



The following *draft* Minutes of the meeting of the Toronto Police Services Board held on May 20, 2010 are subject to adoption at its next regularly scheduled meeting.

The Minutes of the meeting held on April 22, 2010, previously circulated in draft form, were approved by the Toronto Police Services Board at its meeting held on May 20, 2010.

MINUTES OF THE PUBLIC MEETING of the Toronto Police Services Board held on **MAY 20, 2010** at 1:30 PM in the Auditorium, 40 College Street, Toronto, Ontario.

PRESENT:

Dr. Alok Mukherjee, Chair
Ms. Pam McConnell, Councillor & Vice-Chair
Ms. Judi Cohen, Member
Mr. Frank Di Giorgio, Councillor & Member
Mr. Hamlin Grange, Member
Mr. Adam Vaughan, Councillor & Member

ALSO PRESENT:

Mr. William Blair, Chief of Police
Mr. Albert Cohen, City of Toronto - Legal Services Division
Ms. Deirdre Williams, Board Administrator

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

#P131. INTRODUCTIONS

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

To the Rank of Staff Sergeant:

Deborah MORI

To the Rank of Sergeant:

Andria COWAN
James COWAN
Alvin HALL
Harjit NIJJAR
Douglas MINOR
Shane PENTON
Richard ROWSOME
Ann-Marie TUPLING

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

#P132. REQUEST FOR FUNDS: LOCKDOWN

The Board was in receipt of the following report April 08, 2010 from Alok Mukherjee, Chair:

Subject: REQUEST FOR FUNDS: - LOCKDOWN

Recommendation:

It is recommended that the Board approve \$40,000.00 from the Board's Special Fund to stage the play "Lockdown", targeted to Toronto high school students.

Financial Implications:

If the Board approves the recommendation contained in this report, the Special Fund will be reduced by \$40,000.00. The Special Fund balance as at December 31, 2009, is \$1,024,168.

Background/Purpose:

LOCKDOWN traces the fortunes of a diverse group of young people held hostage during a high school lockdown. Frances-Anne Solomon's high octane script picks apart the violence that threatens to undermine their dreams. The play features Jamaican theatre star Leonie Forbes and rising Toronto actor Michael Miller along with an ensemble of talented young Toronto actors.

LOCKDOWN was originally developed through a collaborative improvisational process funded by the Toronto Police Services Board and the Trillium Foundation over the period of a year with a group of young Torontonians aged 12-18 with four adult mentors. The script was based on research, discussion, personal storytelling, and improvisation.

Discussion:

In 2007 Frances-Anne Solomon received funding from the Board in the amount of \$35,000.00 to produce the play "A Winters Tale", Board Minute No. P221/07 refers. The play evolved into LOCKDOWN, which was produced and presented to numerous high school students in early 2009. LOCKDOWN's cast features young people and caters to audiences ranging from 12 to 18 years old.

Due to the success of LOCKDOWN Ms. Solomon intends to remount the production in June, 2010 with performance scheduled in September/October 2010. Each performance will be 90 minutes in length followed by an interactive talkback session between actors and audience.

A detailed copy of Ms. Solomon's proposal and budget is appended to this report for your review.

Conclusion:

This initiative is in keeping with the Special Fund Policy community outreach component and is in keeping with the Board's child and youth safety priority.

Therefore, it is recommended that the Board approve \$40,000.00 from the Board's Special Fund to stage the play "Lockdown", targeted to Toronto high school students.

The Board was also in receipt of the following report May 6, 2010 from Alok Mukherjee, Chair:

SUBJECT: LOCKDOWN: SUPPLEMENTARY REPORT

Recommendation:

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

Financial Implications:

There are no financial implications relating to the recommendation contained within this report.

Background/Purpose:

At its meeting held on April 22, 2010, the Board had before it for consideration and approval a report entitled "Request for Funds – Lockdown" requesting funds from the Special Fund. The Board withdrew the report. However, subsequent to the decision to withdraw the foregoing report, the Board reopened the matter and approved the following Motion:

THAT the foregoing report be deferred so that the TPS and Caribbean Tales can meet and consult with respect to the content of, and objectives of, the proposed production.

Discussion:

An initial meeting with Ms. Frances-Anne Solomon of Caribbean Tales, Service members and Board staff took place on Monday May 3, 2010.

Discussions ensue around messaging and language of the play and shared objectives between Lockdown and the Service. Consequently, Ms. Solomon has changed the name of the play from Lockdown to Hostage. Ms. Solomon will continue to collaborate with Service members with respect to Hostage.

The original Lockdown report dated April 8, 2010, along with this supplementary report have been placed on the agenda for the Board's consideration of the recommendation contained in the April 8th report.

Conclusion:

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

The Board approved the Chair's report dated April 8, 2010 and received the report dated May 6, 2010.

Note: an electronic copy of the attachment to the April 8, 2010 report is not available.

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TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

**#P133. 2010 NATIONAL AWARD – AMERICAN PSYCHOLOGICAL
ASSOCIATION**

The Board was in receipt of the following report April 07, 2010 from William Blair, Chief of Police:

Subject: 2010 NATIONAL AWARD - AMERICAN PSYCHOLOGICAL
ASSOCIATION

Recommendation:

It is recommended that the Board receive the following report.

Financial Implications:

There are no financial implications relating to the recommendation contained within this report.

Background/Purpose:

The Toronto Police Service was awarded the American Psychological Association's (APA) 2010 Psychologically Healthy Workplace Award (PHWA) at a ceremony in Washington, D.C. on March 6, 2010. One of five employers from across North America to receive the award this year, the Service won in the 'Government / Military / Educational Institution' category. The Service is a previous winner of the Ontario Psychological Association's provincial-level PHWA, qualifying it to be nominated for the very prestigious APA award. The Service also received a 2009 Best Practices Honour from APA for its unique mentoring program that helps uniformed officers navigate the promotional interview process.

The APA Psychologically Healthy Workplace Award recognizes the many Service procedures, programs, and initiatives that are designed to promote employee well-being, while enhancing organizational performance. In order to win the award, the Service's workplace practices were evaluated in key areas that research has linked to the psychological health of organizations. These areas include:

- Employee Involvement
- Health and Safety
- Employee Growth and Development
- Work-Life Balance
- Employee Recognition

Strategies for award evaluation included:

- A detailed written submission that required descriptive information about workplace initiatives, as well as data-linking workplace practice to positive outcomes for both employees and the organization;
- A full-day, thorough on-site visit by a team of academic psychologists with expertise in organizational performance;
- An employee survey that focused on attitudes and opinions regarding the organization, with a required response rate of at least 10%; and,
- A summary of all outstanding employee and public complaints and grievances.

The submissions were meticulously judged by a panel of psychologists and organizational experts from across North America and then submitted for legal and financial review prior to award selection.

Award winners represent some of the most progressive workplaces in North America. When evaluated against the best of the best, the Service stands out as a leader, not only because of its many progressive workplace practices but also because of its recognition that employee health and well-being contributes to our core business as police partners in our community. The academic rigour of the evaluation and eminent status of the APA make this award a truly remarkable achievement for the Service.

Staff Superintendent Darren Smith, Human Resources Development, and Dr. Carol Vipara, Psychological Services, attended the ceremony and received the award on behalf of the Service.

Deputy Chief Keith Forde, Human Resources Command, will be in attendance to answer any questions that the Board may have regarding this report.

Dr. Carol Vipari, Psychological Services, was in attendance and responded to questions by the Board about the criteria for the national award and identified the specific programs and initiatives that she believed made the TPS standout above the other public institutions that were nominated for the award.

The Board received the foregoing report. A copy of the American Psychological Association's 2010 Psychologically Healthy Workplace Awards Magazine is on file in the Board office.

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**#P134. RESPONSE TO REQUEST FOR INCREASED POLICE ENFORCEMENT
OF PARKING REGULATIONS ON BICYCLE LANES IN TORONTO**

The Board was in receipt of the following report April 30, 2010 from William Blair, Chief of Police:

Subject: REQUEST FOR INCREASED POLICE ENFORCEMENT OF PARKING
REGULATIONS ON BICYCLE LANES IN TORONTO

Recommendations:

It is recommended that:

- (1) the Board receive this report;
- (2) the Board request the Attorney General to amend the *Provincial Offences Act* (POA) to allow service by first class mail, where the operator of a motor vehicle drives away during the issuance of the parking infraction notice; and
- (3) the Board forward a copy of this report to the City of Toronto Executive Committee for its consideration.

Financial Implications:

There are no financial implications relating to the recommendations contained within this report.

Background/Purpose:

At its meeting of November 19, 2009, the Board was in receipt of correspondence dated October 30, 2009, from Mr. A. Milliken Heisey with regard to the need for an increase in the enforcement of parking regulations on the bicycle lanes in Toronto. The Board was also in receipt of correspondence dated November 18, 2009, from Pam McConnell, Councillor and Vice-Chair of the Board.

At the same meeting, the Board also received deputations from Mr. Heisey, Ms. Yvonne Bambrick, Executive Director, Toronto Cyclists Union and Smokey Dymny. The Board noted that significant improvements are required to the city's infrastructure in order to facilitate an efficient cycling system in Toronto (Min. No. P301/09 refers). As a result, the Board approved the following Motions:

- (1) THAT the Board receive the deputations, the correspondence from Mr. Heisey and the photograph from Mr. Grange and refer them to the Chief of Police, the City Executive Committee, the City Manager and the Toronto Cycling Advisory Committee;

- (2) THAT the Board receive the written submissions and the correspondence from Councillor McConnell;
- (3) THAT, consistent with the Business Plan priority on traffic and pedestrian safety, the Board indicate its support for a more effective strategy to support cycling in the City of Toronto, including enhanced enforcement of dedicated bicycle lanes and a review of the fines, and request that the Chief work with the City Manager to collaboratively address the issues raised and develop a comprehensive strategy in partnership;
- (4) THAT the Chief provide a report back to the Board on the results of these discussions in six months; and
- (5) THAT the Chief's report noted in Motion No. 4 also include the possible changes to Service procedures as they relate to police vehicles and the rules governing when it is appropriate to park or occupy bicycle lanes.

Discussion:

The Toronto Police Service (TPS) is committed to ensuring the safe and efficient flow of traffic for the benefit of all users of the road. Members of the City of Toronto, who are currently assigned this issue as part of their regular work portfolio have been actively engaged in reviewing the issues and have developed a framework of items to be addressed as part of the process. In addition, City staff has informally contacted members of the TPS to solicit feedback on some of the issues specifically related to bicycle lanes. This report will identify some of the issues being discussed.

Current Parking Enforcement Practices

The TPS Parking Enforcement Unit (PEU) enforces all signed parking regulations and other incidental parking offences which are in effect on roadways where a bicycle lane exists. These regulations are usually posted as No Parking, No Standing and No Stopping offences. The PEU enforces these areas through pro-active enforcement and with zero tolerance, in the interests of ensuring fair and consistent enforcement.

Creation of a Specific Bicycle Lane Parking Offence

The design of bicycle lanes varies throughout the City of Toronto. Some bicycle lanes are positioned directly adjacent to the right curb, while others are positioned on the left side of legal/permitted curb-side parking. In these particular situations the bicycle lanes are actually in the centre of vehicles which are legally parked on the street and live traffic. Enforcement is not viable on this type of bicycle lane design using only the existing posted signs and regulations as the signs that are posted at the curb actually indicate that parking is in fact authorized. For this reason, a specific offence for parking or stopping a vehicle in a bicycle lane is required. The creation of a specific offence will allow for the consistent enforcement of any vehicle parked or stopped in a bicycle lane.

At the present time there is no enforceable parking offence in the amalgamated Toronto Municipal Code which deals specifically with parking or stopping a vehicle in a bicycle lane. Discussions have taken place with city officials to confirm the status of the new by-laws and fine structures. Although a provision for a specific bicycle lane offence has been written in the Toronto Municipal Code, enforcement cannot commence under Part II of the *Provincial Offences Act* until a set fine order is approved by the Ontario Senior Regional Justice.

Currently, the application by the City of Toronto for the set fine by the City is pending as city staff work to determine an appropriate fine amount. An enforceable bicycle lane bylaw will allow the set fine amount to be set at a level commensurate with the offence being committed. Upon approval of the set fine order, enforcement of this specific parking regulation will commence. Until the approval for a set fine is received, bicycle lanes which share the roadway with legal curb-side parking, will continue to lack a proper means of enforcement.

In addition, a specific bicycle lane parking offence would enable the Parking Enforcement Unit to identify, track and report on bicycle lane parking enforcement. Currently, parking offences are categorized as No Parking, No Standing and No Stopping, meaning that it is not possible to extract offences which pertain specifically to bicycle lanes.

Drove Away Tickets

The matter of motorists driving away from the scene while a Parking Enforcement Officer is writing a parking ticket is a subject that has been considered in the past by the TPS and the Board as both an officer safety issue and a parking regulation compliance concern. This concern has a particular bearing upon the enforcement of parking violations in bicycle lanes. The issue being that motorists may legally avoid the consequences of their actions by simply driving away before the ticket can be affixed to the vehicle. The result being that in many cases, the motorist simply drives away and continues the practice of parking or stopping their vehicle in designated bicycle lanes.

This situation creates an enforcement problem, impedes the efficient flow of traffic and may lead to public safety risks as drivers may attempt aggressive driving manoeuvres in order to evade service of a ticket. The Board in conjunction with other municipalities have previously forwarded written correspondence to the Province of Ontario requesting amendments to the *Provincial Offences Act* (POA). These amendments would allow for the service of parking infraction notices by first class mail in situations where the operator of a motor vehicle drives away during the issuance of the parking infraction notice (Min. No. P84/06 refers). At the time of this report, the Province has not amended the Act, although the province has acknowledged receipt of the Board's request.

Exemption of Police Vehicles in Bicycle Lanes

The parking of a police vehicle in prohibited parking, stopping and standing areas is governed by City of Toronto parking by-laws and Toronto Police Service Procedure 15-11 – "Use of Service Vehicles". The bylaws and Municipal Codes of the former municipalities provide an exception to

certain bylaws and offences for emergency and city vehicles if compliance would be impracticable. At this time, these bylaws have not yet been consolidated into the new City of Toronto Municipal Code.

Specifically, for the purpose of this report, there is an exception for emergency and city vehicles (including police vehicles) parked in No Parking, No Stopping, and No Standing areas if compliance would be impracticable. As such, where bicycle lanes are signed under the general provisions of No Parking, No Stopping or No Standing offences, there are situations where police vehicles, among other vehicles, are exempted from the bylaw and are therefore authorized to park. In addition, Chapter 886 of the Toronto Municipal Code, which governs bicycle lanes, contains an exemption that applies to police vehicles, among other emergency and city vehicles, that are actively engaged in responding to an emergency situation.

As such, when the bicycle lane bylaw becomes enforceable, an exemption will apply to police vehicles as outlined above. Toronto Police Service Procedures direct that except in an emergency, members are to comply with the *Highway Traffic Act* (HTA) and the City of Toronto parking, stopping and standing bylaws. That being said, the TPS procedures governing the use of service vehicles will be reviewed to ensure they are consistent with the new legislation once a determination has been made with respect to the language and particulars for the new bylaw.

Conclusion:

The initiatives outlined in this report are intended to help reduce traffic congestion, enhance the safety of all road users and assist with the efficient flow of traffic. The TPS will continue to liaise with City officials and local community groups to identify new and innovative methods of supporting the Service Priority of “Ensuring Pedestrian and Traffic Safety”.

Deputy Chief A.J. (Tony) Warr, Specialized Operations Command, will be in attendance to answer any questions that the Board may have regarding this report.

Ms. Yvonne Bambrick, Executive Director, Toronto Cyclists Union, was in attendance and delivered a deputation to the Board. Ms. Bambrick also provided a written copy of her deputation and drew the Board’s attention to three recommendations that the Toronto Cyclists Union wanted the Board to consider in addition to the three recommendations contained in the foregoing report from the Chief. A copy of Ms. Bambrick’s written submission is appended to this Minute for information.

The Board discussed each of the Toronto Cyclists Union’s recommendations and noted that, with regard to recommendation nos. 4 and 5, it would be more appropriate for the Board to emphasize the need for a set fine at a level that acts as a strong deterrent to drivers rather than recommending a specific rate for the set fine.

cont...d

The Board approved the following Motions:

- 1. THAT the Board approve the Chief's report;**
- 2. THAT the Board indicate its support for the deputant's recommendation that there be a fine for stopping or parking in a bicycle lane, set at an amount such that it acts as a deterrent;**
- 3. THAT, subsequent to Toronto City Council's decision regarding an appropriate amount for the fine, the Board authorize the Chair to write to the Ontario Senior Regional Justice recommending that the Senior Regional Justice approve the set fine application by Toronto City Council;**
- 4. THAT the Board refer recommendation no. 6 in the deputant's written submission to the Chair for review to determine whether or not the institution of graduated and increased fines is feasible and to report back to the Board following the review;**
- 5. THAT the Board authorize the Chair to send a communication to Toronto City Council indicating that the Board supports a timely resolution for this important initiative;**
- 6. THAT the Board receive Ms. Bambrick's deputation and her written submission.**

May 20, 2010
Toronto Police Services Board
30 College Street
Toronto, ON M5G 2J3

RE: Deputation regarding Agenda Item 5 - 'April 30, 2010 Report from William Blair, Chief of Police Re: Request for Increased Police Enforcement of Parking Regulations on Bicycle Lanes in Toronto'

Chairman Mukherjee and Members of the Toronto Police Services Board,

My submission today is with regards to the report recently submitted by Chief Blair regarding parking enforcement in bike lanes. While I most definitely agree with and fully support his recommendations, I respectfully submit that there are additional recommendations that should be considered today by the Toronto Police Services Board.

In addition to the three recommendations in the Chief's report, I would like to request that the TPSB approve the following additional recommendations regarding this issue:

4. Authorize the Chair of the Board to write on behalf of the Board to the Ontario Senior Regional Justice requesting that the Senior Regional Justice approve the set fine order application by City of Toronto staff for a specific 'Bicycle lane parking, stopping, standing' offence in order to improve public safety and assist the Toronto Police Services in enforcing the rules against obstruction of bicycle lanes in the city of Toronto by illegally parked, standing and stopped vehicles.

5. Authorize the Chair of the Board to write to the appropriate authorities at the Province and City Council requesting that the fine for illegally parking, stopping or standing in a bicycle lane be set at or near \$120 to provide deterrence for parking, stopping and standing illegally in a bicycle lane out of recognition of the danger illegally parked, standing and stopped vehicles pose to cyclists.

6. Authorize the Chair of the Board to write to the appropriate authorities at the Province and City Council recommending the institution of graduated and increased fines for repeated parking, standing and stopping offenses in bicycles lanes by private automobiles, taxis, courier and delivery vehicles. Given the significant increase in cycling transportation use in recent years by Torontonians, I would like to emphasize the urgency of the need to implement this specific 'Bicycle Lane parking, standing, stopping' offence in order to provide Toronto Police and Parking Services with the enforcement tool they require to deal with this matter.

Once approved, it will take time to incorporate this into Police and Parking Enforcement training, and to design, coordinate and install appropriate signage.

I would like to make a final request that the Chief report at a later date on the plan to include this new offence, and its enforcement, into the training procedures of Toronto Police and Parking Services officers, as appropriate.

Thank you for your consideration,

Yvonne Bambrick
Executive Director Toronto Cyclists Union

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**#P135. RETENTION OF PERSONAL INFORMATION USED FOR
REGISTRATION CARDS FOR G20 SUMMIT**

The Board was in receipt of the following report May 6, 2010 from William Blair, Chief of Police:

Subject: RETENTION OF PERSONAL INFORMATION USED FOR REGISTRATION
CARDS FOR G20 SUMMIT

Recommendation:

It is recommended that the Board adopt a resolution requiring, subject to any existing police investigation relating to the G20 Summit, the destruction of personal information collected by or on behalf of the Toronto Police Service for the purpose of creating a registration card for individuals affected by the creation of a security fence for the G20 Summit to be held in the City of Toronto on June 26 and 27, 2010, by no later than Tuesday, June 29, 2010.

Background:

As the Board is aware, the G20 Summit is taking place in the City of Toronto on June 26 and 27, 2010. As part of the security plans developed by the Integrated Security Unit composed of the RCMP and the Service, a security perimeter fence will be established in an area around the Metro Toronto Convention Centre. Service officers will be operating security gates at this fence and controlling entry to the secured zone.

In order to minimize the effect of the security fence on residents and employees of businesses located within the secured zone, the Service is contacting those people to offer them the opportunity to voluntarily obtain registration cards in advance of the Summit. This will help ensure their quick passage through the security gates and minimize their inconvenience. The only information to be collected would be the person's name and residence or business address. Failure to obtain the card will not prohibit those persons from entering the secured zone, but the process for passing through a security gate will be more cumbersome as the identity and destination of the person will need to be determined.

Discussion:

The information collected from the affected residents and employees constitutes personal information under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Section 5 of Regulation 823 made under MFIPPA provides as follows:

Personal information that has been used by an institution shall be retained by the institution for the shorter or one year after use or the period set out in a by-law or resolution made by the institution or made by another institution affecting the institution, unless the individual to whom the information relates consents to its earlier disposal.

Thus, the personal information must be retained for at least one year, unless a Board by-law or resolution provides otherwise or the person to whom the information relates consent to its earlier disposal.

Conclusion:

The Service does not want to retain the information beyond the period required to create the registration card and during a limited period of potential investigation of G20 matters. The Service also wants to be able to advise affected residents and employees accordingly to encourage their voluntary participation in the registration program. However, the Board's current records retention schedule does not deal with this type of information. In addition, although the affected individuals could be asked to consent to earlier disposal of the information, this could result in different treatment of the same type of information from different people depending on their preferences, and complicates what is intended to be a simple registration process. Consequently, the Service is of the view that the best method for allowing for the destruction of the information would be for the Board to adopt a resolution specifically addressing the disposal of the limited personal information obtained for the creation of the G20 registration card.

Staff in the City Legal Division have reviewed this report and agree with its content.

Deputy Chief A.J. (Tony) Warr, Specialized Operations Command, will be available to respond to any questions that the Board members may have in regard to this report.

The Board was also in receipt of the following report May 19, 2010 from William Blair, Chief of Police:

SUBJECT: SUPPLEMENTARY REPORT: RETENTION OF PERSONAL INFORMATION USED FOR REGISTRATION CARDS FOR G20 SUMMIT

Recommendation:

It is recommended that the Board receive this report.

