“Chair” means the person holding the position of Chair of the Board or a similar successor position;

“Chief” means the person holding the position of Chief of Police of the TPS or a similar successor position;

“Chief Administrative Officer” means the person holding the position of Chief Administrative Officer of the TPS or a similar successor position;

“City” means the City of Toronto;

“City Purchasing Agent” means the person holding the position of Director of Purchasing and Materials Management in the City’s Finance Department, or a similar successor position, and whose responsibility it is to supervise and carry out procurement functions on behalf of the Toronto Police Service in accordance with this by-law and includes his or her designate;

“City Solicitor” means the person holding the position of City Solicitor for the City, or a similar successor position, and includes his or her designate;

“Commitment” means the document evidencing the contractual obligation for the purchase of any Goods or Services arising from an Award;

“Co-operative Purchasing” means procurement conducted by the TPS Purchasing Agent on behalf of the TPS and one or more public agencies, or the involvement of the Purchasing Agent in procurement by other public agencies which includes procurement on behalf of the TPS;

“Council” means City Council;

“Director, Finance and Administration” means the person holding that position in the TPS Finance and Administration area, or a similar successor position;

“Estimates” means the estimates the Board submits to Council for adoption pursuant to section 39 of the Act;

“Existing Agreement” means an agreement between a public agency and a vendor for the supply of Goods or Services at prices specified in the agreement and which allows the TPS to acquire the Goods and Services at such prices provided that:

- (a) competitive prices for the Goods or Services have been obtained by way of bid or quotation; and
- (b) the agreement was awarded to the vendor that offered the Goods or Services at the lowest price that met the specifications;

“Goods” means all forms of personal property, both tangible and intangible;

“Net Expenditure” means total actual costs less total revenues earned;

“Operating Unit” means an organizational unit of the TPS headed by a Unit Commander;

“Over-expenditure” means Net Expenditure that exceeds the approved Budget;

“Policing Goods and Services” means those Goods and Services which, in the opinion of the TPS Purchasing Agent, are typically purchased for use by the TPS and not typically purchased for use by the City;

“Proponent” means any legal entity submitting a Proposal in response to a Request;

“Proposal” means an offer to furnish Goods or Services, including professional or consulting services, as a basis for negotiations for entering into a contract;

“Quotation” means an offer to supply specified Goods or Services at a price fixed as to the total amount or on a unit basis, or both;

“Request” means a solicitation from the TPS to external suppliers to submit a Proposal;

“Services” means any matter in respect of which the Board may incur a financial obligation other than Goods, excluding real property;

“Solicitation” means the process of notifying prospective Bidders or Proponents that the Board wishes to receive Bids or Proposals;

“TPS” means the Toronto Police Service and includes the TPS Parking Enforcement Unit;

“TPS Purchasing Agent” means the person holding the position of Manager of Purchasing Support Services in the TPS Finance and Administration area, or a similar successor position, and whose responsibility it is to supervise and carry out procurement functions on behalf of the Board in accordance with this by-law;

“Treasurer” means the Chief Financial Officer and Treasurer of the City.

Part I **General**

2. Purpose:

The administration of the Board's budgetary process, the purchasing of all Goods and Services on behalf of the Board, the payment of accounts of the Board and the related matters identified in this by-law, shall be carried out in accordance with the provisions of this by-law.

3. Applicability:

- (1) The provisions of this by-law shall apply to all Operating Units within the TPS and to all Appropriations and Capital Projects of the Board.
- (2) The acquisition of real property shall be jointly undertaken by both City and TPS staff and in accordance with such policies and guidelines as may be approved by the Board and Council from time to time.

4. Ethics in Purchasing:

In addition to any conflict of interest policy applicable to members of the TPS, as may be adopted by the Board from time to time, the code of purchasing ethics established by the National Institute of Governmental Purchasing Inc. and the Purchasing Management Association of Canada shall apply to all members of the TPS involved in the procurement process.

Part II **Budgets**

5. Interim Operating Budget:

Prior to Council's adoption of an annual operating Budget for the Board and the TPS, the Board and the TPS will expend funds in accordance with the annual interim operating budget adopted by Council in accordance with Chapter 71, Financial Control, of the City of Toronto Municipal Code, for the period from the first day of January in each year until the adoption of the Budget for such year.

6. Operating and Capital Budgets:

- (1) The Chief shall prepare the annual operating Estimates and the annual capital Estimates for submission to the Board, that show the amounts required to maintain the TPS and provide it with equipment and facilities, in such format and at such time as determined by Council and the Board.

- (2) The Chair shall prepare the annual operating Estimates for submission to the Board that show the amounts required to pay the expenses of the operation of the Board, in such format and at such time as determined by Council and the Board.
- (3) As part of the preparation and submission of the annual capital Estimates, the Chief shall prepare and submit the Capital Program identifying the Capital Projects intended to be undertaken for that year and the following four years or such other multi-year period as requested by the Board or Council.
- (4) Despite the inclusion of a Capital Project within the Capital Program, each Capital Project and the funding therefor must be individually approved by Council and the Board.

7. Submission of Estimates to Council:

After adoption of operating and capital Estimates, the Board shall submit the Estimates to Council for adoption in accordance with the requirements of section 39 of the Act.

8. Operating Budget Spending Authority:

- (1) (a) The operating Budget established by Council and the Board establishes the spending authority for the TPS and the Board. The Chief shall ensure that TPS Net Expenditure does not exceed the approved Budget.
 - (b) The Chief shall report any anticipated Over-expenditure to the Board as soon as such potential Over-expenditure is known.
 - (c) If the Chief has reported any anticipated Over-expenditure to the Board, the Chief shall report to the Board any anticipated savings that arise subsequent to such report of Over-expenditure as soon as such potential savings are known, with a recommendation as to how such savings should be dealt with in light of the Over-expenditure.
- (2) Any expenditure that would result in the Board exceeding the net operating Budget requires Board approval prior to an Award or a Commitment being made to incur such expenditure.
 - (3) The reallocation between Appropriations within the operating Budget that does not affect the net operating Budget for the TPS requires the approval of the Chief. Any such reallocation shall be reported to the Board not later than the second regular Board meeting following the reallocation.
 - (4) The obligations of the Chief identified in this section also apply to the Chair in respect to the Budget required to pay the expenses of the operation of the Board.

9. Capital Budget Spending Authority:

- (1) (a) The capital Budget established by Council establishes the spending authority for a Capital Project. The Chief shall ensure that Net Expenditure does not exceed such approved Budget.
 - (b) The Chief shall report any anticipated Over-expenditure to the Board as soon as such potential Over-expenditure is known.
 - (c) No expenditure shall be made for a Capital Project in excess of the funding approved for such project in the capital Budget without the approval of the Board and Council.
 - (d) The Board and Council must approve any reallocation of funds between Capital Projects.
- (2) In preparing the annual capital Estimates, the Chief shall include a cash flow forecast which indicates the entire capital expenditure for each Capital Project including those Capital Projects approved in previous years.
 - (3) Any Capital Project approved in a previous year for which a cash flow forecast is not included in subsequent capital Estimates shall be considered to be completed and may be closed by the Chief Administrative Officer after consultation with the Chief.
 - (4) The Chief Administrative Officer shall close any Capital Project that is considered to be complete and shall submit a report to the Board, on an annual basis, for subsequent submission by the Board to Council identifying all Capital Projects closed during the year.

Part III **Purchasing**

10. Purchasing Procedures:

The Director, Finance and Administration may, from time to time, develop procedures to govern the purchasing process in order to carry out the provisions of this by-law and any other applicable Board policies.

11. Purchase of Policing Goods and Services and Goods and Services Less Than \$10,000.00

- (1) The TPS Purchasing Agent shall be responsible for the following in respect to Policing Goods and Services and all Goods and Services with a value of \$10,000.00 or less:
 - (a) determining, in consultation with the City Solicitor where the TPS Purchasing Agent considers it necessary, and in accordance with policies and directives as may be adopted from time to time by the Board and procedures approved by the Director, Finance and Administration, the appropriate form and method by which all Policing Goods and Services and all Goods and Services with a value of \$10,000.00 or less shall be procured on behalf of the Board to ensure the lowest cost for such Policing Goods and Services that meet TPS operational needs and specifications;
 - (b) the Solicitation of Policing Goods and Services and all Goods and Services with a value of \$10,000.00 or less in such forms and by such methods as determined under clause 11(1)(a).
 - (c) determining, in consultation with the City Solicitor where the TPS Purchasing Agent considers it necessary, and in accordance with policies and directives as may be adopted from time to time by the Board, the appropriate form and method by which potential vendors shall be pre-qualified in respect to the provision of Policing Goods and Services and all Goods and Services with a value of \$10,000.00 or less and administering the pre-qualification process;
- (2) The TPS Purchasing Agent may engage in Solicitations for Policing Goods and Services and all Goods and Services with a value of \$10,000.00 or less other than in accordance with clause 11(1)(b) under the following circumstances:
 - (a) when an event occurs that is determined by the Chief to be an emergency, threat or risk to officer or public safety or security and the occurrence requires the immediate delivery of Policing Goods or Services and all Goods and Services with a value of \$10,000.00 or less and time does not permit for such Solicitation;
 - (b) when competition in respect of the Policing Goods or Services and all Goods and Services with a value of \$10,000.00 or less is precluded because of the existence of a sole source, patent rights, proprietary rights, copyrights, secret processes, control of basic raw material or similar restrictions; or
 - (c) when, in the opinion of the TPS Purchasing Agent, a fluctuating market for Policing Goods or Services and all Goods and Services with a value of \$10,000.00 or less exists and such Solicitation would adversely affect the interests of the TPS given rising market prices.
- (3) The TPS Purchasing Agent may only engage in Solicitations pursuant to clauses 11(2)(b) and (c) with the approval of the Director, Finance and Administration.

- (4) The Director, Finance and Administration shall report annually to the Board on any Solicitations made pursuant to subsection 11(2) during the preceding year.
- (5) The TPS Purchasing Agent shall be authorized to cancel any Call or Request for Policing Goods and Services and all Goods and Services with a value of \$10,000.00 or less when:
 - (a) Bids or Proposals received are greater than approved funding;
 - (b) a documented significant change in the scope of work or specifications requires that a new Call or Request be issued; or
 - (c) the Policing Goods or Services and all Goods and Services with a value of \$10,000.00 or less that are the subject of the Call or Request no longer meet the operational needs of the TPS.
- (6) Bids and Proposals for Policing Goods and Services and all Goods and Services with a value of \$10,000.00 or less received by the TPS Purchasing Agent in the location specified in the Call or Request before the time stipulated therein for the receipt, shall be opened by the TPS Purchasing Agent or his or her designate at the time and location specified in the Call or Request, and the names of the Bidders and Proponents shall be read out. The prices bid on Calls only, where considered appropriate in the discretion of the TPS Purchasing Agent or his or her designate, shall also be read out. The prices bid on Requests shall not be read out. All Bidders and Proponents and other interested members of the public shall be entitled to be present when the information is read out.
- (7) The TPS Purchasing Agent shall compile and maintain a compendium of all policies adopted by the Board from time to time affecting the procurement process for all Goods and Services and all procedures approved by the Director, Finance and Administration and communicating such policies and procedures to Bidders and Proponents and all staff involved in the procurement process, including the City Purchasing Agent.

12. Purchase of Goods and Services

- (1) With the agreement of the City Purchasing Agent, the TPS Purchasing Agent shall engage in Solicitations through the City Purchasing Agent for:
 - (a) all Goods and Services with a value greater than \$10,000.00; and
 - (b) all Goods and Services that are not Policing Goods and Services.
- (2) When engaging in Solicitations on behalf of the Board or the TPS, the City Purchasing Agent shall undertake such Solicitations in accordance with the City's procurement rules, policies and practices and shall be responsible for:
 - (a) conducting an initial review of the Bids or Proposals received and identifying any informalities in the Bids or Proposals;

- (b) preparing a summary sheet identifying the Bids and Proposals received;
 - (c) forwarding the summary sheet and all Bids and Proposals to the TPS Purchasing Agent; and
 - (d) issuing any required purchase order to the successful Bidder or Proponent based on the directions of the TPS Purchasing Agent.
- (3) The TPS Purchasing Agent shall be responsible for reviewing all material provided by the City Purchasing Agent pursuant to subsection (2) and ensuring that the Award and Commitment to the successful Bidder or Proponent is made in accordance with the requirements of this by-law and any Board policies affecting the procurement process.

13. Co-operative Purchasing:

- (1) The TPS Purchasing Agent may participate in Co-operative Purchasing with other public agencies for Policing Goods and Services when, in the opinion of the TPS Purchasing Agent, so doing will assist in ensuring the lowest price for the Policing Goods and Services being solicited.
- (2) When participating in Co-operative Purchasing, the TPS may use the services of the purchasing agents for the other participating public agencies for the Solicitation of the relevant Policing Goods and Services.
- (3) Participation in Co-operative Purchasing shall be in compliance with the provisions of this by-law in respect to the process for making a Commitment on behalf of the TPS.

14. Access to Bids:

The contents of any Bid shall be made available to the public, on request, except to the extent such information may not be disclosed under the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

15. No Solicitation Required:

Despite sections 11 and 12, the TPS Purchasing Agent may refrain from undertaking a Solicitation for Policing Goods and Services and refrain from engaging in a Solicitation through the City Purchasing Agent when there is an Existing Agreement for the relevant Goods and Services.

Part IV
Commitments

16. Approval:

No Award or Commitment shall be made, no debt shall be incurred, no expenditure shall be made and no Account shall be paid by or on behalf of the Board except with Board approval or in accordance with the provisions of this by-law and in compliance with any other legal requirements.

17. Award and Commitment Authorities:

- (1) The following persons, and those persons acting in their stead from time to time, have the authority identified below, provided the conditions set out in subsection (2) have been met:
 - (a) The Chief of Police may make an Award and a Commitment for an amount not exceeding \$500,000.00 in any one instance, inclusive of all taxes and related charges;
 - (b) The Chief Administrative Officer may make an Award and a Commitment for an amount not exceeding \$250,000.00 in any one instance, inclusive of all taxes and related charges;
 - (c) The Director, Finance and Administration, may make an Award and a Commitment for an amount not exceeding \$100,000.00 in any one instance, inclusive of all taxes and related charges;
 - (d) The TPS Purchasing Agent may make an Award and a Commitment not exceeding \$50,000.00 in any one instance, inclusive of all taxes and related charges; and
 - (e) A Unit Commander may make an Award and a Commitment for an amount not exceeding \$3,000.00 in any one instance, inclusive of all taxes and related charges.
- (2) An Award and Commitment may be made under subsection (1), provided:
 - (a) the other provisions of this by-law, any purchasing policies approved by the Board and any purchasing procedures approved by the Director, Finance and Administration, have been followed; and
 - (b) subject to the authority to reallocate set out in subsection 8(3), an Appropriation for the purpose of the Award and Commitment has been provided in the interim operating budget or Budget in the year in which the Award and Commitment are being made and the amount payable under the Commitment in the year in which the Award and Commitment are made does not exceed the amount of the Appropriation;
or

- (c) the Capital Project and its funding have been approved and the amount payable under the Commitment in the year in which the Award and Commitment are made does not exceed the amount of approved funding in that year;
- (3) Any of the persons identified in clauses 17(1)(a) through (e) may authorize additional cumulative expenditures on a Commitment authorized in accordance with this by-law of up to ten percent of the original Commitment, subject to the limits set in the applicable clause above, provided that:
- (a) funds are available in the operating Budget for that purpose in the year in which the additional expenditure is being made; or
 - (b) the Capital Project and its funding have been approved; and
 - (c) sufficient funds remain in the Capital Project in the year in which the additional expenditure is being made.
- (4) The Chair may make an Award and a Commitment for an amount not exceeding \$500,000.00, inclusive of all taxes and related charges, provided that the other provisions of this by-law and any purchasing policies approved by the Board have been followed and the conditions set out in clause 17(2)(b) have been met and the Award and Commitment are in respect to the Board office.
- (5) The Chief of Police may make an Award and Commitment in excess of \$500,000.00 in any one instance with respect to Goods and Services that have been procured through Co-operative Purchasing provided that:
- (a) subject to the authority to reallocate set out in subsection 8(3), an Appropriation for the purpose of the Award and Commitment has been provided in the interim operating budget or Budget in the year in which the Award and Commitment are being made and the amount payable under the Commitment in the year in which the Award and Commitment are made does not exceed the amount of the Appropriation;
 - (b) competitive prices for the Goods or Services have been obtained by way of Bid or Quotation;
 - (c) the Award and Commitment are to purchase Goods and Services at the lowest price received that meets the specifications; and
 - (d) the written approval of the Chair has been obtained.
- (6) The Chair may make an Award and Commitment in excess of \$500,000.00 in any one instance provided that:
- (a) the conditions set out in clauses 17(5)(a) through (c) have been met; and

- (b) in the opinion of the Chair, delay in making the Award and Commitment until the next meeting of the Board would not be in the best interests of the TPS and the Board.
- (7) Where the Chair makes an Award and Commitment in accordance with subsection 17(6), the Chair shall report such action to the Board for ratification no later than its second regular meeting following the making of the Award.
- (8) The Chief of Police may make an Award and Commitment for any amount when the relevant Goods and Services are being obtained through an Existing Agreement between the City and a vendor, provided that the condition set out in clause 17(5)(a) has been met.
- (9) All Commitments shall be in a form specified in Part V of this by-law.

18. Emergencies:

- (1) Where, in the opinion of the Chief, an emergency exists, the Chief may take such steps as he or she, acting reasonably, considers necessary to deal with the emergency, without the necessity for compliance with the requirements of this by-law.
- (2) If the Chief exercises his or her authority under subsection (1), he or she shall report such action to the Chair at the earliest possible opportunity and shall report on such action to the Board at its meeting immediately following such action.

Part V **Forms of Commitment**

19. Petty Cash:

- (1) The Chief Administrative Officer may establish petty cash funds in an amount he or she considers appropriate having regard to the operational requirements of the TPS.
- (2) Unit Commanders are authorized to dispense money from the petty cash fund for their respective Operating Units upon delivery of receipts and such other documentation as the Unit Commander may require from time to time or as may be directed by the Chief Administrative Officer.
- (3) Petty cash payments for any individual purchase shall not exceed \$200.00.

20. TPS Purchase Order:

- (1) Subject to sections 19 and 21, Goods or Services shall be purchased by the issuance of a TPS purchase order.

- (2) A TPS purchase order shall be in such form as the Chief Administrative Officer and the TPS Purchasing Agent may prescribe from time to time, in consultation with the City Solicitor.

21. Other Agreements:

- (1) In addition to the forms of Commitment otherwise specified in this Part, a Commitment may be made by means of an agreement in a form approved by the City Solicitor in consultation with the Chief or his or her designate.
- (2) When, in the opinion of the person making the Commitment or the TPS Purchasing Agent, the forms of Commitment otherwise identified in this Part are inadequate to address the situation, the Commitment shall be in a form approved by the City Solicitor in consultation with the Chief or his or her designate.

22. Execution:

Where a Commitment is made in accordance with this by-law, those authorized to make the Commitment are authorized to execute any necessary agreements or other relevant documents to give effect thereto, and the appropriate officials are authorized to take the necessary action to give effect thereto.

Part VI Authority

23. Authority to Pay Certain Accounts:

Despite any other provision in this by-law, the Chief Administrative Officer is authorized to pay the following Accounts:

- (a) all salaries, wages and benefits due to any person employed by the TPS;
- (b) all retiring allowances and mandatory sick pay grants due to any person previously employed by the TPS;
- (c) all accounts for telephones, postage and utilities supplied to the TPS;
- (d) all accounts for fees and levies payable to federal, provincial or municipal governments, or to any agency, board or commission thereof;
- (e) all accounts relating to employee pension deductions and employer pension contributions in respect of the salaries and wages of those persons who are paid by or employed by the TPS, and which are payable in respect of any duly authorized registered pension plan on behalf of the respective employees.

