



**The following *draft* Minutes of the meeting of the Toronto Police Services Board held on August 11, 2005 are subject to adoption at its next regularly scheduled meeting.**

**The Minutes of the meeting held on July 12, 2005 previously circulated in draft form were approved by the Toronto Police Service Board at its meeting held on August 11, 2005.**

**MINUTES OF THE PUBLIC MEETING** of the Toronto Police Services Board held on **AUGUST 11, 2005** at 1:30 PM in Committee Room 2, Toronto City Hall, Toronto, Ontario.

**PRESENT:**

**Ms. Pam McConnell**, Councillor & Chair  
**Dr. Alok Mukherjee**, Vice Chair  
**Ms. Judi Cohen**, Member  
**Mr. John Filion**, Councillor & Member  
**Mr. Hamlin Grange**, Member  
**The Honourable Hugh Locke, Q.C.**, Member  
**Mr. David Miller**, Mayor & 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 AUGUST 11,2005**

**#P251.           MOMENT OF SILENCE**

The Board observed a moment of silence in memory of OPP Constable Andrew Potts of the Bracebridge Detachment who was killed while on duty on Wednesday, July 20, 2005.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11,2005**

**#P252. MR. FRANK CHEN, CHIEF ADMINISTRATIVE OFFICER**

The Board noted that Mr. Frank Chen, Chief Administrative Officer, would be retiring later this month after serving over 35 years with the Toronto Police Service. The Board commended Mr. Chen for his remarkable career during that time and noted that he will be greatly missed because he is very well respected by many people throughout the Toronto Police Service and at Toronto City Hall.

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**#P253. FIREARMS AND AMMUNITIONS REGULATIONS**

Mr. Geoff Currie was in attendance and delivered a deputation with regard to firearms and ammunitions regulations and policies in Ontario and Canada. Mr. Currie also noted the increase in violence involving prohibited firearms across Canada and recommended that the Board indicate its support of the Canadian Firearms Registry, which is one part of the Canadian Firearms Program.

Chief Blair advised the Board that the firearms registry is helpful and that the Service is working hard to ensure that unregistered firearms in the City of Toronto are seized by police.

The Board received Mr. Currie's deputation. Chair McConnell indicated that she would ensure that the Service complies with the federal government requirement to register its firearms in accordance with the *Public Agents Firearms Regulations*.

Toronto Police Services Board  
40 College St.

from Geoff Currie  
2 Omaha Ave. 416 203 8574  
Toronto Ont.  
M5J 1Z5

I am a civilian, resident of Toronto, and have been conducting firearm and ammunition research and survey. As a result I have some opinions and observations with regard to firearm and ammunition regulation and policies in Ontario and Canada. Would it be possible to present this information before a TPS board meeting

I would be prepared to provide written submission at that time. Thank you.

Sincerely

Geoff Currie



DATE RECEIVED

JUN 30 2005

TORONTO  
POLICE SERVICES BOARD

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P254. REVIEW OF A COMPLAINT ABOUT POLICE SERVICE POLICY –  
FILE #2004-EXT-0857 – IMMIGRATION STATUS**

The Board was in receipt of the following report July 11, 2005 from William Blair, Chief of Police:

Subject: REQUEST FOR REVIEW OF A COMPLAINT ABOUT POLICE SERVICE  
POLICY (FILE # 2004-EXT-0857)

Recommendation:

It is recommended that:

- (1) the Board review the policy complaint summarized in this report;
- (2) the Board determine whether to concur with the decision that no further action be taken with respect to the complaint; and
- (3) the complainant be notified of the outcome of the Board's review.

Background:

In a letter dated November 23, 2004, the complainant alleges that "the Toronto Police Service have a practice of inquiring as to the immigration status of a person seeking police services".

Citing an article published in "This Magazine" September – October 2004 edition, the complainant makes the following statements:

"When a woman who was assaulted in 2001 by a security agent, called the Toronto Police, an officer's decision to report her status to immigration authorities set in motion a series of events which almost saw her deported".

"In the same article Sergeant Jim Muscat is quoted as saying that the Toronto Police do indeed follow a policy of inquiring as to the immigration status of a person seeking police services".

The complainant further states that "this practice of asking for and reporting immigration status where people are seeking the protection of the police does not help but hinders public safety. If a person fears contacting the police for fear of deportation even when he or she may be the victim of or the witness to a serious crime, people who should be prosecuted for serious criminal offences will remain at large and remain a threat to the community".

The complainant further reports that a growing coalition of organizations are working toward the adoption of a policy where public services be made accessible to people on the basis of need and not on the basis of immigration status. This is known as the “don’t ask – don’t tell” policy. Versions of this policy have been adopted in various cities in the United States of America.

#### Complaint Investigation:

The complainant alleged that “the Toronto Police Service has a practice of inquiring as to the immigration status of a person seeking police services”.

This complaint was classified as a Policy Complaint and assigned to Corporate Planning for investigation and review. After a careful review of the complaint, it was determined that no changes to the Rules, Procedures or Policies of the Toronto Police Service were required.

The report concluded that the Toronto Police Service Rules and Procedures do not direct police officers to check and report the immigration status of victims, witnesses or those calling the police for assistance.