Background:

This purpose of this report is to provide the Board with supplementary information to a report which has already been placed on the Board's public agenda.

Discussion:

The information being collected to create the registration cards for affected residents and employees is being received and held electronically. The only persons with access to the electronic information are two members of the Toronto Police Service, the Summit Management Office accreditation team, and the RCMP accreditation team.

The electronic information held by the Service is being stored on the Service's network servers. As with any other information held by the Service, care will be taken to ensure that the information is kept confidential.

Subject to any ongoing investigation related to the G20, the electronic information will be deleted on June 29, 2010 and any printed copies will be shredded. It is impossible to predict how long any investigation into a matter arising from the G20 may take.

Conclusion:

The Service does not want to retain the information beyond the period required to create the registration card and during a limited period of potential investigation of G20 matters. As indicated in the report dated May 6, 2010, the Service is of the view that the best method for allowing for the destruction of the information would be for the Board to adopt a resolution specifically addressing the disposal of the limited personal information obtained for the creation of the G20 registration card.

Deputy Chief A.J. (Tony) Warr, Specialized Operations Command, will be available to respond to any questions that the Board members may have in regard to this report.

Chair Mukherjee asked the Board to ratify the decision to approve the recommendation in the foregoing report. This decision was made by a quorum of the Board via a telephone and e-poll held on May 12, 2010.

Ms. Judi Cohen advised the Board that she did not provide a response to the telephone and e-poll and inquired whether or not she was entitled to ask questions about the reports.

Noting that the inquiries would not alter the decision made on May 12, 2010, the Board agreed to further discussions about this matter. Mr. Tony Veneziano, Chief Administrative Officer, responded to questions by Ms. Cohen.

The Board subsequently approved the following Motion:

THAT the Board ratify the decision to approve the recommendation in the foregoing report made by a quorum of the Board via a telephone and e-poll held on May 12, 2010.

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**#P136. JOINT RESOLUTION FROM THE “BIG 12” ONTARIO POLICE
SERVICES BOARD ON SPECIAL CONSTABLES AND
ACCOUNTABILITY**

The Board was in receipt of the following report April 28, 2010 from Alok Mukherjee, Chair:

Subject: JOINT RESOLUTION FROM THE “BIG 12” ONTARIO POLICE SERVICES
BOARD ON SPECIAL CONSTABLES AND ACCOUNTABILITY

Recommendations:

It is recommended that:

- (1) The Board join with the Big 12 Boards of the Ontario Association of Police Services Boards (“OAPSB”) in expressing its support for the Ontario Associations of Chiefs of Police (“OACP”)’s White Paper on Special Constables.
- (2) The Board communicate its support of the OACP’s White Paper to the Minister of Community Safety and Correctional Services and request that the Province conduct a comprehensive review of the Special Constable Program; and
- (3) The Board forward a copy of this report to OAPSB for information.

Financial Implications:

There are no financial implications with regard to the recommendations contained in this report.

Background/Purpose:

At its meeting held on March 30, 2010, the Boards of the Larger Municipal Police Services, often referred to as the “Big 12” Boards, expressed their joint support for the OACP’s White Paper on Special Constables and requested that the Province of Ontario conduct a review of the Special Constable Programs as outlined in the OACP Paper.

The *Police Services Act* allows police services boards, with approval from the Minister of Community Safety and Correctional Services, to appoint special constables to perform specified duties for both police and non-police organizations.

Police services boards in Ontario are concerned about the lack of accountability mechanisms for special constable and about potential liabilities associated with these appointments.

In February 2010, the OACP released a White Paper entitled “Report on Special Constables in Ontario” calling on the Government of Ontario to initiate a review of Special Constables in Ontario that would look at:

- a) Developing standards for training, professional development and certification that recognize the roles, responsibilities, and authority of special constables;
- b) Creating a standard system of oversight and accountability regarding public complaints, use of force options, and process for dealing with allegations of misconduct surrounding the exercise of conferred powers and authority;
- c) Streamlining the appointment, approval, renewal, and revocation processes for special constables; and
- d) Mandating clear uniform and equipment design and markings for special constable services that are clearly unique to enable easy distinction from police officers and policing services.

I have appended a copy of the joint resolution for information.

Conclusion:

It is, therefore, recommended that:

- (1) The Board join with the Big 12 Boards of the Ontario Association of Police Services Boards (“OAPSB”) in expressing its support for the Ontario Associations of Chiefs of Police (“OACP”)’s White Paper on Special Constables.
- (2) The Board communicate its support of the OACP’s White Paper to the Minister of Community Safety and Correctional Services and request that the Province conduct a comprehensive review of the Special Constable Program; and
- (3) The Board forward a copy of this report to OAPSB for information.

The Board approved the foregoing report. Chief Blair agreed to provide copies of the OACP’s February 2010 White Paper entitled *Report on Special Constables* to the Board members for information.

**JOINT RESOLUTION
FROM THE 'BIG 12' ONTARIO POLICE SERVICES BOARDS
ON SPECIAL CONSTABLES AND ACCOUNTABILITY**

WHEREAS Ontario's *Police Services Act* allows police services boards - with approval from the Minister of Community Safety & Correctional Services - to appoint special constables to perform specified duties for both police and non-police organizations; and

WHEREAS current legislation does not address issues such as liability, indemnification, accountability, training, use of force or complaints procedures; and

WHEREAS police services boards in Ontario are concerned about the lack of accountability mechanisms for special constables and about potential liabilities associated with these appointments; and

WHEREAS the Ontario Association of Chiefs of Police (OACP) released a White Paper in February 2010 entitled "Report on Special Constables in Ontario" calling on the Government of Ontario to initiate a comprehensive review of Special Constables in the Province of Ontario that would look at:

- a) Developing standards for training, professional development and certification that recognize the roles, responsibilities, and authority of special constables;**
- b) Creating a standard system of oversight and accountability regarding public complaints, use of force options, and process for dealing with allegations of misconduct surrounding the exercise of conferred powers and authority;**
- c) Streamlining the appointment, approval, renewal, and revocation processes for special constables; and**
- d) Mandating clear uniform and equipment design and markings for special constable services that are clearly unique to enable easy distinction from police officers and policing services;**

THEREFORE BE IT RESOLVED THAT the Big 12 Ontario Police Services Boards (Durham, Greater Sudbury, Halton, Hamilton, London, Niagara, Ottawa, Peel, Toronto, Waterloo, Windsor, York) express their joint support for the OACP White Paper and request the Province of Ontario to conduct a comprehensive review of the Special Constable Program as outlined in the OACP Paper.

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**#P137. RESULTS OF FOLLOW-UP ON PREVIOUS AUDIT
RECOMMENDATIONS – COURT SERVICES REVIEW AND FLEET
REVIEW**

The Board was in receipt of the following report May 10, 2010 from Jeffrey Griffiths, Auditor General:

SUMMARY

This report provides the results of our annual follow-up process regarding the status of audit recommendations made by the Auditor General to the Toronto Police Services Board from January 1, 1999 to June 30, 2009.

The results of our review indicate that Toronto Police Service staff have implemented seven of the nine audit recommendations made in the Auditor General's audit reports entitled "Court Services Review" and "Fleet Review" and included in this follow-up process. Audit recommendations fully implemented are listed in Attachment 1. Audit recommendations not fully implemented, as well as management's comments and action plan, are included in Attachment 2 and will be carried forward to our next follow-up review.

FINANCIAL IMPACT

There is no financial impact resulting from receipt of this report.

ISSUE BACKGROUND

The Auditor General conducts an annual follow-up process to ensure management has taken appropriate action to implement recommendations contained in previously issued audit reports.

In accordance with the Auditor General's Work Plan, we have reviewed the status of outstanding audit recommendations made by the City's Auditor General to the Toronto Police Services Board since our last review in 2009.

We conducted this follow-up audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

In conducting this follow-up review, the Auditor General's Review of the Investigation of Sexual Assaults and the Review of Police Training have been excluded from this follow-up process. These reviews have been excluded from this follow-up process for the reasons provided below.

Review of the Investigation of Sexual Assaults – Toronto Police Service

In 1999, the Auditor General, formerly the City Auditor, issued a report entitled "Review of the Investigation of Sexual Assaults – Toronto Police Service", which contained 57 recommendations. The Auditor General issued a follow-up report on the 57 recommendations to the Toronto Police Services Board in February 2005. This audit follow-up found the Toronto Police Service had not addressed all of the original audit recommendations. The Toronto Police Services Board requested the Auditor General to conduct a further follow-up audit on this matter. Our review on this further follow-up audit will be presented to the Toronto Police Services Board in a separate report in June 2010.

Audit of the Training Review – Opportunities for Improvement - Toronto Police Services

The Auditor General issued a report entitled "Review of Police Training – Opportunities for Improvement" at the January 2007 meeting of the Toronto Police Services Board. At this meeting the Board adopted the 39 recommendations included in the report and approved a motion for the Auditor General to perform a follow up review. Our review on this follow-up audit will be presented to the Toronto Police Services Board in a separate report in June 2010.

COMMENTS

The Auditor General's follow-up review process requires that management provide a written response on the status of each recommendation contained in the audit reports previously issued and included in this follow up period. Where management indicated that a recommendation was not implemented, audit work was not performed. For those recommendations noted as implemented, audit staff conducted testing to verify management assertions.

Table 1 represents the results of our current follow-up on audit recommendations for the Toronto Police Service.

cont...d

Table 1: RESULTS OF THE CURRENT REVIEW

Report Title and Date	Total No. of Recs	Results of Current Review		
		Fully Implemented	Not Fully Implemented	Not Applicable
Court Services Review, June 12, 2008	5	3	2	0
Fleet Review, September 26, 2008	4	4	0	0
Total	9	7	2	0

A listing of audit recommendations implemented by the Toronto Police Service is included in Attachment 1. The audit recommendation not fully implemented, together with management's comments and action plan, are listed in Attachment 2 and will be carried forward to the next follow-up review.

A consolidated report will be tabled at the July 5, 2010 meeting of the Audit Committee on the results of the current follow-up of audit recommendations relating to the City's Agencies, Boards and Commissions for reports issued by the Auditor General's Office from January 1, 1999 to June 30, 2009. The results of the current follow-up review for the Toronto Police Service will be included in that report.

The Board received the foregoing report.

**TORONTO POLICE SERVICE
AUDIT RECOMMENDATIONS - FULLY IMPLEMENTED**

Report Title: Court Services Review – Toronto Police Service
Report Date: June 12, 2008

Recommendations:

- (1) The Toronto City Council, the Toronto Police Services Board and the Chief of Police continue to petition the Ontario Government in connection with the uploading of court security and prisoner transportation costs to the Province. Ongoing efforts be directed to the Provincial Municipal Fiscal and Service Delivery Review Team in connection with the transfer of responsibility for such funding from the Police Services Board to the Province of Ontario.
- (3) The Chief of Police review the recommendations contained in the report entitled “Review of Police Training, Opportunities for Improvement – Toronto Police Service” in order to ensure that the recommendations in the report which have relevance to court officer training are appropriately addressed.
- (4) The Chief of Police ensure that court officers are trained in use of force requirements every 12 months as required by legislation.

Report Title: Fleet Review – Toronto Police Service
Report Date: September 26, 2008

Recommendations:

- (1) The Chief of Police consider the integration of the SAP financial information system and the fleet management system, taking into account administrative efficiencies to be gained from integrating the two systems.
- (2) The Chief of Police ensure increased use of the fleet management information system functionality, and provide necessary system training to responsible staff.
- (3) The Chief of Police review projected costs of acquiring an automated fuel system. Factors such as staff related cost savings, the use of the City’s existing pricing arrangements for installing fuel monitoring devices and the City’s IT system support should be evaluated and included in the project’s business case for review by senior management and the Toronto Police Services Board.
- (4) The Chief of Police ensure internal controls be strengthened over material issuance and work order sign-off procedures.

**TORONTO POLICE SERVICE
AUDIT RECOMMENDATIONS – NOT FULLY IMPLEMENTED**

Report Title: Court Services Review – Toronto Police Service
Report Date: June 12, 2008

<p>Recommendation Not Fully Implemented</p>	<p>Management’s Comments and Action Plan/Time Frame</p>
<p>(2) The Chief of Police evaluate in detail, and in consultation with the Auditor General, the cost saving opportunities identified in this report in the following areas:</p> <ul style="list-style-type: none"> - prisoner transportation; - courtroom security during weekdays, weekends and statutory holidays; and - court officer working lunches. <p>In conducting the evaluation, the Chief of Police review the documentation prepared by the Auditor General supporting these cost reductions. Where appropriate, such cost saving measures be implemented as soon as possible.</p>	<p>The response provided to the Auditor General through the PSB remains in effect. Prisoner Transportation Officers are used to assist in courthouse cells during times of reduced transportation demands. These temporary assistance opportunities cannot be scheduled or tracked due to the rapidly changing and unpredictable nature of providing prisoner transportation.</p> <p>The purpose of the Deployment Model was to determine the workload at each court location and distribute staff accordingly. Courthouse requirements are not static and change throughout the year. Members have been redeployed annually according to the model in 2008 and 2009. It is the intention of Court Services to maintain this practice into the future.</p> <p>Court Services is currently collecting and analyzing data to determine standard operating practices and identify and classify unpredictable transportation anomalies. At this stage of analysis and implementation, no measurable efficiencies are available.</p> <p>Action Plan/Timeline: end 2010. To be included in audit 2011 follow up review.</p>

	<p>Court Services has reviewed WASH court staffing and have nearly eliminated weekend call-backs. Previous to the audit, when a member booked off sick another member was called in to replace them. Since the audit, an additional Court Officer has been added to the weekend roster. There is no financial impact to the Unit as the added member is required to take a day off during the week. The cost savings generated by this initiative are estimated at \$50,000.</p> <p>Timeline mid 2010: Court Services will compile documents to show that we have almost eliminated WASH court callbacks.</p>
<p>(5) The Chief of Police review the training schedule for court officer trainers in order to ensure that the training time is commensurate with training demands.</p>	<p>Court Services undertook a review of the training section in 2008 to ensure an operationally relevant training curriculum. Court Services will provide the required documents during the Auditor General's follow up review in 2011.</p>

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

**#P138. SEMI-ANNUAL REPORT: DOMESTIC VIOLENCE STATISTICS:
JULY – DECEMBER 2009**

The Board was in receipt of the following report May 3, 2010 from William Blair, Chief of Police:

Subject: DOMESTIC VIOLENCE SEMI-ANNUAL REPORT: JULY 1, 2009 –
DECEMBER 31, 2009.

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

There are no financial implications relating to the recommendations contained within this report.

Background/Purpose:

The Toronto Police Service (Service) has been providing quarterly Domestic Violence Quality Control Reports to the Ministry of Community Safety and Correctional Services (MCSCS) since 2002. MCSCS, in conjunction with the Service, completed its review of the process for the purpose of enhancing the data reporting mechanism to accommodate new MCSCS data collection guidelines (Min. No. P233/05 refers). As a result, the statistical data required to complete the Domestic Violence Quality Control Report is readily available. Appended to this report are the statistics for the period of July 1 to December 31, 2009.

At its meeting of April 26, 2007, the Board approved a recommendation to revise the reporting schedule for Domestic Violence Quality Control Reports to be provided semi-annually, accompanied by a short presentation (Min. No. P145/07 refers). This report provides the Board with a review of the last 2 quarters of statistical information from the Domestic Violence Quality Control Reports for the period of July 1 to December 31, 2009.

Discussion:

There were 3 domestic homicide cases reported, in which 2 female adult victims and 1 male adult victim lost their lives in 2009; compared to 7 domestic homicides in 2008, which claimed the lives of 9 adults and 1 child victim. There was a marginal increase in cases where charges were laid in the year 2009, totalling 5,826 compared with 5,809 in 2008. The number of charges related to failing to comply with court ordered release conditions also observed an increase in 2009, showing that the Toronto Anti-Violence Intervention Strategy (TAVIS) bail compliance program continues to be an effective risk management tool, as well as an opportunity to provide victim support. Additionally, legislative changes effective October 2009, provide for criminal

charges relating to breaches of orders made under the authority of the *Family Law Act* and *Children's Law Reform Act*. There were 563 compliance charges compared to 520 such charges in 2008 (which include breach of probation charges and breaches under the *Family Law Act*).

The Domestic Violence team continued to deliver joint presentations with our child protection agency partners, to teachers and staff in schools attended by children living in woman abuse shelters. The presentations provide resource information and education on how to recognize and best support these children in the school setting. Educators can more effectively support and assist students when they possess a deeper understanding of domestic violence and the impact that it can have on children and families.

The Toronto Recreational Outreach Outtripping Program (TROOP) held 2 trips in August 2009 exclusively for children who have witnessed domestic violence. This outstanding program brings together at-risk youth, police officers, social workers, community agency workers and Toronto Parks and Recreation staff. The Domestic Violence Coordinator, along with officers from the Domestic Violence team attended these trips, participating fully and engaging with the youth. This program is built upon teamwork and mentorship, while fostering leadership in a barrier free, natural setting.

The Domestic Violence Coordinator continues to represent the Service as an active member on the Scarborough Access Centre Steering Committee, in addition to the working group committee which consists of justice, health, social and community and practitioners, working in concert toward the goal of creating a multi-disciplinary, co-location Family Justice Centre. The project has broadened the vision to partnering with the Child Advocacy Centre working group in co-locating in one facility. This victim driven concept would represent the first of its kind in Canada to offer a coordinated service to women and children. Discussions commenced in the fall of 2009 and have continued ambitiously into 2010.

The Domestic Violence Coordinator is representing the Service as a member of the Ontario Domestic Violence Death Review Committee. This role will undertake participation at the triage level, with the review of domestic homicide cases that have completed the judicial process. This representation is a tremendous opportunity for the Service to provide expertise and input on the final recommendations put forth by this committee, with the goal of addressing gaps and improving on the response to domestic violence.

Recommendation #4:

“That the Board requests from the Chief of Police a report of cultural initiatives that have been developed by the Service”.

At its meeting of November 15, 2007, the Board approved a request that the Chief of Police include cultural initiatives that have been developed by the Service (Min. No. P351/07 refers).

From July 1 to December 31, 2009, the Service continued to engage several ethnic communities in domestic violence awareness and educational presentations. As an example, CMU along with Divisional Policing Command (DPC) participated in the following activities:

- CMU delivered a domestic violence presentation to a Chief's Town Hall meeting with participants of approximately 100 representing the South East Asian Community;
- CMU and DPC in partnership with the South Asian Consultative Committee, delivered a presentation to an audience of approximately 25 participants from the Tamil and Sri Lankan communities;
- CMU and DPC delivered approximately 7 domestic violence awareness presentations to community audiences representing the Latino, Pakistani, Afghani and East Indian communities, with audiences ranging between 30 and 100 delegates;
- CMU and DPC delivered 2 domestic violence awareness and educational sessions in partnership with the Toronto District School Board and Toronto Catholic District School Board to secondary school students. Many of the diverse communities are reflected within the student bodies;
- CMU and DPC worked in partnership with women's shelters, faith groups and community based newcomer organizations and delivered approximately 6 domestic violence awareness presentations to culturally diverse audiences;
- DPC participated in a radio broadcast featuring domestic violence awareness, the targeted audience was the Latino community;
- CMU and DPC delivered 3 domestic violence presentations to healthcare providers at St. Michael's Hospital and 2 local community health care facilities;
- Victim Services continued to provide 'Teens Ending Abusive Relationships' (TEAR) presentations during the last half of 2009. In total 17 presentations were delivered to approximately 1800 students. Many of the diverse communities are reflected within the student bodies. This valuable program will be continuing and expanding in 2010 due to the receipt of a \$20,000 grant awarded by the Ministry of Community Safety and Correctional Services – Safer and Vital Communities.

Conclusion:

The Service is committed to community mobilization strategies, thereby actively engaging the Violence Against Women (VAW) service providers and the greater community through ongoing education, public presentations and awareness campaigns, continued outreach, and progressive partnerships.

Effective policing can only be achieved through the partnership between the police and the community it serves. Complex social issues, such as domestic violence, cannot be addressed effectively through singular enforcement measures. The collaboration between law enforcement personnel, VAW service providers, education officials and corporate support, is critical to the success of these initiatives.

Deputy Chief Keith Forde, Human Resources Command, will be in attendance to answer any questions that the Board may have regarding this report.

The Board received the foregoing report and commended the Service for the extensive work that has been done in the community.