PART VII
Payments

24. Certification

- (1) The Chief Administrative Officer shall requisition from the Treasurer payments of Accounts in a format approved by the Treasurer.
- (2) In certifying an Account payable, the Chief Administrative Officer shall indicate the following:
 - (a) the Appropriation or Capital Account to be charged therefor;
 - (b) that funds are available in the Appropriation or Capital Account; or
 - (c) the reserve or reserve fund, if any, and any other source of available funding;
 - (d) the authority to make the expenditure;
 - (e) the nature of the Goods or Services supplied or rendered; and
 - (f) that payment is due.
- (3) Where Goods or Services are supplied under the supervision or direction of a person retained by or on behalf of the Board, the Chief Administrative Officer shall obtain a certificate from such person evidencing the supply or rendering of such Goods or Services, in a format acceptable to the Chief Administrative Officer, prior to requisitioning payment for the Account.

25. Successive Agreements:

Where Goods or Services designated by the Chief Administrative Officer as essential to the ongoing operations of the TPS are provided under agreements renewed not more frequently than annually, the Chief Administrative Officer is authorized to pay accounts for such Goods or Services under the same authority, at the same rates and on the same basis as the last Commitment, from the date of expiry of such Commitment until the date of its renewal or replacement provided that all other provisions of this by-law, shall continue to apply.

26. Advance Payments:

Within the limits of their respective Award and Commitment authority identified in clauses 17(1)(a) and (b) and subsection 17(4), the Chief, the Chief Administrative Officer or the Chair may certify an account is payable prior to Goods or Services being supplied or rendered if, in his or her opinion, such payment will ensure the Goods or Services are obtained at the best possible price without placing TPS at undue financial risk.

27. Payment of Accounts by Treasurer:

The Treasurer is authorized to pay all Accounts where there has been compliance with the requirements of this Part.

Part VIII
Documents

28. Custody of Documents:

Duly executed copies of all agreements, including all bonds, letters of credit and other security for the due performance thereof, all insurance and certificates thereof, and all other documents executed by or on behalf of the Board shall be deposited with, and maintained by, the Chief Administrative Officer.

PART IX
Write-offs

29. Authority for Write-Offs:

- (1) The Director, Finance and Administration is authorised to write-off as uncollectible outstanding amounts of \$10,000.00 or less owing to the Board provided reasonable efforts have been made to collect the outstanding amount and such write-offs are reported monthly to the Chief Administrative Officer.
- (2) The Chief Administrative Officer is authorised to write-off as uncollectible outstanding amounts of \$25,000.00 or less owing to the Board provided reasonable efforts have been made to collect the outstanding amount and such write-offs are reported monthly to the Chief.
- (3) The Chief is authorised to write-off as uncollectible outstanding amounts of \$50,000.00 or less owing to the Board provided reasonable efforts have been made to collect the outstanding amount.
- (4) The Chief shall submit a semi-annual report to the Board identifying all amounts written off pursuant to this Part in the previous six months and the reasons for such write-offs.

Part X
Disposal of Surplus Property

30. Personal Property:

- (1) For the purpose of this section, “property” means any property that is not real property.
- (2) The TPS Purchasing Agent shall ensure that an up to date inventory is kept of all TPS property and in accordance with any City inventory policy.
- (3) Any property included in the TPS inventory, which is deemed by the TPS Purchasing Agent, Chief Administrative Officer or the Chief to be surplus to present and future TPS requirements, may be disposed of by the TPS Purchasing by:
 - (a) arranging for the property to be transferred to a department of the City which can utilize it; or
 - (b) if no department of the City can utilize the property, by disposing of the property in accordance with the remainder of this Part.
- (4) Subject to subsection (3), the TPS Purchasing Agent may, as he or she considers appropriate to obtain the best possible value for the surplus property, dispose of the property in one of the following ways:
 - (a) by public auction or Solicitation as considered appropriate by the TPS Purchasing Agent in the circumstances;
 - (b) by way of trade-in at a fair market value as part of the acquisition of other property;
or
 - (c) by such other means as approved by the Board.
- (5) If the TPS Purchasing Agent has proceeded to dispose of the surplus property by way of Solicitation, and is of the opinion that the highest competitive Bid for the property represents a fair or favourable price, the property may be transferred to the Bidder upon payment of the price by cash, certified cheque, credit note or by cancellation of an equivalent amount of indebtedness to the Bidder at the time of transfer, or by any combination of them.
- (6) The TPS Purchasing Agent shall maintain records of all dispositions of surplus property.

31. Real Property:

All real property deemed by the Chief Administrative Officer and the Chief to be surplus to the present or future requirements of the TPS shall be disposed of in accordance with the policies adopted by Council from time to time.

Part XI
Administration

32. Forms:

The Chief Administrative Officer shall approve all necessary forms and other documentation for recording and substantiating the Accounts of the Board.

33. Controls:

The Chief shall undertake tests and inquiries as are appropriate to ensure that the TPS maintains satisfactory internal control practices, and that all officials duly carry out the terms of this by-law, and shall carry out such tests and inquiries as are requested by the Board.

Part XII
Miscellaneous

34. Repeal:

- (1) Board By-law No. 100, a by-law “To confer certain authorities and responsibilities with respect to the commitment of funds by and the payment of accounts of the Metropolitan Toronto Police Services Board, and other related matters”, and all amendments thereto, are hereby repealed.
- (2) Despite subsection (1), the provisions of Board By-law No. 100, as amended, shall continue to apply to Calls, Requests and Commitments made prior to the date of enactment of this by-law.

35. Title:

The short title of this by-law is the Board Financial By-law.

36. Effective Date:

This by-law shall come into force on the date of its enactment.

ENACTED AND PASSED this 29th day of May 2003

Norman Gardner
Chairman

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

#P133. USE OF FORCE REPORTS – RETENTION PERIOD

The Board was in receipt of the following report APRIL 01, 2003 from Julian Fantino, Chief of Police:

Subject: USE OF FORCE REPORTING REQUIREMENTS

Recommendation:

It is recommended that: the Board approve the retention of use of force reports for a period not to exceed two years.

Background:

In December 1992, the Board exercised its option as contained in Regulation 790 of the Revised Regulations of Ontario 1980 and approved the retention of the use of force reports for a period of thirty days (Board Minute 779/92 refers). At the February 11th, 1993 meeting, the Board reaffirmed its position on the retention of part 'B' of the use of force report (Board Minute 72/93 refers).

Part of the justification given for the retention period at these historical meetings was to "improve training through the early identification of trends". While it is evident that a wholesale number of reports involving the same officer may signify a need for additional training, it is highly unlikely that the volume required to serve as an indicator will be received within a thirty day period. Rather it is suggested that a longer time frame is required to properly monitor an officer's activity and to identify any behavioural patterns.

Further, at its meeting of December 9, 1999, the Board approved funding for the Professional Standards Information System (Board Minute 527/1999 refers). The browser-based software which has been selected for this system captures data related to internal and external complaints, police vehicle collisions, suspect apprehension pursuits, firearm discharges, SIU administrative investigations, civil litigation and use of force reports. An integral component of this software is an 'early warning system'. The early warning system operates by linking an officer, the various data sources and measuring the indicators over a specified period of time. The thirty day retention period for an officer's personal information, currently established for use of force reports, will severely limit the Service in its goal to identify members at risk.

Regulation 926, Revised Regulations of Ontario 1990, at section 14.5 (3.2) states:

"Despite subsection (3.1), Part B of the reports submitted under subsection (1) may be retained for an additional period specified by the board or the Commissioner, as the case may be, if the board or the Commissioner is of the opinion that the additional period is necessary for the purpose of determining whether members of the police force should receive additional training."

It is therefore recommended that the Board exercise its option as outlined in section 14.5 (3.2) and approve the retention of the officer's personal information (Part B), for a period not to exceed two years, allowing the Service the opportunity to fully monitor the behavioural patterns of the member with regards to additional training needs.

In January of this year, a letter was sent to the Toronto Police Association explaining the changes to the retention period. The Service has not received a response from the Association expressing its comments or concerns. Staff Superintendent David Dicks of Professional Standards will be in attendance to address any questions that the Board members may have.

The Board inquired whether it would be appropriate to defer consideration of a revised retention period until the Toronto Police Association provides a formal response to the Service. Chief Fantino advised the Board that, although he had received some informal feedback, there had been no formal response by the Association to-date.

Chief Fantino further advised that the Service's use of the use of force reports would be for legitimate and credible purposes only and reassured the Board that there would not be any abuse of the information derived from the reports.

Chief Fantino also advised that every request, including Freedom of Information, the Service receives for personal information about an officer is carefully considered before any information is released. When the request for personal information is related to an officer's evidence in court, the Service has established a practise of sending its legal counsel to court to argue that the personal information should not be submitted.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

#P134. COMMUNITY DONATION – NEW COMPUTERS AND SOFTWARE

The Board was in receipt of the following report APRIL 30, 2003 from Julian Fantino, Chief of Police:

Subject: COMMUNITY DONATION: NEW COMPUTERS AND SOFTWARE

Recommendation:

It is recommended that: the Board accept the donation of two (2) new stand alone computers and printers, valued now at approximately \$5,000.00, from the Toronto West Community Awareness and Emergency Response (CAER) Committee, to be used for community awareness initiatives in No. 22 and 23 Divisions.

Background:

Consistent with the 2002-2004 Service Priority, 'Community safety and satisfaction', members of No. 22 and 23 Divisions are actively pursuing strategies in keeping the community informed of both current events and concerns in local neighbourhoods. These strategies promote a positive police/community relationship and are also aimed at improving the quality of life for community members within both divisions.

The Toronto West CAER Committee is comprised of representatives from chemical user groups, Municipal and Provincial authorities and emergency services. Members of the CAER organisation have volunteered to donate two new stand-alone Pentium IV computers, along with two new printers and an attractive maintenance contract. The system will run on a Windows platform and will include the associated software, which will enable officers to send both fax messages and e-mail messages to community members, businesses, schools and other community organizations. This equipment allows for the expedient dissemination of information, in various media.

The local communities in 22 and 23 Divisions would benefit from the programs that would be run through these two computers.

The donated equipment will be operated out of the Community Response Offices at No. 23 Division and at the No. 22 Division Sub-station, and will be independent from the Service's Intranet.

Unfortunately, the Service's Intranet is unable to fulfil these capabilities at this time.

The No. 23 Division Community Response Officer and Planner have examined the specifications of this equipment and found them to be similar to those used in No. 31 Division. The Service's Information Technology Services has been consulted and have advised that the equipment will be suitable for the purposes described.

The donation is consistent with Service Policy 18-08 "Corporate Donations", and is in harmony with the 2002-2004 Service Priorities: 'Community safety and satisfaction'. CAER does not require a tax receipt.

Deputy Chief Steven Reesor, Policing Operations Command, will be in attendance at the meeting to answer any questions.

The Board approved the foregoing and agreed to send a letter to the Toronto West Community Awareness and Emergency Response Committee indicating that the donation is very much appreciated.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

#P135. TRMS PROJECT UPDATE

The Board was in receipt of the following report MAY 01, 2003 from Julian Fantino, Chief of Police:

Subject: TRMS PROJECT UPDATE

Recommendation:

It is recommended that:

1. the Board receive the update on the Time Resource Management System (TRMS) project and the proposed new implementation timelines; and;
2. the Board approve funding for the services of Fujitsu Consulting Inc. in the amount of \$206,000, including taxes, for Program Management and Change Management support for the TRMS project; and
3. the Board approve funding for the services of Sierra Consulting Inc. in the amount of \$61,800, including taxes, for Project Management support for the TRMS project; and
4. the Board approve funding for the services of Workbrain Inc. in the amount of \$236,900, including taxes, for Technical support for the TRMS project implementation.

Background:

This report will provide:

- a “snapshot” of the current status of the project and a solid identification of real timelines for implementation, and;
- the total cost for the project and any projected future costs including technology upgrades and potential further delays.

TRMS Project Update:

The Board was in receipt of an update on the TRMS project at its meeting on February 20, 2003 (Minute #P44). Since that report, software development has been completed, and the system is now ready for user acceptance testing. The user acceptance testing phase simulates actual business processes and business scenarios, and should reflect how the system will operate in the final production environment.

During the unit testing process, the project team determined that due to the complexity of the business rules (primarily collective agreement rules and policies), additional time was required to thoroughly test the system during the user acceptance test phase. Although the Workbrain system (TRMS) is a highly configurable application which is well suited to implementation of complex

bargaining agreements, there have been challenges in implementing some of the unique Toronto Police System business rules, and the system development process has taken longer than originally anticipated.

The core project team is comprised of subject matter experts from Toronto Police Service who have been involved in all aspects of the design, development and testing of the TRMS system. These subject matter experts are required for the user acceptance testing phase, and will also conduct training of personnel across the Service. Because of the significant organizational impacts that this system brings, the software must be well tested and operating effectively during the training period to ensure acceptance of the system by the end users.

The following outlines the remaining work to be done:

- user acceptance testing (extended)
- parallel testing
- training delivery
- implementation of software and business processes

Implementation Timelines:

In order to satisfy the requirements for additional user acceptance testing, the implementation schedule for TRMS has been re-examined. As reported to the Board in February, the implementation was planned in three stages as follows:

Stage 1:

- deployment of time and attendance functionality, with a target date of May, 2003.

Stage 2:

- deployment of scheduling and automated parade sheets, with a target date of June, 2003.

Stage 3:

- deployment of court attendance and tracking, using biometric authentication, targeted for implementation with other TPS initiatives (replacement of mainframe-based Courts Scheduling system) with a target date of the fall, 2003.

It is recommended that the implementation timeline be changed as follows:

Stage 1:

- deployment of time and attendance functionality, scheduling and automated parade sheets, with a target date of August 25, 2003.
- planning for the deployment of court attendance and tracking using biometric authentication and planning for development of an interface with the Courts Scheduling system.

Stage 2:

- deployment of court attendance and tracking, using biometric authentication and with an interface with the Courts Scheduling system by November 1, 2003.

Note that this timeline considers the 5 week shift cycles (implementation must occur at the beginning of a 5 week rotation) as well as the vacation periods which impact on training plans.

Resource Requirements for Consulting Services:

The contracts for the HR Program Manager, TRMS Project Manager, and Change Management consultant expire June 30, 2003. These resources are required for an additional 3 months for the following activities:

- management of the HR Program Office, including HRMS support, communication, project standards and plans, and relationship with other TPS initiatives;
- project management of the TRMS project;
- planning for the Stage 2 implementation of TRMS;
- management of the training effort in collaboration with the C.O. Bick College;
- development of online TRMS help;
- management of the communication strategy and key stakeholder input to ensure acceptance of the new system.

These are all senior level consultants who have provided excellent support to the project to date, and have sophisticated skill sets that are currently not available within the Service.

To provide this support, it is recommended that Fujitsu Consulting continue to be engaged for HR Program Management and Change Management. They have provided excellent consulting support to date and are extremely knowledgeable concerning TPS business processes. The funds required are \$206,000, including taxes.

To provide the TRMS Project Management support, it is recommended that Sierra Consulting continue to be engaged to ensure continuity of project management activities. The funds required are \$61,800, including taxes.

The Chief Administrative Officer has certified that funds are available in the Operating Budget for this service.

Resource Requirements for Technical Services:

At its Board meeting on October 18, 2001 (Minute #P290), the Board approved engaging Workbrain Inc. for consulting services associated with the implementation of their product for the Time Resource Management System (TRMS).

With the extension of the testing timeframes, it is recommended that Workbrain Inc. continue to be engaged to ensure that the following activities are supported:

- user acceptance testing;
- training support;

- planning, analysis and development of the biometrics court solution and interface.

The funds required are \$236,900, including taxes, which the Chief Administrative Officer has certified are available in the Operating Budget.

The total funds required for consulting services provided by Fujitsu Consulting, Sierra Consulting, and Workbrain Inc. are \$504,700.

Summary of Funding for Professional Consulting Services and Software:

The TRMS Project has been funded within the capital and operating budgets, as follows:

TRMS:

| Vendor | Role | Timeframe | Expenditure & Source (incl. taxes) |
|------------------------------------|--|--|--|
| Workbrain Inc. | <ul style="list-style-type: none"> • Software License fees • Consulting Services • New Collective Agreement | <ul style="list-style-type: none"> • Dec. 1, 2001 to June 30, 2003 • June 30, 2003 to Sept. 30, 2003 | \$ 752,864 \$1,580,000 (Capital) \$ 100,000 (Operating) \$ 236,900 (Operating) |
| Sierra Systems Inc. | <ul style="list-style-type: none"> • TRMS Project Management | <ul style="list-style-type: none"> • Dec. 1, 2001 to June 30, 2003 • June 30, 2003 to Sept. 30, 2003 | \$ 545,731 (Capital) \$ 61,800 (Operating) |
| Fujitsu Consulting Inc. | <ul style="list-style-type: none"> • Program Management • Change Management Strategy • Change Management Implementation | <ul style="list-style-type: none"> • Nov. 1, 2001 to June 30, 2003 • June 30, 2003 to Sept. 30, 2003 | \$ 577,800 (Capital) \$ 192,600 (Capital) \$ 235,400 (Operating) \$ 206,000 (Operating) |
| PeopleSoft Canada Co. | <ul style="list-style-type: none"> • HRMS/TRMS Integration | <ul style="list-style-type: none"> • July 1, 2002 to June 30, 2003 | \$ 248,640 (Operating) |
| Capital Expend. | | | \$3,648,995 |
| Operating Expend. | | | \$1,088,740 |
| GST Rebate (Capital and Operating) | | | \$ 155,360 |
| Total | | | \$4,582,375 |

Budget Summary – HRMS and TRMS:

| | Capital Budget | Operating Budgets (2001, 2002 & 2003) | Total |
|---------------------------|----------------|---|---------------|
| HRMS/TRMS Budget | \$4,500,000 | \$1,775,000 * | \$6,275,000 |
| Actual Expenditures | (\$4,409,783) | (\$1,274,040) | (\$5,683,823) |
| Projected Expenditures | (\$220,000)** | (\$504,700)*** | (\$724,700) |
| Total Variance | (\$129,783) | (\$3,740) | (\$133,523) |
| GST Rebate | \$159,600 | \$46,360 | \$205,960 |
| Contingency | \$29,817 | \$42,620 | \$72,437 |

* Reflects a transfer of funds within the 2002 operating budget.

** Previously approved by the Board (Minute #P44).

*** Amount being requested in this report.

Mr. Frank Chen, Chief Administrative Officer, Corporate Support Command, will be in attendance to respond to any questions the Board may have in regard to this matter.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

#P136. PROCESS FOR APPROVING UNIFORM PROMOTIONS

The Board was in receipt of the following report APRIL 22, 2003 from Julian Fantino, Chief of Police:

Subject: UNIFORM PROMOTION APPROVALS

Recommendation:

It is recommended that:

- 1) the Board give standing authority to the Chairman and Vice Chair, or their designates, to sign, authorize and approve all uniform promotions to the ranks of Sergeant/Detective and Staff/Detective Sergeant, and;
- 2) the Board receive a summary report at it February meeting each year on the promotions made to these ranks in the previous year.

Background:

Over the years, the Board has taken steps to streamline its agenda to enhance its ability to focus on policy-related issues rather than items of a more procedural nature. This has been done without diminishing the authority of the Board or the opportunity for scrutiny, by way of the Board delegating part of its authority pursuant to section 34 of the Police Services Act. Under this arrangement, the Chairman and Vice Chair, or their designates, have been granted sign-off approval for lists involving uniform and civilian hires, civilian promotions, constable reclassifications, and confirmation of sergeant/detective rank. The documentation provided for sign-off is essentially equivalent to that which would be in a Board report, and the Chairman and Vice Chair are in a position to refer any cases to the full Board where they have a concern. This process has been safe and effective, and has facilitated the administration of these personnel changes in a time-sensitive manner.

It appears that similar advantages may also be gained by utilizing this process for approval of uniform promotions to the ranks of Sergeant/Detective and Staff/Detective Sergeant. This would parallel the arrangement that has been in place for some time for civilian promotions, where only promotions to more senior level positions require a full Board report (Minute No. 33/99 refers).