The Police are bound by law to enforce the provisions set out in the Immigration and Refugee Protection Act. To fail to do so would be a breach of their oath of office (*Ontario Regulation (O. Reg.) 144/91, Police Services Act (PSA)*), their duties (*section 42(1), PSA*), and would constitute an offence under the Code of Conduct (*O. Reg. 123/98, PSA*). Any immigration issues uncovered during an investigation will be communicated to Citizenship and Immigration Canada. Citizenship and Immigration Canada is responsible for any follow up investigations pursuant to the information provided.

The completed Report of Investigation was forwarded to the complainant.

#### Legislative Requirements:

Section 61 of the PSA deals specifically with complaints about the policies of, or services provided by a municipal police force. Subsection 61(7) allows for a complainant to request a review of the investigation into the policy complaint by the Board.

#### Complainant Request for Review:

In a letter dated May 18, 2005, the complainant requested that the Toronto Police Services Board review the complaint. The basis of the request for review is as follows:

##### Issue #1:

*“The report of investigation into the complaint says that a victim’s or witness’s immigration status will have no effect on the way an investigation is conducted and victims will be offered the same support services. However, the report also says any immigration issues uncovered during an investigation will be communicated to Citizenship and Immigration. The Report appears to contain two directly contradictory statements. This is not to make a debater’s point. It is the “unfortunate conundrum” we are dealing with.”*

I do not believe that there is anything contradictory about this statement. The investigation into the crime being reported by the victim and any investigation regarding the victim's immigration issues are separate and distinct. As outlined in the original report, the victim's immigration status will have no bearing on the police investigation. Immigration issues uncovered during this investigation will be reported to Citizenship and Immigration Canada, as required. Any investigation into the immigration issues if any, will be conducted by that agency and will in no way impact on the police investigation.

The reference to an unfortunate conundrum does not relate to the investigation. The issue for the police is quite clear. The police have a duty to uphold the law and report any violations of the law that are known to them. The "unfortunate conundrum" referred to in the Report of Investigation was used in relation to the victim, who must determine whether to report an incident at the risk of their own breach of the law being uncovered, much as any other person wanted by law enforcement would have to decide.

#### Issue # 2:

*"... as long as the Police Service maintains that with respect to victims and witnesses "any immigration issues uncovered during an investigation will be communicated to Citizenship and Immigration Canada", persons without immigration status who are otherwise law abiding members of society will not be fully protected from criminal acts – in practice."*

The Immigration and Refugee Protection Act is a Federal Act of Parliament. Contravention of the Act constitutes an offence against an Act of Parliament. As a result, any individual who is contravening the Act cannot be said to be a "law abiding" member of society.

Further, I disagree that these individuals will be any less protected from criminal acts than any other person. These individuals may not come forward because they themselves are in violation of the law and fear being exposed. They are in fact technically fugitives from justice. The complainant is suggesting that as a result of becoming a victim, they should be exempt from the immigration laws. If we accept the complainant's argument, then could the same not be said for other members of society, who become victims but are wanted for other crimes. How does one justify an exemption from the law as a result of becoming a victim of a crime?

#### Issue # 3:

*"...there is no reference in the Report of Investigation to any section of any Act which specifically and explicitly requires a municipal police service to report to the Citizenship and Immigration Department the immigration status of a person who reports being the victim of or witness to a criminal offence".*

I submit that the Report of Investigation gives several references to legislative Acts which require a police officer to report suspected breaches of the law.



The Police Services Act requires all police officers in the Province of Ontario to take the following Oath of Office. (O. Reg. 144/91, PSA)

*“I solemnly swear (affirm) that I will be loyal to Her Majesty the Queen and to Canada, and that I will uphold the Constitution of Canada and that I will, to the best of my ability, preserve the peace, **prevent offences and discharge my other duties as (insert name of Office) faithfully, impartially and according to law.**”*

Furthermore Section 42(1) of the PSA states the duties of a police officer include:

- Preserving the peace*
- ***Preventing crimes and other offences and providing assistance and encouragement to other persons in their prevention***
- *Assisting victims of crime*
- ***Apprehending criminals and other offenders and others who may lawfully be taken into custody***
- *Laying charges and participating in prosecutions*
- *Executing warrants that are to be executed by police officers and performing related duties*

The Code of Conduct (O. Reg. 123/98, PSA) creates offences for a police officer who:

- Fails to treat or protect a person equally without discrimination with respect to police services because of that person’s race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, same-sex partnership status, family status or handicap*
- Without lawful excuse, neglects or omits promptly and diligently to perform a duty as a member of the police force*
- ***Fails, when knowing where an offender is to be found, to report him or her or to make due exertions for bringing the offender to justice***
- ***Fails to report a matter that it is his or her duty to report***
- ***Fails to report anything that he or she knows concerning a criminal or other charge, or fails to disclose any evidence that he or she, or any person within his or her knowledge, can give for or against any prisoner or defendant***
- *Omits to make any necessary entry in a record*

#### Issue # 4:

*“I submit that a municipal police service and the civilian oversight police services board do have discretion to adopt an operational policy which would extend in practice as well as in theory the protection of police services to victims or witnesses to criminal offences who do not have immigration status.”*

Police services are equally available to all members in our society, regardless of immigration status or citizenship. Having said this, neither the Service nor the Board has the authority to create policy that would in effect contravene provincial and federal legislation. While I understand the complainant’s concern, the law is quite clear on the matter. A violation of the Immigration and Refugee Protection Act is a federal offence, and police officers are duty bound

by law to act upon the information they receive. Becoming the victim of a crime does not exempt an individual from abiding by the laws themselves. For a police officer to suppress that information, or for the Service or the Board to direct officers to do so would constitute an offence.