TORONTO POLICE SERVICE
DOMESTIC VIOLENCE QUALITY CONTROL REPORT
July – December 2009
2008/2009 COMPARISONS

	2008				2009				2008		2009	
	MALE		FEMALE		MALE		FEMALE		TOTAL		TOTAL	
	6 mth Total	YTD	6 mth total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD
1. Domestic Occurrences												
(a) Total Number of Occurrences where charges were laid or warrants sought	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2827	5809	2878	5826
(b) Number of accused where one party was charged	2405	4875	346	709	M	M	M	M	2751	5638	2808	5716
(c) Number of accused where both parties were charged	38	82	38	84	38	38	38	38	76	171	70	110
(d) Number of Occurrences where accused held for bail/show cause	M	M	M	M	M	M	M	M	M	M	M	M
(e) Number of occurrences where offences alleged but charges not laid	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	543	1041	487	996
(f) Number of occurrences where no offence alleged	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6398	13147	6533	13557
2. Reasons Charges Not Laid												
(a) No reasonable grounds	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	541	1037	487	995
(b) Offender deceased	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1	3	0	0
(c) Diplomatic Immunity	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0	0
(d) Offender in foreign country	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1	0	0	0
3. Type of Relationship Between Accused & Victim												
(a) Female victim – male accused	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2360	4842	2353	4759
(b) Male victim – female accused	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	352	725	400	820
(c) Same sex male	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	83	169	93	177
(d) Same sex female	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	32	73	31	69

LEGEND

M – System does not generate these statistics
N/A – Not Applicable

TORONTO POLICE SERVICE
DOMESTIC VIOLENCE QUALITY CONTROL REPORT
July – December 2009
2008/2009 COMPARISONS

4. Type of Charges Laid	2008				2009				2008		2009	
	MALE		FEMALE		MALE		FEMALE		TOTAL		TOTAL	
	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD
<u>Assault</u>												
(a) Common Assault	1812	3643	266	549	1818	1818	313	313	2125	4266	2131	4338
(b) Assault with Weapon or Cause Bodily Harm	395	816	119	231	390	390	127	127	527	1068	517	1023
(c) Aggravated Assault	9	27	5	7	14	14	6	6	30	47	20	35
<u>Sexual Assault</u>												
(a) Sexual Assault	64	135	0	0	55	55	0	0	67	114	55	118
(b) Sexual Assault with Weapon or Cause Bodily Harm	1	5	0	0	5	5	0	0	4	7	5	10
(c) Aggravated Sexual Assault	1	4	0	0	2	2	0	0	2	4	2	2
<u>Breaches</u>												
(a) Breach of Recognizance	121	233	12	21	113	113	11	11	130	229	124	258
(b) Breach of Undertaking	18	45	3	10	10	10	5	5	26	56	15	44
(c) Breach of Remand (CC-s.516 / CC-s.517)	0	1	0	0	0	0	0	0	0	1	0	0
(d) Breach of Peace Bond (CC-s.810)	7	12	1	2	8	8	0	0	6	9	8	22
(e) Breach of Probation / Parole	77	164	3	3	116	116	3	3	118	212	119	238
(f) Breach of Restraining Order <i>Family Act-s.46(2), Children's Reform Act-s.35(2), CC-s.515(4)</i>	0	8	0	1	7	7	0	0	0	0	0	0
<u>Other Charges</u>												
(a) Uttering Threats	650	1368	43	89	635	635	58	58	727	1437	693	1452
(b) Criminal Harassment	235	453	21	36	207	207	21	21	251	481	228	491

LEGEND

M – System does not generate these statistics
N/A – Not Applicable

TORONTO POLICE SERVICE
DOMESTIC VIOLENCE QUALITY CONTROL REPORT
July – December 2009
2008/2009 COMPARISONS

	2008				2009				2008		2009	
	MALE		FEMALE		MALE		FEMALE		TOTAL		TOTAL	
Other Charges (cont'd)	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD
(c) Mischief	149	272	20	48	169	169	28	28	169	362	197	396
(d) Attempted Murder	0	13	0	2	3	3	0	0	0	3	3	7
(e) Choking	18	59	0	1	32	32	0	0	18	63	32	61
(f) Forcible Confinement	95	183	3	2	119	119	2	2	98	205	121	222
(g) Firearms	1	16	0	1	1	1	0	0	1	6	1	1
(h) Other charges not listed above												
i. Weapons Dangerous C.C.	23	64	11	22	36	36	21	21	42	86	57	103
ii. Break & Enter C.C.	22	60	5	9	17	17	5	5	30	69	22	52
iii. Theft C.C.	47	94	7	13	58	58	5	5	53	107	63	111
iv. Forcible Entry C.C.	21	23	1	1	16	16	0	0	12	24	16	26
v. Total Other Charges	91	169	6	18	119	119	8	8	93	187	127	217
5. Weapons Used to Commit an Offence												
(a) Firearms	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	19	33	11	21
(b) Other weapon	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	521	1030	446	947

LEGEND

M – System does not generate these statistics
N/A – Not Applicable

TORONTO POLICE SERVICE
DOMESTIC VIOLENCE QUALITY CONTROL REPORT
 July – December 2009
 2008/2009 COMPARISONS

	2008				2009				2008		2009	
	MALE		FEMALE		MALE		FEMALE		TOTAL		TOTAL	
	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD
6. Previous Charges (Excluding Breaches)												
Number of accused with previous charges relating to domestic violence	M	M	M	M	M	M	M	M	M	M	M	M
7. Domestic Violence Adult Homicides												
(a) Total Number of Domestic Violence adult homicide occurrences	M	M	M	M	M	M	M	M	4	7	2	3
(b) Number of domestic violence homicide adult victims	0	0	4	10	1	1	1	1	4	10	2	3
(c) Number of accused that had prior domestic violence charges involved in domestic violence homicides.	2	3	0	0	1	1	0	0	2	3	1	1
(d) Number of homicides involving the use of a weapon	3	6	0	0	2	2	0	0	3	5	2	3
8. Domestic Violence Related Child Homicides												
(a) Total number of domestic violence related child homicide occurrences	0	0	1	1	0	0	0	0	1	1	0	0
(b) Number of domestic violence related child homicide victims	0	0	1	1	0	0	0	0	1	1	0	0

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

**#P139. QUARTERLY REPORT: OCCUPATIONAL HEALTH AND SAFETY
UPDATE: JANUARY – MARCH 2010**

The Board was in receipt of the following report May 3, 2010 from William Blair, Chief of Police:

Subject: OCCUPATIONAL HEALTH AND SAFETY UPDATE: JANUARY 1, 2010 TO
MARCH 31, 2010

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

There are no financial implications relating to the recommendation contained within this report.

Background/Purpose:

At its meeting on January 24, 2005, the Board received an update on occupational health and safety matters relating to the Service (Min. No. C9/05 refers). In the motion, the Board requested the Chief of Police to provide quarterly updates on matters relating to occupational health and safety. The Board, at its meeting on August 21, 2008, further requested public quarterly reports for occupational health and safety matters (Min. No. C224/08 refers).

Discussion:

This quarterly update report is for the period from January 1 to March 31, 2010 and corresponds to additional information provided in the confidential agenda.

Accident and Injury Statistics

From January 1 to March 31, 2010, 354 members reported that they were involved in 393 workplace accidents/incidents resulting in lost time from work or health care which was provided by a medical professional. These incidents were duly reported as claims to the Workplace Safety and Insurance Board (WSIB). Furthermore, during this same period, 77 recurrences for previously approved WSIB claims were reported. Recurrences can include, but are not limited to, on-going treatment, re-injury and medical follow-ups which could range from specialist's appointments to surgery.

It must be noted that a workplace incident may have several attributes and can be reported in more than one category. For example, an officer can be assaulted and sustain a laceration injury at the same time. Each attribute would be reported. For this reporting period, the 393 workplace or work-related accidents/incidents were categorized according to the following attributes:

- 208 arrest incidents involving suspects
- 25 vehicle incidents (member within vehicle as driver or passenger)
- 15 bicycle accidents (falls)
- 59 assaults
- 62 cuts/lacerations/punctures
- 15 traumatic mental stress incidents
- 13 slips and falls
- 92 exposures to communicable diseases
- 13 inhalation of other substances.

As a Schedule 2 Employer, the Toronto Police Service paid \$46,055.09 in health care costs for civilian members and \$107,500.36 in health care costs for uniform members for the first quarter. The costs represent a decrease of 47 % for civilian members and a decrease of 41 % for uniform members from the fourth quarter of 2009.

Critical Injuries

The employer has the duty to report but not adjudicate the seriousness of injuries and must provide notice to the Ministry of Labour (MOL) of all critical injuries which occur in the workplace, pursuant to *Section 51* of the *Occupational Health and Safety Act* and Regulation 834.

For the first quarterly reporting for 2010, there were 6 “Critical Injury Incidents” reported to the Ministry of Labour. All of the 6 incidents reported were confirmed by the Ministry of Labour to be “Critical Injury Incidents” as defined in Regulation 834, which resulted from a cause in a workplace.

Communicable Diseases

As part of the Communicable Disease Exposure Surveillance Program, members of Occupational Health and Safety (OHS) reviewed the following number of exposure reports during the months indicated. It must be noted that the majority of these reports did not result in claim submissions to WSIB; however, there is an obligation to ensure the surveillance program maintains its administrative requirements and that there is a communication dispatched to members of the Service from a qualified “designated officer” from the Medical Advisory Services team.

Disease	January	February	March	Q1 Total
1. Hepatitis A, B, & C & HIV	26	0	10	36
2. Influenza (including	0	0	0	0

A/H1N1)				
3. Tuberculosis (TB)	14	3	18	35
4. Meningitis (All)	2	10	0	12
5. Lice and Scabies	2	0	0	2
6. Other*	43	26	30	99
Total	87	39	58	184

* This category can include, but is not limited to: exposures to infectious diseases (other than those listed above), such as smallpox, severe acute respiratory syndrome (SARS), rubella, measles, respiratory condition/irritation and bites (human, animal or insect); exposures to varicella (chickenpox); exposures to Methicillin-Resistant Staphylococcus Aureus (MRSA); and exposures to bodily fluids, such as blood, spit, vomit, etc.

As a result of the Central Joint Health and Safety Committee meeting of March 29, 2010, OHS will be conducting a review of a matter that may be of concern in the City of Toronto, that being bed bugs. OHS will report on the incidence of bed bugs retroactively to January 1st in the next Board report.

Implementation of Health and Safety Policies, Including Training Policies, by various Departments or Divisions

Currently, the Service has 373 certified members comprised of 234 worker representatives and 139 management representatives. For administrative purposes, uniform management representatives consist of the rank of Staff/Detective Sergeant and higher.

The Service has adopted the Incident Management System (IMS) and is currently developing the OHS box in the IMS model flow chart. All incident commanders will be required to take the Certification/Sector Specific Training course as part of the OHS box development.

Other Occupational Health and Safety Matters

Influenza A/H1N1

In the first quarter, information updates continued with respect to Influenza A/H1N1 directed throughout the Service. There were no Injured on Duty reports (IOD's) received from members regarding possible exposures to Influenza A/H1N1 and no known occupational-related cases reported within the Service. This decrease in the activity of the Influenza A/H1N1 pandemic facilitated Staff Inspector William Needles of Public Safety and Emergency Management (PSEM) unit stepping down as the Influenza A/H1N1 Incident Commander on December 7, 2009.

The Service, in partnership with Toronto Emergency Medical Services carried out eight Seasonal and Influenza A/H1N1 vaccination clinics from January 18 to February 11, 2010. There were 133 members vaccinated for seasonal flu and 23 members vaccinated for Influenza A/H1N1 at these clinics.

Respiratory Protection Program

The Service issued Routine Order No. 2010.02.15-0256 requiring all sworn members, parking enforcement and court officers to be fit tested to the 3M Pleats Plus N95 disposable respirator by March 12, 2010, for the purpose of pandemic preparedness. The fit testing was carried out by divisional training Sergeants and/or qualified Supervisors and workers, both uniform and civilian, under the supervision of the PSEM unit.

On February 1, 2010, OHS held the first meeting of a working group with a mandate to develop a respiratory protection program based on the Canadian Standards Association (CSA) Z94.4-02 Selection, Use, and Care of Respirators standard. The Service's respiratory protection plan working group was chaired by OHS and comprised of members from: PSEM, Emergency Task Force, Drug Squad, Forensic Identification Services, Fleet and Materials Management. The working group requested representative(s) from the Divisional Policing Command to attend the next meeting.

Ontario Police Health and Safety Association

On March 31, 2010, a meeting of the Ontario Police Health and Safety Association was hosted by the London Police Service. The main focus of the meeting was a presentation from Sarah Morden, a representative of Homewood Employee Health, on "The Importance of Organizational Wellness Strategy to the Overall Health and Safety of Employees in a Workplace". Other topics included excessive speed during operation of police vehicle, improper use of seat belts and Bill 168. Members attending received an update briefing regarding the Section 21 Committee meeting held on February 5, 2010. The meeting was concluded with a round table discussion of issues prevailing in the respective jurisdictions.

Section 21 Committee

The meeting took place on February 5, 2010. The first item of business for the year was to confirm the management co-chair. The committee decided and approved the appointment of Ms. Christine Bortkiewicz, Manager, Occupational Health and Safety from the Toronto Police Service. The worker co-chair is Mr. Doug Allan, Labour Relations Specialist for the Police Association of Ontario.

- Final Review of Guidance Documents

The Section 21 Committee reviewed and approved the final changes to the guidance notes and advisories. The final versions of the aforementioned will be forwarded to the Ministry of Community Safety and Correctional Services (MCSCS) and recommended for distribution to all policing agencies in Ontario.

- Ergonomics in Police Work

The Committee reviewed a preliminary first draft of an advisory prepared by the Ministry of Labour with respect to ergonomics in police work. The original draft was a guidance note and

emphasized vehicle ergonomics. The matter was again considered and the Committee requested that the document be returned for further changes. The advisory is intended to be broad sweeping and create a greater awareness of ergonomics issues in policing.

- Safe Driving Posters – Fatal Distraction

The final poster of the Committee's safe driving initiative – Fatal Distraction, supported by the Section 21 Committee and funded by the Police Association of Ontario, the Municipal Health and Safety Association of Ontario, the Ministry of Transportation and the Ontario Association of Chiefs of Police was provided to the Committee. The co-chairs of the Committee will be forwarding copies to the MCSCS requesting that an all chiefs memorandum be dispatched with the posters in support safe driving practices.

- Incident Management System and Occupational Health and Safety Issues

The Committee, at the Joint Police/Fire/Emergency Medical Services Meeting held on November 19, 2009, were provided with a presentation with respect to the IMS. The IMS model is supported by the OACP and the Toronto Police Service. The Committee viewed the joint approach as valuable to policing and agreed that the safety direction of the model had merit and should be further developed by the Committee. The Committee referred the matter to the next meeting after further investigation of the entire IMS system and the role of safety in IMS.

The meeting concluded with a roundtable of discussions and matters for the last quarter.

The next meeting is scheduled for Friday, May 14, 2010.

Toronto Police Service Occupational Health and Safety Awareness Day

The Board and the Central Joint Health and Safety Committee designated the first Wednesday in October of each year as the *Toronto Police Service Occupational Health and Safety Awareness Day*. The third annual Toronto Police Service Occupational Health and Safety Awareness Day is scheduled for Wednesday, October 6, 2010. During March 2010, OHS in conjunction with the Central Joint Health & Safety Committee surveyed all local joint health and safety committees to determine potential topics for the 2010 Occupational Health and Safety Awareness Day.

Ministry of Labour Orders, Charges & Issues

There were no Ministry of Labour Orders or Charges during the first quarter of 2010.

Conclusion:

In summary, this report will bring the Board up-to-date on matters relating to occupational health and safety issues for the first quarter in 2010.

The next quarterly report for the period of April 1 to June 30, 2010 will be submitted to the Board for its meeting in August 2010.

Deputy Chief Keith Forde, Human Resources Command, will be available to answer any questions the Board members may have regarding this report.

The Board received the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

**#P140. TORONTO POLICE SERVICES BOARD - OPERATING BUDGET
VARIANCE REPORT FOR THE PERIOD ENDING MARCH 31, 2010**

The Board was in receipt of the following report April 19, 2010 from Alok Mukherjee, Chair:

Subject: OPERATING BUDGET VARIANCE REPORT FOR THE TORONTO POLICE
SERVICES BOARD – PERIOD ENDING MARCH 31, 2010

Recommendation:

It is recommended that:

- (1) The Board receive this report; and
- (2) The Board forward a copy of this report to the City's Deputy City Manager and Chief Financial Officer for information.

Financial Implications:

There are no financial implications relating to the recommendations contained within this report.

Background/Purpose:

The Board, at its meeting on December 17, 2009 (Min. No. P334/09 refers), approved the Toronto Police Services Board Operating Budget at a net amount of \$2,347,800. Subsequently, Toronto City Council, at its meeting of April 15 and April 16, 2010, approved the Board's 2010 Operating Budget at the same amount.

The purpose of this report is to provide information on the Board's 2010 projected year-end variance.

Discussion:

The following chart summarizes the variance by category of expenditure.

Expenditure Category	2010 Budget (\$000s)	Actual to Mar 31/10 (\$000s)	Projected Year- End Actual (\$000s)	Fav / (Unfav) (\$000s)
Salaries & Benefits (incl. prem.pay)	\$909.3	\$217.8	\$909.3	\$0.0
Non-Salary Expenditures	<u>\$1,438.5</u>	<u>\$61.1</u>	<u>\$1,438.5</u>	<u>\$0.0</u>
Total	<u>\$2,347.8</u>	<u>\$278.9</u>	<u>\$2,347.8</u>	<u>\$0.0</u>

It is important to note that expenditures do not all follow a linear pattern and therefore year-to-date expenditures cannot be simply extrapolated to year end. Rather, the projection of expenditures to year end is done through an analysis of all accounts, taking into consideration factors such as expenditures to date, future commitments expected and spending patterns.

As at March 31, 2010, no variance is anticipated. Details are discussed below.

Salaries & Benefits (including Premium Pay)

Year-to-date expenditures are consistent with the budget and therefore no year-end variance is projected.

Non-salary Budget

The majority of the costs in this category are for arbitrations / grievances and City charge backs for legal services.

The Toronto Police Services Board cannot predict or control the number of grievances filed or referred to arbitration as filings are at the discretion of bargaining units. In order to deal with this uncertainty, the 2010 budget includes a \$600,000 contribution to a Reserve for costs of independent legal advice. Fluctuations in legal spending will be dealt with by increasing or decreasing the budgeted reserve contribution in future years' operating budgets.

No variance is anticipated in the remaining accounts at this time.

Conclusion:

The year-to-date expenditure pattern is consistent with the approved estimate. As a result, projections to year end indicate no variance to the approved budget.

- (1) The Board forward a copy of this report to the City's Deputy City Manager and Chief Financial Officer for information.

The Board received the foregoing report and agreed to forward a copy to the City's Deputy City Manager and Chief Financial Officer for information.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

**#P141. TORONTO POLICE SERVICE: OPERATING BUDGET VARIANCE
REPORT FOR THE PERIOD ENDING MARCH 31, 2010**

The Board was in receipt of the following report May 3, 2010 from William Blair, Chief of Police:

Subject: OPERATING BUDGET VARIANCE REPORT FOR THE TORONTO POLICE
SERVICE – PERIOD ENDING MARCH 31, 2010

Recommendations:

It is recommended that:

- (1) the Board receive this report; and
- (2) the Board forward a copy of this report to the City's Deputy City Manager and Chief Financial Officer for information.

Financial Implications:

There are no financial implications relating to the recommendations contained within this report.

Background/Purpose:

The Board, at its March 9, 2010 meeting, approved the Toronto Police Service's 2010 operating budget at a net amount of \$888.1 Million (M), including a one-time unspecified reduction of \$4.1M (Min. No. P58/10 refers). Subsequently, Toronto City Council, at its meeting of April 15 and April 16, 2010, approved the Board's 2010 Operating Budget at the same amount.

The purpose of this report is to provide information on the Service's 2010 projected year-end variance as of March 31, 2010.

Discussion:

The following chart summarizes the variance by expenditure and revenue category.

Category	2010 Budget (\$Ms)	Actual to Mar 31st/10 (\$Ms)	Projected Year- End Actual (\$Ms)	Fav / (Unfav) (\$Ms)
Salaries	\$642.4	\$152.8	\$642.6	(\$0.2)
Premium Pay	\$45.4	\$8.6	\$45.8	(\$0.4)
Benefits	\$160.5	\$43.7	\$161.1	(\$0.6)
Materials and Equipment	\$22.1	\$10.1	\$22.1	\$0.0
Services	\$89.8	\$17.7	\$89.8	\$0.0
Total Gross	\$960.2	\$232.9	\$961.4	(\$1.2)
Revenue	(\$72.1)	(\$21.3)	(\$69.6)	(\$2.5)
Total Net	\$888.1	\$211.6	\$891.8	(\$3.7)

It is important to note that expenditures do not all follow a linear pattern and therefore year-to-date expenditures cannot be simply extrapolated to year end. Rather, the projection of expenditures to year end is done through an analysis of all accounts, taking into consideration factors such as expenditures to date, future commitments expected and spending patterns. In addition, the Service receives significant amounts of in year grant funding and the revenue and expense budgets are adjusted when receipt of funds is confirmed.

The Service's budget includes a one-time unspecified reduction of \$5.9M. The budget also includes \$1.8M in additional funding to hire 42 additional officers for the Transit Policing unit, resulting in a net reduction of \$4.1M. These additional officers will be hired in the August 2010 recruit class. Adjustments to the Human Resources (HR) Strategy for 2010, and summarized in the chart below, are projected to result in savings of \$1.6M.

2010 Recruit Hiring				
Class	Budgeted Class Size	Changes	Revised Class Size	\$ Cost (Savings)
August	122	-80	42	(\$3.5M)
December	130	30	160	\$0.1M
	252	-50*	202	(\$3.4M)

* The 50 recruits not hired in 2010 will be included in the 2011 HR Strategy.

As a result, the remaining one-time reduction required to be achieved in 2010 is \$2.5M (\$5.9M less \$1.8M for the transit unit officers, less \$1.6M from the adjustment of the 2010 recruit classes). The remaining \$2.5M one-time reduction has been reflected as other revenue.

As at March 31, 2010, the Service is projecting an unfavourable variance of \$3.7M. This variance includes the remaining \$2.5M one-time unspecified reduction and an additional unfavourable variance of \$1.2M which is explained in the following sections. The Service is exploring options to absorb the \$3.7M and every attempt will be made to reduce expenditures without impacting on the delivery of effective police services. Updates will be provided to the Board through the variance reporting process. Details of each major expenditure category and revenue are discussed in the sections that follow.

Salaries:

An unfavourable variance of \$0.2M is projected in the salary category.

Expenditure Category	2010 Budget (\$Ms)	Actual to Mar 31st/10 (\$Ms)	Projected Year- End Actual (\$Ms)	Fav / (Unfav) (\$Ms)
Uniform Salaries	\$489.1	\$117.9	\$490.7	(\$1.6)
Civilian Salaries	<u>\$153.3</u>	<u>\$34.9</u>	<u>\$151.9</u>	<u>\$1.4</u>
Total Salaries	<u>\$642.4</u>	<u>\$152.8</u>	<u>\$642.6</u>	<u>(\$0.2)</u>

The Service's hiring plan for recruits is structured to ensure that the Service's average deployed strength is as close as possible to the deployed target strength for the year, taking into consideration projected separations for the year and the three available intake classes to the Ontario Police College (OPC). It is not possible to achieve significant budget reductions, approved by the City, without affecting staffing levels. In order to accommodate the City's recommendation and funding allocation for the equivalent of 42 transit security officers and to address the unallocated budget reduction, the following impacts have resulted and changes made to the planned HR strategy:

- The reduction in the August 2010 recruit class impacts the average deployed strength in 2011. As a result of these changes, the average deployed strength in 2011 is projected to be 5,547 or 71 officers below the 5,618 average deployment target (5,588 approved uniform strength plus 30 School Resource Officers (SROs) funded through the Toronto Anti-Violence Intervention Strategy (TAVIS)).
- The 2010 operating budget assumed total uniform separations (resignations and retirements) of 250. Fewer separations than anticipated by the end of March 2010 have resulted in a projected \$1.6M unfavourable variance in uniform salaries. Actual separations will continue to be monitored and reported on in future variance reports.