The issue of dealing with uniform promotions through an alternate process was previously canvassed as a result of the OCCPS Review. As part of its Year 2000 Priorities, the Board included a recommendation to review the possibility of the Chief of Police approving promotions in accordance with Board policy. It was subsequently determined that under section 34 of the PSA, the Board was only empowered to delegate its authority for such purposes to two or more

of its own members, and hence could not delegate this authority to the Chief. This recommendation was then “received” by the Board in its response to the OCCPS Review (Minute No. P526/00 refers). However, the continuing demands on the Board’s agenda, the ability to secure approvals in a timely manner, and the urgency of filling supervisory positions at a time when the organization has a high volume of new recruits, are circumstances that now argue in favour of re-visiting the sign off option. During the past three years, for example, the Service has needed to promote a total of 103 officers to the rank of Staff/Detective Sergeant, and 360 officers to the rank of Sergeant/Detective, and has been required to submit 14 Board reports to achieve this staffing.

As per our current practice, the recommended promotions to these ranks would occur within the promotional procedures approved by the Board and, in addition, they would be subject to the extensive vetting process indicated in the current Board reports, i.e. checks through the constituent units of Professional Standards, the Human Rights Co-ordinator, Occupational Health & Safety, and Labour Relations. The members who have been promoted would continue to be scheduled for presentation to the Board and the Command at the Board’s meetings, and a summary report on the promotions made during the previous year would be submitted to the Board early in the new year. The report would include the names of the officers promoted, the numerical balance remaining in the eligibility pools, and pertinent equity data. Submission of this report to the Board’s February meeting would be preferable, to allow sufficient time to assemble and do the analysis of this information.

City of Toronto Legal Services has reviewed this proposal and has confirmed that section 34 of the Police Services Act provides authority for this delegation as set out in the abovenoted recommendation. Accordingly, it is recommended that:

- 1) the Board give standing authority to the Chairman and Vice Chair, or their designates, to sign, authorize and approve all uniform promotions to the ranks of Sergeant/Detective, and Staff/Detective Sergeant, and;
- 2) the Board receive a summary report at its February meeting each year on the promotions made to these ranks during the previous year.

Mr. Frank Chen, Chief Administrative Officer, will be in attendance to respond to any questions the Board may have in regard to this matter.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

#P137. NEW POSITION: QUALITY CONTROL CLERK

The Board was in receipt of the following report APRIL 28, 2003 from Julian Fantino, Chief of Police:

Subject: NEW POSITION: QUALITY CONTROL CLERK (A06084)

Recommendation:

It is recommended that: the Board approve the attached job description for the position of Quality Control Clerk (A06084) in the Unit "A" Collective Agreement.

Background

At its meeting on March 13, 1997, the Board approved twenty-six recommendations relating to the restructuring and decentralization of Corporate Information Services (formerly Records and Information Security unit) (Board Minute 106/97 refers). Recommendation No. 8 pertained to the creation of a Quality Control mandate within Corporate Information Services - Operations to ensure that work performed within the unit would meet a set standard.

The Board approved a new job description on July 10, 1997 for the position of Co-ordinator, Quality Control (Board Minute 282/97) and subsequent to this, a detailed quality control mandate was created. At that time, Corporate Information Services - Operations permanently staffed the Co-ordinator's position and started utilizing three existing unit clerks for the purpose of conducting quality control checks, including monitoring data entry of police systems, identifying inaccuracies to supervisory staff for corrections, compiling statistical information on error rates and other related responsibilities. It became apparent that the data quality within the various police applications, i.e. CIPS, CPIC, COPS and MANIX, needed to be reviewed with the decentralization of functions previously performed by Corporate Information Services - Operations. Corporate Information Services - Operations has continued to provide this quality control function to ensure the integrity of systems data.

The mandate for the Quality Control section of Corporate Information Services - Operations, along with a job description for this clerical function, were developed well in advance of this report. However, an internal review was subsequently conducted of the entire unit to assess staffing needs and responsibilities as they would exist beyond the Occurrence Re-engineering initiative. The broad scope of this task postponed the request to permanently establish Quality Control clerical positions within Corporate Information Services - Operations. This review has now been completed and on December 11, 2002, the Board received an update on the Occurrence Re-engineering Project (Board Minute 326/02 refers).

Budget Impact

A new job description has been developed and evaluated by Compensation and Benefits as a 35 hour, Class 6, (A06084) in the Unit 'A' Collective Agreement, with a salary range of \$40,046 to \$45,086 per annum.

The overall unit establishment will remain unchanged as three existing Class 5 (40 hour) positions will be used to create the three new Class 6 (35 hour) positions. The salary differential between the Class 5 (40 hour) and the Class 6 (35 hour) position is \$2,628 less. Therefore, there will be annualized savings of \$7,884.

It is hereby recommended that the Board approve the creation of the attached job description for the position of Quality Control Clerk, Corporate Information Services, (A06084). Subject to Board approval, the Toronto Police Association will be notified accordingly.

Mr. Frank Chen, Chief Administrative Officer, will be in attendance to respond to any questions the Board may have regarding this matter.

The Board approved the foregoing.



TORONTO POLICE SERVICE

JOB DESCRIPTION

| | |
|--------------------------|--------------|
| Date Approved: | |
| Board Minute No.: | |
| Total Points: | 381.5 |
| Pay Class | A6 |

| | |
|--|---|
| JOB TITLE: Quality Control Clerk | JOB NO.: A06084 |
| BRANCH: Corporate Support Command | SUPERSEDES: N e w |
| UNIT: Operations | HOURS OF WORK: 35 SHIFTS: 1 |
| SECTION: Corporate Information Services | NO. OF INCUMBENTS IN THIS JOB: |
| REPORTS TO: Manager, C.I.S. | DATE PREPARED: April 15, 2003 |

SUMMARY OF FUNCTION: Examine and reviews the quality of various operational TP.S. database systems for accuracy and compliance to T.P.S. business practices.

DIRECTION EXERCISED: N/A

MACHINES & EQUIPMENT USED: Microcomputer/word processor with associated software, and any other related office equipment as may be required.

DUTIES AND RESPONSIBILITIES:

1. Generates and forwards to Unit Commanders or supervisory staff error listings requiring correction or change to ensure compliance with procedural policies related to the entry of data onto various T.P.S. computer systems.
2. Monitors the accuracy of data and the level of compliance to Service business practices on T.P.S. operational databases such as CPIC, COPS, MANIX, CIPS, VIP, CARS, BIKE and SAS.
3. Generates *ad hoc* computer reports for the purpose of extracting specific data required for conducting quality control reviews.
4. Identifies inaccuracies in data and incidents of non-compliance with T.P.S. business practices related to data entry procedures. Generates and forwards a report to the appropriate supervisory staff throughout the Service.
5. Compiles statistical information on the incidence of errors in data and non-compliance with Service business practices. Creates reports using graphical illustrations for analysis by C. I. S. Duty Supervisors.
6. Makes recommendations for improvement on issues directly related to quality control.
7. Acts as a liaison between the CIS Training Unit, Divisional clerical staff and the Central Alternate Response Unit staff in matters regarding procedural changes.

#87538

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 38 1.5
Pay Class A6

| | | | |
|--------------------|--------------------------------|---------------------------------------|---------------------|
| JOB TITLE: | Quality Control Clerk | JOB NO.: | A06084 |
| BRANCH: | Corporate Support Command | SUPERSEDES: | New |
| UNIT: | Operations | HOURS OF WORK: | 35 SHIFTS: 1 |
| SECTION: | Corporate Information Services | NO. OF INCUMBENTS IN THIS JOB: | |
| REPORTS TO: | Manager, C.I.S. | DATE PREPARED: | April 15, 2003 |

DUTIES AND RESPONSIBILITIES:

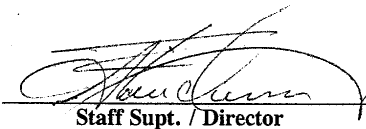
- 8. Maintains an up-to-date knowledge of Service operational systems and policies for the purpose of conducting on-going quality control reviews.
- 9. Performs typical duties inherent to the position.

APPROVALS:



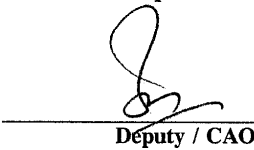
 Unit Commander / Manager

DATE: April 24/2003



 Staff Supt. / Director

DATE: 2003.04.24



 Deputy / CAO

DATE: Apr 28/03

Note: Prior to submission for job evaluation, all signatures required.

#87538

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.

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**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

**#P138. SPECIAL CONSTABLES: UNIVERSITY OF TORONTO POLICE –
TERMINATION OF STATUS FOR SUSIE GUADAGNANO**

The Board was in receipt of the following report APRIL 17, 2003 from Julian Fantino, Chief of Police:

Subject: UNIVERSITY OF TORONTO POLICE (U of T) – TERMINATION OF
SPECIAL CONSTABLE STATUS OF SUSIE GUADAGNANO.

Recommendation:

It is recommended that:

- (1) the Board receive the notice advising that Susie Guadagnano will no longer require special constable status with the U of T; and
- (2) that the Board notify the Minister of Public Safety and Security of this termination.

Background:

At its meeting on January 29, 1998, the Board requested a report with the appropriate recommendations from the Chief of Police for the Board's consideration and approval to appoint persons as special constables, who are not employed by the Service (Board Minute 41/98, refers).

At its meeting on July 31, 2002, the Board approved a request to appoint Susie Guadagnano as a special constable with the U of T (Board Minute #P198/02, refers).

Appended to this report is a letter dated April 10, 2003, from Staff Sergeant Sam D'Angelo, Operations Manager, U of T, advising the Board that Susie Guadagnano resigned from the U of T and no longer requires her special constable status effective April 1, 2003.

It is therefore recommended that the Board receive the letter advising that Susie Guadagnano will no longer require special constable status and that the Board notify the Minister of Public Safety and Security of the termination of her special constable status.

Deputy Chief Michael Boyd, Policing Support Command, will be in attendance to respond to any questions the Board may have.

The Board approved the foregoing.



University of Toronto FACILITIES AND SERVICES

Police Services 21 Sussex Ave Toronto Canada M5S 1A1 Tel 416/ 978-2323 Fax: 416/978-1099

April 10, 2003

Staff Sergeant Gordon Barratt,
CPSU Special Constable Liaison Section
Toronto Police Service
40 College St.
Toronto, ON
M5G 2J3

Dear Gord,

Please note that the following officer no longer requires her Special Constable status with the University of Toronto Police Service, St. George Campus-

| NAME | BADGE# | STATUS |
|-----------------------|--------|------------------------|
| Cst. Susie Guadagnano | 32010 | Resigned-April 1, 2003 |

If you have any questions, please contact me at (416) 978-2264

Yours truly,

Sam D'Angelo
Staff Sergeant
Operations Manager



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

**#P139. AGREEMENT TO RENEW THE COMMUNITY POLICE
PARTNERSHIP PROGRAM**

The Board was in receipt of the following report MAY 07, 2003 from Norman Gardner, Chairman:

Subject: AGREEMENT TO RENEW THE COMMUNITY POLICE PARTNERSHIP
PROGRAM

Recommendation:

It is recommended that the Board receive the following report.

Background:

In March 2003, the Toronto Police Services Board received an agreement to renew the Community Police Partnership (CPP) Program between the Ministry of Public Safety and Security, the Toronto Police Services Board and the City of Toronto for a further two years. This program, established in 1998, provides for the cost-sharing of 251 Toronto police officers, to a maximum of \$7.53M per annum.

Based on my standing authority to sign all grant funding applications and contracts on behalf of the Board (Min. No. P66/02 refers), I have advised the Ministry that it is my intention to execute the Agreement on behalf of the Board when the terms are satisfactory and it has been approved as to form by the City Solicitor. Further, I have submitted a report, dated April 24, 2003, to the May 8, 2003 Policy & Finance Committee meeting to request City Council, as a party to the Agreement, to approve the renewal of the Community Police Partnership (CPP) Program Grant Agreement for the period from April 1, 2003 to March 31, 2005.

A copy of the April 24, 2003 report to the Policy & Finance Committee is appended to this report for information.

The Board received the foregoing.

April 24, 2003

To: Policy & Finance Committee

From: Norman Gardner,
Chairman, Toronto Police Services Board

Subject: RENEWAL OF COMMUNITY POLICING PARTNERSHIP PROGRAM
GRANT AGREEMENT

Purpose:

To seek City Council approval for the renewal of the Community Police Partnership (CPP) Program Grant Agreement (the Agreement) for the period from April 1, 2003 to March 31, 2005.

Financial Implications and Impact Statement:

The CPP Program is a cost-sharing arrangement between the Province of Ontario and various municipalities. The Ministry of Public Safety and Security introduced the Program in 1998 to enhance community safety and increase police visibility by providing partial funding for the hiring of approximately 1,000 new uniformed front-line officers across the province. Of these officers, 251 were allocated to the Toronto Police Service with total funding of approximately \$30M over the first five years of the Program.

The original Agreement, signed by the Toronto Police Services Board and the City of Toronto in January 1999, stipulated a five-year term from September 1, 1998 to March 31, 2003. As the CPP Program is an ongoing program, grant funding, estimated at \$7.53M, is included as revenue in the 2003 Toronto Police Service Operating Budget, as approved by Toronto City Council. Therefore, entering into a renewal agreement with the Province in respect of the CPP Program Grant will have no further financial implications or impact. However, failing to enter into the Agreement will result in additional costs for the Board and the City in respect to the relevant police officers.

Recommendations:

It is recommended that:

- (1) Council authorise the City of Toronto to enter into the Agreement with the Province and the Toronto Police Services Board for the period from April 1, 2003 to March 31, 2005, on terms and conditions substantially similar to those contained in the previous CPP Grant Program Agreement with the Province; and

- (2) Council authorise appropriate City officials to execute the Agreement and any other documents required for the Program and the Agreement, subject to approval as to form by the City Solicitor.

Background:

The Province introduced the CPP Program in 1998 to assist municipalities to enhance community safety and increase police visibility, by sharing the cost of an additional 1,000 front-line officers. The Province committed to pay 50% of all salary and benefits costs of new uniform hires allocated to front-line policing, to a maximum of \$30,000 per officer per year. Minimum uniform staffing levels equal to the Program benchmark (actual uniform staffing level reported at June 15, 1998) and the allocated new uniform hires had to be maintained and these additional officers were to be assigned to community policing positions. The City of Toronto is required to exceed its Program benchmark of 4,929 officers by 251 officers. The Toronto Police Service uniform establishment – the number of uniform officers believed necessary to most effectively fulfil operational responsibilities - has exceeded the minimum staffing level in every year since 1998. As of March 31, 2003, the actual uniform strength was 5,366 officers, including 172 cadets-in-training.

The renewal Agreement provides that the Province will continue to share the salary and benefit costs for up to 251 police officers above the Program benchmark identified above. Based on current staffing levels and targets, and the current salary and benefit costs of these officers, it is expected that the Toronto Police Service will claim the full amount of \$7.53M in each year of the Agreement.

Comments:

In February 2002, the Toronto Police Services Board authorised the Board Chairman, on behalf of the Board, to sign all grant and funding applications initiated by the Toronto Police Service, as required, and authorised the Chairman to sign all grant and funding agreement where they have been reviewed and approved as to form by the City Solicitor (Board Minute P66/02 refers). It is my intention to execute the Agreement on behalf of the Board when the terms are satisfactory and it has been approved as to form by the City Solicitor.

Conclusions:

The CPP grant funding, as included in the 2003 Toronto Police Service Operating Budget, provides relief for the Service's salary budget. Although this Program is understood to be an ongoing program, the Agreement renewal is formally only for a two-year term. In the event that the CPP Program is terminated, Service staff will begin discussions with City Treasury staff to determine how the salary requirements of the officers can best be met.

The Ontario government requires that both the Toronto Police Services Board and the City of Toronto sign the Agreement. It is therefore requested that Council authorise the appropriate City officials to sign all documents related to the Program and the Agreement on behalf of the City of Toronto.

The renewal of this Agreement with the Province does not commit the City to any additional expenditure. Although it does require the City to cover salary expenses not covered by the grant, these expenditures would be incurred, regardless, if the Service were to maintain its staffing targets as specified in the Human Resource Strategy.

Contact:

Frank Chen, A/CAO – Policing, Administrative Support Command, Toronto Police Service

Phone: (416)808-8005

Fax: (416)808-8002

fchen@torontopolice.on.ca

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

#P140. CIVILIAN AND UNIFORM STAFFING REVIEWS

The Board was in receipt of the following report APRIL 03, 2003 from Julian Fantino, Chief of Police:

Subject: CIVILIAN AND UNIFORM STAFFING REVIEWS

Recommendation:

It is recommended that: The Board receive this report for information purposes.

Background:

The purpose of this report is to provide the Board with highlights from the Civilian and the Uniform Staffing Reviews.

Civilian Staffing Review

In March 2001, a review of civilian staffing was undertaken by Human Resources. The objective of the review was to determine whether civilian support within the Service was being provided in an effective, efficient and economical manner. The scope of the project included permanent, temporary and part-time employees (excluding civilian management positions, selected excluded positions, part-time positions governed by the Unit "E" Collective Agreement, school crossing guards and lifeguards). The following units were excluded from the review:

- Office of the Police Services Board;
- Office of the Chief of Police;
- Quality Assurance;
- Information Technology Services (including sub-units reporting to ITS);
- Executive Support;
- Corporate Information Services – Operations;
- Area Field;
- Central Field;
- Operational Support;
- Detective Support; and
- No. 21 Division (in anticipation of the merger with 22 Division).

These units were excluded because they had undergone a recent review or were scheduled to undergo an independent review in the near future.

The review was conducted by a team consisting of four civilians and three police officers headed by Marinella Black, Manager, Civilian Recruitment, Employment Unit. The process for the review included the following steps:

- developing and distributing daily activity sheets and questionnaires to civilian members and unit commanders affected by the review;
- assigning workload and target dates to the review team members;
- gathering and reviewing all written material relevant to each unit;
- developing questions for use in personal interviews at the units;
- conducting personal interviews with the unit commander, selected civilian members and other members who wished to speak with the review team;
- writing a report, summarizing each civilian position in the unit and making recommendations, where appropriate;
- meeting with the unit commander to review the unit report and to provide an opportunity for written rebuttal; and
- assembling all unit reports and recommendations into a final report for the Command.

In total, 16 divisions and 44 support units were reviewed. Within these units, approximately 282 civilian positions were reviewed and over 400 members of the Service were interviewed.

The review team made a total of 297 recommendations, including 109 staffing recommendations and 188 ancillary recommendations. Staffing recommendations were made for the elimination of redundant positions and the creation of additional/new positions deemed essential for meeting the current needs of the Service. Ancillary recommendations were made covering a wide variety of issues to improve service delivery, such as changing the hours of operation of a unit and reviewing duties and responsibilities for positions.

The recommendations were then forwarded to the respective Staff Superintendents and Directors for their review and comments. This took a number of months as the Staff Superintendents and Directors were given time to consult with their unit commanders before responding.

On Thursday, January 9th, 2003, the Command Officers approved the implementation of the Civilian Staffing Review. The total number of civilian positions to be created as a result of this review is 31 and an equal number of positions will be eliminated (see Appendices 'A' and 'B'). These numbers do not include positions that were reclassified in order to reflect the true functionality of the job. It must be noted that the Command Officers deferred staffing recommendations for a number of specialized units, which are to be the subject of independent organizational reviews.

An implementation plan for the Civilian Staffing Review has been developed. Written communication has been forwarded to affected members, as well as their Unit Commanders. In addition, an information package has been provided to Unit Commanders concerned and affected members identifying the process to be followed for staffing positions and the manner in which members occupying positions to be eliminated will be handled.

A Memorandum of Understanding was signed with the Toronto Police Association on January 31st, 2003, under which surplus employees will be placed in equivalent newly created or vacant jobs, based on their seniority, without having to go through the normal job call process provided they have the required skills. It is anticipated that the Service will be able to accommodate most of the affected members in either vacant or newly created positions.

The ancillary recommendations will be forwarded to the respective staff superintendents/directors for implementation. The Quality Assurance Unit will track the implementation of these recommendations.