#### Conclusion:

After a careful review of the complainant's letter of appeal dated May 18, 2005, and the original Report of Investigation, I am satisfied that the original report addresses the policy concerns identified. As such I reaffirm the conclusion in the original report that there is no need to alter any Rules, Procedures or Policies of the Toronto Police Service.

In reviewing a policy or service complaint, the Board may:

- review the complaint and take action, or no action, in response to the complaint, as it considers appropriate; or
- appoint a committee of at least three Board members who will review the complaint and provide recommendations to the Board; or
- hold a public meeting with respect to the complaint.

To assist the Board in reviewing this matter, Board members will receive confidential information about this investigation at its closed meeting.

It is recommended that:

- (1) the Board review the policy complaint summarized in this report;
- (2) the Board determine whether to concur with the decision that no further action be taken with respect to the complaint; and
- (3) the complainant be notified of the outcome of the Board's review.

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

#### **The following persons were in attendance and made deputations to the Board:**

- **Mr. Steve Watson, CAW, National Office; and**
- **Ms. Sima Zerehi, Don't Ask Don't Tell Policy Group.**

**Chief Blair was in attendance and responded to questions by the Board about the Service's practice of reporting a person's immigration status when necessary. Chief Blair reiterated that all police officers have a statutory obligation to comply with provincial and federal legislation, and that they are duty bound by law to act upon the information they receive.**

**The Board inquired about the types of circumstances in which the immigration status or citizenship of a person, whether a victim of crime or a person arrested by police, would become known to police officers during the normal course of their duties.**

**With regard to the three recommendations contained in the foregoing report, the Board:**

- (1) reviewed the policy complaint summarized by the Chief of Police;**
- (2) decided to take action by reviewing, in consultation with the Chief of Police, the issue of police reporting immigration status raised by Mr. Watson. The Board will conduct further research into this matter and will prepare a report for a future Board meeting at which time members of the public, including Mr. Watson and Ms. Zerehi, will be invited to make deputations; and**
- (3) agreed to notify the complainant of the outcome of the Board's review of the foregoing report.**

**The following Board members offered to participate in the review: Ms. Judi Cohen, The Honourable Hugh Locke, Q.C., and Dr. Alok Mukherjee.**

**The Board noted that the foregoing report was considered in conjunction with the Report of Investigation on this matter during the in-camera portion of the meeting (Min. No. C207/05 refers).**

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TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P255. POLICE TOWING CONTRACTS**

The Board was in receipt of the following report June 28, 2005 from Albert Cohen, City of Toronto – Legal Services Division:

Subject: Police Towing Contracts

Recommendation:

It is recommended that the Board review this report and provide direction on its preferred approach to handling future police towing contracts

Background:

At its meeting held on April 21, 2004, the Board considered a report from the Chief of Police recommending the award of police towing and pound services contracts for the period from June 1, 2004 to May 31, 2007 with the option for a extension for a further one year period in the Board's sole discretion (Minute No. P135/04 refers).

While it adopted the Chief's recommendations, the Board also requested the City Legal Division to provide a report in a timely manner "outlining a process on how to deal with various towing issues prior to consideration of the next towing and pound services contract".

The principal concerns raised by the Board at its April 2004 meeting were in respect to ensuring that there was a competitive towing quotation request process and that the members of the public do not bear an undue financial burden as a result of police ordered tows.

Discussion:

**1. Basic Needs of Police Towing Services**

The Toronto Police Service requests towing and pound storage services for approximately 70,000 vehicles annually. These tows are not just related to parking infractions, but also arise due to drivers being arrested and not being able to operate their vehicles and when cars are stolen. As a result, every three or four years, the Board has issued a towing and pound services request seeking competitive bids for provision of these services.

Currently, there are very few large tow companies in the City of Toronto that can mount a bid that would meet the usual requirements of the quotation request. Each time the tow contract is tendered there have traditionally been between seven to ten bids submitted for six towing districts.

The terms and conditions of the quotation request have been reviewed at the outset of each bidding process by staff from the Toronto Police Service and the legal, auditing and purchasing divisions of the City of Toronto. To ensure the Toronto Police Service receives prompt and efficient towing and storage services on a 24 hours a day, 7 days a week basis, contract holders have been required to meet certain minimum standards. The ability to meet those standards requires a considerable capital investment on behalf of the operator and, historically, has led to only well-established and financially secure companies being in a position to tender a bid. Some of those requirements have typically been:

- Sufficient tow vehicles either owned or leased by the operator for the duration of the contract, available to provide towing services 24 hours a day, 7 days a week within the awarded district. The number of vehicles required in each towing district has been based upon the ordinary volume of daily towing an operator is reasonably expected to provide. The minimum number of trucks currently required ranges from 10 in smaller districts to 35 in the larger tow zone districts;
- A fully fenced and secure pound area the size of which is based upon the ordinary volume of daily storage as well as the expected volume of extended storage. Currently, the maximum pound size required is 90,000 square feet. The operator has been required to either own the property outright or be in possession of a lease that provides an unobstructed and exclusive right to occupy the property for the purpose of operating a pound meeting all municipal zoning requirements for the duration of the contract, including the optional renewal year;

The pound property has been required to contain a permanent structure of specific dimensions within the secure area to accommodate a customer service area and an area for the establishment of a police administrative office, as well as a video system that continually monitors the vehicle storage area and the customer service area;

- The operator has had to own or lease for the duration of the contract, a tow vehicle capable of towing heavy vehicles on a 24 hours a day, 7 days a week basis. The purchase price for a heavy tow vehicle currently ranges from \$350,000 to \$500,000; and
- The operator has had to maintain staffing for the customer service reception area on a 24 hours a day, 7 days a week basis.

These requirements have been developed over the years to attempt to ensure that the towing operators provide high quality and efficient service to both the Toronto Police Service and the public.

Historically, changes to the terms and conditions of both awarded contracts and future quotation requests have taken into consideration:

- The best interests of the Service, to ensure that effective towing and storage services are not compromised;

- The public interest, to ensure reasonable pricing on a level reasonably consistent with the price of towing and pound services provided other than under the police towing contracts; and
- The concerns of towing operators, to ensure viable terms and conditions under the contract.

Since the early 1990's, each award of contracts by the Toronto Police Services Board has resulted in at least one tow operator change. It is significant to note that in the last award of towing contracts in 2004, only one of the six successful bidders was under contract to the Board fifteen years earlier.

## 2. Options for Consideration

There are two basic ways to modify the process for acquiring towing and pound services. Either the Police Service can establish its own towing and pound operation or the process, structure or requirements for acquiring towing and pound services and for providing them can be altered. Many of these options have been considered over the past decade by differently constituted Boards and, for a variety of reasons, have been rejected. The Board should also note that many of these options can be combined with each other and, if applied, need not be applied independently. For example, the Board could choose to reduce the standards for the towing contracts and also allow more than one bidder per district.

### (i) Establishing Police Service Towing and Pound Capacity

If it chose to do so, the Board could establish its own towing operation, which would require the acquisition of tow trucks, pounds and additional staff to run the operation.

Obviously, the central benefit of this approach is that the entire towing operation would be under the control of the Board and the Service. This would help ensure that the operation is run in accordance with Board and Service standards and would avoid the necessity of having to go through a quotation request process every three to four years.

However, this approach would involve an extensive initial capital outlay for acquisition of the tow trucks and the pounds. There would also be ongoing costs for the maintenance and upkeep of the vehicles and the pounds as well as an ongoing cost for staff employed to run the operation. At present, as discussed further below, the costs of the Service in administering the towing system is borne by the various towing companies in proportion to their share of the total number of vehicles towed.

In addition, this approach would involve the Board and the Service in carrying on the operation of towing and pound services which, in Toronto, is not a matter traditionally carried on by the police service. Given the often negative public perception of towing and the costs it imposes on drivers whose vehicles have been towed, the Board and Service's operation of an in-house towing program might result in such negative perceptions being focused on the Board and the Service.

(ii) Modifying the Existing Approach

In an effort to increase competition and keep towing and storage prices low for the public, over the past decade a number of modifications to the terms of the quotation requests and resulting contracts have been considered. Some of these changes have been accepted while others have been rejected. These changes include the following:

(a) Reducing the Requirements for Towing and Pound Services

As noted above, the requirements of the quotation request has been designed, in part, to ensure that the Service gets effective, reliable towing and pound services. Therefore, the standards for the services have been set at a level that the Service believes meets the requirements for towing in the City of Toronto. Consequently, only larger towing companies are effectively in a position to mount a successful bid for the contracts. However, as noted above, it is also true that over the past 15 years there have been significant changes to the operators who hold the police towing contracts, which suggests that smaller companies can expand to the point that they have the resources to bid on the contracts.

One mechanism for attempting to promote increased competition for the contracts would be to reduce the requirements and standards for the contract. Obviously, from an operational perspective, any such reductions might affect the quality of the services provided and, if so, could have a detrimental effect on the Service's ability to carry out one of its functions effectively. Given the potential operational impact that any reduction would have, and given that the contractual requirements have been developed as a result of long experience with the Service's towing needs, I strongly recommend that no changes to the requirements be made without significant consultation with appropriate members of the Service.

(b) Reducing the Assets Required for Placing a Bid

In an effort to attract additional bidders for the quotation request process, in 1994 the Board approved a recommendation reducing to two-thirds the required land, tow vehicles, security equipment and other equipment required to be in the possession of the bidder on the date of the closing of bids. The bidder would only have to obtain the remaining one third of the land and equipment if it was awarded a contract, and have the outstanding assets in place as of the date the contract commences.

This reduction in closing date requirements was made to relieve smaller operators, who may not have met the full requirements of the quotation request at closing, from having to make large additional capital expenditures without the benefit of knowing that they have been awarded a police towing contract. This was designed to assist smaller operators to mount bids that might be competitive with larger, better-established operators who were already in possession of the required facilities and equipment.