Civilian salary budgets are projected to be \$1.4M favourable. A portion of the savings (\$0.4M) is a result of gapping savings in the court officer and communication operator salary categories. These positions are critical to operations and must be fully staffed at all times. Premium pay is used to ensure there is no staffing gap in these areas. As a result, the premium pay category will reflect a shortfall. The remaining savings of \$1.0M are a result of the Service delaying the hiring of other civilian staff where operationally feasible.

Premium Pay:

An over expenditure of \$0.4M is projected in the premium pay category. This shortfall is attributable to the requirement to address the staff vacancies in the Court Services and Communication Services units.

Expenditure Category	2010 Budget (\$Ms)	Actual to Mar 31st/10 (\$Ms)	Projected Year- End Actual (\$Ms)	Fav / (Unfav) (\$Ms)
Court	\$12.2	\$3.1	\$12.2	\$0.0
Overtime	\$6.5	\$1.5	\$6.5	\$0.0
Callback	\$7.2	\$1.1	\$7.2	\$0.0
Lieutime Cash Payment	\$19.5	\$2.9	\$19.9	(\$0.4)
Total Premium Pay*	\$45.4	\$8.6	\$45.8	(\$0.4)

* Approx. \$2.6M is attributed to grant-funded expenditures (revenue budget has been increased by same amount)

No other variances are currently projected in the premium pay category. Although premium pay is subject to the exigencies of policing and uncontrollable events can have an impact on expenditures, the Service strictly enforces the monitoring and control of premium pay.

Benefits:

An over expenditure of \$0.6M is projected in the benefits category.

Expenditure Category	2010 Budget (\$Ms)	Actual to Mar 31st/10 (\$Ms)	Projected Year- End Actual (\$Ms)	Fav / (Unfav) (\$Ms)
Medical / Dental	\$37.3	\$7.0	\$37.3	\$0.0
OMERS / CPP / EI / EHT	\$97.1	\$29.5	\$97.7	(\$0.6)
Sick Pay / CSB / LTD	\$13.8	\$4.7	\$13.8	\$0.0
Other (e.g., WSIB, life ins.)	\$12.3	\$2.5	\$12.3	\$0.0
Total Benefits	\$160.5	\$43.7	\$161.1	(\$0.6)

The projected over expenditure is primarily attributed to the OMERS accounts. OMERS expenditures are currently trending \$0.6M unfavourable, in part due to the number and make-up of year-to-date and anticipated separations. This account will continue to be monitored closely, and any changes to this projection will be reported on in future variance reports.

Materials and Equipment:

Expenditures in this category are projected to be on budget.

Expenditure Category	2010 Budget (\$Ms)	Actual to Mar 31st/10 (\$Ms)	Projected Year- End Actual (\$Ms)	Fav / (Unfav) (\$Ms)
Vehicles (gas, parts)	\$10.6	\$3.6	\$10.6	\$0.0
Uniforms	\$4.7	\$3.5	\$4.7	\$0.0
Other Materials	\$5.3	\$2.5	\$5.3	\$0.0
Other Equipment	\$1.5	\$0.5	\$1.5	\$0.0
Total Materials & Equipment*	\$22.1	\$10.1	\$22.1	\$0.0

* Approx. \$0.1M is attributed to grant-funded expenditures (revenue budget has been increased by same amount)

Services:

Expenditures in this category are projected to be on budget.

Expenditure Category	2010 Budget (\$Ms)	Actual to Mar 31st/10 (\$Ms)	Projected Year- End Actual (\$Ms)	Fav / (Unfav) (\$Ms)
Legal Indemnification	\$0.6	\$0.1	\$0.6	\$0.0
Uniform Cleaning Contract	\$2.2	\$1.8	\$2.2	\$0.0
Courses / Conferences	\$2.4	\$0.1	\$2.4	\$0.0
Clothing Reimbursement	\$1.5	\$0.0	\$1.5	\$0.0
Computer Lease / Maintenance	\$13.0	\$8.9	\$13.0	\$0.0
Phones / cell phones / 911	\$6.6	\$1.4	\$6.6	\$0.0
Reserve contribution	\$29.0	\$0.0	\$29.0	\$0.0
Caretaking / maintenance	\$18.8	\$0.0	\$18.8	\$0.0
Other Services	\$15.7	\$5.4	\$15.7	\$0.0
Total Services *	\$89.8	\$17.7	\$89.8	\$0.0

* Approx. \$0.6M is attributed to grant-funded expenditures (revenue budget has been increased by same amount)

Revenue:

An unfavourable variance of \$2.5M is projected in this category.

Revenue Category	2010 Budget (\$Ms)	Actual to Mar 31st/10 (\$Ms)	Projected Year- End Actual (\$Ms)	Fav / (Unfav) (\$Ms)
Recoveries from City	(\$8.6)	(\$1.0)	(\$8.6)	\$0.0
CPP and Safer Comm'y grants	(\$16.3)	(\$5.1)	(\$16.3)	\$0.0
Other Gov't grants	(\$9.2)	(\$9.2)	(\$9.2)	\$0.0
Fees (e.g., paid duty, alarms, ref.)	(\$9.9)	(\$1.7)	(\$9.9)	\$0.0
Secondments	(\$3.6)	(\$1.2)	(\$3.6)	\$0.0
Draws from Reserves	(\$13.2)	\$0.0	(\$13.2)	\$0.0
Other Revenues (e.g., pris.return)	(\$11.3)	(\$3.1)	(\$8.8)	(\$2.5)
Total Revenues	(\$72.1)	(\$21.3)	(\$69.6)	(\$2.5)

The "other revenue" budget includes the remaining \$2.5M unspecified one-time budget reduction. At this time, the Service has not identified how the unspecified budget reduction will be achieved and it is therefore being reflected as an unfavourable variance. The Service is carefully monitoring its financial situation and exploring options and any areas that can be reduced to achieve this reduction. These will be identified to the Board through the variance reporting process.

Conclusion:

As at March 31, 2010, the Service is projecting an unfavourable variance of \$3.7M by year end, including the remaining \$2.5M one-time unspecified reduction. Expenditures and revenues will be closely monitored throughout the year, and the Service will endeavour to remain within the approved 2010 net operating budget.

Mr. Tony Veneziano, Chief Administrative Officer, Administrative Command will be in attendance to answer any questions from the Board.

The Board received the foregoing report and agreed to forward a copy to the City's Deputy City Manager and Chief Financial Officer for information.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

**#P142. TORONTO POLICE SERVICE – PARKING ENFORCEMENT UNIT:
OPERATING BUDGET VARIANCE REPORT FOR THE PERIOD
ENDING MARCH 31, 2010**

The Board was in receipt of the following report May 6, 2010 from William Blair, Chief of Police:

Subject: OPERATING BUDGET VARIANCE REPORT FOR THE TORONTO POLICE
PARKING ENFORCEMENT UNIT – PERIOD ENDING MARCH 31, 2010

Recommendations:

It is recommended that:

- (1) the Board approve a revised budget of \$39.5M for the Toronto Police Service, Parking Enforcement Unit, an increase of \$0.75M over the previously approved budget; and
- (2) the Board forward a copy of this report to the City's Deputy City Manager and Chief Financial Officer for information.

Financial Implications:

There are no financial implications relating to the recommendations contained within this report.

Background/Purpose:

The Board, at its meeting on December 17, 2009 (Min. No. P356/09 refers), approved the Toronto Police Service Parking Enforcement (PEU) Unit Operating Budget at a net amount of \$38.8 Million (M). Subsequently, Toronto City Council, at its meeting of April 15 and April 16, 2010, approved the Board's 2010 Operating Budget at \$39.5M. The increase was a result of added court rooms by the City, and resultant pressures on premium pay for the PEU, as discussed below.

The Parking Enforcement Unit's budget is not part of the Service's operating budget, but rather is maintained separately in the City's non-program budgets.

The purpose of this report is to obtain Board approval for the revised PEU budget approved by City Council, and to provide information on the PEU 2010 projected year-end variance.

Discussion:

The following chart summarizes the variance by category of expenditure.

Category	2010 Budget (\$Ms)	Actual to Mar 31/10 (\$Ms)	Year-End Projected Actual (\$Ms)	Fav/(Unfav) (\$Ms)
Salaries	\$25.48	\$6.23	\$25.48	\$0.00
Premium Pay	\$3.12	\$0.30	\$3.12	\$0.00
Benefits	\$5.94	\$0.88	\$5.94	\$0.00
Total Salaries & Benefits	\$34.54	\$7.41	\$34.54	\$0.00
Materials	\$1.48	\$0.16	\$1.48	\$0.00
Equipment	\$0.06	\$0.00	\$0.06	\$0.00
Services	\$4.94	\$1.22	\$4.94	\$0.00
Revenue	(\$1.51)	\$0.00	(\$1.51)	\$0.00
Total Non-Salary	\$4.97	\$1.38	\$4.97	\$0.00
Total Net	\$39.51	\$8.79	\$39.51	\$0.00

It is important to note that expenditures do not all follow a linear pattern and therefore year-to-date expenditures cannot be simply extrapolated to year end. Rather, the projection of expenditures to year end is done through an analysis of all accounts, taking into consideration factors such as expenditures to date, future commitments expected and spending patterns.

As at March 31, 2010, no variance is anticipated. Details are discussed below.

Salaries & Benefits (including Premium Pay):

No variance is projected in the Salaries category. PEU schedules just one recruit class per year and hires the appropriate number of officers to ensure that, on average, it is at its full complement of officers during the year. The size of the recruit class is based on projected separations in 2010. Current trends indicate that the 2010 attrition will be in line with budgeted amount.

Nearly all premium pay at the PEU is related to enforcement activities, attendance at court and the backfilling of members attending court. With respect to enforcement activities, premium pay is utilized to staff special events or directed enforcement activities. The opportunity to redeploy on-duty staff for special events is minimal, as this will result in decreased enforcement in the areas from which they are being deployed. Directed enforcement activities are instituted to address specific problems. All premium pay expenditures are approved by supervisory staff and strictly controlled.

The 2010 premium pay budget was increased by \$1.7M by the City due to two anticipated pressures:

- (a) During 2009, the City experienced a significant increase in members of the public contesting parking infractions, resulting in an increased demand for, and backlog of, court cases. To address this backlog, the City opened several additional court rooms during 2009, resulting in increased court attendance by Parking Enforcement Officers, and therefore higher premium pay costs. The PEU 2010 operating budget was increased by \$0.9M to cover the expected increase in off-duty court attendance due to these additional court rooms; and
- (b) Parking Enforcement has very limited flexibility with respect to attendance at court. If court schedules are changed to enable members to attend court while on duty, there will be a decrease in enforcement while members attend court. If members do not attend court, parking infractions will be revoked. In order to maintain enforcement activities, City Council at its meeting of April 15 and 16, 2010, increased the PEU 2010 operating budget by \$0.75M to allow for the backfilling of PEU staff who are required to attend court on duty.

At this time, no variance is being projected with respect to premium pay. The impact of these changes on 2010 projected spending will continue to be monitored and reported in future variance reports.

Non-salary Expenditures:

No variance is anticipated in the non-salary accounts at this time.

Conclusion:

As a result of City Council approval, the Parking Enforcement Unit's 2010 budget has been increased by \$0.75M to a total of \$39.5M.

As at March 31, 2010, no variance is projected to the Parking Enforcement Unit's operating budget.

Mr. Tony Veneziano, Chief Administrative Officer, Administrative Command will be in attendance to answer any questions from the Board.

The Board approved the foregoing report and agreed to forward a copy to the City's Deputy City Manager and Chief Financial Officer for information.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

**#P143. TORONTO POLICE SERVICE: 2010 CAPITAL BUDGET VARIANCE
REPORT PERIOD ENDING MARCH 31, 2010**

The Board was in receipt of the following report May 3, 2010 from William Blair, Chief of Police:

Subject: 2010 CAPITAL BUDGET VARIANCE REPORT FOR THE TORONTO
POLICE SERVICE – PERIOD ENDING MARCH 31, 2010

Recommendations:

It is recommended that:

- (1) the Board approve a cash flow increase of \$2.45 Million (M) to the 2010 vehicle replacement project within the Service's Vehicle and Equipment Reserve (Reserve) and a corresponding cash flow decrease in 2011 for a zero net impact on the Reserve, for the acquisition of 75 additional marked vehicles in 2010;
- (2) the Board approve a technical adjustment to increase the 2009 carry forward amounts, to reflect final year-end balances, for the Power Supply and Furniture Replacement projects by \$18,450 and \$4,543 respectively with no net impact on the capital program;
- (3) the Board forward a copy of this report to the City Budget Committee for approval of recommendations No. 1 and 2; and
- (4) the Board forward a copy of this report to the City's Deputy City Manager and Chief Financial Officer for information.

Financial Implications:

There are no financial implications related to the recommendations contained within this report. The 2010 cash flow adjustment to the Reserve allows the Service to commence the implementation of a strategy to manage the planned phase-out of the current marked police vehicle. The 2011-2020 capital program submission will reflect the appropriate adjustments to the Reserve to fully implement the strategy.

Capital projects are managed within a total approved project amount that can span over several years. Any unspent budget allocation approved in a particular year can be carried forward for one year.

The Council-approved gross available funding for 2010 (including carryover from 2009) is \$87.8 million (M). Taking into consideration the recommendations in this report, gross available funding for 2010 will be adjusted to \$90.3M (\$87.8M + \$2.45M + \$0.023M). Total adjusted funding is comprised of \$70.8M (debt-funded) and \$19.5M (other-than-debt funded).

As of March 31, 2010, the Service is projecting a total gross expenditure of \$86.8M, compared to \$90.3M in available funding (a spending rate of 96.1% for 2010). From a net debt perspective, the Service is projecting total expenditures of \$55.7M, compared to \$57.9M in available funding (a spending rate of 96.1%). The projected (net) under-expenditure for 2010 is \$2.3M. This amount is still required and will be carried forward to 2011.

Background/Purpose:

At its special meeting of December 8, 2009, City Council approved the Toronto Police Service’s 2010-2019 capital program. Subsequently, the Board approved the revised capital program at its December 17, 2009 meeting (Min. No. P357/09 refers). Attachment A provides a summary of the Board and Council approved budget.

This capital variance report provides the status of projects as at March 31, 2010.

Discussion:

Summary of Capital Projects:

Attachment B provides a status summary of the on-going projects from 2009 as well as those projects that have or will be starting in 2010. The 2010 budget reflected in Attachment B includes the adjustments recommended for approval in this report. Any significant issues or concerns have been highlighted below in the “Key Highlights/Issues” section of this report.

Key Highlights/Issues:

As part of its project management process, the Service has adopted a colour code (i.e. green, yellow or red) to reflect the health status of capital projects. The overall health of each capital project is based on budget, schedule and scope considerations. The colour codes are defined as follows:

- Green – on target to meet project goals (scope/functionality), and on budget and schedule;
- Yellow – at risk of not meeting certain goals, some scope, budget and/or schedule issues, and corrective action required; and
- Red – high risk of not meeting goals, significant scope, budget and/or schedule issues, and corrective action required.

The following provides summary information on key projects within the 2010-2019 Capital Program.

- New Training Facility (Gross \$76.1M, net \$66.0M)

Overall Project Health Status	
Current	Previous Variance Report
GREEN	GREEN

The new training facility project is complete, and occupancy occurred in August 2009. Funding in the amount of \$0.2M has been carried forward to 2010 in order to accommodate items that were originally within the scope of the project but were deferred to address other critical priorities.

As noted in the June 2009 variance report (Min. No. P229/09 refers), the Service has applied to the Federation of Canadian Municipalities (FCM) for financing from the Green Municipal Fund (GMF) in relation to the new training facility. The FCM has advised that the application for financing has been approved in the form of a grant of \$300,000 and a low-interest loan to the City of \$2M. However, the actual grant amount is conditional upon the loan being disbursed, verification that the project is complete, the achievement of a 40% reduction in energy consumption and an external audit. An external consultant’s report confirming that the building achieves a 40% energy reduction was submitted to the FCM in January 2010. The Service is in the process of hiring an external auditor to perform the required audit. Once the external audit is completed, the Service expects to receive the grant of \$300,000. The grant amount of \$300,000 has been accounted for in the final project status.

A close out report for this project will be provided to the Board once the GMF grant is obtained.

At its March 25, 2010 meeting, the Board approved a motion “that the next capital variance report include a comparison of the operating costs between the new training facility constructed with energy and environmental cost-savings designs and the previous older and smaller facility” (Min. No. P68/10 refers). This variance report does not include the comparison requested by the Board as a more meaningful comparison would be available after the new facility has been in operation for a full year (i.e. August 2010). Therefore, the Service will be working with City Facilities staff to compile the operating costs of the new and old facilities, based on square footage, and the comparison data will be included in the Service’s annual Environmental Initiatives report to the Board.

- Intelligence / Special Investigation Facility (\$6.1M)

Overall Project Health Status	
Current	Previous Variance Report
GREEN	GREEN

This project provides funding for upgrades and renovations to the existing Special Investigation Services (SIS)/Intelligence facility. Construction is substantially complete and the renovated area has been operational since November 2009.

In 2009, \$400,000 was transferred from the State of Good Repair project to the Intelligence facility project to cover the cost of additional equipment and unanticipated work resulting from the complexity of the existing facility (Min. No. P316/09 refers). Funding in the amount

of \$0.6M has been carried forward to 2010 to complete work previously deferred. These funds are anticipated to be fully spent.

A close out report for this project will be provided to the Board in the third quarter of 2010.

- Property and Evidence Management Facility (\$35M)

Overall Project Health Status	
Current	Previous Variance Report
GREEN	GREEN

This project is for the purchase and renovation of an existing building to house the Property and Evidence Management Unit (PEMU) facility. A suitable site on Progress Road was identified and City Council, at its meeting in January 2010, approved the purchase of this property for the Service.

The real estate transaction is expected to close on April 28, 2010. Subsequent to the transaction closing, the Service will develop a plan for the design and timing of renovations required.

- 11 Division (\$26.9M)

Overall Project Health Status	
Current	Previous Variance Report
GREEN	GREEN

This project is for the construction of a new 11 Division facility at 2054 Davenport Road. The building has been designed to meet LEED-Silver certification, and construction of the new 11 Division facility commenced in October 2009. The demolition of the 1960's portion of the existing facility is complete and partial demolition of the existing 1913 school facility is well underway. As part of the retention of the Davenport Road façade, a steel structure has been erected to support the existing 1913 building, while demolition and new construction proceeds. Footings and foundation work is progressing along the western portion of the site and additional work regarding the underground site services is commencing in the parking area.

The majority of tenders have been awarded and the project remains within the approved budget at this time. However, some tenders are still to be awarded, and the estimate will continue to be monitored and updated. Infrastructure Stimulus Funding (ISF) of \$9.7M has been approved for this project and the Service expects to meet the ISF completion date requirement at this time.

- 14 Division (\$34.9M)

Overall Project Health Status	
Current	Previous Variance Report
GREEN	GREEN

This project is for the construction of a new 14 Division facility at 11 St. Annes Road. The facility is being designed and will be constructed to meet the requirements for LEED-Silver certification. Contracts for architectural design and consulting services and for construction management services have been awarded by the Board.

The project design phase is complete and a presentation on the building design was provided to the Board’s April 2010 meeting. Site preparation is expected to start in June 2010 with full construction activity commencing in the Fall. The Construction Manager is issuing a series of pre-qualification documents for tender, and some of the tender contracts are expected to be awarded by early summer.

A meeting with City Planning to introduce the project for site plan application has occurred. The project team plans to submit drawings to the City’s STAR Advisory Group for comments within the next three to four weeks and submission to City Planning for approval within the next few months. The site plan approval process can take approximately six to nine months.

Construction of this facility is expected to be completed by the third quarter of 2012. ISF funding of \$8.7M has been approved for 14 Division. The Service has advised the City Manager that the substantial construction completion date for the new 14 Division facility is beyond March 31, 2011. This may impact on the total amount of ISF funding available for this project.

The current cost estimate for this project is still preliminary. The estimate is being monitored and will become more certain as the project moves through the various working drawings, and as the major construction activities are tendered and awarded.

- In-Car Camera (\$9.5M)

Overall Project Health Status	
Current	Previous Variance Report
GREEN	GREEN

This project provides funding for the purchase and implementation of In-Car Camera (ICC) systems, including the necessary infrastructure (i.e. servers, data storage and upgraded network).

The Service is now targeting to replace at least 400 of the 460 ICCs through this capital project. As noted in the December 2009 variance report (Min. No. P68/10 refers), 221 camera systems have been purchased. The project team completed installation at the final division planned for 2009 (53 Division) and started the 2010 roll out at 22 and 23 Divisions.

In order to ensure cameras are purchased closer to planned installation dates, \$1.5M of available funding has been carried forward to 2010. The following table summarizes the 2010/2011 roll-out schedule.

Planned 2010/11 Installations

Seq	Location	Start Date	Scheduled Completion Date	Status
1	Division 22	Feb 2010	Apr 2010	Started
2	Division 23	April 2010	July 2010	Started
3	Division 33	July 2010	Sept 2010	
4	Division 43	Aug 2010	Oct 2010	
5	Division 41	Sept 2010	Nov 2010	
6	Division 31	Oct 2010	Dec 2010	
7	Division 32	Nov 2010	Jan 2011	
8	Division 11	Dec 2010	Feb 2011	
9	Division 55	Jan 2011	Mar 2011	
10	Division 54	Feb 2011	April 2011	
11	Division 42	Mar 2011	May 2011	
12	Division 12	April 2011	June 2011	

It should be noted that due to additional workload with respect to the G8/G20 Summits, rollouts in the first six months of 2010 are likely to be delayed one to two months. The Service currently has one installation crew working on installing the ICC systems. In order to accelerate the schedule, a second crew will be added in July.

It is estimated that \$0.39M will be carried forward to 2011. This project remains on budget.

- Digital Video Asset Management System (DVAMS) II (\$5.7M)

Overall Project Health Status	
Current	Previous Variance Report
GREEN	GREEN

The vision of DVAMS I was to acquire video evidence in a digital format at source, and reduce the storage and use of physical video evidence media within the organization. DVAMS II extends network-based digital video data file technology to acquire, transport, index, search, disclose, archive and purge digital video evidence securely and efficiently.

DVAMS is in full production, achieving project scope and objectives. All DVAMS locations are operational. In parallel with the DVAMS production rollout, the project team completed the operational readiness preparation in the areas of training, communications, technical documentation and corresponding process and procedures.