Uniform Staffing Review

The purpose of the Uniform Staffing Review was to provide an independent review of the functions being performed by police officers holding the ranks of constable to staff/detective sergeants in selected specialized units in order to identify:

- opportunities for redeployment to front-line functions;
- functions that could be performed by other than sworn police officers; and
- opportunities for temporary redeployment of sworn members to front-line functions in divisions to address the exigencies of the Service.

The review team consisted of seven members, six police officers and one civilian, led by Inspector James Ramer. Between April and December 2002, the team reviewed the services provided by the following units not covered by the Chief's 90-Day Organizational Review and the Chief's Investigative Review:

- Public Safety;
- Community Policing Support;
- Court Services;
- Parking Enforcement;
- Occupational Health Services;
- Employment;
- Office of the Chief of Police;
- Emergency Task Force;
- Training and Education;
- Duty Operations;
- Communications Services;
- Mounted and Police Dog Services;
- Marine;
- Crime Information;
- Corporate Planning;
- Employee and Family Assistance Program;
- Video Services; and
- Traffic Services (Collision Reporting Centre) – limited review.

Initially, the review team visited or contacted a number of comparable police services, such as New York Police Department, Ottawa Police Service, Service de police de la communauté urbaine de Montréal and other police services in the Greater Toronto Area. In addition, public service organizations were visited or contacted, including Canadian Forces (Departments of Casualty Support, and Integration and Employment Equity) and City of Toronto - Emergency Management Office. The purpose of these contacts was to determine how these organizations handled the issues facing the team, including reviewing unit mandates, returning personnel to front-line duties, and dealing fairly and appropriately with members requiring job accommodation.

Information specific to the units being reviewed was gathered by way of questionnaires and interviews with unit commanders, supervisors, constables and, in some cases, civilian members. Interviews were either conducted individually or in a focus group format.

The team made a total of 98 recommendations, which included redeploying members from specialized positions to front-line duties, increasing civilian staffing levels, updating mandates, improving equipment or revising organizational structures. While some of the staffing recommendations are still under review, the team recommended the redeployment of 25 constables, 10 sergeants, 10 staff sergeants and five civilians (see Appendix 'C'). In addition, the team recommended the civilianization of five uniform positions, which are listed in Appendix 'D'. This will result in the civilian establishment being increased by five positions, and a corresponding change in the uniform establishment. The incumbents who are occupying these five positions will be redeployed to the field.

The results of the Uniform Staffing Review were presented to the Command Officers on December 19th, 2002. Approximately 80 percent of the recommendations were approved for implementation as follows:

- 76 recommendations approved;
- 13 recommendations required further review;
- 8 recommendations were deferred; and
- 1 recommendation was denied.

Those recommendations requiring further review will be presented to the Command Officers in April for their final approval. The Quality Assurance Unit will track the implementation of the recommendations.

The staffing recommendations contained in the Civilian and Uniform Staffing Reviews are being implemented without any net cost to the Service and there will be no change in the overall establishment for the Service. As previously indicated, there will be five civilian positions added and five uniform positions deleted from the Service's establishment as a result of civilianization. These establishment changes will be incorporated into the next Human Resources Strategy. Mr. Frank Chen, Chief Administrative Officer, will be in attendance to answer any questions the Board may have.

The Board received the foregoing.

CIVILIAN STAFFING REVIEW**POSITIONS TO BE CREATED****Chief of Police**

| Unit | Position (s) |
|------------------------|-----------------------------|
| Professional Standards | 1 - Unit Clerk (Class 4/35) |
| Internal Affairs | 1 - Examiner (Class 9/35) |

Corporate Support Command

| Unit | Position (s) |
|--------------------------|-------------------------------------|
| Employment Unit | 1 - Clerical Assistant (Class 5/35) |
| Training and Education | 1 - Clerical Assistant (Class 5/35) |
| | 1 - Registrar (Class 9/35) |
| Corporate Communications | 1 - Analyst |
| | 1 - Writer |
| Employment | 1 - Receptionist (Class 2/35) |

Policing Support Command

| Unit | Position (s) |
|-----------------------------------|---|
| Public Safety Unit | 1 - Clerk/Typist (Class 4/35) |
| Traffic Services | 1 - Cost Recovery Clerk (Class 4/35) |
| Communication Services | 1 - Clerk/Typist (Class 4/35) |
| | 2 - Searcher/Transcribers (Class 5/35) |
| | 1 - C-ARU Administration Clerk (Class 4/35) |
| | 1 - Alarms Information Clerk (Class 5/35) |
| Fraud | 1 - Clerk (Class 4/35) |
| Hold-Up | 1 - Analyst (Class 6/35) |
| Forensic Identification Services | 1 - Photo Section Clerk (Class 5/35) |
| | 3 - AFIS Clerk (Class 4/35) |
| Detective Services (Intelligence) | 2 - Intelligence Analysts |
| Sex Crimes | 1 - Analyst |
| Toronto Drug Squad | 1 - Senior Admin. Clerk (Class 6/35) |

Policing Operations Command

| Unit | Position (s) |
|------------|-------------------------------|
| Area Field | 6 - CASC Clerks (Class 4/35)* |

* This function was previously assigned to Court Services.

CIVILIAN STAFFING REVIEW

POSITIONS TO BE DELETED

Corporate Support Command

| Unit | Position (s) |
|------------------------|--|
| Employment Unit | 1 - Civilian Staffing Advisor (Class 8/35) |
| Budgeting & Control | 1 – Clerk (Class 5/35) |
| Training and Education | 1 – Librarian (Class 4/35) |
| | 1 – Clerk/Typist (Class 4/35) |
| Corporate Planning | 1 – Clerk/Typist (Class 4/35) |

Policing Support Command

| Unit | Position (s) |
|----------------------------------|---|
| Community Policing Support | 1 – Clerk/Typist (Class 4/35) |
| Traffic Services | 8 – Station Duty Clerks (Class 5/40) |
| Communication Services | 1 – Communications Info Clerk (Class 5/35) |
| Forensic Identification Services | 1 – Group Leader Witness Viewing (Class 8/40) |
| | 1 – Unit Clerk/Typist (Class 4/35) |
| | 1 – Unit Property Clerk (Class 4/35) |
| | 2 - Clerks – Witness Viewing (Class 5/35) |
| | 2 – Photo Identification Operators (Class 5/40) |
| | 1 – Plan Drawing Technician (Class 11/40) |

Policing Operations Command

| Unit | Position (s) |
|-----------|--|
| Divisions | 5 - Station Duty Clerks (Class 5/40) * |
| | 3 – Admin/CIB clerks (Class 4/40) |

* These positions will not be deleted until the completion of the pilot project in No. 42 Division.

APPENDIX 'C'

UNIFORM STAFFING REVIEW

POSITIONS TO BE REDEPLOYED

| Unit | Staff/ Detective Sergeant | Sergeant/ Detective | Constable | Civilian |
|-------------------------------|---------------------------------|------------------------|-----------|----------|
| Communications Services | - 3 | | | |
| Community Policing Support | | - 7 | - 15 | - 2 |
| Court Services | - 1 | | | |
| Crime Information Unit | - 1 | | - 1 | |
| Duty Operations Centre | | | | - 3 |
| Emergency Task Force | - 1 | | | |
| Marine | - 1 | - 2 | | |
| Mounted & Police Dog Services | | | - 2 | |
| Occupational Health Services | - 1 | - 1 | | |
| Training & Education | - 2 | | - 7 | |

UNIFORM STAFFING REVIEW

UNIFORM POSITIONS TO BE CIVILIANIZED

| Number | Recommendation | Position | Rank |
|---------------------------|--|---|---------------------------|
| <i>Recommendation 3.1</i> | <p><i>Courts</i></p> <p><i>That</i> the Location Administrator position at Old City Hall, currently performed by a detective sergeant, be staffed by a civilian senior administrative court officer.</p> | <p>Location Administrator, Old City Hall Courts</p> | <p>Detective Sergeant</p> |
| <i>Recommendation 5.1</i> | <p><i>Occupational Health Services</i></p> <p><i>That</i> an appropriate and qualified civilian member be recruited for the position of Unit Commander, Occupational Health Services, and that the detective sergeant currently in the position be returned to field duties.</p> | <p>Unit Commander, Occupational Health Services</p> | <p>Detective Sergeant</p> |

| | | | |
|----------------------------|--|---|-----------------|
| Recommendation 5.2 | <p>Occupational Health Services</p> <p><i>That</i> an appropriate and qualified civilian member be recruited for the position of Safety Officer, Occupational Health Services, and that one of the two detective safety officer positions be redeployed to the field.</p> | Safety Officer, Occupational Health Services | Detective |
| Recommendation 6.8 | <p>Employment Unit</p> <p><i>That</i> the position of Unit Commander, Employment Unit, be civilianized.</p> | Unit Commander, Employment Unit | Staff Inspector |
| Recommendation 9.10 | <p>Training and Education</p> <p><i>That</i> the technical advisor position at Training and Education be reclassified to a civilian position.</p> | Technical Advisor | Constable |

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

**#P141. PROPOSAL BY THE MINISTRY OF PUBLIC SAFETY & SECURITY TO
PROVIDE THE TORONTO POLICE SERVICE WITH A PRISONER BUS
AND A PRISONER TRANSPORT WAGON**

The Board was in receipt of the following report APRIL 10, 2003 from Julian Fantino, Chief of Police:

Subject: PROPOSAL BY THE MINISTRY OF PUBLIC SAFETY AND SECURITY TO
OUTFIT THE TORONTO POLICE SERVICE WITH A PRISONER BUS AND
A PRISONER TRANSPORT WAGON

Recommendation:

It is recommended that: the Board receive this report.

Background:

In the fall of 1996, the Ministry of Corrections (now the Ministry of Public Safety and Security) announced the restructuring of its adult correctional facilities. This announcement called for the closure of approximately 21 provincial jails being replaced with new strategically located "super jails". This plan was driven primarily by the projection of major cost savings in the housing of offenders across the Province of Ontario. At the time of this announcement, Minister Robert Runciman, made the commitment to all police services that any additional or incremental costs associated with the transportation of offenders between the new jails and courts serviced by these jails would be paid for by the Ministry.

The plan for the Greater Toronto Area included the creation of two new super jails, one in Lindsay and the other in Milton (Maplehurst). Construction has been completed at these new facilities and steps are being taken to transfer Toronto prisoners to the Maplehurst Detention Centre in Milton. These changes will have an impact upon the resources of Toronto Police Service Court Services as a result of the increased travelling distance required to transport prisoners to and from court. The increase in distance from the old detention centres to the newer super jails correlates into longer travel times, fuel costs, strains on staffing and added vehicle wear and tear.

The most significant changes affecting the Toronto Police Service are tentatively scheduled to begin in June of 2003, with the movement of all female prisoners and all male prisoners scheduled to appear at Toronto West Courts (2201 Finch Avenue West) from Metro West Detention Centre to Maplehurst Detention Centre.

Impacts upon Court Services Operations

- 1) Longer travel times to Maplehurst creating staffing shortages due to escort officers performing longer prisoner runs and being unavailable to perform other duties (e.g. divisional calls to transport prisoners).
- 2) Increased maintenance costs, fuel costs, staffing and capitalization costs of fleet.
- 3) Rush hour and the associated traffic congestion causing increased delays and staff being unavailable to perform other runs.
- 4) Longer line-ups in the morning at Maplehurst due to the fact that 18 police services will be picking up prisoners at this new super jail. Currently only 5 police services pick up prisoners at Metro West Detention with the first Toronto Police Service wagon arriving at approximately 6:30am only to wait in queue and clear with a load of prisoners some 2 hours later.

The added travelling distance from Metro West Detention Centre, where the Toronto prisoners are currently housed, to Maplehurst Detention Centre is 45 kilometres - one way. As a form of reimbursement to the Service, Mr. Steven Small, Manager of Prisoner Transportation Services – Ministry of Public Safety and Security – Correctional Services Division, has agreed to the following in writing (see attachment):

- 1) **Start Up Expenses (one-time basis):** Compensation to the Toronto Police Service in the form of a 48-passenger prisoner bus of design and specification requirements of the Service – valued at approximately \$510,000.00 (taxes included), a 23-passenger prisoner wagon identical to those currently in use by the Toronto Police Service – valued at approximately \$82,800.00 (taxes included), and other equipment and expenses associated with the operation of these vehicles;
- 2) **Operating and Fixed Operating Costs (invoiced monthly):** Ongoing compensation in the form of \$7.86 per kilometre for mileage associated with the added 45 kilometre travelling distance. This mileage charge reflects both fixed costs associated with the increased travelling distance and the operating costs of both vehicles. The start-up, fixed and operating costs that the Ministry of Public Safety and Security have agreed to are as follows:

Breakdown of Expenses to be Reimbursed by Ministry

| <u>Start Up Expenses</u> | | | | |
|--|-------------|-----------------|------------------|---------------------|
| | <u>Item</u> | <u>Quantity</u> | <u>Unit Cost</u> | <u>Total</u> |
| Bus | | 1 | \$510,000.00 | \$510,000.00 |
| | | | 0 | |
| Fixed Radios | | 2 | \$7,475.00 | \$14,950.00 |
| Handcuffs (51 +23) | | 74 | \$46.00 | \$3,404.00 |
| Leg Irons (51 + 23) | | 74 | \$78.80 | \$5,831.20 |
| Mobile Radios | | 6 | \$10,000.00 | \$60,000.00 |
| Training | | | | \$16,600.00 |
| Uniforms and Equipment | | | | \$5,000.00 |
| 10-Pack Prisoner Wagon* | | 1 | \$72,000.00 | \$82,800.00 |
| Waist Restraints (51 + 23) | | 74 | \$895.00 | \$66,230.00 |
| Cellular Telephones | | 2 | \$200.00 | \$400.00 |
| * Includes Cameras & Rear Air Conditioning | | | Total | \$765,215.20 |

Operating Costs

| <u>Item</u> | <u>Quantity</u> | <u>Unit Cost</u> | <u>Total</u> |
|--------------------------|-----------------|------------------|---------------------|
| Bus Fuel Costs | 110000km | \$0.23 | \$25,300.00 |
| Bus Maintenance | 110000km | \$0.43 | \$47,300.00 |
| Officers' Meals | | | \$12,000.00 |
| Prisoners' Meals | | | \$80,000.00 |
| Van Fuel Costs | 110000km | \$0.17 | \$18,700.00 |
| Van Maintenance | 110000km | \$0.35 | \$38,500.00 |
| Capitalization on Bus | 110000km | \$0.50 | \$55,000.00 |
| Capitalization on Van | 110000km | \$0.20 | \$22,000.00 |
| Cellular Telephone Usage | | | \$1,200.00 |
| | | Total | \$300,000.00 |

Fixed Operating Costs

| <u>Item</u> | <u>Quantity</u> | <u>Unit Cost</u> | <u>Total</u> |
|-------------------------------|-----------------|------------------|---------------------|
| Annual Driver Certification | | | \$1,000.00 |
| Court Officers** | 8 | \$60,540.00 | \$484,320.00 |
| Insurance Costs per Annum | | | \$6,400.00 |
| Succession Training per Annum | | | \$5,600.00 |
| Supervisor** | 1 | \$66,720.00 | \$66,720.00 |
| Vehicle Inspections per Annum | | | \$500.00 |
| | | Total | \$564,540.00 |

First Year Total \$1,629,755.20

Estimated Operating Costs in Subsequent Years* \$864,540.00**

** Includes 20% benefits, vacation pay etc...

*** (Subject to Cost Increases)

A Committee comprised of representatives from Fleet and Materials Management and Court Services in consultation with the manufacturer, Motor Coach Industries (MCI), have developed the design and specification requirements for the new prisoner bus. The Ministry of Public Safety and Security has approved all specifications. In addition, this Committee, in consultation with Fleet and Materials Management, determined a mileage cost that reflects all costs associated with the operation of both vehicles (see operating costs).

Delivery is expected to take place in June 2003 for the 48-passenger prisoner bus and September 2003 for the 23-passenger prisoner wagon. This will result in a net increase to the fleet of prisoner transportation vehicles currently owned and operated by the Toronto Police Service.

Finance and Administration in consultation with Fleet and Materials Management have considered the financial implications associated with the ongoing gas, licensing and maintenance of these two vehicles. It is expected that these costs will be offset by the mileage costs that will be submitted to the Ministry of Public Safety and Security regularly for reimbursement.

The mileage charges will commence once Court Services receives the bus in June 2003 and begins transporting prisoners to and from Maplehurst Detention Centre. Finance and Administration will invoice these charges on a monthly basis to the Ministry of Public Safety and Security.

Plan Proposed by Court Services

Once delivery of the prisoner bus and the prisoner wagon have been received, the plan to transport the prisoners utilizing the bus will be as follows:

On average, there are approximately 100 prisoners per day that will be transported from Maplehurst to Toronto West Courts at 2201 Finch Avenue West. There will be four bus runs per day to and from Maplehurst to facilitate the movement of these prisoners (2 in the morning and 2 in the evening).

The prisoner bus and the wagon will be parked at 2201 Finch Avenue West in the fenced sallyport area. Four Court Officers are required to staff the prisoner bus. Once the second load has been emptied at 2201 Finch Avenue West, two of the Court Officers from the prisoner bus will be assigned to the prisoner wagon parked at 2201 Finch Avenue West to transport the lunch loads from the local courthouses to the detention centres. The other two Court Officers will be assigned to relieve court security staff for lunch breaks at the Toronto West Courthouse.

Benefits of Receiving Prisoner Bus and Prisoner Wagon

The benefits of receiving these two vehicles are as follows:

- Meeting our legislated obligation by delivering prisoners in a timely manner. The Service is legislated to transport prisoners while the Province is not obliged to pay for any of the associated costs. These two vehicles will allow the Service to perform the function more efficiently;
- The larger prisoner bus capacity will result in fewer trips to and from the Maplehurst Detention Centre by Court Officers. This will result in fewer Court Officers being required to staff the longer transport run to Maplehurst. For example, to transport 100 prisoners from Maplehurst to 2201 Finch with a 23-passenger wagon – 10 trips (5 in the morning and 5 in the evening) would be required. To properly staff this prisoner run, 6 Court Officers would be required to staff the Maplehurst runs. Due to the close proximity of Metro West Detention Centre, Court Services currently utilizes 2 to 3 prisoner wagons to load and unload Metro West Detention Centre. This can be accomplished without any hardship to the Court Services Prisoner Transport Operation as the trips are much shorter, with less traffic resulting in a faster turnaround time;
- Fleet and Materials Management have identified the need for a prisoner bus in the Toronto Police Service fleet for Mass Arrests. The prisoner bus would be available in all circumstances where there is a potential for Mass Arrests; and
- Savings to the Service in not having to purchase both vehicles out of the operational budget.

The personnel designated to operate the bus will be trained and qualified through the Ministry of Public Safety and Security – Correctional Services Division during the month of April 2003. Norm Henderson, Manager of Fleet and Materials Management, has reviewed the proposal, considered the ongoing maintenance requirements and concurs with the contents of this report.

Deputy Chief Michael Boyd of Policing Support Command will be in attendance to answer any questions.

Staff Insp. Tom Dalziel, Central Courts, was in attendance and responded to questions by the Board about this report.

The Board received the foregoing.

Ministry of Public Safety and Security, Correctional Services Division

Ministère de la Sécurité et de la Sécurité publique, division Services correctionnels



Offender Transportation Project

Projet du transport des contrevenants

Suite 110
2301 Haines Road
Mississauga ON L4Y1Y5
Telephone (SOS) 279-1253
Facsimile (SOS) 2796233

Suite 110
2301 rue Haines
Mississauga ON L4Y1Y5
T&phone (905) 279-1253
Télécopieur (905) 279-6233

February 26, 2003

Chief of Police Julian Fantino
Toronto Police Service
40 College Street
Toronto, ON M5G 2J3

| | |
|-------------------------------|----------|
| TORONTO POLICE SERVICE | |
| OFFICE OF THE CHIEF OF POLICE | |
| REGISTER # | 578/2003 |
| PROCESSED BY # | JB |
| DATE | 03/03/04 |

Dear Chief Fantino:

The following information relates to our discussion with Toronto Police Service on February 5, 2003, regarding the expansion of the Maplehurst Correctional Complex and the commissioning of the Vanier Centre for Women, both in Milton.