While this approach was financially beneficial to potential bidders, it involves an inherent risk to the Toronto Police Service should an operator be unable to fulfil its obligations by the contract commencement date. As there are only a limited number of tow companies with the resources available to meet the current requirements, it is uncertain whether the Board's decision encouraged more companies to consider submitting a bid. From a risk management perspective, a further reduction of the required asset commitment in an effort to attract additional bidders might not be favourable to the needs of the Service. The possibility of an operator failing to meet the contract standards and, therefore, being unable to provide towing or storage services upon commencement of an awarded contract, obviously increases.

(c) Increasing the Number of Districts

The Board has the authority to increase the total number of towing districts. In theory, this would allow for more towing and storage service providers if enough companies exist with the resources to meet the terms and conditions of the quotation request. However, it may not necessarily lead to greater competition for the contracts in each smaller district and would reduce the requirements for trucks and pound size in each district. This would also lead to more pound locations, which would likely increase convenience for the public in recovering towed vehicles provided the relevant pound is located within the area of the smaller district.

Should the Board decide to increase the number of districts to attempt to accommodate more operators, the Service would be obligated to increase its current level of administrative support for the towing and pound services operations. Additional staff would be required to complete audits and daily pound inspections to ensure compliance with the terms and conditions of the contract. Additional vehicles and computer equipment would also be required to ensure efficient administration of each pound location. The cost of additional administrative support would affect the Service's operational budget and would require an increase in the Service's authorized strength or a redeployment of Service staff. Although these administrative costs are ultimately passed on to the operators under the provisions of the current cost recovery clause of the contract, subject to a price cap on bids, it may also be passed on to the public through increased towing costs.

It is also possible that dividing the districts could cause some confusion within the Service as the towing district boundaries are currently congruent with the Service's divisional boundaries.

As well, it is possible that dividing up the districts would mean that each smaller district would not generate enough business for each operator. Since each operator is required to keep its police pound open 24 hours a day all year and acquire one heavy tow truck at a substantial cost, this may require the operator to bear costs that are burdensome relative to the amount of towing and storage required in a smaller district.

In addition, pound space can be difficult to acquire and it may not be desirable to encourage the proliferation of pounds in additional areas.

The Board has previously considered the idea of increasing the number of towing districts; however, at those times it decided to maintain the *status quo* of six towing districts.



(d) Permitting More than One Operator in Each District

Historically, the towing and pound storage contracts have been awarded to only one operator in each district. In the early 1990's, the Service conducted a review of the towing and storage contracts. The resulting report determined that police towing and storage contracts formed approximately 20% to 45% of the business activities of each tow operator. This suggests that tow operators should not be solely reliant on police towing contracts in order to maintain a viable business operation and that the police contract portion should not constitute all of an operator's business.

Increasing the number of operators in each district would have many of the same benefits as expanding the number of districts. However, it may also lead to operators being unduly reliant on the police towing contracts for their livelihood. This might increase the potential for the failure of operators under contract to the Board. To divide the districts to permit more than one operator would not necessarily be in the best interest of the operator, particularly in the outlying districts where there are considerably fewer tows than in the downtown core. It also would not be in the best interests of the Service from an administrative perspective in light of the concerns already identified above.

(e) Increasing the Limit of Numbers of Contracts Awarded to Each Operator

Decisions of past Boards led to the establishment of the practice of awarding only one district for each towing operator during the contract term. The intent of the Board was to permit as many companies that met the requirements an opportunity to participate both in the bidding process and, ultimately, the awarding of the contract for the specified term. In so doing, members of the Board believed that the awarding of one district for each operator would prevent larger companies from forming monopolies and oligarchies, while allowing smaller companies an opportunity to operate within districts with lesser towing volumes, requiring a substantially less capital investment.

In the short term, it is possible that allowing operators to be under contract in more than one district would lead to increased competition. However, the awarding of more than one contract to an operator could, in the long term, lead to less competition and higher pricing due to fewer companies being able to bid and be under contract to the Board.

Allowing operators to obtain more than one contract might decrease the Service's administrative responsibilities, assuming that there would be a consolidation of some portion of the operations by a towing operator under contract in more than one district

(f) Rotation or Roster Towing

This system is currently being used in jurisdictions with significantly less towing volumes, such as the City of Hamilton and detachments policed by the Ontario Provincial Police. This approach involves contracting with any number of independent tow vehicle owner/brokers or fleet operators, who respond to calls for service on a rotational or roster system.

This approach may create difficulties for operators' ability to handle the volume of towing in the City of Toronto and create uncertainty that towing services will be provided upon demand within a reasonable response time. As well, the current towing structure of allocating districts is designed to ensure that towing operators tow vehicles to pounds within a reasonable proximity to the site of the tow. Using a roster system would likely result in vehicles being towed to a variety of pounds across Toronto with a consequential impact on the ease with which members of the public can retrieve their vehicles. It would also likely increase the administrative burden on the Service to monitor a greater number of pounds. This approach would also make it more difficult to set uniform high standards for all operators given that more operators would be involved in providing services to the Service.