Four of five project phases of DVAMS II are complete (project initiation; project planning; solution development and testing; and solution implementation). The project is currently executing phase 5 (project close-out) which includes the conclusion of the contracts, project financial summary, documentation and the commencement of post-implementation support and maintenance. A project close out report to the Board is anticipated by the end of the year.

- HRMS – Upgrade and Additional Functionality (\$0.5M)

Overall Project Health Status	
Current	Previous Variance Report
YELLOW	N/A

The Service’s Human Resources Management System (HRMS) is a PeopleSoft system that provides key applications that service the Toronto Police membership through the administration of payroll functions and the maintenance of employee information.

In June 2007, the HRMS application was upgraded to version 8.9. The Service will require an upgrade by the end of 2010 to remain compliant with continued vendor support. The required funding is to upgrade to the most current version of PeopleSoft (v.9.0), beginning in April and concluding in October. Implementation of the HRMS additional functionality will commence immediately following the upgrade and conclude in 2011. This additional functionality will further improve the Service’s ability to manage its workforce, as well as recruit internal and external candidates.

It is anticipated that \$0.3M will be carried forward to 2011 to complete the additional functionality. This project remains on budget.

- Radio Replacement (\$35.5M)

Overall Project Health Status	
Current	Previous Variance Report
GREEN	GREEN

This project provides funding for the replacement of the Service’s current communication radios which are approaching the end of manufacturer’s support, and to ensure operability on the new platform that will be implemented through the City-managed Radio Infrastructure Replacement project. The replacement of the radios commenced in 2006 and will be completed in 2012. Between 2006 and 2010, 971 mobile radios and 1,356 portables radios

were acquired. The remaining 637 mobile radios and 955 portable radios will be purchased between 2011 and 2012.

While the majority of this project is debt-funded (\$29.5M), \$6M was borrowed from the Service's Vehicle and Equipment Reserve to fund the purchase of radios in 2008 and 2009, in order to reduce financial pressure on the capital program.

The Service's vendor of record has introduced a newer portable model radio (APX7000). This newer model has additional/enhanced features that are operationally beneficial to the Service; however, the cost per unit is higher. In order to remain within the approved funding for this project, the new model will be issued to front-line uniform officers only.

This project is currently on schedule and on budget.

- Acquisition and Implementation of the New Records Management System (\$24.5M)

Overall Project Health Status	
Current	Previous Variance Report
GREEN	GREEN

This project provides funding for the replacement of the Service's current Records Management System (RMS) with a commercial, off-the-shelf (COTS) solution. The Integrated Records Information System (IRIS) project team has been established to identify potential systems and system integration services that will meet the needs of the TPS for an integrated, police-purposes records and information system.

The final stages of the Request for Proposal (RFP) have been completed, and a purchase recommendation to the Board is anticipated for the May 20, 2010 meeting. The next recommended stage is a Statement of Work (SOW) phase, which is anticipated to take approximately 9-12 months. During this phase, the IRIS Project Team and members from across the Service will work with the vendor project team to refine the scope of the project and establish a detailed scope of work, including such items as system configuration, data conversion, hardware requirements, network modification and database management. This approach will help minimize change orders and mitigate potential risks during implementation, as well as clarify/confirm costs.

As a result of this strategy, it is anticipated that during 2010, \$1.1M of the available \$1.7M will be spent. The remaining balance of \$0.6M will be carried forward to 2011. The project is anticipated to be completed by the end of 2014 and, subject to the results of the SOW, is currently on budget and on schedule.

- 911 Hardware/Handset (\$1.2M)

Overall Project Health Status	
Current	Previous Variance Report
YELLOW	N/A

This project provides funding for the replacement of the 911 equipment. The PBX switches provide specialized telephone connectivity and interface to various systems for the sole purpose of responding to and dispatching of 911 calls. This equipment is essential to the operational services provided by the Communications Centre and to provide backup to Fire Services.

The project is anticipated to be delayed in 2010, as G20 operational requirements have resulted in key members being unavailable to develop the required plans for this project. The required detail design and needs analysis is underway but will not be completed until after the third quarter of 2010. It is anticipated that a Request for Proposal (RFP) will be issued towards the end of 2010. The entire 2010 funding of \$0.8M will be carried forward to 2011.

- Replacement of Voicemail (\$1.2M)

Overall Project Health Status	
Current	Previous Variance Report
GREEN	N/A

This project provides for the replacement of the hardware and upgrade of the current Service's voicemail application, to ensure both system hardware and software are kept in a state of good repair, and to address the limited capacity of the current system as well as future technological requirements.

The project is slightly behind the original schedule in 2010 due to key members of this project being assigned to the G8/G20 Summits, and therefore being unavailable to develop the required plans for this project.

It is anticipated that \$0.2M will be carried forward to 2011 for implementation costs.

- Vehicle and Equipment Lifecycle Replacements (approved \$17.6M for 2010)

Projects listed in this category are funded from the Vehicle and Equipment Reserve, which is in turn funded through regular contributions from the Service's and Parking Enforcement's operating budgets. Items funded through this Reserve include the regular replacement of vehicles, furniture and information technology equipment.

Vehicle Replacement: The current standard patrol vehicle purchased by the Service is Ford's Crown Victoria. Ford is stopping production of this vehicle in 2012. In order to ensure that the Service has sufficient time for the necessary planning and evaluation of new models, the Service has developed a plan to acquire more Crown Victorias in 2010 and 2011, and fewer cars in future years, until a new police vehicle model has been selected. As some manufacturers have not yet made their police models available, this could take up to two years. Therefore, it is recommended that the 2010 cash flow be increased by \$2.45M, with a corresponding cash flow decrease in 2011. This will allow the Service to commence the purchase of additional replacements in 2010. Future years' funding will be adjusted and reflected in the 2011-2020 capital program. It is anticipated that the plan in its entirety will have no net impact on the Service's Vehicle and Equipment Reserve balance.

IT-Related Replacements: The projected under spending of \$1.0M in 2010 is primarily related to the timing of acquisition in several IT-related projects. Several IT replacements are being deferred due to IT resources being assigned to G20 Summit planning and implementation. The unspent 2010 funds will be carried forward to 2011.

Cashflow Carryforward Adjustments:

Each year, the Service is required to report to the City on year-end spending and cashflow carryforwards to the next year. Final year-end balances have resulted in small adjustments to the cashflow carryforward amounts, previously reported, for two projects. As a result, a technical budget adjustment is required to the carryforward amounts previously reported. Specifically, the following carry-forward adjustments are required:

- \$18,450 for the "Power Supply –Fire/EMS/TPS" project; and
- \$4,543 for the "Furniture Replacement" project.

Conclusion:

The Service's capital projects are proceeding well. However, some projects have been delayed due to the need to reassign respective project team members to the planning and implementation of the G8/G20 Summits.

In addition, there is a need to move funds in the Vehicle and Equipment Reserves forward from 2011 to 2010 to help mitigate the future year impact from the discontinue of the Service current patrol vehicle in 2012.

The Service is projecting a total gross expenditure of \$86.8M, compared to \$90.3M in available funding (a spending rate of 96.1% for 2010). The projected net debt-funded expenditure for 2010 is \$55.7M, or 96.1% of the \$57.9M of the approved debt funding. The projected (net) under-expenditure for 2010 is \$2.3M. This amount is still required and will be carried forward to 2011.

Mr. Tony Veneziano, Chief Administrative Officer, Administrative Command will be in attendance to answer any questions from the Board.

Given the significance of the various green and environmental components in the new training facility project, the Board requested that a comprehensive visual presentation be provided at a future Board meeting. Mr. Tony Veneziano, Chief Administrative Officer, agreed to coordinate the presentation and indicated that the topics would include: budget, scope, schedule and lessons learned.

The Board approved the foregoing report.

2010-2019 BOARD-APPROVED CAPITAL PROGRAM (\$000s)

Attachment A

Project Name	Plan to end of 2009	2010	2011	2012	2013	2014	Total 2010-2014 Request	Total 2015-2019 Forecast	Total 2010-2019 Program	Total Project Cost
On-Going Projects										
In - Car Camera	7,132	2,400	0	0	0	0	2,400	0	2,400	9,532
State-of-Good-Repair - Police	0	2,019	1,535	3,632	4,642	4,814	16,642	21,700	38,342	38,342
Radio Replacement	10,685	5,448	7,700	5,700	0	0	18,848	0	18,848	29,533
11 Division - Central Lockup	3,312	17,215	8,918	0	0	0	26,133	0	26,133	29,444
14 Division - Central Lockup	326	7,048	18,666	8,883	0	0	34,597	0	34,597	34,923
Property & Evidence Management Storage	258	23,000	5,000	5,000	2,000	0	35,000	0	35,000	35,258
Acquisition, Impl'n of New RMS	400	1,564	8,092	8,752	4,670	990	24,068	0	24,068	24,468
HRMS - Additional functionality	108	346	0	0	0	0	346	0	346	454
Total On-Going Projects	22,220	59,040	49,911	31,966	11,312	5,804	158,034	21,700	179,734	201,954
New Projects										
911 Hardware / Handsets	0	757	420	0	0	0	1,177	0	1,177	1,177
Replacement of Voice Mail	0	1,222	0	0	0	0	1,222	881	2,103	2,103
2nd floor space optimization	0	2,675	0	0	0	0	2,675	0	2,675	2,675
Fuel Management System	0	697	0	0	0	0	697	0	697	697
5th floor space optimization (new in 2010)	0	0	1,334	0	0	0	1,334	0	1,334	1,334
EDU/CBRN Explosive Containment	0	0	0	487	0	0	487	0	487	487
AFIS	0	0	3,000	0	0	0	3,000	3,000	6,000	6,000
Electronic Document Management	0	0	0	0	0	50	50	450	500	500
Data Warehouse Establishment	0	0	0	0	336	3,224	3,560	4,508	8,068	8,068
54 Division (includes land)	0	0	0	0	300	9,100	9,400	26,912	36,312	36,312
41 Division (includes land)	0	0	0	0	0	0	0	38,403	38,403	38,403
HRMS Upgrade	0	0	0	0	0	152	152	670	822	822
TRMS Upgrade	0	0	0	0	0	1,909	1,909	1,445	3,354	3,354
Digital Content Manager	0	0	0	0	0	1,388	1,388	1,707	3,095	3,095
Fibre Optics	0	0	0	0	0	0	0	11,800	11,800	11,800
Disaster Recovery Site	0	0	0	0	0	0	0	0	0	0
13 Division (includes land)	0	0	0	0	0	0	0	29,901	29,901	38,403
Long Term Facility Plan	0	0	0	0	0	0	0	6,000	6,000	6,000
Radio Replacement	0	0	0	0	0	0	0	28,100	28,100	28,100
Anticipated New IT Projects	0	0	0	0	0	0	0	10,566	10,566	10,566
Total New Projects:	0	5,350	4,755	487	636	15,823	27,050	164,344	191,394	199,896
Total Debt-Funded Projects:	22,220	64,391	54,665	32,453	11,948	21,627	185,084	186,044	371,128	401,851
Total Reserve Projects:	88,397	17,620	22,497	24,685	20,810	18,078	103,689	102,621	206,310	294,707
Total Gross Projects	110,617	82,010	77,163	57,138	32,758	39,704	288,773	288,665	577,439	696,558
Funding Sources:										
Vehicle and Equipment Reserve	(88,397)	(17,620)	(22,497)	(24,685)	(20,810)	(18,078)	(103,689)	(102,621)	(206,310)	(294,707)
ISF estimate for 11 and 14 Div	0	(8,421)	(8,862)				(17,283)	0	(17,283)	(17,283)
Funding from Development Charges	(1,052)	(3,914)	(1,170)	(1,290)	(1,420)	(1,560)	(9,354)	(8,510)	(17,864)	(18,916)
Total Funding Sources:	(89,449)	(29,955)	(32,529)	(25,975)	(22,230)	(19,638)	(130,326)	(111,131)	(241,457)	(330,906)
Total Net Request	21,168	52,056	44,633	31,163	10,528	20,067	158,447	177,534	335,981	357,150
5-year Average:							31,689	35,507	33,598	
City Target:		39,056	44,633	34,163	14,528	26,067	158,447	177,534	335,981	
City Target - 5-year Average:							31,689	35,507	33,598	
Variance to Target:		(13,000)	(0)	3,000	4,000	6,000	(0)	0	(0)	
Variance to Target - 5-year Average:							(0)	0	(0)	

2010 Capital Budget Variance Report As At March 31, 2010 (\$000s)

Project Name	Carry Forward from 2009	2010 Budget	Available to Spend in 2010	2010 Projection	Year-End Variance - (Over)/ Under	Total Project Budget	Total Project Cost (Proj'n)	Project Variance (Over) / Under	Comments	Overall Project Health
Debt-Funded Projects										
<u>Facility Projects:</u>										
New Training Facility	239.2	0.0	239.2	239.2	-	76,099.9	76,099.9	-	Please refer to the body of the report.	Green
Intelligence / Special Investigation Facility	558.4	0.0	558.4	558.4	-	6,149.0	6,149.0	-	Please refer to the body of the report.	Green
Property & Evidence Management	0.0	23,000.0	23,000.0	23,000.0	-	35,000.0	35,000.0	-	Please refer to the body of the report.	Green
2nd Floor space optimization	0.0	2,675.0	2,675.0	2,675.0	-	2,675.0	2,675.0	-	Project is on budget and on schedule.	Green
11 Division (excludes cost of land)	1,899.5	17,215.0	19,114.5	19,114.5	-	26,944.0	26,944.0	-	Please refer to the body of the report.	Green
14 Division (excludes cost of land)	263.6	7,048.0	7,311.6	7,311.6	-	34,923.0	34,923.0	-	Please refer to the body of the report.	Green
<u>Information Technology Projects:</u>										
In-Car Camera	1,479.8	2,400.0	3,879.8	3,492.0	387.8	9,532.0	9,532.0	-	Please refer to the body of the report.	Green
Digital Video Asset Management II	703.0	0.0	703.0	703.0	-	5,665.0	5,665.0	-	Please refer to the body of the report.	Green
HRMS Additional Functionality	108.0	346.0	454.0	200.0	254.0	454.0	454.0	-	Please refer to the body of the report.	Yellow
Acquisition and Implementation of the New RMS	99.4	1,564.0	1,663.4	1,070.0	593.4	24,468.0	24,468.0	-	Please refer to the body of the report.	Green
911 Hardware/Handset	0.0	757.0	757.0	0.0	757.0	1,177.0	1,177.0	-	Please refer to the body of the report.	Yellow
Replacement of Voice Mail	0.0	1,222.0	1,222.0	1,000.0	222.0	1,222.0	1,222.0	-	Please refer to the body of the report.	Green
Fuel Management System	0.0	697.0	697.0	697.0	-	697.0	697.0	-	Project is on budget and on schedule.	Green
Radio Lifecycle	-31.5	5,448.0	5,416.5	5,351.5	65.0	35,533.0	35,533.0	-	Please refer to the body of the report.	Green
RICI Replacement	310.8	0.0	310.8	310.8	-	324.0	324.0	-	Slight delay in 2009 but is proceeding well on revised schedule now and is on budget	Green
<u>Replacements / Maintenance / Equipment Projects</u>										
State-of-Good-Repair - Police	798.2	2,019.0	2,817.2	2,817.2	-	n/a	n/a	n/a		Green
Power Supply-Fire/EMS/TPS *	18.5	-	18.5	18.5	-	618.0	618.0	-	City-managed project.	n/a
Total Debt-Funded Projects	6,446.8	64,391.0	70,837.8	68,558.6	2,279.2					
<u>Lifecycle Projects (Vehicle & Equipment Reserve)</u>										
Vehicle Replacement *	-2,495.0	8,067.0	5,572.0	5,572.0	0.0	n/a	n/a	n/a	Please refer to the body of the report.	Green
IT-Related Replacements	746.0	10,703.0	11,449.0	10,399.4	1,049.6	n/a	n/a	n/a	Please refer to the body of the report.	Green
Other Equipment	1,157.3	1,300.0	2,457.3	2,286.1	171.2	n/a	n/a	n/a		Green
Total Lifecycle Projects	-591.7	20,070.0	19,478.3	18,257.5	1,220.8					
Total Gross Expenditures:	5,855.1	84,461.0	90,316.1	86,816.1	3,500.0	Percent spent:		96.1%		
<u>Less other-than-debt funding:</u>										
Funding from DND- New Training Facility	-220.7	0.0	-220.7	-220.7	0.0	n/a	n/a	n/a		
Funding from Green Grant and Insurance -NTP	-332.5	0.0	-332.5	-332.5	0.0	n/a	n/a	n/a		
Funding from Developmental Charges	0.0	-3,914.0	-3,914.0	-3,914.0	0.0	n/a	n/a	n/a		
Infrastructure Funding	0.0	-8,421.0	-8,421.0	-8,421.0	0.0	n/a	n/a	n/a		
Vehicle & Equipment Reserve	591.7	-20,070.0	-19,478.3	-18,257.5	-1,220.8	n/a	n/a	n/a		
Total Other-than-debt Funding:	38.5	-32,405.0	-32,366.5	-31,145.7	-1,220.8					
Total Net Expenditures:	5,893.6	52,056.0	57,949.6	55,670.4	2,279.2	Percent spent:		96.1%		

* - Reflects budget and carry forward adjustments that are requested in this report

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

**#P144. NEW RECORDS MANAGEMENT SYSTEM – SELECTION OF
VENDOR, STATEMENT OF WORK DEVELOPMENT, AND
PROCUREMENT OF PRODUCT AND SERVICES**

The Board was in receipt of the following report April 28, 2010 from William Blair, Chief of Police:

Subject: NEW RECORDS MANAGEMENT SYSTEM – SELECTION OF VENDOR,
STATEMENT OF WORK DEVELOPMENT, AND PROCUREMENT OF
PRODUCT AND SERVICES

Recommendations:

It is recommended that:

- (1) subject to the completion of a statement of work that is acceptable to the Service, the Board approve Versaterm Inc. as the vendor for the supply and delivery of software, maintenance and professional services in relation to the acquisition and implementation of a new records management system at an estimated cost of \$10.5 Million (inclusive of applicable taxes); and
- (2) the Board authorize the Chair to execute all required agreements and related documents on behalf of the Board, subject to approval by the City Solicitor as to form.

Financial Implications:

Funding in the amount of \$24.5 Million (M) for the purchase of a new records management system (RMS) is included in the Service's approved 2010-2014 Capital Program.

The portion of the project's approved capital funding that has been specifically allocated for the purchase and implementation of the software and related services for a new RMS is not anticipated to exceed \$10.5M of the \$12M estimated for this segment of the project.

Following the development of a detailed statement of work and prior to any additional commitment being made, the Board will be notified if the cost of the new RMS purchase and implementation exceeds \$10.5M, in accordance with the requirements of the Board's Financial Control By-law.

There are no budget implications specifically relating to the statement of work, as the vendor has agreed to the completion of a satisfactory statement of work, as approved by the Service, prior to the contract award and at no additional cost to the Service.

The remaining \$14M of the total approved project budget is required for the purchase of hardware (e.g. servers), external project management services, server and other third party licensing fees, contract staff, and backfilling costs for internal staff assigned to the project.

The total cost estimate for this project remains unchanged at this time. However, a more accurate cost estimate for this project will be available following the completion of the statement of work, and as the cost of other requirements are confirmed. The Board will be kept apprised accordingly through the capital variance reporting process, and any adjustment to the project cost estimate will be reflected in the Service's future Capital Program request.

Background/Purpose:

The current records management system, known as the Enterprise Case and Occurrence Processing System (eCOPS), was implemented in 2003 and is the primary application used by the Service as a repository for operational and investigative information.

An in-depth review of eCOPS was performed to determine if the system would be able to effectively meet the operational and information requirements of the Service. This review identified a number of deficiencies. Based on these deficiencies, the associated costs to maintain/enhance the application, advances in competing technology and information sharing capabilities across police agencies, and overall end user requirements, a decision was made to migrate to a commercial off-the-shelf (COTS) solution (Min. No. P273/08 refers).

The purpose of this report is to recommend a vendor for a new RMS for the Service, and to provide the Board with a summary of the process followed in this regard.

Discussion:

The process and results of the procurement phase for the acquisition and implementation of a new RMS are outlined below.

Issuance of Request for Proposals:

On July 16, 2009, a Request for Proposal (RFP #1109408-09) was issued by the Service's Purchasing Support Services unit to select a vendor for the supply of a new RMS. The original closing date of August 24, 2009 was extended due to requests for clarification from interested vendors and the subsequent issuance of addendums. The amended RFP submission deadline was September 28, 2009.

Three proposals were received and reviewed by Purchasing Support Services, one of which did not meet the mandatory requirements. The two proposals that met the mandatory requirements were Niche Technology Inc. and Versaterm Inc., and their respective proposals were released to the proposal evaluation team for review and scoring against pre-determined evaluation criteria.

Evaluation Process:

The evaluation team was comprised of subject matter experts, uniform and civilian, representing various specialized units across the Service, including:

- Field Officers
- Operational Systems Support Group
- Records Management Services
- Property and Evidence Management Unit
- Court Services
- Forensic Identification Services
- Crime Information Analysis Unit
- Risk Management Unit
- Information Technology Services
- Project Management Office

The weighted evaluation criteria were included in the RFP, and are summarized below:

- Functional Requirements (30%)
- Cost (20%)
- Technical Requirements and Technical Analysis (15%)
- Proponent's Record of Performance and Stability (5%)
- Reference checks with other policing organizations that have implemented the vendors' products (5%)
- Project Management Approach (5%)
- Lab Evaluation (20%)

The evaluation was essentially comprised of two phases. Phase I involved the evaluation of the proposals against the first six criteria outlined above. Phase II involved an evaluation of the two products in a lab environment.

Phase I - Proposal Evaluation Component

The functional, technical, and project management criteria examined the degree of compliance with specified requirements in each of the respective areas, including evaluation of the quality and availability of support services. The cost component addressed software licensing, software maintenance and support, technical and user instructor training, and the provision of project management services.

Evaluation of the proponent's record of performance and stability encompassed a review of the vendor's past history of delivery, quality of service execution, post sales support, and willingness to work with the customer for effective problem resolution. The proponents' corporate vision, product investment focus, customer base, and pricing strategy were also assessed.