The Ministry of Public Safety and Security, Correctional Services Division has committed to reimburse the Toronto Police Service for the additional resources required for the anticipated increase volume and longer distance travelled due to the expansion of the Maplehurst Correctional Complex and the commissioning of the Vanier Centre for Women, both in Milton. Compensation will be based on your costs associated with the additional resources required, as outlined in your submission to Prisoner Transportation Services.

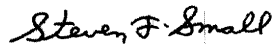
In accordance with our discussion, we will compensate your police service for the incremental operating costs associated with prisoner transportation to and from the aforementioned institutions. The rate has been calculated at \$7.86 per kilometer, based on the figures you provided. The total operating costs are divided by the anticipated number of kilometers to arrive at this figure.

Please submit the attached detailed invoice monthly to the attention of Mr. Steven F. Small, Manager, Prisoner Transportation Services, 2301 Haines Road, Suite 100, Mississauga, Ontario, L4Y 1Y5. The invoices must contain the date of the trip, the number of inmates transported on the trip, both male and female. The total amount payable is based on the number of trips and specific distance noted.

We also agreed to pay the start-up expenses of \$172,415.20. In addition, we agreed to pay for the purchase of a new bus and prisoner wagon. The invoices for the two vehicles should be sent directly to Prisoner Transportation Services.

I trust this information accurately summarizes our discussions with your staff to date. Should you require further information, please do not hesitate to contact me at (905)279-1 253 or Karen Hetherington at (905)279-6245.

Yours truly,



Steven F. Small
Manager
Prisoner Transportation Services

Cc: D/Sgt. Steve Izzett
S/Insp. Tom Dalziel

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

**#P142. PARKING ENFORCEMENT UNIT – WORK PERFORMANCE
EVALUATION PROCESS**

The Board was in receipt of the following report MAY 01, 2003 from Julian Fantino, Chief of Police:

Subject: PARKING ENFORCEMENT UNIT – WORK PERFORMANCE
EVALUATION PROCESS

Recommendation:

It is recommended that:

- (1) the Board receive this report for information; and
- (2) the Board forward a copy of this report to the City of Toronto, Policy and Finance Committee as requested.

Background:

At its meeting of February 24, 25, 26, 27, 28 and March 3, 2003, City Council made the following request of the Police Services Board.

Parking Tag Operation

(22) by adding thereto the following:

It is further recommended that:

- (a) the Toronto Police Services Board be requested to submit a report by April 3, 2003 meeting of the Policy and Finance Committee on the number of tickets that have been issued, by Ward, and whether there is a quota assigned to Parking Enforcement Officers, such report to contain information on the administration of parking enforcement and the activity levels of parking enforcement within the entire City of Toronto;

Tags – by Ward

During the year 2003, the Parking Enforcement Unit of the Toronto Police Service issued 2,681,298 Parking Infraction Notices. These numbers cannot be broken down into numbers by City Ward, as there is no correlation between the tag parameters and political wards. Street address coding (by police division) is only accurate 75% of the time and will not provide this information, in any case.

However, overall tag issuance is reported by Month in the chart below.

**Table #1. Parking Enforcement Tag Issuance
2001-2002**

| Month | Issuance 2001 | Issuance 2002 | Variance |
|--------------|----------------------|----------------------|-----------------|
| Jan | 214,140 | 212,193 | -1,947 |
| Feb | 200,794 | 182,512 | -18,282 |
| Mar | 230,298 | 214,291 | -16,007 |
| Apr | 210,066 | 224,017 | 13,951 |
| May | 223,413 | 234,007 | 10,594 |
| Jun | 204,169 | 223,001 | 18,832 |
| Jul | 192,150 | 217,816 | 25,666 |
| Aug | 185,394 | 235,070 | 49,676 |
| Sep | 189,146 | 239,327 | 50,181 |
| Oct | 209,889 | 260,064 | 50,175 |
| Nov | 212,936 | 248,516 | 35,580 |
| Dec | 186,880 | 190,484 | 3,604 |
| TOTAL | 2,459,275 | 2,681,298 | 222,023 |

Source: Parking Tags Operations, Unit Commander's Morning Report 2002

Is a 'quota' assigned to Parking Enforcement Officers?

In responding to this question, I am assuming that City Council is inquiring about whether there is a WORK PERFORMANCE EVALUATION PROCESS in place at the Parking Enforcement Unit as opposed to a simplistic number based "quota" system. A "quota system" would be short sighted and fail to recognize the complexity facing a Parking Enforcement Officer in performing their duties.

A WORK PERFORMANCE EVALUATION PROCESS was implemented at Parking Enforcement because a fundamental management principal is that there should be clear reasonable work performance expectations in order to have an effective and efficient work place. Prior to the implementation of the present Work Performance Evaluation Process, support for the development and implementation of this came from two different sources.

First, various members of Parking Enforcement themselves, rightfully raised the issue of work performance evaluation on numerous occasions. These members were not sure of what was expected of them and hence, how their performance would be evaluated.

Secondly, the City of Toronto Audit Department, because of a request from City Council, further highlighted this principle. In the 1997 Management Letter, the Audit Department made the following recommendation:

Recommendation No. 10:

"Management should establish criteria for acceptable levels of performance for individuals and units. Management should also establish written guidelines for exception monitoring procedures and ensure that all follow-ups are appropriately documented."

The response to this item was received by the Board, Minute No. 441/99 refers, and a motion was made to provide a copy to the City Auditor for information.

Further to the 1997 Management Letter, the City Auditor, in December 1999, conducted a review of the Parking Enforcement Unit in which the following recommendation was made:

Recommendation No. 12:

"The Parking Enforcement Unit enhance the performance review process currently being developed for implementation in 2000 to include other performance indicators and bench marking with other comparable organizations, that would further assist in measuring the benefits and effectiveness of the unit."

The above recommendation has been dealt with on several occasions at the Toronto Police Services Board and at two Committees of Toronto City Council. Board Minute No. 116/2000, 320/2000, P41/2001, P220/2002 were received by the City of Toronto Audit Committee, at its meeting of September 28, 2000, Item 3.13 (Report 6, Clause 2). The update on the Audit Report was received by the City of Toronto, Policy and Finance Committee at its meeting of September 19, 2002, Item 7-20 (Clause 11, Report 13).

For these reasons, the development of the Work Performance Evaluation Process was expedited. The corner stone of the Performance Evaluation System for Parking Enforcement is a set of clear, valid and reliable performance norms that address the Unit Purpose (see Appendix A). The reasons for the chosen standards are that they are objective, achievable, and relevant to work place demands. The levels set also reflect that there are competing interests and demands placed on a Parking Enforcement Officer on a daily basis. For this reason the performance levels were set as an average daily standard, for a Compressed Work Week Cycle (CWW), for a given patrol area.

The performance levels established for the Parking Enforcement Unit were based on the following:

- The Purpose for the Parking Enforcement Unit and the Unit Code of Conduct (Appendix A);
- Three (3) years of historical work performance data;
- The evaluation of this data by members of Parking West and Parking East against present conditions.

The outcome of this analysis is a set of performance levels that are measurable, relevant, reliable, and objective. With the establishment of these work performance levels, members of Parking Enforcement are providing effective, efficient, economical and equitable service to the citizens of the City of Toronto.

Unlike a quota, these performance standards vary by duties and division assigned and were based upon members' performance levels over the previous three years. These performance standards were only introduced after training was conducted at all levels, to ensure uniform application across the Unit. Members unable to perform to an acceptable level are selected for training and in many cases have their performance levels adjusted to their individual capabilities. In addition to monitoring the quantity of tags issued, members are evaluated on a number of other criteria, including:

Processability rate

The Unit now approaches 98% and members are individually expected to achieve a 97% processable rate.

Variety of Enforcement

Members are expected to enforce a broad range of parking, standing and stopping offences along with by-laws particular to their assigned areas. The North York Winter by-law is an example of such an offence. Members are updated as by-laws change.

Attendance

Attendance is monitored at all levels and a comprehensive program has been put in place to encourage a high level of attendance in the workplace. This has had a positive effect on the number of days lost due to 'non-culpable' absenteeism.

Complaints

Members are tracked according to number and nature of complaints received during the course of their duties. The Unit Complaints Investigator investigates all complaints received.

Problem Solving

Members are evaluated daily by supervisors on their ability to find practical solutions to community parking problems.

Performance levels are not sufficient by themselves. To ensure the Performance Levels are attained and do not become "meaningless numbers" and "criteria" a Performance Review Process was developed.

The goal of The Performance Review Process is:

1. To ensure all members are aware of Unit Performance Standards,
2. To ensure members meet or exceed performance levels,
3. To identify reasons for not obtaining appropriate levels,
4. To develop action plans to improve performance, and
5. To ensure members are recognised for superior work performance.

At the completion of each CWW (5 week period), a review process takes place that ensures there is a clear understanding of expectations. In order to ensure that these levels are attained continuously, a Performance Review Process was implemented. Each member of Parking Enforcement, at the completion of each CWW has a review completed and adjustments are made if necessary.

With the establishment of a Performance Evaluation System, four positive results occurred. Firstly, Parking Enforcement Officers know what is expected of them and how their efforts will be evaluated. Secondly, members who continuously show they are superior performers are recognized. Thirdly, Supervisors preparing evaluations are aware of the criteria that are to be used to evaluate Parking Enforcement Officer's efforts. Fourthly, these performance levels present a base upon which to develop training initiatives tailored to the needs of the members and the unit.

With the implementation of the Performance Review System, both the member and the Service are in a position to address the needs of the City in an effective and equitable manner. In addition, by having clear, objective and measurable performance levels in place, the performance standards aid in the development of the unit morale and efficiency.

Administration of Performance Standards

At a macro level, the Parking Enforcement Unit Commander reviews the on-going year-to-date achievement of Unit Goals and Performance Standards periodically at 5-weekly (CWW) review meetings. At these reviews Area and Shift Supervisors are called upon to present the achievements of individuals, at a micro level, within their area of responsibility according to the criteria listed above. Supervisors are held accountable for performance and service in their respective areas.

The Board commended the staff in the Parking Enforcement Unit for an excellent report.

The Board received the foregoing report and approved the following Motion:

THAT, in addition to the Policy and Finance Committee, copies of the foregoing report be provided to Councillor Mario Silva, given that he has expressed an interest in Parking Enforcement issues in the past, and to the City Clerk with a request that the report be circulated to all other City Councillors for information.

APPENDIX A

UNIT PURPOSE

The purpose of the Parking Enforcement Unit of the Toronto Police Service is to:

1. Assist with the safe and orderly flow of traffic.
2. Respond to the parking concerns of the community
3. Regulate parking.
4. Provide operational support to the Toronto Police Service.

CODE OF CONDUCT

In carrying out their duties, members will, in addition to the Core Values of the Toronto Police Service, demonstrate the following characteristics:

- * WILL BE OBJECTIVE AND BALANCED
- * BE CONSCIENTIOUS
- * BE ACCOUNTABLE AND DEMONSTRATE SELF-RESTRAINT.
- * REFRAIN FROM ACTIVITIES WHICH MAY COMPROMISE OR APPEAR TO COMPROMISE THE CODE OF ETHICS OR THE CORE VALUES OF THE SERVICE
- * BE FORTHRIGHT AND TRUTHFUL
- * TREAT ALL MEMBERS OF THE COMMUNITY WITH RESPECT AND COURTESY

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

**#P143. COMMUNITY SCHOOL LIAISON OFFICERS – DELIVERY OF THE
TORONTO POLICE SERVICE’S ELEMENTARY SCHOOL SAFETY
PROGRAMS**

The Board was in receipt of the following report APRIL 02, 2003 from Julian Fantino, Chief of Police:

Subject: RESPONSE TO THE TASK FORCE ON COMMUNITY SAFETY’S
REQUEST FOR A REVIEW OF THE DISTRIBUTION OF COMMUNITY
SCHOOL LIAISON OFFICERS IN THE DELIVERY OF THE TORONTO
POLICE SERVICE’S ELEMENTARY SCHOOL SAFETY PROGRAMS

Recommendation:

It is recommended that:

- (1) the Board receive this report for information purposes.
- (2) the Board forward a copy of this report to Task Force on Community Safety.

Background:

In December of 2001, the Command approved recommendations stemming from a report entitled the Toronto Police Services “*Corporate Youth Initiatives*”. This report contained twenty one recommendations outlining a comprehensive strategic approach to address youth crime and victimization, one of the Toronto Police Service’s priorities. At the Board meeting held on March 27, 2002, the Board received a presentation of this youth strategy from Detective Sergeant Dave Saunders, the Youth Crime Coordinator and the Board approved the following Motion (Board Minute P71/2002 refers).

That a copy of the foregoing report be forwarded to Toronto City Council through the Community Services Committee requesting their review and encouraging Council and Community and Neighbourhood Services funded agencies to partner with Toronto Police Service and school boards on collaborative efforts dealing with youth related issues to avoid overlap and duplication.

At its meeting of June 17, 2002, the Task Force on Community Safety received a presentation dealing with the Toronto Police Service youth strategy. A Task Force member, Councillor Suzan Hall, raised a concern about the unequal distribution of work existing among Community School Liaison Officers in delivering safety education lectures to elementary school students throughout the city. As a result of this concern, the Task Force wrote a letter to the Toronto Police Services Board on June 17, 2002, requesting:

A review of the distribution of officers to be assigned to the foregoing partnership program with the Toronto Police Service and the school boards to deal with youth-related issues in order to ensure that there is an equitable distribution of officers based on the number of classrooms within the City.....

Response:

As stated in the report “*Corporate Youth Initiatives*,” the following core curriculum subjects were endorsed by Command Officers in December 2001:

- Traffic Safety – Grade One
- Street Proofing – Grade Three
- Bullying – Grade Five
- Youth and the Law – Grade Six
- Youth Violence – Grade Seven

After receiving this direction, a new elementary school safety program was developed. Throughout this process a member of Community Policing Support – Youth Services worked in partnership with instructional leaders from the Health and Physical Education sections of both the Toronto District School Board, the Toronto Catholic District School Board, and Community School Liaison Officers from several divisions, to ensure that the identified core curriculum lesson plans appropriately complemented the Ontario mandated curriculum. As a result, it was determined that the five core lesson plans as set out in the report “*Corporate Youth Initiatives*” did not accurately fit the age-specific criteria in the Ontario mandated curriculum and the following revisions were made to the Toronto Police Service program:

- Traffic Safety – JK/SK
- Street Proofing – Grade Two
- Bullying – Grade Five
- Drug Awareness, Youth and the Law – Grade Six
- Youth Violence and Gangs – Grade Eight

In September, 2002, the Toronto Police Service Elementary School Safety Program – **Five Core Curriculum** was launched in all Toronto District School Board and Toronto Catholic District School Board elementary schools.

Upon implementation of the Elementary School Safety Program, all sixteen divisions within the Toronto Police Service designated one Community School Liaison Officer to deliver the program, with the exception of the following divisions:

- 31 Division – two officers
- 41 Division – two officers
- 42 Division – three officers*

* Due to divisional personnel constraints only two officers deployed to this function in 42 Division

Deployment of additional officers to this program was necessary in some cases due to the large number of schools contained within these three divisions' boundaries. Throughout the city, the number of classrooms that must receive instruction from the officers during the school year, by division, ranges from a low of fifty-seven, to a high of nine hundred and forty-two (see Appendix A).

The unit commander of each division is responsible for the safety of people living, working, visiting and attending school within his/her division. As such, the delivery of elementary school safety education from each division is an important police function that contributes to overall community safety. For their part, unit commanders have been allowed the flexibility to move additional divisional resources into the school liaison officer role if they feel the assignment of additional non-educational responsibilities makes service delivery by one officer problematic, or if the at-risk nature of the community demands increased interaction between officers and students in elementary schools. The following divisions have placed an additional officer into their elementary school safety education program:

- 23 Division – one additional officer
- 41 Division – one additional officer

The Five Core Curriculum elementary school safety education program is a work in progress. Monitoring the performance of the school liaison officers and the effectiveness of the programs delivered has been occurring since implementation in September, 2002. Adjustments to the program have been made, and will continue. The introduction of this program into Toronto's 650 elementary schools has renewed the Service's commitment to ensuring all children receive the same safety education messages.

It is therefore recommended that the Board receive this report for information, and a copy of this report be forwarded to the Task Force on Community Safety.

Deputy Chief Steven Reesor, Policing Operations Command will be in attendance to respond to questions from Board members.

The Board received the foregoing and agreed to forward a copy to the Task Force on Community Safety.

Toronto Police Service – Five Core Curriculum
Number of Classrooms by Division

APPENDIX A

| | JK | SK | 2 | 5 | 6 | 8 | Total | Avg/CSLO |
|----------------|-----|-----|-----|-----|-----|-----|-------|----------|
| 11 Div. | 24 | 32 | 35 | 33 | 36 | 18 | 178 | 178 |
| 12 Div. | 25 | 35 | 45 | 29 | 32 | 31 | 197 | 197 |
| 13 Div. | 39 | 43 | 51 | 41 | 45 | 33 | 252 | 252 |
| 14 Div. | 40 | 53 | 64 | 59 | 62 | 52 | 330 | 330 |
| 22 Div. | 57 | 58 | 75 | 72 | 70 | 58 | 390 | 390 |
| 23 Div. | 59 | 64 | 78 | 69 | 67 | 77 | 414 | 207 |
| 31 Div. | 88 | 92 | 109 | 69 | 81 | 118 | 557 | 279 |
| 32 Div. | 35 | 47 | 62 | 51 | 54 | 83 | 332 | 332 |
| 33 Div. | 50 | 53 | 67 | 56 | 66 | 98 | 390 | 390 |
| 41 Div. | 86 | 99 | 115 | 108 | 121 | 81 | 610 | 203 |
| 42 Div. | 140 | 145 | 160 | 161 | 187 | 149 | 942 | 471 |
| 51 Div. | 27 | 31 | 21 | 23 | 25 | 25 | 152 | 152 |
| 52 Div. | 13 | 14 | 7 | 4 | 5 | 14 | 57 | 57 |
| 53 Div. | 30 | 39 | 44 | 41 | 45 | 32 | 231 | 231 |
| 54 Div. | 50 | 51 | 45 | 53 | 59 | 76 | 334 | 334 |
| 55 Div. | 33 | 37 | 42 | 40 | 40 | 41 | 233 | 233 |

Based on 2001/02 TDSB and TCDSB classroom data, the above chart reflects the quantity of classes in each division in which the Five Core Curriculum is delivered, namely, JK or Junior Kindergarten, SK or Senior Kindergarten and grades two, five, six and eight. The second to last column provides the cumulative total number of classes in each division.

The final column represents the average number of classes where the Five Core Curriculum is delivered, for each Community School Liaison Officer assigned to that division.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

**#P144. TORONTO POLICE SERVICES BOARD – 2003 OPERATING BUDGET
VARIANCE AS AT MARCH 31, 2003**

The Board was in receipt of the following report APRIL 28, 2003 from Norman Gardner, Chairman:

Subject: 2003 OPERATING BUDGET VARIANCE FOR THE TORONTO POLICE SERVICES BOARD, AS AT MARCH 31, 2003

Recommendation:

It is recommended that:

- 1) the Board receive this report, and
- 2) the Board forward a copy of this report to the City Chief Financial Officer and Treasurer.

Background:

Toronto City Council, at its meeting of February 24 to 28 and March 3, 2003, approved the 2003 Toronto Police Services Board Operating Budget at a net amount of \$1,354,300, an increase of \$63,300 or 4.9% over the 2002 Net Operating Budget. The Toronto Police Services Board, at its meeting of November 21, 2002 (Board Minute # P313/02 refers) approved the amount of \$1,308,100; however, this amount did not include the salary settlement for Senior Officers and Excluded staff.

2003 Operating Budget Variance

As at March 31, 2003, the Board is projecting a zero variance.

STAFFING

The staffing budget for the Board office is \$783,900, or 57.9% of the total net budget. At this time, all positions are fully staffed, and no variance is anticipated.

The recent Association contract settlement impact on the Board office budget for 2002 and 2003 is \$22,700 and \$23,500 respectively. The Retro Pay for outstanding salary settlements is estimated at \$32,200.