(g) Uniform Pricing and Setting a Price Cap

The Board has previously considered whether it could impose uniform pricing on operators as a condition of the quotation request. This clearly ensures that a uniform price is charged to members of the public across the City of Toronto. This reduces the need for a more competitive quotation request process since the price for tows and storage would be established by the Board.

Although there are various advantages and disadvantages to this approach, during the 2000 towing request process a fundamental concern was raised about the legality of this approach given the terms of the federal *Competition Act*. At that time a legal opinion was obtained from a private law firm specializing in competition law regarding the legality of the Board establishing a uniform price for towing in the City of Toronto. That opinion concluded that the Board might contravene the *Competition Act* if it attempted to impose uniform pricing on towing operators.

However, in light of that opinion, it appeared that adoption of the practice of establishing a price cap on the amount that bidders can charge was acceptable. The Board has adopted this approach in the past two quotation request processes. In the 2004 quotation request process, the Board explicitly accepted a rise in the price cap used in 2000 to reflect the increase in costs for operators over the previous four years, but that was consistent with current charges for towing in other settings.

The Board could choose to select a lower price cap to ensure that members of the public incur less cost when their vehicles are towed and stored. However, this would not necessarily reflect the reality of increased costs for tow operators. As well, if the price was set too low, this could affect the number of bidders interested in bidding on the police towing contract. The use of a price cap does not, in itself, increase competition although it obviously helps control the price paid by members of the public for towing and storage, which is one of the goals of competitive bidding.

(h) Point System

Use of a point system to evaluate bidders, rather than determining the award based solely on price and compliance with all the specifications, might result in a more nuanced evaluation of the bidders. Depending on the evaluation criteria adopted, this might enable smaller operators to effectively bid on the contract. However, evaluating bidders on a point system based on the various requirements currently used in the quotation request would likely continue to favour well-established companies.

In 1994, the Board rejected the point system approach due to complaints that the awarding of the towing contracts was not based on sufficiently objective criteria. At that time, an effort was made to establish basic quotation requirements that all bidders would have to meet in order to be accepted, and to have the price for towing and storage be the only determinant for an award

3. Conclusion

The towing and pound services quotation request has gone through a great deal of revision in the past decade in an effort to ensure as competitive a bidding process as possible without sacrificing the needs of the Service and ensure reasonable market pricing for the public. Most of the ideas discussed in this report have been previously considered by the Board of the day and, for the reasons set out above, many have been rejected as failing to allow a suitable reconciliation between the competing considerations inherent in the towing process.

For the Board members' information, the Board office has a binder that contains all towing related minutes from 1990 to the present, which is available as a reference tool for Board members.

Representatives of the Traffic Services Unit were consulted in the preparation of this report.

**Superintendent Steve Grant, Traffic Services, was in attendance and responded to questions by the Board about this report.**

**The Board received the foregoing report and requested that, prior to considering the next police towing contracts, the Chief of Police provide the Board with a report identifying any additional factors that could be considered with regard to the establishment of a price cap.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P256. 2005 HOURLY RATES FOR LEGAL SERVICES – HICKS MORLEY  
HAMILTON-STEWART STORIE**

The Board was in receipt of the following report April 01, 2005 from William Gibson, Director, Human Resources:

Subject: 2005 HOURLY RATES FOR LEGAL SERVICES -- HICKS MORLEY  
HAMILTON STEWART STORIE

Recommendation:

It is recommended that the Board approve the hourly rates for legal services provided by Hicks Morley Hamilton Stewart Storie retroactive to March 1, 2005.

Background:

At its meeting on December 11, 2002 (Board Minute #P333/02 refers), the Board approved the selection of the law firm of Hicks Morley Hamilton Stewart Storie to provide supplementary legal services in the area of employment and labour law issues to the Toronto Police Services Board. The Board also authorized the Chairman to execute an agreement between the Board and the law firm of Hicks Morley Hamilton Stewart Storie to provide legal services for a five-year period from October 1, 2002 to September 30, 2007, inclusive.

The agreement in part states that “Hicks, Morley acknowledges that the fee estimates set out in paragraph 1 of Schedule “B” are the maximum amounts authorized to be paid by the Board and any invoiced amount for fees in excess of this will require further authorization, which may or may not be forthcoming”. Attached is a list outlining the current fee schedule which was approved by the Board on July 29, 2004 (Board Minute #P226/04 refers).

On March 31, 2005, Labour Relations was in receipt of a letter from Mr. Michael Hines of Hicks Morley Hamilton Stewart Storie proposing the following increases to the hourly rates for the Board’s consideration:

<u>Lawyer</u>	<u>Regular Rate</u>	<u>Toronto Police Services Board Rate</u>
Senior Partner – 15 + years of experience	\$425.00	\$345.00
Partner – 7 to 14 years of experience	\$340.00 to \$410.00	\$260.00 to \$335.00
Senior Associate	\$230.00 to \$330.00	\$180.00 to \$250.00

Junior Associate	\$220.00	\$160.00 to \$170.00
Students	\$135.00	\$115.00

Hicks Morley Hamilton Stewart Storie has indicated that this type of increase is necessary to offset escalating expenses at the law firm and, in particular, to ensure that the salary structure for the more junior members of the law firm are comparative with other major firms in the Greater Toronto Area.