The evaluation team was comprised of subject matter experts with extensive knowledge of the respective criteria being assessed. During the first phase, appropriate members of the team were assigned to perform the evaluation and scoring of the specific criteria for each vendor. This process resulted in the scoring of 80 out of a total of 100 points. The remaining 20 points were scored based on the lab evaluation as described below.

Phase II - Lab Evaluation Component:

Niche Technology Inc. and Versaterm Inc. were asked to showcase their products in a lab environment. Desktop and mobile work stations were set up at 23 Division and 43 Division for product evaluations commencing mid-December 2009 to the end of February 2010, with the objective of engaging ten percent of the Service in the evaluation process.

A total of 765 Service members submitted evaluation workbooks either through the lab evaluation or a vendor-led information fair. The information fair encompassed demonstrations and informal discussion sessions where subject matter experts were given the opportunity to ask vendor representatives more specific questions relating to their respective areas of expertise.

The lab evaluation phase encompassed a number of scripted scenarios that demonstrated common workflow processes, allowing many unit representatives, subject matter experts, and key stakeholders to have hands-on experience with each application and to subsequently provide scoring and written feedback regarding each vendor's product. Each participant was required to complete a scoring workbook for subsequent tabulation and summarization as to members' preferences and identification of common themes.

Participants were also asked to record which system best met their expectations, would require the least amount of training, provided the most intuitive report structure, and offered a preferred mobile work station component. Finally, participants were asked to indicate which application they would recommend for purchase by the Service.

Results of the Evaluation:

Based on the results of the Phase I and Phase II evaluation process, Versaterm Inc. obtained the highest overall score and is the recommended vendor for the supply of a new RMS for the Service.

It is anticipated that the Versaterm product (commercially known as Versadex) will replace the current functionality available through the Enterprise Case and Occurrence Processing System (eCOPS), the Criminal Information Processing System (CIPS), Field Information Reports (FIR), the Repository for Integrated Criminalistic Imaging (RICI), Unified Search, and the Property and Evidence Management System (PEMS).

Statement of Work:

In preparation for the implementation of the RMS, a detailed statement of work will be developed with the recommended vendor to define the scope of work, resource requirements, equipment needs, and associated costs prior to the contract award. This approach is designed to reduce risk, limit financial exposure, and clarify costs.

The benefits of developing the statement of work include understanding and confirming:

- the detailed scope of work needed to implement the new RMS with respect to changes in technology, changes to business processes, increased functionality, and training needs;
- the work effort required by internal staff; and
- the work effort and costs for the RMS vendor and any other system integrator to effect the changes.

The statement of work will also assist in addressing areas such as: hardware requirements; data conversion options; maintenance of legacy systems; staffing and training implications; technical implementation requirements; ongoing technical support and upgrades; business process design; and organizational change management. This will be done by conducting a functional review and verification, defining interfaces, evaluating existing architecture, determining data migration needs, and assessing the transition and migration of systems.

Developing a mutually agreed upon statement of work in advance of the contract will help avoid misunderstandings, minimize change orders, reduce overall project risks, limit financial exposure, and clarify/confirm costs.

Consultation has taken place with staff in the Service's Purchasing Support Services unit and the City of Toronto - Legal Services Division with respect to working with the recommended vendor to develop an acceptable statement of work prior to the actual contract award. This approach is agreeable to staff in Purchasing Support Services and Toronto City Legal.

Conclusion:

The selection of a vendor for a new commercial off-the-shelf records management system is an important decision for and represents a significant investment by the Service. After a thorough procurement process, the Service is recommending that Versaterm Inc. be engaged for the supply of software and services pertaining to the acquisition and implementation of a new RMS.

The award of the contract to Versaterm Inc. is subject to the completion of a statement of work that is satisfactory to the Service. The development of a statement of work is an important step to help mitigate project risks, and will essentially ensure that the project scope, deliverables, schedule, cost, and resource requirements for the new RMS implementation are documented and agreed upon in advance of the contract award.

In the event that the statement of work is not acceptable to the Service, the Service reserves the right to conduct negotiations with alternative vendors.

Deputy Chief Kim Derry, Divisional Policing Command, and Mr. Tony Veneziano, Chief Administrative Officer, Administrative Command, will be in attendance to answer any questions that the Board may have regarding this report.

Mr. Tony Veneziano, Chief Administrative Officer, was in attendance and responded to questions about this report.

The Board expressed concerns about the recommendations contained in the foregoing report, given that the costs incurred for the Enterprise Case and Occurrence Processing System (eCOPS) project were significantly in excess of the Board-approved budget. An audit of the eCOPS project conducted by the City's Auditor General resulted in a number of recommendations, including the need to ensure that future projects be subject to expenditure tracking by an independent third party.

Mr. Veneziano said that the issues identified and recommendations made by the Auditor General were communicated to and taken into consideration by the project team. To that end, the Service has established a steering committee to oversee the project and ensure all issues are properly addressed from a scope, schedule and cost perspective. In addition, the TPS - Quality and Assurance Unit is a part of the new RMS project steering committee to provide 3rd party on-going review and assurance to the steering committee, and to better ensure any potential issues are identified and effectively addressed on a timely basis. Chief Blair said that the costs would also be managed externally by the recommended vendor for the supply of project management services which would be considered in a separate report at today's meeting (Min. No. P145/10 refers). The Board was also advised that complete and accurate costs would be reported in the quarterly capital variance reports and that, if any additional funds are required, a recommendation would be submitted to the Board.

Given the significant cost over-run of the eCOPS project and the lessons learned following the audit by the Auditor General, the Board expressed concerns about entering into a new extensive information technology project and, on the basis of providing better oversight, the Board indicated its interest in being involved with the development of the project. The Board asked about the content of the proposed Statement of Work and whether or not it would be provided to the Board for approval.

Chief Blair said that the Statement of Work will have to be acceptable to the Service and that the Service will manage the project while the Board's role is governance. The Board said that, based on the lack of accurate reporting in the eCOPS case, there should be special reporting of the costs associated with the RMS project and that the Board should take a more active role in the project.

cont...d

Mr. Veneziano said that the Statement of Work would be developed in 9 to 12 months and that the project would be completed in two to three years. In response to an inquiry about the reason for the length of time to develop a Statement of Work, Chief Blair said that the complexities of the Service and the various business processes will need to be reviewed and that will take time. Mr. Veneziano said that based on the vendor's proposal, the cost of the Statement of Work will be part of the \$10.5M cost for the project and, if the Service and vendor cannot achieve a Statement of Work that is acceptable to the Service, the vendor will absorb the cost of the Statement of Work.

Chief Blair drew the Board's attention to the purpose of the Statement of Work noted in the foregoing report and reiterated that the Service has requested a detailed Statement of Work in this case to ensure that the issues that arose in eCOPS do not arise again.

Mr. Albert Cohen, City of Toronto – Legal Services Division, responded to questions about the terms that would be included in the contract. The Board was advised that all the terms would have to be clearly outlined in a contract before it is signed by the Board.

The Board approved the following Motions:

- 1. THAT, subject to the completion of a Statement of Work that is acceptable to the Service, the Board approve Versaterm Inc. as the vendor for the supply and delivery of software, maintenance and professional services in relation to the acquisition and implementation of a new records management system at an estimated cost of \$10.5 Million (inclusive of applicable taxes);**
- 2. THAT the Board authorize the Service to engage in a Statement of Work process with Versaterm Inc.;**
- 3. THAT the Chief of Police submit a further report to the Board setting out the terms and conditions of the proposed agreement with Versaterm Inc. for its approval; and**
- 4. THAT the Board receive the foregoing report (dated April 28, 2010) from the Chief of Police.**

Additional information regarding this report was also considered during the in-camera meeting (Min. No. C180/10 refers).

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

**#P145. NEW RECORDS MANAGEMENT SYSTEM CAPITAL PROJECT –
PROJECT MANAGEMENT SERVICES CONTRACT AWARD**

The Board was in receipt of the following report April 28, 2010 from William Blair, Chief of Police

Subject: NEW RECORDS MANAGEMENT SYSTEM CAPITAL PROJECT - PROJECT
MANAGEMENT SERVICES CONTRACT AWARD

Recommendations:

It is recommended that:

- (1) the Board approve ProVision IT Resources Ltd. (ProVision) as the vendor for the supply of project management services for the implementation of the new Records Management System at a cost not to exceed \$950,000 (inclusive of applicable taxes); and
- (2) the Board authorize the Chair to execute all required agreements and related documents on behalf of the Board, subject to approval by the City Solicitor as to form.

Financial Implications:

Total project funding in the amount of \$24.5 Million (M) for the purchase and implementation of a new Records Management System (RMS) has been approved in the Service's 2010-2014 Capital Program.

The portion of the project's approved capital funding specifically allocated for external project management services is \$1.25M. Of these funds, approximately \$200,000 has been dispersed for project management services required during the new RMS procurement phase, leaving a balance of \$1.05M for the implementation phase of the project.

The cost of engaging ProVision is estimated at \$950,000 based on the rate provided in the proposal, which is within the funds currently available for this purpose.

Background/Purpose:

In September 2008, a decision was made by the Board to migrate from the existing records management system, known as the Enterprise Case and Occurrence Processing System (eCOPS), to a commercial off-the-shelf (COTS) solution to better meet the Service's current and future operational and investigative information management needs (Min. No. P273/08 refers).

The initial phase of the RMS capital project was designed to evaluate and select a viable vendor to supply the new RMS. Following an extensive evaluation process, the preferred vendor has been selected, and is being recommended in a separate report for the May 2010 meeting of the Board.

Discussion:

As the new RMS vendor selection process neared conclusion, the Service commenced a process to procure project management services for the implementation phase of the project.

Issuance of Request for Proposals (RFP):

On February 26, 2010, the Service's Purchasing Support Services unit issued RFP #1113575-10 for external project management services with a submission date of March 24, 2010. Purchasing Support Services' staff reviewed all proposals received and released 11 proposals that met all mandatory requirements. Proponents were permitted to submit up to three candidate project managers, resulting in a total of 22 candidates to be reviewed.

Evaluation Process:

The evaluation and selection process was led by the manager of the Service's Project Management Office. The evaluation process consisted of a proposal review, candidate interview and candidate reference checking against predetermined criteria. An evaluation team was formed that included representatives from Information Technology Services, Corporate Services, the Records Management Services unit, the Project Management Office, and the Integrated Records and Information System (IRIS) project management team.

The evaluation criteria, as outlined in the RFP, were as follows:

- Proponent experience and viability (15%)
- Candidate project management qualifications (10%)
- Relevancy of candidate experience in terms of size, complexity, nature of project, as well as experience working with a not-for-profit agency (30%)
- Candidate business competencies (15%)
- Information technology competencies (10%)
- Cost of services (20%).

Proposals were reviewed by the evaluation team and scored against the evaluation criteria. The top six ranked candidates were invited to participate in a panel interview to validate and further assess the candidates' experience, qualifications, and competencies. The scores for each

candidate were reviewed and updated based on the results of the evaluation panel interviews. The top three ranked candidates proceeded through to the reference check component to validate the information provided by the proponent.

Conclusion:

Based on the evaluation, candidate review, and reference check results, a candidate from ProVision received the highest overall score. ProVision IT Resources Ltd. is being recommended to provide project management services for the remaining phases of the RMS capital project for a contract value not to exceed \$950,000 (including all taxes), and for a period of approximately 41 months.

ProVision is a private firm that provides project and consulting services to financial and government agencies. The chosen candidate is a certified Project Management Professional (PMP) with over 15 years of experience leading projects of similar size and complexity.

Deputy Chief Kim Derry, Divisional Policing Command, and Mr. Tony Veneziano, Chief Administrative Officer, Administrative Command, will be in attendance to answer any questions that the Board may have regarding this report.

Mr. Tony Veneziano, Chief Administrative Officer, was in attendance and responded to questions about this report.

The Board approved the foregoing report.

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TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

**#P146. PRE-QUALIFIED LIST OF VENDORS FOR INFORMATION
TECHNOLOGY PROFESSIONAL SERVICES**

The Board was in receipt of the following report April 30, 2010 from William Blair, Chief of Police:

Subject: PRE-QUALIFIED LIST OF VENDORS FOR INFORMATION TECHNOLOGY
PROFESSIONAL SERVICES

Recommendations:

It is recommended that:

- (1) the Board approve Adastra Corporation; Advanced Recruitment Consultants; Ajilon Consulting; Buchanan Associates Computer Consulting Ltd.; Fujitsu Consulting Canada Inc.; Ian Martin Information Technology Inc.; Katalogic Inc.; Procom Consultants Group Ltd.; S.i. Systems Partnership; and Softchoice Corporation, as pre-qualified vendors for information technology related professional services; and
- (2) the Board enter into a non-exclusive agreement, in a form satisfactory to the City Solicitor, with each of the vendors listed in Recommendation #1 for the professional services outlined in Appendix A of this report, for the period June 1, 2010 to May 31, 2013, with an option to renew for two one-year periods at the Board's discretion.

Financial Implications:

There are no financial implications relating to the recommendations contained within this report. Funds required for the acquisition of information technology professional services will be requested in the appropriate capital project or annual operating budget. All contracts awarded to the pre-qualified vendors will be approved in accordance with the requirements of the Board's Financial By-law No. 147, as amended.

Background/Purpose:

At its meeting on May 17, 2007, the Board approved a pre-qualified list of vendors to provide the Service with various information technology professional services for the period June 1, 2007 to May 31, 2010 (Min. No. P193/07 refers).

The purpose of this report is to establish a new pre-qualified list of vendors for the acquisition of information technology professional services required by the Service for project and operational consulting for the period of June 1, 2010 to May 31, 2013.

Discussion:

Establishing a list of prequalified vendors for information technology professional services will enable the Service to acquire these services in a timely manner and at a competitive cost. This process will also:

- reduce the administrative costs associated with repeated procurement calls; and
- improve the turnaround time to acquire needed temporary contract resources.

RFP Process and Results:

On February 8, 2010, Toronto Police Service (TPS) Purchasing Support Services issued Request for Proposal (RFP) #1113269-10 to 89 (eighty-nine) vendors, to establish a list of Pre-Qualified Vendors for information technology professional consulting services.

The RFP invited vendors to submit proposals by March 11, 2010, to provide professional services for all or any of twenty-three (23) defined services outlined in Appendix A, for a period of three (3) years with two optional one-year extensions.

The RFP process required vendors to meet certain mandatory requirements in order to proceed to the evaluation phase. Fifty (50) proposals were received in response to the RFP. Of the fifty (50) proposals, six (6) submitted No Bid, and six (6) did not meet the requirements of the RFP.

Thirty-eight (38) proposals qualified for the final phase of evaluation and were scored against the following evaluation criteria:

Evaluation Criteria	Weight
Proponent's experience	20%
Proponent's capability and capacity	30%
Proponent's references and reference projects	20%
Proponent's quality process	30%
Total	100%

Based on the evaluation, ten (10) vendors are being recommended to the Board for inclusion in the pre-qualified vendors list.

Appendix A identifies the recommended pre-qualified vendors, along with the professional services that they can, if the award is approved, quote on to provide resources to the Service.

Request for Services (RFS) Process:

In order to ensure the Service obtains the most qualified candidate(s) for the services required and at a competitive cost, a Request for Service process is carried out.

Each time professional services are required, a RFS will be issued through the Purchasing Support Services Unit to the pre-qualified vendors eligible to bid on that service. The RFS will provide qualified vendors with:

- a description of the professional service(s) required;
- a statement of work including, if appropriate, a component for the transfer of skills;
- a list of deliverables; and
- a timetable for the work.

The qualified vendors will be requested to:

- propose an appropriately skilled resource(s) to provide the service(s); and
- bid a cost for the service(s).

The selection of the vendor will be based on the lowest cost proposal meeting the specifications of the RFS, and the contract will be awarded in accordance with the requirements of Board Financial By-law No. 147, as amended.

Conclusion:

A pre-qualified list of vendors facilitates the process of acquiring information technology professional services for projects and operational needs, in a timely and efficient manner. As a result of a recent request for proposal process completed by the Service for this purpose, a list of ten (10) vendors is being recommended to the Board, to provide services for a period of three (3) years beginning June 1, 2010 to May 31, 2013, with two optional one-year extensions at the discretion of the Board.

Mr. Tony Veneziano, Chief Administrative Officer, Administrative Command, will be in attendance to answer any questions from the Board.

The Board approved the foregoing report.

Pre-qualified List of Vendors and Professional Services

Appendix A

Vendor	Application Architect	Business Analyst	Business Continuity/Disaster Recovery Analyst	Business Transformation Specialist	Data Centre Consolidation/Virtualization Architect	Data Centre Services / Specialist	Database Administrator	Deployment Technician	Desktop Management Specialist	Desktop Support Analyst / Specialist	Information Architect	IT Governance & ITIL Analyst / Specialists	Network Architecture / Specialist	Network Technician	Programmer / Developer	Project Manager	Security Specialist	Technical Writer	Technology Architect	Telecommunications Technician	Testing / Quality Assurance Analyst	Windows Server Administrator	Wireless Technician	Services Bid by each Vendor
Adastra Corporation		1					1				1				1	1					1			6
Advanced Recruitment Consultants	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1		21
Ajilon Consulting	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	22
Buchanan Associates Computer Consulting Ltd.	1	1			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		20
Fujitsu Consulting Canada Inc.	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1		21

Vendor	Application Architect	Business Analyst	Business Continuity/Disaster Recovery Analyst	Business Transformation Specialist	Data Centre Consolidation/Virtualization Architect	Data Centre Services / Specialist	Database Administrator	Deployment Technician	Desktop Management Specialist	Desktop Support Analyst / Specialist	Information Architect	IT Governance & ITIL Analyst / Specialists	Network Architecture / Specialist	Network Technician	Programmer / Developer	Project Manager	Security Specialist	Technical Writer	Technology Architect	Telecommunications Technician	Testing / Quality Assurance Analyst	Windows Server Administrator	Wireless Technician	Services Bid by each Vendor
Ian Martin Information Technology Inc.	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	23
Katalogic Inc.		1													1	1								3
Procom Consultants Group Ltd.	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	23
S.i. Systems Partnership	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	23
Softchoice Corporation	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	23
# of Vendors for Each Service	8	10	7	7	7	8	9	8	8	8	9	8	8	8	10	10	8	8	8	6	9	8	5	

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TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

**#P147. SEMI-ANNUAL REPORT: OCTOBER 1, 2009 TO MARCH 31, 2010 –
GRANT APPLICATIONS AND CONTRACTS**

The Board was in receipt of the following report April 22, 2010 from William Blair, Chief of Police:

Subject: SEMI-ANNUAL REPORT: OCTOBER 1, 2009 TO MARCH 31, 2010 –
GRANT APPLICATIONS AND CONTRACTS

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

There are no financial implications relating to the recommendation contained in this report. All active grants noted in this report are accounted for in the 2010 Operating Budget. If the outstanding grant applications noted in Appendix A are approved and the funds are provided to the Toronto Police Service, there will be no net financial impact to the Service as the funds will cover the costs incurred as a result of the grant program. The same is true for the contracts currently being finalized and executed.

Background/Purpose:

At its meeting of February 28, 2002, the Board granted standing authority to the Chair of the Police Services Board to sign all grant and funding applications and contracts on behalf of the Board (Min. No. P66/02 refers). The Board also requested that a report be provided on a semi-annual basis, summarizing all applications and contracts signed by the Chair (Min. Nos. P66/02 and P145/05 refer).

Discussion:

During the current reporting period, 27 grant applications were submitted by the Toronto Police Service: fifteen (15) applications for funding from the 2010-2011 Proceeds of Crime – Front Line Policing Grant, signed by the Chair; and 12 applications for the Civil Remedies Grant Program (see Appendix A).

No grant contracts were signed during this period. As at March 31, 2010, four (4) grant contracts were in the approval process:

- Proceeds of Crime Front-Line Policing Grants – Forensic Accounting
- Proceeds of Crime Front-Line Policing Grants - Threats to School Safety

- Community Policing Partnership Program (contract renewal for April 1, 2010 to March 31, 2012)
- Safer Communities – 1,000 Officers Partnership Program (contract renewal for April 1, 2010 to March 31, 2012)

It should also be noted that the City of Toronto applied for two different grants related to the construction of police facilities:

- The City applied for a grant and loan from the Green Municipal Fund for the New Training Facility. The City has been advised that the facility is eligible to receive a \$300,000 grant with the acceptance of a \$2,000,000 low-interest loan by the City and upon the fulfilment of certain conditions.
- The City also applied for funding from the federal Infrastructure Stimulus Fund for each of the new 11 and 14 divisional facilities. The City has been awarded funding in the amount of \$18,373,000 for these two projects.

As at March 31, 2010, the Toronto Police Service had a total of seven (7) active grants:

- Community Policing Partnership Program (\$7.5M annually)
- Safer Communities – 1,000 Officers Partnership Program (\$8.8M annually)
- Toronto Anti-Violence Intervention Strategy (\$5.0M annually for 2 years ending June 30, 2011)
- Police Officers Recruitment Fund (\$2.66M annually for 5 years ending March 31, 2013)
Note: In March 2010, the Ministry of Community Safety and Correctional Services advised the Toronto Police Service that funding from this grant would be increased by \$70,000 to cover the Ministry's share of the cost of one additional officer, thereby increasing the grant funding to \$2.7M annually for the remainder of the term.
- A Provincial Strategy to Protect Children from Sexual Abuse and Exploitation on the Internet (\$0.35M annually for 2 years ending March 31, 2011)
- Youth In Policing Initiative (\$0.53M annually)

Conclusion:

This report provides the Board with information on the activity that occurred with respect to grants during the six-month period ending March 31, 2010, as well as the active grants in place as at the same date.

Mr. Tony Veneziano, Chief Administrative Officer, Administrative Command, will be in attendance to answer any questions from the Board.

The Board received the foregoing report.