NON-SALARY ACCOUNTS

The non-salary budget for the Board office is \$570,400. The majority of the Board's costs are related to arbitration and grievance hearings. No variance is anticipated in these accounts at this time.

The Board received the foregoing and agreed to forward a copy to the City of Toronto Chief Financial Officer and Treasurer for information.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

**#P145. TORONTO POLICE SERVICE – 2003 OPERATING BUDGET
VARIANCE AS AT MARCH 31, 2003**

The Board was in receipt of the following report MAY 05, 2003 from Julian Fantino, Chief of Police:

Subject: 2003 OPERATING BUDGET VARIANCE REPORT FOR THE TORONTO
POLICE SERVICE AS AT MARCH 31, 2003

Recommendation:

It is recommended that:

- (1) the Board receive this report; and
- (2) the Board forward this report to the City Chief Financial Officer and Treasurer, and to the City Policy and Finance (P&F) Committee.

Background:

Toronto City Council, at its meeting held on February 24 to February 28 and March 3, 2003, approved the Toronto Police Service (TPS) Operating Budget at a net amount of \$634.6 Million (M), which is the same amount as the revised budget approved by the Toronto Police Services Board at its meeting of February 20, 2003 (Board Minute # P36/03 refers), an increase of 4.2% over the 2002 Net Operating Budget. The Council-approved budget provides sufficient funding to maintain current services. The budget also provides additional funding for the creation of a Strategic Traffic Enforcement Measures (STEM) Team in the amount of \$0.7M as well as funding for costs related to the 2002 to 2004 Toronto Police Association salary settlement.

As part of the budget approval process Council requested:

“The Chair, Toronto Police Services Board report back to the Chief Financial Officer and Treasurer on the service break-down of the Recommended 2003 Operating Budget for the Toronto Police Service once Council approval is obtained”

The following is the breakdown requested by Council and is being included as part of this variance report to be forwarded to the City Policy and Finance Committee. Details have already been provided to City staff:

| | |
|-----------------------------|-----------------|
| Chief of Police | \$7.4M |
| Corporate Support Command | \$145.4M |
| Policing Support Command | \$163.8M |
| Policing Operations Command | <u>\$318.0M</u> |
| Total | <u>\$634.6M</u> |

2003 Operating Budget Variance

As at March 31, 2003, the Service is projecting a year-end shortfall of \$0.5M.

STAFFING

A net shortfall of \$0.1M is projected for staffing costs to year-end.

The Service has experienced a significant decrease in separations as compared to budget. Projected uniform separations for 2003 are currently estimated at 180 as compared to the original budget estimate of 300. As at March 31, 2003, there were 48 separations, compared to 152 at the same point in time last year. In order to stay within budget, the Service has reduced recruit hiring from a budgeted 379 hires in 2003 to 185.

Premium pay expenditures are estimated to be \$0.1M over budget. This projected over expenditure is due to in-year events such as the demonstrations over the war in Iraq (\$90,000) and the Severe Acute Respiratory Syndrome (SARS) outbreak (\$10,000). This projection assumes no significant increase in the SARS crisis.

On January 1, 2003 the Service commenced a one-year pilot of a new shift schedule in three divisions and one detective unit. In order to implement the new shift schedule Service-wide it must be supported by the Toronto Police Association and the Board. The implementation of the new schedule could have an impact on premium pay; however, no impact has been factored in the projection.

BENEFITS

No variance is projected.

NON SALARIES

Non-salary accounts are projected to be overspent by \$0.4M. This over expenditure is made up of increased investigative expenses (\$0.2M), and outfitting additional members of the Public Safety Unit and the purchase of hazardous materials supplies (\$0.2M) in preparation for the policing of demonstrations related to the war in Iraq (\$190,000) and safety supplies related to SARS (\$10,000).

SUMMARY

As at March 31, 2003, the total Service projected year-end unfavourable variance is \$0.5M. The Service will continue to control costs and defer discretionary expenses where possible in an attempt to offset the above variance. In addition, the Service is working in conjunction with the City to recover SARS related costs from the Province.

Mr. Frank Chen, Chief Administrative Officer, Corporate Support Command will be in attendance to answer any questions the Board may have.

The Board received the foregoing report and agreed to forward a copy to the City of Toronto Chief Financial Officer and Treasurer and to the City of Toronto Policy and Finance Committee for information.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

**#P146. TORONTO POLICE SERVICE – PARKING ENFORCEMENT UNIT:
2003 OPERATING BUDGET VARIANCE AS AT MARCH 31, 2003**

The Board was in receipt of the following report APRIL 29, 2003 from Julian Fantino, Chief of Police:

Subject: 2003 OPERATING BUDGET VARIANCE REPORT FOR THE TORONTO
POLICE PARKING ENFORCEMENT UNIT AS AT MARCH 31, 2003

Recommendation:

It is recommended that:

- (1) the Board receive this report; and
- (2) the Board forward this report to the City Chief Financial Officer and Treasurer, and to the City Policy and Finance (P&F) Committee.

Background:

Toronto City Council, at its meeting held on February 24 to February 28 and March 3, 2003, approved the Parking Enforcement Operating Budget at a net amount of \$29.9 Million (M) which is the same amount approved by the Toronto Police Services Board at its meeting of November 21, 2002 (Board Minute # P313/02 refers). The Council-approved budget provides sufficient funding to maintain current services, fund the annualized impact of the staggered hire of 48 Parking Enforcement Officers during 2002 and also provides additional funding for the 2002 to 2004 Toronto Police Association salary settlement.

As at March 31, 2003 no variance is projected.

Salaries & Benefits

Attrition is in line with what was projected during the budget development process.

Parking Tag Revenue

Budgeted revenue from parking tags is \$70.6M, which includes annualized revenue of \$6.7M due to the additional 48 Parking Enforcement Officers hired during 2002. As of March 31, 2003 no variance is projected.

Deputy Chief Michael Boyd, Policing Support Command will be in attendance to answer any questions the Board may have.

The Board received the foregoing report and agreed to forward a copy to the City of Toronto Chief Financial Officer and Treasurer and to the City of Toronto Policy and Finance Committee for information.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

**#P147. TORONTO POLICE SERVICE – 2003 CAPITAL BUDGET VARIANCE
AS AT MARCH 31, 2003**

The Board was in receipt of the following report APRIL 30, 2003 from Julian Fantino, Chief of Police:

Subject: 2003 CAPITAL BUDGET VARIANCE REPORT FOR THE TORONTO
POLICE SERVICE AS AT MARCH 31, 2003

Recommendation:

It is recommended that:

- (1) The Board receive this report; and
- (2) The Board forward a copy of this report to the City Chief Financial Officer and Treasurer.

Background:

Toronto City Council, at its meeting held on February 24 to February 28 and March 03, 2003, approved the Toronto Police Service's 2003 Capital Budget, at a total expenditure of \$27.8 million (M). The 2003 expenditure includes \$19.3M for on-going projects with commitments, \$5.5M for new projects and \$3.0M for 43 Division which is funded separately by the City.

At its September 26, 2002 meeting (Board Minute #P238/02 refers), the Board approved the 2003 capital program request of \$25.5M (excluding cash flow carry forward from 2002 and \$3.3M request for 43 Division). Following the Board's approval of the 2003 capital request, the City's Executive Management Team (EMT) recommended a 2003 target amount of \$20.8M which was supported by the Budget Advisory Committee (BAC) at its meeting of December 04, 2002. Also, \$3.9M was added to the target amount for IT Lifecycle Replacement as well as \$3.0M for 43 Division for a total of \$27.8M. This report provides details regarding the capital budget variance for the year 2003 as of March 31, 2003.

Summary of Capital Projects:

The following table provides a summary of the twenty-one projects in the Service's capital program in 2003, of which eighteen projects are continuing from 2002, and three projects are commencing in 2003. Capital projects are managed within a total approved project amount that spans over several years, and any unspent budget allocation from previous years is carried forward to future years. The carry forward amount prior to 2003, not included in the \$27.8M, is \$8.1M and therefore, the available expenditure for 2003 is \$35.9M.

| (\$000s) <u>Project Name</u> | <u>Available to Spend in 2003</u> | <u>2003 Projected Actual</u> | <u>Year-End Variance (Over)/ Under</u> |
|---|---|--------------------------------------|--|
| | (1) | (2) | (3)=(1)-(2) |
| <u>Continuing Projects with Cash flow Carry forward</u> | | | |
| Long Term Facility - 51D | 9,817.1 | 9,817.1 | 0.0 |
| Security Control | 25.8 | 25.8 | 0.0 |
| State of Good Repair-Police | 1,634.9 | 1,634.9 | 0.0 |
| State of Good Repair-Corporate | 2,910.4 | 2,910.4 | 0.0 |
| Emergency Generators | 387.4 | 887.4 | (500.0) |
| Professional Standards Information System | 383.8 | 383.8 | 0.0 |
| Time Resource Management System | 1,791.5 | 1,791.5 | 0.0 |
| E-Mail Replacement | 4.4 | 4.4 | 0.0 |
| Video Tape Storage & Processing | 2,936.6 | 2,936.6 | 0.0 |
| Automated Vehicle Location System | 986.2 | 986.2 | 0.0 |
| Centralized Drug Squad/Study | 1,093.7 | 1,093.7 | 0.0 |
| Long Term Facility - 43 D | 3,000.0 | 3,000.0 | 0.0 |
| Emergency Services Video Dist. System | 5.0 | 5.0 | 0.0 |
| Livescan Fingerprinting System | 1,462.7 | 1,462.7 | 0.0 |
| Police Integration System | 1,470.3 | 1470.3 | 0.0 |
| Firearms Def. Tactics-Applicant Testing | 1,813.5 | 1,000.0 | 813.5 |
| Long Term Facility -11 D | 788.3 | 788.3 | 0.0 |
| TPS Headquarters Renovation Program | 318.9 | 318.9 | 0.0 |
| Projects Commencing in 2003 | 0.0 | 0.0 | 0.0 |
| Boat Replacement | 500.0 | 500.0 | 0.0 |
| IT Lifecycle Replacement | 3,900.0 | 3900.0 | 0.0 |
| 23 Division | 624.0 | 624.0 | 0.0 |
| TOTAL: | 35,854.5 | 35,541.0 | 313.5 |

2003 Capital Budget Variance

Based on the above, the Service is projecting a year-end expenditure of \$35.5M against the \$35.9M available spending amount. This provides projected under-expenditure of \$0.31M that would be carried forward to 2004.

Variances

The following explanations are provided for 2003 projects that show a variance when compared to the available spending amount.

- Emergency Generators

This project is ahead of schedule and it shows an over-expenditure of \$0.5M in 2003; however, it remains within the total project cost.

- Firearm Defensive Tactics – Applicant Testing

This project provides for the construction of a new Police College (replacing C.O. Bick), as well as a training facility for Firearms/ Defensive Tactics. It is anticipated that only \$1.0M of \$1.8M available funding will be utilised during 2003 for site clean up. The remaining surplus will be carried forward to 2004.

Update

The following are updates of the progress of specific projects.

- Long Term Facility – 51 Division

Historical restoration is in progress and new construction for the parking structure and an extension to the existing structure is completed. The project is well underway and it is expected to be completed by year-end 2003 to early 2004.

- Professional Standards Information System

The project will be completed in 2003. In the second quarter of 2003 the planning phase will be conducted, followed by providing the contract award and the purchase of the hardware. The second quarter of 2003 will be comprised of the development phase, customisations and HR interface. The last quarter of 2003 will constitute software licensing and final acceptance.

- Time Resource Management System

This is an on-going project that will conclude in 2003. The funding will be used for consulting services for 3 vendors- Sierra Consulting, Fujitsu Consulting, and Workbrain Inc.

- Video Tape Storage and Processing

The completed Request for Proposal (RFP) for the project has been recently received and is currently being reviewed. It is anticipated that the spending for this project should occur in the third and fourth quarters of 2003.

- Long Term Facility - 11 Division

City Real Estate has initiated the process of acquiring a property.

- Long Term Facility - 43 Division

The site for the new 43 Division is on City-owned land which has been transferred to the Service. The City has valued the land at \$1.6M. The Service has been working with the Ambulance Department to make the new 43 Division a joint TPS/Ambulance facility. Currently, this project is well underway as 98% of the drawing phase is completed. It is anticipated that the drawings and specification stage will be completed by the end of May 2003. Facilities Management is currently preparing documentation to acquire the services of a Construction Manager and expect to report to the Board for the July meeting for these services. Construction will immediately follow. The full funding of \$3.0M is expected to be spent during 2003.

- Livescan Fingerprinting System

A contract is to be signed with Printrak, a Motorola Company, by the end of April 2003. Another contract signing with Comnetix (vendor for the RIC I mugshot system) is anticipated by the end of April 2003. This is a requirement to enable an interface between the two systems. All funding is expected to be utilised in 2003.

SUMMARY

As at March 31, 2003 the Toronto Police Service is projecting under-expenditure of \$0.31M for the 2003 capital program. This under-expenditure will be carried forward into 2004. Projects continue to be monitored closely to ensure that they remain within the total project budget and on schedule.

Mr. Frank Chen, Chief Administrative Officer, Corporate Support Command will, be in attendance to answer any questions the Board may have.

The Board received the foregoing report and agreed to forward a copy to the City of Toronto Chief Financial Officer and Treasurer for information.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

**#P148. TORONTO POLICE SERVICE – PARKING ENFORCEMENT UNIT:
2003 CAPITAL BUDGET VARIANCE AS AT MARCH 31, 2003**

The Board was in receipt of the following report APRIL 30, 2003 from Julian Fantino, Chief of Police:

Subject: 2003 CAPITAL BUDGET VARIANCE REPORT FOR THE TORONTO POLICE SERVICE - PARKING ENFORCEMENT AS AT MARCH 31, 2003

Recommendation:

It is recommended that:

- (1) The Board receive this report: and
- (2) The Board forward a copy of this report to the City Chief Financial Officer and Treasurer.

Background:

Toronto City Council, at its meeting held on February 24 to February 28 and March 03, 2003, approved the Toronto Police Service's Parking Enforcement 2003-2007 Capital Budget, at a total expenditure of \$5.3 million (M) over five years and an amount of \$2.4 M for two new projects in 2003. At its September 26, 2002 meeting (Board Minute #P239/02 refers), the Board approved the same amount for 2003-2007 capital program.

Summary of Capital Projects:

The following table provides a summary of the two projects in 2003. Capital projects are managed within a total approved project amount that spans several years, and any unspent budget allocation from previous years is carried forward to future years. There were no carry forward amounts prior to 2003; therefore, the available expenditure for 2003 is \$2.4 M.

| (\$000s) | | | |
|---|-----------------------------------|------------------------------|--|
| <u>Project Name</u> | <u>Available to Spend in 2003</u> | <u>2003 Projected Actual</u> | <u>Year-End Variance (Over)/ Under</u> |
| | (1) | (2) | (3)=(1)-(2) |
| <u>Projects Commencing in 2003</u> | | | |
| PEO East (with D54) | 1,253.0 | 1,253.0 | 0.0 |
| Handheld Parking Devices – 2003 | 1,156.0 | 1,156.0 | 0.0 |
| TOTAL: | 2,409.0 | 2,409.0 | 0.0 |

2003 Capital Budget Variance

Based on the above, the Service is projecting a year-end expenditure of \$2.4 M against the \$2.4 M available spending. This provides no variance.

Background information on the projects

The following explanations are provided for the two 2003 projects.

- PEO East

This project is expected to start in 2003 and be completed by 2005. It provides funding for the inclusion of Parking Enforcement East offices. Currently, PEO East is leased, and the lease expires in June 2004. It is expected that all available funding for 2003 will be spent this year.

- Handheld Parking Devices

This project is expected to start in 2003 and be completed by 2005. It provides funding for the implementation of Handheld Parking Devices. This would provide Parking Enforcement with more expedient data transfer, an increased ability to locate stolen vehicles, an increased rate for processing tickets and more enhanced management information. A return on investment is expected in less than 4 years. All available funding provided for the project will be expended during the second, third, and fourth quarter of this year, for the purposes of acquiring equipment, hardware, software, consulting services.

SUMMARY

The Capital Budget variance report as at March 31, 2003 for Toronto Police Service Parking Enforcement shows no variance. Projects continue to be monitored closely to ensure that they remain within the total project budget and on schedule.

Mr. Frank Chen, Chief Administrative Officer, Corporate Support Command will be in attendance to answer any questions.

The Board received the foregoing report and agreed to forward a copy to the City of Toronto Chief Financial Officer and Treasurer for information.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

**#P149. ANNUAL REPORT: 2002 VICTIM SERVICES PROGRAM & REQUEST
FOR FUNDS FOR THE 2003 VICTIM SERVICES VOLUNTEER
RECOGNITION EVENT**

The Board was in receipt of the following report APRIL 08, 2003 from Julian Fantino, Chief of Police:

Subject: VICTIM SERVICES PROGRAM: 2002 ANNUAL REPORT AND A
REQUEST FOR FUNDING FOR THE 2003 VICTIM SERVICES
VOLUNTEER RECOGNITION EVENT

Recommendation:

It is recommended that:

- (1) the Board receive this Annual Report for information; and
- (2) the Board approve expenditure from the Special Fund in the amount of \$3,500.00, to provide a Volunteer Recognition Event for Victim Services volunteers.

Background:

This annual report is provided at the direction of the Board (Board Minute 343/93, refers). Established in Toronto in 1990, to assist Toronto police officers and victims of crime, the Victim Services Program has been incorporated with charitable non-profit status since December 1996. Victim Services is affiliated with the Community Services Section of Community Programs. The Victim Services Program operates 24 hours per day, 365 days per year.

Charitable Status

Victim Services' charitable status with Revenue Canada has encouraged individuals and corporations to financially support the program. During the year 2002, Victim Services successfully raised \$21,000.00.

Seventh Annual General Meeting

The Victim Services Seventh Annual General Meeting was held on December 3, 2002. Board elections were held with a total of nine members elected to support the program for the year 2003 - 2004. The Eighth Annual General Meeting is scheduled for October 16, 2003.

Personnel

Victim Services functions with fourteen full-time staff. The Co-ordinator for the Domestic Violence Emergency Response System (DVERS) works with the Victim Services Program. The Co-ordinator of the SupportLink Program (refer to 'SupportLink' below) also works with the Program. Six student placements and 112 volunteers provide support for the Victim Services Program. Victim Services held two volunteer classes in 2002 and graduated a total of 60 personnel in December of 2002. The volunteer program concentrates on recruiting persons representing various ethnic communities in Toronto. Currently, Victim Services staff and volunteers are able to provide support to victims in 27 languages. The Program target for 2003 is the recruitment and training of 70 new volunteers and 7 social work students.

Financing

The Ministry of the Attorney General and Toronto Community Services continue to support the Victim Services Program. Considerable "in kind" support for the Program is provided by the Toronto Police Service. Victim Services has also been supported financially by funds raised from the Annual Chief of Police Dinner. Victim Services greatly appreciated this support and the public recognition that accompanied it. Fund raising continues to be a priority for the Program. To confirm that fund raising activity is ongoing, the government funders now request a fund raising plan with specific time lines.

Statistics

In 2002, Victim Services responded to 7,523 assistance referrals and more than 2000 information requests from police personnel. Victim Services continues to provide assistance to victims of crime and their families related to events such as assault (including domestic assault), elder abuse, traffic injury and fatality, sudden death, homicide, robbery, theft, break and enter, or any event where a person or persons have been victimized. Victims and their families are provided with immediate crisis counselling, support, mediation, referrals to community agencies, and court support if requested.

DVERS

The DVERS Program involves the installation of a security system that provides a personal safety alarm worn by domestic violence victims. This system provides protection exclusively in the home. The SupportLink Program created by Rogers Ericsson compliments and improves support to high-risk domestic violence victims.