It is hereby recommended that the Board approve the above hourly rates retroactive to March 1, 2005. Funds are available in the Board's Professional and Consulting Budget Account #BRD 4199.

I will be in attendance to respond to any questions the Board may have in regard to this matter.

**Ms. Maria Ciani, Manager of Labour Relations, was in attendance and responded to questions by the Board about this report.**

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

**THAT the Board approve an increase in the hourly rates for legal services provided by Hicks Morley Hamilton Stewart as outlined in the foregoing report retroactive to August 01, 2005.**

Attachment

Michael A. Hines  
Direct: 416.566.7000  
Email: mah@hicksmorley.com

File No. 948  
June 8, 2004



**Hicks  
Morley**  
SAGINAW & SULLIVAN

Hicks Morley Hamilton Stewart Smith LLP  
Toronto Dominion Tower 30th Floor  
Box 571, T.D. Centre  
Toronto, Ontario M5G 1B8  
Tel: 416.566.7000  
Fax: 416.562.9880  
www.hicksmorley.com

STANDARD LAMINAR SIGNATURE WATERMARK NOTARY

**BY FACSIMILE**

Ms. Marie Clani  
Labour Relations Manager  
Toronto Police Services Board  
40 College Street  
TORONTO ON M5G 2J3

Dear Ms. Clani:

Re: Hourly Fees

As you will recall, we have discussed from time to time the possibility of increasing our hourly rates, which were originally set out almost two years ago in our July, 2002 Proposal. We would appreciate the Board's approval for the following to become effective in our next accounts:

<u>LAWYER</u>	<u>REGULAR RATE</u>	<u>TPSB RATE</u>
Senior Partner (15+ years of experience)	\$395/hr	\$335/hr
Partner (7 to 14 years of experience)	\$340-\$385/hr	\$290-\$325/hr
Senior Associate	\$210-\$330/hr	\$170-\$240/hr
Junior Associate	\$205/hr	\$150-\$160/hr
Students	\$125/hr	\$105/hr

Should you have any questions, I would, of course, be pleased to discuss them with you.

Yours very truly,

Michael A. Hines  
MAH/dad

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P257. MUNICIPAL TECHNOLOGY GRANT FUND**

The Board was in receipt of the following report July 18, 2005 from William Blair, Chief of Police:

Subject: MUNICIPAL TECHNOLOGY GRANT FUND (MTGF)

Recommendation:

It is recommended that:

- (1) the Board receive this report, and
- (2) the Board approve the pooling of Toronto Police Service's surplus from the MTGF with other Police Service's MTGF, to fund projects approved by the Common Policing Environment Group (CPEG).

Background:

On March 31, 2002, the then Chair of the Board, Norm Gardner, executed an agreement with the Provincial Solicitor General to participate in the Integrated Justice Project Exchange Development. This agreement included funding of \$3,000,000 for the Toronto Police Service to design and build exchanges of information electronically and for authorized users to query police and other justice databases to perform investigative work. This program along with its funding expires on December 31, 2005.

Since then, Service representatives have been working closely with CPEG, a committee of Police Services across the Province, to work out design and specifications. Over the past few years there have been many changes at the Ministry that have had significant effects on this program. The primary change is the termination of Integrated Justice, a portfolio that led this initiative and the primary contact for CPEG.

At meetings held on February 11 and March 10, 2005 the CPEG committee agreed to proceed with three initiatives. They are:

Data exchanges between Records Management System (RMS) to Major Case Management (MCM)

MCM was regulated and became mandatory on January 1, 2005. All Police Services are now required to enter:

- a) homicides as defined in subsection 222 (4), Criminal Code of Canada, and attempts;

- b) sexual assaults and attempts, including sexual interference, sexual exploitation and invitation to sexual touching;
- c) missing person occurrences, where the circumstances indicate a strong possibility of foul play;
- d) Occurrences suspected to be homicide involving found human remains;
- e) Occurrences involving non-familial abductions and attempts; and
- f) any major case that is linked to another major case within the same or another jurisdiction.

Currently, Justice Technology Services (JTS) is preparing the necessary specification for the Police Services to develop the technology to electronically pass information to MCM. Though some operational efficiency gains are possible, this is not driven by cost reduction. Improved data timeliness and consistency as well as support of legislated use of MCM are the major drivers. Due to the level of details required by MCM, not all data can be transferred electronically to MCM. As a result, the Service will still be responsible to enter some data manually.

This project has been approved by CPEG, and a Statement of Work with an estimated cost of \$367,300 has been forwarded to the Ministry of Community Safety and Correctional Services (Technologies Solutions Branch) for their approval. Funding for this project will be drawn from the MTGF.

#### Data exchanges between RMS and RMS data sharing.

Since March 31, 2004, the Service has been sending our data on a bi-weekly basis to the London Police Service via a CD-ROM. In turn, the London Police populated a dedicated server so that London, Ottawa and Windsor could share information. The success of this project initiated discussion at CPEG to expand data sharing among police services in Ontario and possibly nationally. Since then, six additional Ontario police services, the Royal Canadian Mounted Police (RCMP) and several police services in British Columbia have joined this initiative.