Grant Applications
October 1, 2009 to March 31, 2010

Name and Description of Grant	Amount of Funding Requested	Grant Term	Comments
<p>Civil Remedies Grant Program – Organized Crime Enforcement</p> <ul style="list-style-type: none"> Funding is provided to assist victims and prevent unlawful activity, particularly profit-motivated activity, that results in victimization 	<p style="text-align: center;">Various Amounts Requested</p>	<p style="text-align: center;">To be determined (with notice of awards, if any)</p>	<p>Twelve separate applications for grant funding were submitted to the Ministry of the Attorney General in January 2010. Notification of approval or denial is anticipated in April 2010.</p>
<p>Proceeds of Crime Front-Line Policing Grant</p> <ul style="list-style-type: none"> This grant uses funds returned through Proceeds of Crime prosecutions to enhance current crime prevention initiatives and asset forfeiture projects 	<p style="text-align: center;">Up to a maximum of \$100,000</p>	<p style="text-align: center;">To be determined (with notice of awards, if any)</p>	<p>Fifteen separate applications for grant funding were submitted to the Ministry of Community Safety and Correctional Services in January 2010. In March, the Ministry advised that two applications – “Forensic Accounting Services” and “Threats to School Safety Program” – had been successful in the selection process. Funding in the amount of \$100,000 was granted to each project.</p>

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

**#P148. NEW JOB DESCRIPTIONS – MANAGER AND SENIOR SUPERVISOR,
COMMUNICATIONS SERVICES**

The Board was in receipt of the following report May 3, 2010 from William Blair, Chief of Police:

Subject: NEW JOB DESCRIPTIONS – MANAGER, COMMUNICATIONS SERVICES
AND SENIOR SUPERVISOR OPERATIONAL SUPPORT,
COMMUNICATIONS SERVICES

Recommendation:

It is recommended that the Board approve the attached new job descriptions and classifications for the positions of Manager, Communications Services (Z30022) and Senior Supervisor, Operational Support, Communications Services (A12019).

Financial Implications:

Two uniform positions in Communications Services will be deleted to create two new civilian positions. The total annual cost savings for these establishment changes will be approximately \$16,000 per annum. These savings have been reflected in the Board-approved 2010 operating budget.

Background/Purpose:

As a result of an audit of Communications Services, Audit and Quality Assurance has recommended the civilianization of the Staff Inspector's position, Communications Services and the Staff Sergeant's position in charge of the Operational Support Services section of Communications Services. The purpose of this report is to obtain Board approval for the new job descriptions for the positions of Manager, Communications Services and Senior Supervisor, Operational Support in Communications Services.

Discussion:

In July 2007, the Command requested Audit and Quality Assurance to conduct a review of Communications Services with a focus on identifying uniform positions for potential civilianization and reviewing the organizational structure/span of control of the unit. Following a detailed audit of Communications Services, the review team prepared a report, in January 2008, entitled *Program Review of Communications Services, Court Services and Parking Enforcement*, which contained its findings and recommendations. That report contained three recommendations to civilianize uniform positions in Communications Services, which were subsequently approved by the Executive Review Committee on June 6, 2008, and at the Senior Management Team meeting on July 9, 2009.

It must be noted that, at its meeting on March 30, 2009, the Board approved a recommendation to civilianize the five Staff Sergeant platoon commander positions within Communications

Services (Min. No. P56/09 refers). It is now necessary to civilianize the two remaining uniform positions, the Staff Inspector's position and the Staff Sergeant's position in charge of Operational Support Services.

At the time of the Audit, the review team examined the duties and responsibilities of the Staff Inspector's position. It was determined that the knowledge and experience accumulated through front-line policing, although helpful, is not essential for this function and that the position could be civilianized. With regard to the Operational Support Staff Sergeant's position, the review team determined that this position could also be civilianized as the duties and responsibilities inherent in the position are largely administrative in nature and do not require a member with police powers or use of force options.

The newly created Manager's position will oversee Communications Services and will act as the second in charge of Communications Services in the Unit Commander's absence. The Manager will be responsible for the effective management, direction, administration and day to day operation of Communications Services operational floor. Whereas, the newly created Senior Supervisor, Operational Support, will be responsible for supervising and co-ordinating the administrative operational support function for the unit, as well as acting as a second in charge in the Manager's absence and/or as required. Specifically, this position's primary focus will be to provide administrative direction and supervision for Communications Services and to ensure that all administrative support services are carried out in a timely and efficient manner.

Compensation and Benefits has developed job descriptions for these two newly created positions. Based upon the attached, the Joint Board/Senior Officers' Job Evaluation Committee has evaluated the Manager's position within the Service's job evaluation plan and it was determined to be a job class Z30 within the Civilian Senior Officer Salary scales. This carries a current salary range of \$107,280 to \$124,192 effective January 1, 2010.

With respect to the Senior Supervisor, Operational Support, Compensation & Benefits has evaluated this position as a class A12 (35 hour) job within the Unit "A" Collective Agreement. This classification carries a current salary range of \$81,534 to \$94,810 effective January 1, 2010.

Conclusion:

It is hereby recommended that the Board approve the attached new job descriptions and classifications for the positions of Manager, Communications Services, and the Senior Supervisor, Operational Support in Communications Services. Subject to Board approval, the Toronto Police Association will be notified with respect to the new Unit A supervisor's position and each position will be staffed in accordance with their respective Collective Agreement and established procedure.

Deputy Chief Keith Forde, Human Resources Command, will be available to respond to any questions the Board members may have in regard to this report.

The Board approved the foregoing report.

Subsequent to the Board meeting, the Chair was advised that the job code noted on the job description for the Manager, Communications Services, should be Z30023 and not Z30022.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 1083
Pay Class: Z30

JOB TITLE: Manager, Communications Services **JOB NO.:** Z30022
BRANCH: Specialized Operations Command,
Operational Services **SUPERSEDES:** New
UNIT: Communications Services **HOURS OF WORK:** 35 **SHIFTS:** 1
SECTION: **NO. OF INCUMBENTS IN THIS JOB:** 1
REPORTS TO: Superintendent, Communications Services **DATE PREPARED:** 09 April 2010

SUMMARY OF FUNCTION: Responsible for the effective management, direction, administration and operation of Communications Services and the discipline of subordinate members.

DIRECTION EXERCISED: Manages Communications Services consisting of approximately 280+ employees.

MACHINES & EQUIPMENT USED: Micro-computer/standard TPS workstation, associated software and specialized applications including I-CAD reports, Computer Aided Dispatch, Voice Logging System and other systems and applications utilized at Communications Services.

DUTIES AND RESPONSIBILITIES:

1. Manages the following sections of the unit: the Call-Taking and Dispatch, the TPS switchboard, Administrative Support and the Training and Recruitment sections.
2. Ensures resources are properly deployed to provide reliable and timely communication services to effectively handle emergency and non-emergency calls for service; monitors and reviews staffing and deployment strategies and conducts regular audits of Service models and unit specific operating policies and procedures; identifies and responds to service trends, such as call volumes, through the review of year-end audits and statistical reports.
3. Ensures the integrity of the radio system and allocated channels through the effective maintenance of memorandums of understanding with other partner agencies (Emergency Medical Services, Toronto Fire Services, etc.); liaises with other partner agencies as required on emergency matters as they relate to the Toronto Police Service.
4. Maintains an on-going awareness of significant events in the City of Toronto that could potentially impact service requirements to ensure the provision of adequate policing and other emergency services.

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dg:154777

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: 1083
Pay Class: Z30

JOB TITLE: Manager, Communications Services **JOB NO.:** Z30022
BRANCH: Specialized Operations Command,
Operational Services **SUPERSEDES:** New
UNIT: Communications Services **HOURS OF WORK:** 35 **SHIFTS:** 1
SECTION: **NO. OF INCUMBENTS IN THIS JOB:** 1
REPORTS TO: Superintendent, Communications Services **DATE PREPARED:** 09 April 2010

DUTIES AND RESPONSIBILITIES: (cont'd)

5. Ensures the implementation of best business practices and oversees pilot projects within the unit.
6. Responsible for the development and maintenance of the staff development program for members of the unit; participates in selections interviews for senior supervisory staff.
7. Ensures the development and preparation of the unit's annual operating and capital budget submissions, in consultation with the Superintendent, Communication Services; approves regular monthly expenditures for the unit; develops requests for proposals, when required.
8. Evaluates the performance of senior supervisory staff and counsels other supervisors on their performance.
9. Ensures the proper resolution and conclusion of issues relating to conduct and public complaints, in a timely manner.
10. Ensures the ongoing recruitment of communication operators and the required training to new members; ensures training for members of the unit is consistent with Provincial Adequacy Standards and Service standards.
11. Performs typical managerial duties inherent to the position, such as maintenance of facility and equipment.

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

dg:154777

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: 571.5
Pay Class A12

JOB TITLE: Senior Supervisor, Operational Support **JOB NO.:** A12019.3
BRANCH: Specialized Operations Command, Operational Services **SUPERSEDES:** New
UNIT: Communications Services **HOURS OF WORK:** 35 **SHIFTS:** 1
SECTION: **NO. OF INCUMBENTS IN THIS JOB:** 1
REPORTS TO: Manager, Communications Services **DATE PREPARED:** 09 April 2010

SUMMARY OF FUNCTION: Responsible for supervising and co-ordinating the administrative and operational support function for Communications Services; provides administrative and operational direction and supervision for Communications Services; ensures that all support services provided are carried out in a timely, effective and economical manner; ensures compliance with established standards, policies and procedures necessary for the efficient control and application of all support and operational services.

DIRECTION EXERCISED: Assigns work, checks and provides guidance to the Communications Services Administrative Co-ordinator and clerical staff.

MACHINES & EQUIPMENT USED:
Micro-computer/standard TPS workstation, associated software and specialized applications including I-CAD reports, Computer Aided Dispatch, Voice Logging System and other systems and applications utilized at Communications Services.

- DUTIES AND RESPONSIBILITIES:**
1. Accountable for the provision of effective and timely administrative and operational support services for Communications Services; investigates and makes recommendations with respect to the resolution of operational support issues that may have direct impact on TPS field units; liaises with, makes recommendations and provides direction to the Senior Operations Supervisors regarding the handling of member performance deficiencies.
 2. Evaluates procedural, equipment and policy issues that are common to Communications Services, (i.e. impacts staff or affects platoons) and advises the Unit Commander and Unit Manager accordingly; performs the role of second in command of Communications Services with respect to those issues relating to labour relations and grievance matters involving civilian members.

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dg:154779

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: 571.5
Pay Class A12

JOB TITLE:	Senior Supervisor, Operational Support	JOB NO.:	A12019.3
BRANCH:	Specialized Operations Command, Operational Services	SUPERSEDES:	New
UNIT:	Communications Services	HOURS OF WORK:	35 SHIFTS: 1
SECTION:		NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Manager, Communications Services	DATE PREPARED:	09 April 2010

DUTIES AND RESPONSIBILITIES: (cont'd)

3. Performs risk analysis to ensure operational continuity, participates in the development and tracking of the unit annual budget and identifies areas requiring development/training; oversees the training requirements of staff and ensures compliance with Provincial Adequacy Standards.
4. Develops, establishes and maintains best business practices through effective planning, analysis and knowledge of legislated service requirements; prepares business cases in support of new initiatives.
5. Ensures that all civilian support staff receives appropriate counseling and training to fully meet the necessary requirements and mandates of their respective positions; completes performance evaluations for the unit's administrative staff as well as on the Operations Training and Recruitment unit.
6. Oversees the unit's promotional and job development processes/programs and supervises the recruitment and training of Communications Operators; participates in the Joint Occupational Health and Safety Committee and administers Medical Restrictions and the handling of Return to Work programs for Communications Services.
7. Ensures the effective maintenance and security of all files and that all Unit Specific Procedures are current and compliant with service and Provincial Adequacy Standards.
8. Performs the function of an additional resource in the investigation of conduct, service and policy complaints and for the review of internal and external investigations, appearance at tribunals, Courts and Inquests, etc. (i.e. acts as second in command for the Manager as required).
9. Serves as inter-departmental and inter-agency liaison between Communications Services and other units within the Service, other police agencies and external agencies such as Emergency Medical Services (EMS) and Fire with respect to policies, procedures and operations of Communications Services.

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dg:154779

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: 571.5
Pay Class A12

JOB TITLE:	Senior Supervisor, Operational Support	JOB NO.:	A12019.3		
BRANCH:	Specialized Operations Command, Operational Services	SUPERSEDES:	New		
UNIT:	Communications Services	HOURS OF WORK:	35	SHIFTS:	1
SECTION:		NO. OF INCUMBENTS IN THIS JOB:	1		
REPORTS TO:	Manager, Communications Services	DATE PREPARED:	09 April 2010		

DUTIES AND RESPONSIBILITIES: (cont'd)

10. Oversees and co-ordinates the resolution of any building deficiencies for both the primary and back-up site Operational areas.
11. Performs any other related duties and tasks inherent to the position. (i.e. acts as second in command, when requested, etc.)

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

dg:154779

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.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

**#P149. QUARTERLY REPORT: TORONTO POLICE SERVICES BOARD
SPECIAL FUND UNAUDITED STATEMENT: JANUARY TO MARCH 2010**

The Board was in receipt of the following report April 30, 2010 from Alok Mukherjee, Chair:

Subject: QUARTERLY REPORT: TORONTO POLICE SERVICES BOARD SPECIAL
FUND UNAUDITED STATEMENT: JANUARY TO MARCH 2009

Recommendation:

It is recommended that the Board receive the Toronto Police Services Board's Special Fund un-audited statement for information.

Financial Implications:

There are no financial implications relating to the recommendation contained within this report.

Background/Purpose:

As required by the Toronto Police Services Board (TPSB) Special Fund Policy (Board Minute #P157/05) expenditures for the Special Fund shall be reported to the Board on a quarterly basis. This report is provided in accordance with this policy. The TPSB remains committed to promoting transparency and accountability in the area of finance.

Discussion:

Attached is the un-audited statement of receipts and disbursements with respect to the Toronto Police Services Board's Special Fund for the period January 1 to March 31, 2010.

As at March 31, 2010, the balance in the Special Fund was \$969,003. During the first quarter, the Special Fund recorded receipts of \$107,968 and disbursements of \$163,133. There has been a net decrease of \$55,165 against the December 31, 2009 fund balance of \$1,024,168.

Auction proceeds have been estimated for the months of January to March 2010 as the actual deposits have not yet been made. The Property and Evidence Management Unit of the Service and Rite Auction Limited continued their partnership in 2010.

The audit engagement contract expired in 2007 and was extended several times by Council to 2009. Price Waterhouse Coopers will be conducting a review of agreed upon procedures regarding internal controls over financial reporting for the 2010 to 2014 fiscal years.

Funds expended this quarter include Board-approved sponsorship and contributions to the following:

- Black History Month Celebration
- Youth Association for Academics, Athletics and Character Education (YAAACE)
- Variety Village's Ability in Action Program and TPS Children's Games
- International Police Association – Region 2 (Project Gimborn)

Board members are reminded of the following significant standing commitments which require monies from the Special Fund.

- Recognition of Long Service (civilian pins, 25 year watch event, tickets to retirement functions for senior officers)
- Recognition of Board Members who complete their appointments
- Shared Funding for athletic competitions with the Toronto Police Amateur Athletic Association

Conclusion:

As required by Toronto Police Services Board Special Fund Policy, it is recommended that the Board receive the attached report.

The Board received the foregoing report.

THE TORONTO POLICE SERVICES BOARD SPECIAL FUND								
2010 FIRST QUARTER RESULTS WITH INITIAL PROJECTIONS								
PARTICULARS	2010						2009	COMMENTS
	INITIAL PROJ.	JAN 01 TO MAR 31/10	APR 01 TO JUN 30/10	JUL 01 TO SEPT 30/10	OCT 01 TO DEC 31/10	JAN 01 TO DEC 31/10 TOTALS	JAN 01 TO DEC 31/09 ACTUAL	
BALANCE FORWARD	1,024,168	1,024,168	969,003	969,003	969,003	1,024,168	989,488	2010 projections are based on 2009 actual results with exceptions.
REVENUE								
PROCEEDS FROM AUCTIONS	205,000	51,465				51,465	205,065	Auction proceeds for the first quarter are based on estimates. Overhead is calculated as 37% of the proceeds.
LESS OVERHEAD COST	(75,850)	(19,042)				(19,042)	(79,826)	
LESS RETURNED AUCTION PURCHASE	0					0	0	
UNCLAIMED MONEY	50,000	78,626				78,626	541,050	
LESS RETURN OF UNCLAIMED MONEY	(5,000)	(2,744)				(2,744)	(6,519)	
INTEREST	0	0				0	3,410	Interest income is based on the average monthly bank balance. No interest was earned because our interest rate is below prime. The activity fee includes bank service charges and the activity fee allocation.
LESS ACTIVITY FEE	(1,000)	(336)				(336)	(1,151)	
LESS CHEQUE ORDER	(200)	0				0	0	
SEIZED LIQUOR CONTAINERS	3,000	0				0	2,962	
TOTAL REVENUE	175,950	107,968	0	0	0	107,968	664,990	
BALANCE FORWARD BEFORE EXPENSES	1,200,118	1,132,136	969,003	969,003	969,003	1,132,136	1,654,478	
DISBURSEMENTS								
POLICE COMMUNITY INITIATIVES								
SERVICE								
CPLC & COMM. OUTREACH ASSIST	25,000	0				0	25,427	Police Community initiative payments are made at various times during the year based on Police Services Board approval.
UNITED WAY	8,000	0				0	8,000	
OTHER	20,000	0				0	20,017	
COMMUNITY								
VICTIM SERVICES PROGRAM	6,000	0				0	6,000	Major contributions were made to Father Henry Carr Catholic Sch., York University- Youth Initiatives.
VARIOUS ORGANIZATIONS	360,000	145,150				145,150	363,137	
TPAAA ASSISTANCE	96,000	200				200	96,000	The Board made a major contribution to the Police soccer and rugby games during the fourth quarter of 2009.
RECOGNITION OF SERVICE MEMBERS								
AWARDS	40,000	11,533				11,533	41,763	Award and recognition ceremonies for Police Officers
CATERING	10,000	0				0	13,248	Civilians, Crossing Guards, and Auxiliary Members.
RECOGNITION OF COMMUNITY MEMBERS								
AWARDS	3,000	0				0	3,320	Award and recognition ceremonies for Community Members/Citizens.
CATERING	8,000	0				0	8,357	
RECOGNITION OF BOARD MEMBERS								
AWARDS	100	0				0	0	
CATERING	1,500	0				0	0	
CONFERENCES								
BOARD	0	0				0	0	
COMM. POLICE LIAISON COMMITTEES	8,500	0				0	8,520	
ONT. ASSO. OF POLICE SERVICES BOARD	5,500	5,500				5,500	5,500	
CDN ASSO. OF POLICE SERVICES BRDS	5,000	0				0	10,000	
OTHER	0	0				0	0	
DONATIONS								
IN MEMORIAM	1,000	300				300	1,300	
OTHER	0	0				0	0	
DINNER TICKETS	7,000	450				450	7,861	Dinner tickets includes retirements as approved on BM 414/95
INTERNAL CONTROL REVIEW FEE	5,640	0				0	11,860	Pricewaterhouse Coopers will be conducting agreed upon procedures regarding internal controls. The budgeted fee is based on the new contract.
TOTAL DISBURSEMENTS	610,240	163,133	0	0	0	163,133	630,310	
SPECIAL FUND BALANCE	589,878	969,003	969,003	969,003	969,003	969,003	1,024,168	

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

**#P150. REQUEST FOR FUNDING FOR THE TORONTO POLICE SERVICE
2010 NATIONAL ABORIGINAL DAY CELEBRATION**

The Board was in receipt of the following report May 5, 2010 from William Blair, Chief of Police:

Subject: REQUEST FOR FUNDING FOR THE TORONTO POLICE SERVICE 2010
NATIONAL ABORIGINAL DAY CELEBRATION

Recommendation:

It is recommended that:

- (1) the Board approve an expenditure not to exceed \$5,000 from the Board's Special Fund to cover the expenses incurred for the 2010 National Aboriginal Day celebration; and
- (2) the Board authorize the Chair to approve this expenditure on an annual basis.

Financial Implications:

Funding to help cover the cost of this event would be drawn from the Board's Special Fund and would not exceed \$5,000.00.

Background/Purpose:

The Service, in partnership with the Aboriginal Consultative Committee (ACC), hosts a variety of events within the Aboriginal community each year. The largest of these events is the commemoration of National Aboriginal Day (NAD). The Service's celebration of NAD is one of many events held throughout the month of June involving many Aboriginal organizations in Toronto.

Since 1996, June 21st has been formally recognized as NAD. This is a day when all Canadians can celebrate the contributions that the Aboriginal community has made to our country. The Service's participation in the NAD celebration also serves to increase awareness amongst Service members about the traditions and contributions of the Aboriginal community.

Discussion:

On Friday, June 4, 2010, at 11:00 a.m., the Service in partnership with the ACC, will be hosting the NAD celebration. For the past 11 years, this event has been held at Police Headquarters, however as the event has grown steadily over the years, this year's event will be held at the new

Toronto Police College. The program will feature traditional drumming and dancing by children from Eastview Junior Public School and the First Nations School of Toronto, as well as traditional contributions by Elders and community partners.

The NAD celebration will be in the traditional style of Pow Wow, which includes Grand Entry, Flag Raising, traditional songs including an Honour song to the Service, Invocation by the Elders, speeches from dignitaries, drum and dance demonstrations, and an artwork display. A special part of this year’s event will be the presentation of an Eagle Feather to the Service’s new Toronto Police College. A traditional feast will immediately follow the formal part of the celebration.

In the past, the cost of this event was largely funded by the ACC, supported by in-kind donations from members of the Aboriginal community, including representative community organizations. Due to the steady growth of this event, there will be a significant increase in the cost due to the enhancements that have been made.

The following is the proposed budget for this year’s NAD celebration:

National Aboriginal Day Celebration Budget

Elders Honoraria	\$ 300.00
Drum Group	\$ 100.00
Traditional Feast	\$ 2,000.00
Head Male / Female Dancers	\$ 300.00
Tobacco for Participants	\$ 100.00
Women’s Hand Drum Singers	\$ 200.00
Buses for student participants	\$ 500.00
Traditional “give-away” for student participants (T-shirts)	\$ 1500.00
TOTAL	\$ 5,000.00

**Any funds not utilized will be returned to the Board.*

The request for funding of the NAD celebration from the Board’s Special Fund has been reviewed and meets the criteria, as set out in the Board’s amended Special Fund policy dealing with Community Outreach (Min. No. P149/09 refers).

Conclusion:

The Service has been celebrating and participating in the NAD celebration for many years. This partnership between the Aboriginal community and the Service highlights the commitment of the Service, members of the community, as well as the business community working together in support of the Aboriginal community.