SupportLink was developed in 2002 as a joint partnership initiative with the Ontario Government, Rogers AT &T Wireless, Ericsson Canada, The Toronto Police Service, the Victim Services Program and many community agencies. SupportLink provides high-risk victims of stalking, sexual assault and domestic violence with free wireless phones pre-programmed to 911, personal safety planning and ongoing case management. Twenty-five cellular telephones donated by the Service have been added to this project. Service charges for the additional

twenty-five phones are covered by a generous donation from an anonymous donor. Cellular telephones pre-programmed to 911 provide additional security outside the home. The phones are provided for high-risk personal safety emergencies only. DVERS and SupportLink are now established and housed with the Victim Services Program. These projects are an example of a partnership between ADT security systems, Rogers AT & T Wireless, Ericsson Canada, the Government of Ontario, the City of Toronto, the Toronto Police Service, Community agencies and Victim Services.

Volunteer Recognition

Victim Services ended the year with a Volunteer Graduation and Volunteer Recognition Event. The event was held at the Canadiana Banquet Hall on December 3, 2002 and was sponsored by the Toronto Police Services Board via the Special Fund (Board Minute #P166 refers). Volunteers were recognised for their support to victims of crime and their commitment to the community. Victim Services was honoured to have Mr. Norman Gardner, Chair, Toronto Police Services Board and Julian Fantino, Chief of Police, Toronto Police Service attend the event.

The Victim Services Program has been recruiting, training, depending on, and recognising the work of community volunteers since 1991. Volunteers are trained in areas such as crisis intervention, responding to spousal assault, bereavement counselling, elder abuse, and working with the judicial system on behalf of victims. Since its inception, the Victim Services Program has met with a great deal of success. Police officers increasingly call upon the Victim Services Program. As the requests for service rise, the role of volunteers becomes increasingly more important. Based on previous statistics it is expected that these figures will continue to rise.

For the past several years the Board has funded a Volunteer Recognition Event to demonstrate the Board's gratitude for the valuable work done by the volunteers of the Victim Services Program. The service provided by these volunteers is extremely valuable and merits recognition. Victim Services depends on the Board's support and commitment in planning this worthwhile event.

The appreciation evening is tentatively planned for the volunteers and recently trained volunteer recruits of the Victim Services Program for December 11, 2003. The evening plans would include a dinner, a volunteer awards presentation, and a social gathering. Board members will be invited to attend.

It is therefore recommended that the Board receive this Annual Report for information and that the Board approve an expenditure of \$3,500.00 from the Special Fund to provide a Volunteer Recognition Event for the Victim Services Program.

Deputy Chief Steven Reesor, Policing Operations Command will be in attendance to respond to questions from board members.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

**#P150. SEMI-ANNUAL REPORT: RESPONSE TO ONTARIO CIVILIAN
COMMISSION ON POLICE SERVICES RECOMMENDATIONS**

The Board was in receipt of the following report APRIL 08, 2003 from Julian Fantino, Chief of Police:

Subject: RESPONSE TO ONTARIO CIVILIAN COMMISSION ON POLICE
SERVICES FACT FINDING REPORT – SEMI-ANNUAL REPORT

Recommendation:

It is recommended that the Board receive this report for information.

Background:

In July 1999, the Ontario Civilian Commission on Police Services (OCCPS) issued a report containing a total of 28 recommendations, directed to the Board and the Chief of Police, that required a detailed response to each of its recommendations. In response, a report was submitted in May 2000 containing the 28 recommendations and 11 Board priorities. (BM 156/00 refers). Since many of the recommendations were in the process of being implemented, OCCPS requested that the Board provide periodic updates on results achieved (BM 290/00 refers). The Professional Standards Risk Management Unit was tasked with tracking the 28 recommendations for the Service.

As of the July 26, 2001 Board meeting, there were six recommendations outstanding (BM 187/01 refers). The purpose of this report is to provide the Board with a status update on these remaining six recommendations.

Recommendation 2

That the Chief of Police be directed to develop a single system that captures all employment/personal data. This objective can be achieved either through an enhanced HRMS or the development of a PSIS system that fully interfaces with HRMS.

Response: A computer application by the name of IA-Pro (that will be referred to as the Professional Standards Information System – PSIS) has been purchased from a company named CI Technologies that has some customised Toronto Police Service features built in. The staged implementation date is targeted to commence March 31, 2003, with phase two commencing June 5, 2003. The system should be fully operational by August 2003.

Recommendation 4

That the Chief include, in the senior officers' performance appraisal system, confirmation that Unit Commanders are forwarding relevant documents (e.g. TPS 545) to Professional Standards.

Response: Historically, information pertaining to all conduct issues (internal and external) was not recorded in a central repository and the intent of this recommendation was to alleviate this procedural failure. Since July of 2000, procedures dealing with the complaint process have obligated unit commanders to forward all material to a central location controlled by Professional Standards.

No adjustment has been made to the senior officers' appraisal system as failure to comply with procedural requirements is viewed as a conduct issue as opposed to a performance matter.

The recommendation has, therefore, been implemented. First by meeting the intent of the recommendation and, secondly, by having non-compliance matters considered under the complaint process as opposed to a performance issue.

Recommendation 6

That the enhanced HRMS system and/or PSIS system be audited once in the year 2001 and once in the year 2002.

Response: Given that the PSIS system will not be fully operational until August 2003 and that an audit will only be of benefit following a period of usage, this recommendation remains deferred until 2004. The Auditor General has agreed to include this item in his workplan and will work with the Service to ensure that this audit is carried out appropriately.

Recommendation 9

That the Chief of Police develop guidelines for Unit Commanders to use when they impose discipline.

Response: These guidelines are being developed by the Professional Standards unit and are expected to be completed by the second quarter of 2003.

Recommendation 10

That the Chief of Police be directed to deploy resources, from the existing budget, to ensure PSIS is developed, maintained and made fully operational.

Response: Sufficient personnel have been supplied to ensure PSIS is operational in 2003. Maintenance of this system will be conducted by an analyst/system administrator who will be hired in the near future. A job call for this position was posted on March 4, 2003 and the analyst is expected to be in place by the end of April 2003.

Recommendation 13

That the Chief of Police revise the Professional Standards report to include:

- a) a report on the issues raised by OCCPS, and
- b) comparative statistics on internal discipline in other police organizations.

Response: In their study, OCCPS suggested that the Service identify and analyze disciplinary charge patterns. Professional Standards incorporated this requirement into its mandatory reports beginning in January 2001. The analysis is limited by the data available at present but will be expanded to include the full analytical spectrum when the single employment/personal database (PSIS) is operational.

Staff Superintendent David Dicks of Professional Standards will be in attendance to answer any questions the Board may have in regard to this matter.

The Board received the foregoing and approved the following Motion:

THAT, given that recommendation no. 4 has been fully implemented, the Board send a copy of this report to OCCPS for information.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

**#P151. SEMI-ANNUAL REPORT: UPDATE ON THE IMPLEMENTATION OF
THE CITY AUDITOR'S RECOMMENDATIONS REGARDING SEXUAL
ASSAULT INVESTIGATIONS**

The Board was in receipt of the following report APRIL 30, 2003 from Julian Fantino, Chief of Police:

Subject: SEMI ANNUAL REPORT UPDATE ON THE IMPLEMENTATION OF THE
CITY AUDITOR'S RECOMMENDATIONS

Recommendation:

It is recommended that:

- (1) the Board receive this report for information, and
- (2) a copy be forwarded to the City of Toronto Audit Committee.

Background:

At its meeting on April 19, 2001, the Board received a comprehensive report responding to the 57 recommendations from the City Auditor's Report entitled "Review of the Investigation of Sexual Assaults – Toronto Police Service." (BM #P121/01 refers).

On November 21, 2002, the Board received the most recent update report on the status the recommendations. (BM #P303/02)

Current Status:

All of the recommendations have been addressed by the Toronto Police Service and their status reported to the Board. (BM #476/00, BM #P121/01, BM #P289/01, BM #P122/02 and BM #P303/02 refers)

Recommendation # 4 states in part: "*The City Auditor be requested to conduct a follow-up audit in regard to the status of the recommendations contained in this report*". Chief Fantino forwarded a letter dated October 23, 2002 to the Auditor requesting he return and conduct a follow-up audit. Jeffrey Griffiths, the City Auditor, responded to Chief Fantino's correspondence and the follow-up audit is currently ongoing.

Deputy Chief Michael Boyd, Policing Support Command, will be in attendance to answer any questions the Board may have.

The Board received the foregoing report and agreed to provide a copy to the City of Toronto Audit Committee for information.

The Board also noted that the follow-up review to be conducted by the City of Toronto Auditor General's office has already started (Min. No. P111/03 refers).

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

**#P152. QUARTERLY REPORT: SPECIAL FUND STATEMENT: JANUARY –
MARCH 2003**

The Board was in receipt of the following report APRIL 28, 2003 from Julian Fantino, Chief of Police:

Subject: TORONTO POLICE SERVICES BOARD'S SPECIAL FUND STATEMENT
FOR THE PERIOD 2003 JANUARY 01 TO 2003 MARCH 31

Recommendation:

It is recommended that: the Board receive the report on the Toronto Police Services Board's Special Fund statement for their information.

Background:

Enclosed is the unaudited statement of receipts and disbursements with respect to the Toronto Police Services Board's Special Fund for the period 2003 January 01 to 2003 March 31.

As at 2003 March 31, the balance in the Special Fund was \$374,112. During the quarter, the Special Fund recorded receipts of \$48,721 and disbursements of \$15,395 for a net gain of \$33,326 over the fund balance of \$340,786 at the start of the year.

The net gain was due to the increase in auction proceeds deposited by the Property and Evidence Management Unit to the Board Special Fund.

Mr. Frank Chen, Chief Administrative Officer, Corporate Support Command, will be in attendance to answer any questions the Board may have.

The Board received the foregoing.

**THE TORONTO POLICE SERVICES BOARD SPECIAL FUND
2003 FIRST QUARTER RESULTS WITH ADJUSTED PROJECTIONS**

| PARTICULARS | 2003 | | | | | | | 2002 | COMMENTS |
|---------------------------------|---------------|----------------|---|---|--|---|--------------------------------|----------|--|
| | INITIAL PROJ. | ADJUSTED PROJ. | JAN 01 TO MAR 31/03 1 st QTR. | APR 01 TO JUN 30/03 2 nd QTR. | JUL 01 TO SEPT 30/03 3 rd QTR. | OCT 01 TO DEC 31/03 4 th QTR. | JAN 01 TO DEC 31/03 TOTAL S | ACTUALS | |
| BALANCE FORWARD | 340,786 | 340,786 | 340,786 | | | | 340,786 | 109,485 | 2003 projections are based on prior years' experience and anticipated activity for the year. The projections are based on discussion with the Executive Director, Police Services Board. |
| REVENUE | | | | | | | | | |
| PROCEEDS FROM AUCTIONS | 100,000 | 100,000 | 62,172 | | 0 | 0 | 62,172 | 107,392 | |
| LESS OVERHEAD COST | (24,000) | (24,000) | (14,921) | | 0 | 0 | (14,921) | (21,186) | Commission of 24% of the gross auction proceeds was paid during the first quarter. 24% commission is used for the projected amount. |
| LESS RETURNED AUCTION PURCHASE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| UNCLAIMED MONEY | 100,000 | 100,000 | | | 0 | 0 | 0 | 280,263 | Unclaimed money is transferred directly to the Board Special Fund. The projection is based on the amount received over the past few years. |
| LESS RETURN OF UNCLAIMED MONEY | (4,000) | (4,000) | | | 0 | 0 | 0 | (3,031) | |
| EVIDENCE AND HELD MONEY | 0 | 0 | (67) | 0 | 0 | 0 | (67) | 0 | Due to an amount being incorrectly transferred to the Special Fund in prior years, a payment was made to the owner during 2003. |
| INTEREST | 6,000 | 6,200 | 1,554 | | 0 | 0 | 1,554 | 5,132 | |
| LESS ACTIVITY FEE | (100) | (10) | (2) | 0 | 0 | 0 | (2) | (57) | |
| LESS CHEQUE ORDER | (70) | (60) | (14) | 0 | 0 | 0 | (14) | (69) | |
| | | | | 0 | 0 | 0 | | | |
| SEIZED LIQUOR CONTAINERS | 2,000 | 0 | 0 | | 0 | 0 | 0 | 4,944 | |

**THE TORONTO POLICE SERVICES BOARD SPECIAL FUND
2003 FIRST QUARTER RESULTS WITH ADJUSTED PROJECTIONS**

| PARTICULARS | 2003 | | | | | | | 2002 | COMMENTS |
|--|---------------|----------------|---|---|--|---|-------------------------------|---------|---|
| | INITIAL PROJ. | ADJUSTED PROJ. | JAN 01 TO MAR 31/03 1 st QTR. | APR 01 TO JUN 30/03 2 nd QTR. | JUL 01 TO SEPT 30/03 3 rd QTR. | OCT 01 TO DEC 31/03 4 th QTR. | JAN 01 TO DEC 31/03 TOTALS | ACTUALS | |
| OTHER | 0 | 0 | | | 0 | 0 | 0 | 50,421 | 2002 actuals relate to the return of IACP Conference funding made in the prior year. No additional revenues are anticipated for 2003. |
| TOTAL REVENUE | 179,830 | 178,130 | 48,721 | 0 | 0 | 0 | 48,721 | 423,809 | |
| BALANCE FORWARD BEFORE EXPENSES | 520,616 | 518,916 | 389,507 | 0 | 0 | 0 | 389,507 | 533,294 | |
| DISBURSEMENTS | | | | | | | | | |
| SPONSORSHIP | | | | | | | | | |
| SERVICE | | | | | | | | | |
| ONT ASS'N OF POLICE SERVICE BOARDS | 20,000 | 20000 | 0 | 0 | 0 | 0 | 0 | 0 | Commitment approved by the Board. |
| CPLC & COMMUNITY OUTREACH ASST. | 30,000 | 30,000 | 0 | 0 | 0 | 0 | 0 | 11,450 | Commitment approved by the Board. |
| UNITED WAY | 8,000 | 8,000 | 0 | 0 | 0 | 0 | 0 | 7,500 | Commitment approved by the Board. |
| CHIEF'S CEREMONIAL UNIT | 5,000 | 5,000 | 0 | 0 | 0 | 0 | 0 | 0 | Based on 2001 request for funds. |
| COPS FOR CANCER | 3,000 | 3,000 | 0 | 0 | 0 | 0 | 0 | 0 | Commitment approved by the Board. |
| OTHER | 5,000 | 5,000 | 0 | 0 | 0 | 0 | 0 | 0 | Commitment approved by the Board. |
| COMMUNITY | | | | | | | | | |
| CARIBANA | 4,000 | 4,000 | 0 | 0 | 0 | 0 | 0 | 2,000 | Based on previous years' experience |
| RACE RELATIONS | 10,000 | 10000 | 2,500 | 0 | 0 | 0 | 2,500 | 0 | Based on previous years' experience |
| YOUTH ADVISORY GROUP | 5,000 | 5000 | 0 | 0 | 0 | 0 | 0 | 0 | Based on previous years' experience |
| BLACK HISTORY MONTH | 2,000 | 2,000 | 2,000 | 0 | 0 | 0 | 2,000 | 0 | Represents one-time support for the year. |
| VARIOUS ORGANIZATIONS | 25,000 | 25,000 | 0 | 0 | 0 | 0 | 0 | 0 | |
| RECOGNITION OF SERVICE MEMBERS | | | | | | | | | |
| AWARDS | 100,000 | 100,000 | 0 | 0 | 0 | 0 | 0 | 82,199 | The Board is committed to sponsoring uniform, civilian and school crossing guard awards. Award ceremonies occur at several times during the year. |
| CATERING | 100,000 | 100,000 | 0 | 0 | 0 | 0 | 0 | 60,090 | |

**THE TORONTO POLICE SERVICES BOARD SPECIAL FUND
2003 FIRST QUARTER RESULTS WITH ADJUSTED PROJECTIONS**

| PARTICULARS | 2003 | | | | | | | 2002 | COMMENTS |
|--|---------------|----------------|---|---|--|---|-------------------------------|---------|---|
| | INITIAL PROJ. | ADJUSTED PROJ. | JAN 01 TO MAR 31/03 1 st QTR. | APR 01 TO JUN 30/03 2 nd QTR. | JUL 01 TO SEPT 30/03 3 rd QTR. | OCT 01 TO DEC 31/03 4 th QTR. | JAN 01 TO DEC 31/03 TOTALS | ACTUALS | |
| RECOGNITION OF CIVILIANS | | | | | | | | | |
| AWARDS | 10,000 | 12,800 | 3,200 | 0 | 0 | 0 | 3,200 | 1,399 | |
| CATERING | 5,000 | 5,000 | 0 | 0 | 0 | 0 | 0 | 7,810 | |
| RECOGNITION OF BOARD MEMBERS | | | | | | | | | |
| AWARDS | 200 | 200 | 0 | 0 | 0 | 0 | 0 | 0 | |
| CATERING | 2,000 | 2,000 | 0 | 0 | 0 | 0 | 0 | 0 | |
| CONFERENCES | | | | | | | | | |
| BOARD | | | | | | | | | |
| COMMUNITY POLICE LIAISONS COMMITTEE | 6,000 | 6,000 | 0 | 0 | 0 | 0 | 0 | 0 | Commitment approved by the Board |
| CDN ASS'N OF POLICE SERVICE BOARDS | 5,000 | 5,000 | 0 | 0 | 0 | 0 | 0 | 3,000 | |
| OTHER | 20,000 | 15,000 | 7,500 | 0 | 0 | 0 | 7,500 | 3,311 | FBI Conference sponsored during the first quarter of 2003 |
| DONATIONS | | | | | | | | | |
| IN MEMORIAM | 1,000 | 1,000 | 0 | 0 | 0 | 0 | 0 | 300 | |
| OTHER | 200 | 200 | 0 | 0 | 0 | 0 | 0 | 100 | |
| DINNER TICKETS (RETIREMENTS/OTHERS) | 15,000 | 15,000 | 195 | 0 | 0 | 0 | 195 | 0 | |
| OTHER | 20,000 | 20,000 | 0 | 0 | 0 | 0 | 0 | 13,349 | |
| TOTAL DISBURSEMENTS | 401,400 | 379,200 | 15,395 | 0 | 0 | 0 | 15,395 | 192,508 | |
| SPECIAL FUND BALANCE | 119,216 | 139,716 | 374,112 | 0 | 0 | 0 | 374,112 | 340,786 | |

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

**#P153. ATTENDANCE AT THE SUB-COMMITTEE ON NATIONAL SECURITY
OF THE STANDING COMMITTEE ON JUSTICE AND HUMAN RIGHTS
TO SEEK FINANCIAL SUPPORT FOR MUNICIPALITIES TO COMBAT
ACTS OF TERRORISM**

The Board was in receipt of correspondence, dated APRIL 15, 2003, from Allan Magnacca, Vice-Chair, Regional Municipality of Niagara Police Services Board, with regard to the presentation by Chairman Norman Gardner at the Sub-Committee on National Security of the Standing Committee on Justice and Human Rights. A copy is appended to this Minute for information.

The Board received the foregoing.



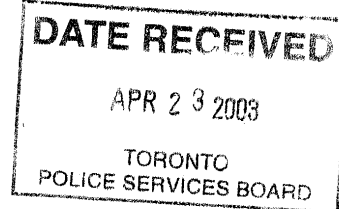
REGIONAL MUNICIPALITY OF NIAGARA
POLICE SERVICES BOARD

68 CHURCH STREET, ST. CATHARINES, ONTARIO L2R 3C6

Tel: (905) 685-0321 Fax: (905) 688-0036

E-mail: nrpboard@nrps.com

Website: www.nrps.com



April 15, 2003

Mr. Norm Gardner, Chair
Toronto Police Services Board
40 College Street, 7th Floor
Toronto, Ontario
MSG 2J3

Norm
Dear Mr. Gardner:

On behalf of the Niagara Regional Police Services Board, I would like to formally acknowledge your introductory representation of the members of the Ontario Association of Police Services Boards, at the Sub-Committee on National Security of the Standing Committee on Justice and Human Rights where the "grass-roots" impact of the post 9-11 circumstances were presented and discussed.


In addressing the members of the sub-committee and bringing to light our board's concerns on federal funding for intelligence operations and first time responders to terrorist incidents within our communities, I found your delivery approach to be very thorough and direct. You were successful in stressing the fact that we are of the opinion that the federal and provincial governments have not, as yet, coordinated their response to the threat of terrorism and this has instilled within us great disappointment. The fact that this value-added role has been assumed by local police agencies and the fact that these law enforcement organizations have not been equipped with the necessary financial resources to address additional policing responsibilities has been overlooked and is unacceptable. This is definitely an issue that is not be taken lightly, and I believe that you were able to strongly relay that message to the appropriated people who represent our senior level of government.

As a result of our combined efforts, past and present, I believe that positive responses from both the provincial and federal governments will be forthcoming.

Once again, I thank you for your professional approach towards the Big 12's lobbying efforts to address and combat terrorism within our communities and to seek financial support for what has become a part of our governance over policing responsibilities and obligations.

I personally appreciated the opportunity to join with you and the other Big 12 representatives.

Kind personal regards,


Allan Magnacca
Vice-Chair

:drm

c: Chair and Members, Niagara Regional Police Services Board
Chief Gary Nicholls, Niagara Regional Police Service
Members of the Big 12, Police Services Boards

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

**#P154. RESPONSE TO REQUEST FOR FUNDS FOR MUNICIPALITIES
WHOSE POLICE, FIRE & AMBULANCE WILL BE FIRST-
RESPONDERS TO ACTS OF TERRORISM**

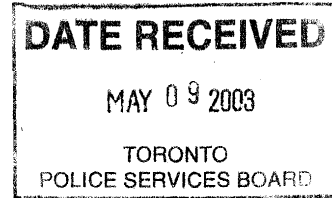
The Board was in receipt of the following correspondence in response the Board's previous request for funds for municipalities whose police, fire and ambulance services will be first-responders to any acts of terrorism:

- MAY 05, 2003 from The Honourable John McCallum, Minister of National Defence
- APRIL 25, 2003 from the The Honourable Allan Rock, Minister of Industry

The Board received the foregoing correspondence and approved the following Motions:

- 1. THAT the correspondence dated April 25, 2003 from the Minister of Industry be referred to Chief Fantino and request that he provide a report to the Board on whether the Board should submit a request for funds to either the federal or provincial governments in relation to emergency preparedness, specifically addressing the programs identified in the aforementioned correspondence; and**
- 2. THAT copies of the correspondence from the Minister of National Defence and the Minister of Industry be provided to the Ontario Association of Police Services Board for information.**

MAY - 5 2003



Mr. Norman Gardner
Chairman
Toronto Police Services Board
40 College Street
Toronto ON M5G 2J3

Dear Mr. Gardner:

Your letter concerning the availability of federal funding and specialized training and equipment to municipalities whose police, fire, and ambulance services would be first responders to terrorist incidents was forwarded to me by the Honourable David M. Collette. I received your letter on March 13, 2003, and apologize for the delay in replying.

In the December 2001 federal budget, the Government of Canada provided a five-year \$328 million budget item aimed at increasing the national capacity to respond to threats related to chemical, biological, radiological and nuclear (CBRN) risks in Canada.

This item included an allocation of \$10 million over two fiscal years (\$5 million each in 2001/2002 and 2002/2003) to support provinces, territories, and municipalities in building their response capacity for CBRN incidents. The cost-sharing arrangements for the \$10 million were based on 75 percent federal and 25 percent provincial/territorial participation. The Joint Emergency Preparedness Program, which is administered by the Office of Critical Infrastructure Protection and Emergency Preparedness (OC�PEP), was identified as the mechanism through which these funds would be administered.

In the fall of 2001, national consultations co-chaired by OC�PEP and the Solicitor General of Canada identified gaps in Canada's CBRN response capacity. The funds available under this program are being directed to provincial and territorial projects which address those identified gaps. The provinces and territories have responded enthusiastically to this approach.

.../2

Canada



All provinces and territories were invited to submit CBRN equipment-related proposals for review and evaluation. A CBRN Steering Committee composed of representatives from OCIPEP, Solicitor General of Canada, the Royal Canadian Mounted Police (RCMP), Health Canada, Defence R&D Canada, the Ottawa CBRN Response Team, and the Office of the Ontario Fire Marshall reviewed the proposals.

The entire \$10 million has now been committed in support of project proposals submitted by 11 of the 13 provinces and territories, which included specialized equipment for first responders in municipalities in Ontario. Nunavut and Northwest Territories were the only jurisdictions that did not submit proposals for consideration. Among the items included in the proposals were detection and decontamination equipment, and protective clothing for first responders (police, fire, and emergency medical services). Provincial and territorial governments had until March 31, 2003, to complete these projects.

Budget 2001 also identified \$59 million over six years (and \$12 million ongoing) for CBRN related training for first responders. OCIPEP's Canadian Emergency Preparedness College is leading a process to develop the training curriculum, in collaboration with Defence R&D Canada, Solicitor General Canada, the RCMP, Health Canada, and the Canadian Nuclear Safety Commission. This new program will train emergency front-line responders to ensure better and more standardized responses to CBRN incidents-with the focus on health, security, and saving lives. CBRN training will be harmonized across Canada to ensure efficiency and effectiveness (including interoperability) and to avoid duplication.

The new CBRN training initiative strives to take advantage of the experience of first-responder subject-matter experts. Police, paramedics, emergency medical personnel, firefighters, and hazardous materials staff are actively engaged in designing the new CBRN training program. For example, more than 50 first responders participated in a workshop in October 2002 that focused on obtaining expert input to course content.

The four-level CBRN training program (introductory, basic, intermediate, and advanced) is being revised to reflect the feedback received during the workshop. The training program is not intended to reinvent, duplicate, or replace existing training. Our curriculum planners have conducted a detailed review of CBRN training programs in Canada and the United States.

CBRN training is indeed a high priority for the Government of Canada, and federal officials are working diligently with the subject matter experts to complete the CBRN training curriculum as quickly as possible. Although we are aware of the need to deliver this training as soon as possible, we want to ensure a high quality program; the finalizing is a time-consuming process.

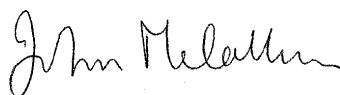
Please note that all CBRN basic-level training will take place at the local or regional level, and it is anticipated that the basic pilot course, which will be delivered in New Brunswick, will take place in spring 2003. Once the results of the pilot course are known, the department will be in a position to develop a full schedule of courses, which will be made available on the **OCIPEP** Web site.

In addition to the funding for CBRN equipment and training, the Government of Canada also committed \$20 million over a six-year period (2001/2002 to 2006/2007) in Budget 2001 to help provinces and territories expedite the development of Urban Search and Rescue (USAR) response capacity. This funding will help major urban centres purchase specialized equipment and train USAR teams.

These initiatives demonstrate the serious commitment by the Government of Canada to ensure that first responders across Canada are properly equipped and trained.

Thank you for bringing these concerns to my attention. I trust this information is of assistance.

Yours sincerely,



The Honourable John McCallum, P.C., M.P.

cc: The Honourable David M. Collenette, P.C., M.P.

| |

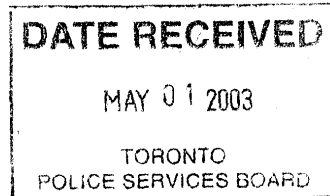
Minister of Industry



Ministre de l'Industrie

Allan Rock

Ottawa, Canada K1A 0H5



APR 25 2003

Mr. Norman Gardner
Chairman
Toronto Police Services Board
40 College Street
Toronto, Ontario
M5G 2J3

Dear Mr. Gardner:

Thank you for your letter of January 20, 2003, concerning federal support for specialized training and equipment to respond to terrorist incidents. I regret the delay in replying to you.

I commend your efforts to develop a more integrated emergency response system to be used in the event of terrorist attacks. In these uncertain times, all levels of government must be prepared for the worst. They must be ready and able to work effectively with one another for the well-being of citizens in the event of an attack on Canadian soil.

As Minister of Industry, I have a keen interest in the protection and proper operation of Canada's infrastructure, as well as how disruptions to Canadian infrastructure can affect the economy. However, I do not have lead responsibility for emergency preparedness issues. This responsibility rests with my colleague, the Honourable John McCallum, Minister of National Defence. Industry Canada officials inform me that there is a program under Minister McCallum's portfolio that may meet your needs.

The Office of Critical Infrastructure Protection and Emergency Preparedness (OCIPEP) is a civilian organization operating within the Department of National Defence. Its mission is to enhance the safety and security of Canadians in their

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Canada

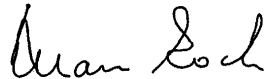


physical and electronic environments. It has two functions: protecting critical infrastructure and responding to emergencies across Canada. These require partnerships between federal departments and agencies, as well as provincial, territorial and municipal authorities.

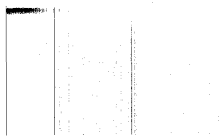
The OCIEP delivers two funding programs on behalf of the Government of Canada: the Joint Emergency Preparedness Program (JEPP) and the Disaster Financial Assistance Arrangements (DFAA). Through JEPP, the federal government funds projects that enhance emergency response capacity across the country. The DFAA provides financial assistance to jurisdictions that must bear the significant costs of responding to disaster situations. I would also like to draw your attention to the Heavy Urban Search and Rescue initiative. Through this program, \$1.9 million has been committed to first responders in Calgary, Regina, Toronto and Vancouver.

Thank you for writing to me on this very important issue. I trust you will find this information useful.

Yours very truly,



Allan Rock



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

**#P155. RESPONSE TO RECOMMENDATION REGARDING NEW FORM OF
SERVICE FOR PARKING INFRACTION NOTICES**

The Board was in receipt of the attached correspondence APRIL 04, 2003 from The Honourable Norman Sterling, Attorney General, in response to the Board's earlier recommendation for a new form of service for parking infraction notices. A copy of the correspondence is appended to this Minute for information.

The Board received the foregoing and, noting that "drove away" parking infraction notices is a serious issue for the Toronto Police Service, agreed to send another letter to the Attorney General requesting that this matter be considered urgent and reviewed as soon as possible.

Attorney General
Minister Responsible for Native Affairs

The Hon. Norman W. Sterling

Procureur général
ministre délégué aux Affaires autochtones

L'hon. Norman W. Sterling

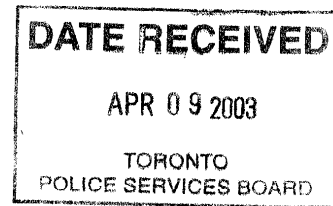


Ministry of the Attorney General
11th Floor
720 Bay Street
Toronto ON M5G 2K1
Telephone: (416) 326-4000
Facsimile: (416) 326-4016

Ministère du Procureur général
11^e étage
720, rue Bay
Toronto ON M5G 2K1
Téléphone : (416) 326-4000
Télécopieur : (416) 326-4016

Our Reference #: M03-00557

APR 0 4 2003



Mr. Norman Gardner
Chairman
Toronto Police Services Board
40 College Street
Toronto, ON
M5G 2J3

Dear Mr. Gardner:

Thank you for your letter dated January 20, 2003, addressed to the former Attorney General of Ontario, the Honourable David Young, wherein you requested consideration be given to an additional form of service for parking infraction notices under Part **II** of the **Provincial Offences Act**.

The ministry will be undertaking a review of the **Provincial Offences Act** and Regulations with a view of improving justice delivery at the local level. This exercise is scheduled to begin in the spring of this year. I have taken the liberty of forwarding your request to the Criminal Policy and Programs Branch to include as an item for consideration. You will be informed of any decisions made regarding your recommendation.

Thank you for writing.

Sincerely,

A handwritten signature in black ink that reads "Norman W. Sterling".

Norman W. Sterling
Attorney General
Minister Responsible for Native Affairs



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

**#P156. REQUEST FOR EXTENSION OF TIME TO SUBMIT REPORT:
ENGAGING FORMER POLICE OFFICERS**

The Board was in receipt of the following report APRIL 08, 2003 from Julian Fantino, Chief of Police:

Subject: ENGAGING FORMER POLICE OFFICERS

Recommendation:

It is recommended that: the Board approve a six (6) month extension to submit the report entitled "Engaging Former Police Officers", in order that input may be received from City of Toronto Legal Services on the proposed revisions to Service Procedure 14-30.

Background:

The Board at its meeting on November 21, 2002 (Minute P301/02) was in receipt of a report from the Chief of Police regarding amendments to Service Procedure No. 14-30 entitled "Re-employment of Former Members and Lateral Entries". The Board requested a further report at that time confirming that the revised Board policy remains consistent with the City of Toronto By-law governing the retention of former City of Toronto members.

This report was originally due for the meeting of the Board on March 27, 2003, but the Board granted a one (1) month extension to the meeting of April 24, 2003. Additional research was conducted on this matter, but the Service is now in receipt of a memo (April 4, 2003) from Christine Bortkiewicz, A/Executive Director of the Police Services Board, forwarding a copy of Clause No. 6 of Report No. 14 of the Administration Committee entitled "Review of the Hiring and Procurement Policing Involving Former City Employees".

In view of this new information, it would be beneficial to review this topic with City of Toronto Legal Services. A deferral for this purpose would not hamper the hiring program of the Service, as reduced attrition at this time has also reduced our hiring pressures. It is therefore recommended that the Board approve a six (6) month extension to submit the report entitled "Engaging Former Police Officers", in order that input may be received from City of Toronto Legal Services on the proposed revisions to Service Procedure 14-30.

Mr. Frank Chen, Chief Administrative Officer, Corporate Support Command will be in attendance to answer any questions the Board may have.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

**#P157. REQUEST FOR EXTENSION OF TIME TO SUBMIT REPORT AND
CHANGE TO REPORTING SCHEDULE: 2003 ENVIRONMENTAL
SCAN UPDATE**

The Board was in receipt of the following report APRIL 25, 2003 from Julian Fantino, Chief of Police:

Subject: 2003 ENVIRONMENTAL SCAN UPDATE – REQUEST FOR EXTENSION
OF SUBMISSION OF REPORT

Recommendation:

It is recommended that:

- (1) the Board approve the request for a one-month extension to submit the 2003 Environmental Scan Update, and
- (2) the Board approve the submission of all future Environmental Scan Updates be changed from the second quarter to the third quarter of each year.

Background:

The Environmental Scan provides a review of the external factors impacting on the need for police service and the internal challenges affecting the Service's ability to respond. This document provides a framework for priority setting during the budget process and for strategic planning at all levels of the Service.

Due to the long-term nature of many trends outlined in the Scan, a complete scan process is not carried out each year; a brief update of the major chapters is provided for years in which a full Scan is not produced. As was noted in the request for extension for the 2002 Environmental Scan and verbally reported to the Board during the presentation of the 2002 Environmental Scan (Board Minutes P188/02 and P217/02 refer), with the requirements of the Adequacy Standards Regulation (Section 30(1)), it was decided in early 2001 that the Scan would be provided every three years so that it could be used in the development of the Service Priorities for the Business Plan. Given that the next Business Plan will be for 2005-2007, in order to align the Business Plan and Scan cycles, the next complete Environmental Scan is scheduled for 2004.

The Board has requested that the Environmental Scan Update document be provided in May of each year. Due to resource limitations, the work involved in data collection and analysis for a Scan document, the necessity of acquiring data from external organisations who may not finalise year end data until the end of the first quarter, and the requirement of producing the Year End Service Performance report during the same time period, the production of the Environmental Scan Update has been delayed.

At this time, it is recommended that the Board approve the request for a one-month extension to submit the 2003 Environmental Scan Update. In addition, given that the production of the Environmental Scan Update will continue to be affected by the above listed factors, it is also recommended that the Board change the annual report on the Environmental Scan from the second to the third quarter in future years.

Mr. Frank Chen, Chief Administrative Officer, Corporate Support Command will be in attendance to answer any questions that may arise.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 29, 2003**

#P158. CORRESPONDENCE

The Board received a summary of the public correspondence received in the Board office between April 03, 2003 and May 5, 2003. A copy of the summary is on file in the Board office.

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**#P159. APPOINTMENTS OF SPECIAL CONSTABLES: TWO ROYAL
NEWFOUNDLAND CONSTABULARY POLICE CONSTABLES**

The Board was in receipt of the following report MAY 15, 2003 from Julian Fantino, Chief of Police:

Subject: APPOINTMENT OF ROYAL NEWFOUNDLAND CONSTABULARY
POLICE CONSTABLES AS SPECIAL CONSTABLES, FOR TRAINING
PURPOSES, WITH THE TORONTO POLICE SERVICE, MOUNTED UNIT

Recommendation:

It is recommended that:

- 1) the Board approve the appointments of Constables James T. Penton and George T. Horan of the Royal Newfoundland Constabulary as Special Constables, subject to the approval of the Minister of Public Safety and Security; and
- 2) the Board request the Minister of Public Safety and Security to approve the appointments of Constables James T. Penton and George T. Horan of the Royal Newfoundland Constabulary as Special Constables for a period ending August 16, 2003.

Background:

In accordance with s. 53 of the *Police Services Act*, R.S.O. 1990, c. P.15, as amended, the Board is authorized to appoint Special Constables subject to the approval of the Minister of Public Safety and Security.

Further, at its meeting on January 29, 1998, the Board approved that requests for the appointment of special constables, who are not members of the Toronto Police Service, be forwarded, with the Chief's recommendation, for consideration by the entire Board (Board Minute 41/98, refers).

In respect of the Board's authority, the Toronto Police Service has agreed to provide mounted police training to two (2) police constables from the Royal Newfoundland Constabulary, who will then return to Newfoundland to establish their own Mounted Police Unit. The two (2) officers to be considered are:

- Constable James Terrance PENTON
- Constable George Thomas HORAN

The purpose of the appointment is to provide the officers with the powers of a police officer in the Province of Ontario, to allow them the full benefit of the training curriculum. The training is scheduled to run from Monday, May 5, 2003, to Friday, August 15, 2003, inclusive. In keeping with the course outline, it is expected that the officers will each accompany a Toronto Police Service officer from the Mounted Unit to learn front-line operational patrol, commencing the sixth week of training.

The Toronto Police Service and the Royal Newfoundland Constabulary have entered into a detailed Training Agreement, which protects the Toronto Police Service against any additional cost, risk or liability arising from the officers' participation in the program.

Deputy Chief Michael Boyd, Policing Support Command, will be in attendance to respond to any questions that the Board may have regarding this matter.

The Board approved the foregoing.

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**#P160. MEMORANDUM OF UNDERSTANDING REGARDING INSURANCE
COVERAGE FOR SERVICE MEMBERS NAMED AS DEFENDANTS IN
CIVIL ACTIONS**

Chairman Gardner advised that during the in-camera meeting, the Board and the Toronto Police Association approved a Memorandum of Understanding with regard to insurance coverage provided to Service members who are named as defendants in civil actions (Min. No. C85/03 refers).

A copy of the news release that was issued jointly by the Board and the Association is appended to this Minute for information.



Toronto Police Services Board

www.torontopoliceboard.on.ca

For immediate release
Thursday May 29, 2003

Board and Association Sign A Memorandum of Agreement

Toronto: The Toronto Police Services Board and the Toronto Police Association have signed a Memorandum of Understanding with respect to the issue of insurance coverage for Toronto Police Service members named as defendants in civil actions. This Memorandum of Understanding resolves the issues and concerns over the coverage of officers involved in lawsuits.

Chairman Norman Gardner and Toronto Police Association President Craig Bromell confirmed that the agreement was a "win-win" situation for both the Board and the Association.

"Because of this agreement, the JOB ACTION IS OVER as of 13:30 p.m. Thursday May 29th, 2003 and the motion from the Special General Meeting of Tuesday May 13, 2003 is resolved. This is a "win-win for everyone", said Bromell.

"I am pleased that the Board and the Association could work together to find a solution that both parties were satisfied with", said Gardner.

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Contact: Cindy Harrison
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#P161. USE OF CELLULAR TELEPHONES PROHIBITED

The Board approved the following Motion:

THAT all cellular telephones be turned “off” during the course of the public and confidential meetings of the Toronto Police Services Board and that this apply to all Board members, staff and citizens.

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#P162. ADJOURNMENT

Norman Gardner
Chairman