Deputy Chief Keith Forde, Human Resources Command, will be in attendance to answer questions that the Board may have regarding this report.

cont...d

The Board approved the following Motions:

- 1. THAT the Board approve recommendation no. 1 and receive recommendation no. 2; and**
- 2. THAT the request to provide the Chair with standing authority to approve funds for the National Aboriginal Day celebration on an annual basis be included in the report that the Chief will submit containing all the internal and community events for which standing authority for approval of funds will be provided to the Chair (Min. No. P128/10 refers).**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

**#P151. REQUEST FOR FUNDING FOR THE TORONTO POLICE SERVICE
2010 CARIBANA KICK-OFF CELEBRATION FLOAT**

The Board was in receipt of the following report May 3, 2010 from William Blair, Chief of Police:

Subject: REQUEST FOR FUNDING FOR THE TORONTO POLICE SERVICE 2010
CARIBANA KICK – OFF CELEBRATION AND CARIBANA FLOAT

Recommendation:

It is recommended that the Board approve an expenditure not to exceed \$10,520.00 from the Board's Special Fund to offset expenses related to the 2010 Toronto Police Service's Caribana celebration and the refurbishment of the Service's Caribana float.

Financial Implications:

Funding to help cover the cost of this event would be drawn from the Board's Special Fund and would not exceed \$10,520.00.

Background/Purpose:

The Service began celebrating and participating in Caribana in 1991. In June 1991, the Board approved an expenditure of \$26,357.50 from the Special Fund, for the purpose of creating a police display on a float that participated in the 1991 Caribana Parade (Min. No. P475/91 refers).

The Service's participation in Caribana serves to increase awareness of contributions by the Black community to Canadian culture. In addition, it educates Service personnel and community members about the diversity within the Black community. The Service annually enters a Caribana float to join the many other beautiful and culturally diverse displays which provides a visual demonstration of police and community members working together in a spirit of cooperation.

The annual Caribana Festival is one of the largest events held in Toronto and consistently attracts hundreds of thousands of people from many ethnic communities. In past years, the Community Unity Alliance, an established umbrella organization of fourteen groups, has worked with the Service to promote community partnership. Members of the Community Unity Alliance have once again volunteered to assist the Service by refurbishing and decorating the Service's Caribana float and Queen Costume.

Discussion:

This year the Service will be hosting the 20th Annual Caribana Ceremony in the main lobby of Police Headquarters on Wednesday, July 28, 2010 at 11:00 am. This year's theme is "A Cultural Fusion." It will highlight the importance of delivering inclusive police services, as well as the importance of participating in the celebration of cultural events.

The Service's Caribana float will participate in the following events in 2010:

- Caribana Kick-Off at Toronto Police Headquarters on Wednesday, July 28, 2010; and
- Caribana Parade on Saturday, July 31, 2010.

The following is the proposed budget for the Service's Caribana Kick-Off Celebration, and the refurbishment and equipping of the Service's Caribana Float and Queen costume:

Caribana 2010 Kick – Off Budget

National Anthem – Honorarium	\$ 100.00
Cultural Drummers Entertainment	\$ 500.00
Dance Performance Group	\$ 550.00
Refreshments	\$ 1,800.00
Caribana Poster for Presentation to the Chair and Chief of Police	\$ 200.00
Miscellaneous and Float Driver Honorarium	\$ 600.00
Renewal Materials for Float, Queen Costume and Youth Costume	\$ 4,270.00
Sound Equipment Rental and Operation	\$ 2,500.00
Total	\$10,520.00

**Any funds not utilized will be returned to the Board.*

The request for funding of the Caribana Kick-off Celebration and Caribana Float from the Board's Special Fund has been reviewed and meets the criteria as set out in the Board's amended Special Fund policy dealing with Community Outreach (Min. No. P149/09 refers).

Conclusion:

The Service has been celebrating and participating in Caribana celebrations since 1991. The Service's participation in the various events and the parade demonstrates, to hundreds of thousands of people who attend, how members of the Service and the community work together in a spirit of cooperation.

Deputy Chief Keith Forde, Human Resources Command, will be in attendance to answer questions that the Board may have regarding this report.

The Board approved the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

**#P152. REQUEST FOR FUNDS: SENIOR OFFICERS' ORGANIZATION
ANNUAL DINNER CRUISE**

The Board was in receipt of the following report May 6, 2010 from Alok Mukherjee, Chair:

Subject: REQUEST FOR FUNDS: SENIOR OFFICERS' ORGANIZATION ANNUAL
DINNER CRUISE

Recommendation:

It is recommended that the Board approve the purchase of a maximum of six tickets at a cost of \$40.00 each, for individual Board members who wish to attend the 4th Annual Senior Officers' Organization ("SOO") Dinner Cruise.

Financial Implications:

If the Board approves the recommendation contained in this report, the Board's Special Fund will be reduced by an amount not to exceed \$240.00. The current balance as at December 31, 2009 is \$1,024,168.00.

Background/Purpose:

For the past four years, the SOO has hosted an annual dinner cruise to provide its members with an opportunity to network and strengthen working relationships.

This year's event will be held on June 12, 2010, at 7PM, aboard the Mariposa Belle which is located at the Queens Quay Terminal building, 207 Queens Quay West, Toronto.

Conclusion:

It is, therefore, recommended that the Board approve the purchase of a maximum of six tickets at a cost of \$40.00 each, for individual Board members who wish to attend the 4th Annual Senior Officers' Organization ("SOO") Dinner Cruise.

The Board approved the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

**#P153. DELEGATION OF SIGNING AUTHORITY – BUILDING PERMIT AND
APPLICABLE AGREEMENTS**

The Board was in receipt of the following report May 13, 2010 from William Blair, Chief of Police:

Subject: DELEGATION OF SIGNING AUTHORITY – BUILDING PERMIT AND
APPLICABLE AGREEMENTS

Recommendations:

It is recommended that:

- (1) The Board authorize the Chief of Police and/or designate to execute any building permits and applicable agreements required during the building construction approval process ; and
- (2) The Chief of Police report to the Board, through the Capital Variance reporting process, when this delegation has been exercised.

Financial Implications:

There are no financial implications relating to the recommendations contained within this report.

Background/Purpose:

The purpose of this report is to delegate the authority to sign building permit applications and applicable agreements related to the construction of or renovation to Toronto Police Service facilities.

Discussion:

The building and renovation of Toronto Police Service facilities requires various permits and applicable agreements to be executed. While this is very much an administrative process that requires the Service to meet certain conditions, there is currently no formal delegated authority from the Board in this regard.

Conclusion:

Given the tight timelines often required for various building permit approvals, and to avoid any construction delays, delegation of signing authority to the Chief of Police and/or designate is recommended in this regard.

Mr. Tony Veneziano, Chief Administrative Officer, Administrative Command, will be in attendance to answer any questions from the Board.

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

THAT the Board ratify the decision to approve the recommendations in the foregoing report made by a quorum of the Board via a telephone and e-poll held on May 14, 2010.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

**#P154. WORKPLACE VIOLENCE AND HARASSMENT – AMENDMENTS TO
THE POLICY ON OCCUPATIONAL HEALTH AND SAFETY**

The Board was in receipt of the following report May 11, 2010 from Alok Mukherjee, Chair:

Subject: WORKPLACE VIOLENCE AND HARASSMENT – AMENDMENTS TO THE
POLICY ON OCCUPATIONAL HEALTH AND SAFETY

Recommendation:

It is recommended that the Board approve the attached amended policy on Occupational Health and Safety.

Financial Implications:

There are no financial implications arising from the receipt of this report.

Background/Purpose:

Bill 168, *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace)* received Royal Assent on December 15th, 2009 and will go into effect June 15th, 2010. The legislative amendments to the *Occupational Health and Safety Act* (OHSA) will enhance the province's existing Safe at Work Ontario strategy and attempt to further protect workers from violence and harassment in the workplace.

The amendments under Bill 168 create positive duties on employers to prevent and manage violence and harassment in the workplace. The Board recognizes that unwanted behaviours in the workplace must be addressed early to minimize the potential for workplace harassment to lead to workplace violence. Workplace violence and harassment is serious conduct that may constitute a violation of Canada's *Criminal Code* or the Ontario *Human Rights Code*.

Discussion:

As a result of the legislative requirements arising from Bill 168, Board staff have amended the existing OHS policy (attached) to include a section on Workplace Violence and Harassment. In addition, the legislation requires that the policy be posted at a conspicuous place in the workplace.

It is the responsibility of the Chief of Police to draft and implement procedures and programs to ensure compliance with this policy and with the provisions of Bill 168.

Conclusion:

It is, therefore, recommended that the Board approve the attached amended policy on Occupational Health and Safety.

The Board approved the foregoing report.



TORONTO POLICE SERVICES BOARD

OCCUPATIONAL HEALTH AND SAFETY

DATE APPROVED	June 14, 2007	Minute No: P208/07
DATE(S) AMENDED		
DATE REVIEWED	July 24, 2008	Minute No: P206/08
REPORTING REQUIREMENT	Chief to report to Board annually	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Occupational Health and Safety Act</i> , R.S.O. 1990, c O.1, ss.25 (2)(j)(k), 32	
DERIVATION		

The Toronto Police Services Board (“the Board”), as the employer, is ultimately responsible for worker health and safety. Through the implementation of initiatives intended to eliminate occupational illnesses and injuries, the Toronto Police Services Board is dedicated to the goal of enhancing employee wellness and maintaining workplaces that are safe and healthy for the members of the Toronto Police Service.

The Board recognizes that the local Joint Health and Safety Committees and the Central Joint Health and Safety Committee play an integral role in helping the Board achieve this goal. Joint Health and Safety Committees throughout the Service will be the framework within which Management and the Toronto Police Association will work cooperatively to develop and implement the internal responsibility system that is the key to an effective health and safety program.

It is the policy of the Toronto Police Services Board that:

1. The Chief of Police will promote efforts that lead to a safe and healthy environment through the provision of initiatives, information, training and through ongoing program evaluation to assess the effectiveness of the Toronto Police Service’s efforts to ensure compliance with occupational health and safety legislation;
2. The Chief of Police will ensure that members with supervisory responsibilities are held accountable for promoting and implementing available health and safety programs, for complying with the *Occupational Health and Safety Act* and for ensuring that workplaces under their supervision are maintained in a healthy and safe condition;

3. The Board acknowledges that every member must actively participate in helping the Board meet its commitment to health and safety by protecting his or her own health and safety by working in compliance with the *Occupational Health and Safety Act*, adopting the safe work practices and procedures established by the Toronto Police Service and reporting to their supervisor any unsafe or unhealthy workplace conditions or practices; and
4. The Chief of Police will review annually the Occupational Health and Safety policy as required by the *Occupational Health and Safety Act*. Any recommended amendments are to be reported to the Board for approval as soon as it is practicable thereafter.

Workplace Violence and Harassment

The Toronto Police Services Board is committed to providing a safe and healthy work environment for its members and is committed to the prevention of workplace violence and harassment. The Board recognizes that unwanted behaviours in the workplace must be addressed early to minimize the potential for workplace harassment to lead to workplace violence. Workplace violence and harassment is serious conduct that may constitute a violation of Canada's *Criminal Code* or the Ontario *Human Rights Code*.

It is the policy of the Toronto Police Services Board that:

5. The Chief of Police will ensure that the relevant procedures and programs are developed as prescribed by law;
6. The Chief of Police will ensure that such procedures and programs include components that state that individual or institutional retaliation will not be tolerated;
7. The Chief of Police will ensure that measures are in place to address the risk of domestic violence in the workplace; and
8. The Chief of Police will establish a complaints policy in relation to workplace harassment issues.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

**#P155. REQUEST FOR FUNDS: POLICE OFFICER OF THE YEAR AWARDS
 RECEPTION**

The Board was in receipt of the following report May 12, 2010 from Alok Mukherjee, Chair:

Subject: REQUEST FOR FUNDS: POLICE OFFICER OF THE YEAR AWARDS
 RECEPTION

Recommendation:

It is recommended that the Board approve an expenditure from the Special Fund in the total amount of \$3,000.00 to (a) sponsor the 2010 Police Officer of the Year Awards reception at a cost of \$2,500.00 and (b) purchase a table of 8 at a cost of \$500.00.

Financial Implications:

If the recommendation contained in this report is approved, the Special Fund will be reduced in the amount of \$3,000.00. As at March 31, 2010, the balance in the Special Fund was \$969,003.00.

Background/Purpose:

The Police Officer of the Year Awards was initiated in 1967 by the Toronto Board of Trade Young Professionals for the purpose of recognizing the admirable contributions by members of the Toronto Police Service who in many instances put their lives on the line due to their dedication to the community. All nominations are initiated through the Awards Co-ordinator, Professional Standards Unit and a panel of judges comprised of members of the media and representatives from the Toronto Board of Trade.

Nominees are judged according to the following criteria:

Bravery
Humanitarianism
Superior Investigative Work; and
Outstanding Police Skills

The Board of Trade (BOT) first requested financial support from the Board in May 2008, when the Board approved a request of funds from the BOT of an amount not to exceed \$3,500.00 per year for the years 2008 to 2010 to support the awards reception (Min. No. P125/08 refers). This funding arrangement, therefore, is in third and final year.

Last year, in April 2009, the BOT requested additional funding of \$2,500.00 to sponsor the 2009 Police Officer of the Year Awards and to purchase 3 tables (30 tickets at a cost of \$1,200.00) with the total amount not to exceed \$3,700.00 (Min. No.P110/09 refers).

If the Board approves this recommendation, the total support provided in 2010 to the Board of Trade for the Police Officer of the Year Awards is \$6,000 (excluding their request to purchase table of 8 at a cost of \$500.00).

Discussion:

This year's awards ceremony is special in that it marks the first time that the Toronto Board of Trade will make a presentation of the TPS Business Excellence Award. The purpose of the novel award is to recognize members of the Toronto Police Service who have made significant contributions to the Toronto Police Service and the City of Toronto based on the following criteria: innovation, community service, technical achievement and customer service and reliability.

This significant new award demonstrates that our system of honouring our members is always evolving to meet the changing times and recognize excellence in unique ways. The BOT is aiming to increase awareness of the expanded awards program, to increase attendance at the Police Officer of the Year event and to cover the costs of additional expenses.

The Police Officer of the Year Awards program is a very important initiative, worthy of Board support. It is an excellent demonstration of the community and the police working together, supporting one another and celebrating community safety achievements together. These awards celebrate excellence in policing and demonstrate the immense appreciation that our community has for its police officers.

This year's event will take place on June 3, 2010, at the Toronto Board of Trade, Downtown Club, First Canadian Place.

Conclusion:

It is recommended that the Board approve an expenditure from the Special Fund in the total amount of \$3,000.00 to (a) sponsor the 2010 Police Officer of the Year Awards reception at a cost of \$2,500.00 and (b) purchase a table of 8 at a cost of \$500.00.

Mr. Chris Worth, Toronto Board of Trade, was in attendance and delivered a deputation to the Board about the 2010 Police Officer of the Year Awards Reception. Deputy Chief Peter Soly, Executive Command, was also in attendance and responded to questions.

The Board approved the foregoing report.



**TORONTO
BOARD OF TRADE**

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Dr. Alok Mukherjee, Chair
Toronto Police Services Board
40 College Street
Toronto, ON M5J 2G3

Tuesday, May 11, 2010

Dr. Mukherjee,

On June 3, 2010 the Toronto Board of Trade is hosting the 43rd Annual Police Officer of the Year Awards. The event, which takes place from 6:30pm – 9:30pm at Toronto Board of Trade's Downtown Centre in the First Canadian Place, will pay tribute to the men and women of the Toronto Police Service who have made extraordinary contributions to the safety and liveability of our city.

This year, the Board of Trade is proud to present the inaugural Toronto Police Service Business Excellence Award recognizing civilian members of the Toronto Police Service who have made significant contributions to the Police Service and the City of Toronto.

Last year, the Toronto Police Service Board generously provided a \$2500 sponsorship and \$1200 in tickets that were handed out at the discretion of the Toronto Police Service. This year, with the additional award being introduced, we aim to increase awareness to the Toronto Police Service, Police Service Board and selected members of the Business community to grow attendance and cover costs of additional expenses. We are respectfully requesting your support to provide \$2500 in sponsorship and to purchase a \$500 table of 8 for a total investment of \$3000.00.

The Toronto Board of Trade is proud of this event and the impact it has on the members of the Toronto Police Service and the growing community. Continuing this support is important and your assistance will help ensure that this strong tradition carries on in the years to come.

Kind Regards,

Christopher Worth
Manager, Sponsorship



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
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**#P156. CANADIAN ASSOCIATION OF POLICE BOARDS (CAPB) 2010
CONFERENCE**

The Board was in receipt of the following report April 7, 2010 from Alok Mukherjee, Chair:

Subject: CANADIAN ASSOCIATION OF POLICE BOARDS (CAPB) 2010
CONFERENCE

Recommendation:

It is recommended that the Board approve the conference attendance and the estimated expenditures described in the following report, for up to six representatives of the Board, either Board members or Board staff members, to attend CAPB's 2010 Annual Conference in St. John, New Brunswick.

Financial Implications:

This report recommends that the Board approve an expenditure from the operating budget in an approximate amount of \$14,500.00 to cover conference registration, airfare, per diem and any other necessary expenditures. Funds for conference attendance are available within the Board's approved 2010 operating budget.

If the Board approves the recommendation contained in this report, funds in the amount of approximately \$14,500.00 will be expended from the Board's 2010 operating budget.

Background/Purpose:

The "Board Member Expense and Travel Reimbursement Policy" approved by the Board in 2006 establishes that the Board's approval must be sought for the attendance of Board members at conferences.

Discussion:

Each year, CAPB hosts an annual conference which is one of only two annual opportunities for professional development for Board members. This conference provides an opportunity for networking with fellow police board members from across Canada. The theme of this year's conference is "Navigating the Way to an Affordable, Effective Future of Public Policing" and will be held in St. John, New Brunswick, from August 18 - 21, 2010. The conference sessions will cover a broad range of topics and will provide Board Members with an opportunity to participate in discussion groups, share experiences and debate issues.

The approximate cost breakdown per person for this conference is as follows:

Registration	\$525.00
Airfare	\$500.00*
Accommodation	\$848.00*
Per Diem	\$375.00 (based on five days @ \$75.00 per day)
Subtotal	\$2,300.00 (rounded to the nearest \$100)
Total	\$13,800.00 (for six members)

The additional \$700.00 is to allow room for changes to airfare, accommodation and for other additional expenses such as travel to and from the airport.

*Subject to change

Conclusion:

It is, therefore, recommended that the Board approve the conference attendance and the estimated expenditures described in this report, for up to six representatives of the Board, either Board members or Board staff members, to attend CAPB's 2010 Annual Conference in St. John, New Brunswick.

The Board approved the foregoing report.

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**#P157. DISPOSITION REPORT – REVIEW OF COMPLAINT CONCERNING
THE CONDUCT OF CHAIR ALOK MUKHERJEE**

The Board was in receipt of the following report May 17, 2010 from Pam McConnell, Vice-Chair:

Subject: DISPOSITION REPORT - REVIEW OF COMPLAINT CONCERNING THE
CONDUCT OF CHAIR ALOK MUKHERJEE

Recommendation:

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

Financial Implications:

There are no financial implications related to the receipt of this report.

Background/Purpose:

The Board, at an in camera meeting held on May 13, 2010, reviewed a complaint pertaining to an allegation that, on February 15, 2010, Chair Mukherjee entered into an agreement in his capacity as Board Chair and on behalf of the Board, with the Canadian Consulate in India binding the Board to a \$1,000.00 expenditure, when, in fact, the Board, at its public meeting on January 28, 2010 (Min. P30/10 refers) had declined to approve the expenditure. Subsequently, in a report dated March 15, 2010, which was considered by the Board at its meeting on March 25, 2010 (Min. P88/10 refers), Chair Mukherjee requested that the Board reimburse him for \$1,000.00 that he had paid the Consulate from his personal funds.

It was alleged that, by signing an agreement that bound the Board to an expenditure, contrary to the Board's direction, Chair Mukherjee had breached the Regulation to the *Police Services Act* governing Board member conduct, namely, O. Reg. 421/97 Members of Police Services Boards – Code of Conduct (Minute C152/10 refers).

By way of a letter dated April 16, 2010, Chair Mukherjee responded to the allegation and provided an explanation of his conduct. The Board accepted Chair Mukherjee's explanation; however, the Board did not approve his request that his report which requested reimbursement and all related documents be removed from his report of March 15, 2010. Instead, the Board agreed to treat the report which contained his request for reimbursement as withdrawn.

The Board determined that Chair Mukherjee's conduct constituted a breach of the Code of Conduct and determined that it would take no further action with respect to this breach.

Conclusion:

On behalf of the Board and in accordance with the Board's policy, I will communicate the Board's decision, including a copy of Chair Mukherjee's response, to the Ontario Civilian Police Commission for its information.

The Board received the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

#P158. POLICE TOWING AND POUND SERVICES CONTRACTS

Mr. John Long, President, Downtown Group Towing and Storage, was in attendance and delivered a deputation to the Board. Mr. Long also provided a written copy of his deputation; copy on file in the Board office.

During his deputation, Mr. Long advised the Board that he was awarded the contract to provide police towing and pound services in District No. 5 in November 2008. Mr. Long compared the number of tow trucks and the amount of pound space that he is required to have, based on the terms of the contract, to the actual number of tows that have occurred since he was awarded the contract in 2008. Mr. Long also provided the Board with TPS statistics which indicate that between 1996 and 2009, inclusive, there was a decrease of nearly 60% in the number of tows in District No. 5. In light of the decrease in the number tows, Mr. Long recommended that the pound space and tow truck requirements be reduced.

Following his deputation, Mr. Long responded to questions by the Board.

The Board approved the following Motion:

THAT the Board receive Mr. Long's deputation and written submission and refer them to the Chief of Police for review with the request that he report back to the Board following the review.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

#P159. IN-CAMERA MEETING – MAY 20, 2010

In addition to the public meeting conducted by the Board today, an in-camera meeting was held to consider a number of matters which were exempt from the public agenda in accordance with the criteria for considering confidential matters set out in s.35(4) of the *Police Services Act*.

The following members attended the in-camera meeting:

Dr. Alok Mukherjee, Chair
Ms. Pam McConnell, Councillor & Vice-Chair
Ms. Judi Cohen, Member
Mr. Frank Di Giorgio, Councillor & Member
Mr. Hamlin Grange, Member
Mr. Adam Vaughan, Councillor & Member

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 20, 2010**

#P160. ADJOURNMENT

Alok Mukherjee
Chair