At the CPEG meeting of March 10, 2005, the RCMP made a significant proposal to the committee offering a national server, at no cost to police services, with the intent of allowing all police services to electronically populate the national server with their data and consequently allow for all police organizations within Canada to access this data. The CPEG committee agreed to this and has now approved the expenditure to design and build individual systems to transfer data electronically to the national server. The cost of this project is estimated at \$1,568,600 and the Statement of Work has been forwarded to the Ministry of Community Safety and Correctional Services (Technologies Solution Branch) for their approval. Funding for this will be drawn from the MTGF.

As a result of the above projects and the cost of consulting for the initial study to evaluate the scope of work for these projects, the following is the financial summary of the Toronto Police Service's share of the MTGF:



• Original Allocation	\$3,000,000.00
• Interest earned to May 31, 2005	<u>441,316.01</u>
Funding Available	\$3,441,316.01
Less: Expenditure/Projected Expenditure	
• Consulting Fees expended to define scope of work for CPEG and TPS	82,572.41
• RMS to MCM Project	*367,300.00
• RMS to RMS Project	<u>*1,568,600.00</u>
Estimated Available Funding	<u>\$1,422,843.60</u>

\* Subject to approval of the Ministry of Community Safety and Correctional Services (Technology Solutions Branch).

At a recent CPEG meeting held on June 29, 2005, the committee reviewed the financial variance of all Police Services who were allocated funding from the MTGF. In order to take full advantage of this funding CPEG sought Police Services to propose various projects that would assist all Ontario Police Services and that the project will be completed by year end 2005. Various initiatives were reviewed and based on the criteria for the use of the MTGF and the timing of completion, it was agreed that the remaining funds should be used for the following projects:

#### Strong Authentication

This Province-wide initiative deals with the secure and reliable electronic identification of police officers when requesting electronic information. This facility provides a highly accurate means for officers to identify themselves both internally and to other agencies when requesting electronic information. Strong Authentication is the electronic identification of a police officer much like a badge and photograph are used to physically identify police officers today.

Strong Authentication has been implemented by the Royal Canadian Mounted Police, the Ontario Provincial Police and has been endorsed by the Canadian Police Information Centre (CPIC) Advisory Committee (comprised of all police agencies throughout Canada) as the vehicle to promote and facilitate secure information sharing among all police agencies throughout Canada. There are several Provincial and Federal systems which already require this facility for access, namely: Sexual Offence Registry (SOR), Child Exploitation Tracking System (CETS), Corrections Canada Information on Parole Releases (INFOPOL), and, the enhanced Federal Intelligence System (ACIIS). Strong Authentication has been adopted as the means to control and track access to information repositories and promote information sharing among all police agencies.

The Service has a project currently in the Capital Budget for the purchase and implementation of strong authentication for years 2006 and 2007. Given that CPEG has agreed that the grant can be used for the purchase of hardware; our cost would be approximately \$730,000. A statement of Work for this project has been submitted to the Ministry of Community Safety and Correctional Services (Technology Solutions Branch) for its review and approval. As a result of this, the

Capital Budget for this project can be reduced by this amount, and will be reflected in the 2006 – 2010 Capital Budget submission.

#### Court Disposition information to Records Management System (RMS)

It has always been our plan to seek the electronic transfer of data on court disposition to our RMS system. This would provide officers with more current information when making enquiries or when making arrests. The ideal situation is to have all court dispositions electronically transferred to police services without the effort of key-entering the information onto our systems. Unfortunately, the court system is a legacy system that cannot be enhanced.

An alternate solution has been proposed and accepted. The Correctional Services Offender Tracking Information System (OTIS) contains information on court dispositions and release conditions of persons within the correctional system. The JTS has undertaken to build an OTIS to the Canadian Police Information Centre (CPIC) feed which will allow police officers to access this information directly from CPIC. For TPS, it would reduce the need for some data entry and would therefore reduce a small number of key-entry staff at Corporate Information Services. The staff impact will be analyzed further.

The estimated cost of this project is approximately \$240,000. The JTS has launched this project with a targeted implementation date of September 2005.

Therefore, it is requested that:

- (1) the Board receive this report,
- (2) the Board approve the pooling of Toronto Police Service's surplus from the MTGF with other Police Service's MTGF, to fund projects approved by the Common Policing Environment Group (CPEG).

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

**The Board approved the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P258.           SERVER LIFECYCLE AND UPGRADE STRATEGY**

The Board was in receipt of the following report July 20, 2005 from William Blair, Chief of Police:

Subject:           SERVER LIFECYCLE AND UPGRADE STRATEGY

Recommendation:

It is recommended that: the Board approve the acquisition of computer server hardware, software and components from Agilysys Canada Inc. (the Board's vendor of record) in the amount of \$3,105,000 including all taxes.

Background:

The Toronto Police Service (TPS) technology strategy for computing server hardware and software is based on an "open" and standards based architecture established in 1993 (Minute #439/93 refers). The selection of IBM's RS6000 platform provided the Service with a standardized technology platform which, enhanced through server lifecycle programs, meets the demands for information technology and services for daily policing activities.

Based on previous approvals, the TPS has an installed infrastructure of 160 servers comprised of unit level and central application servers as part of its computing infrastructure. This infrastructure supports the majority of the Services existing computer applications, namely, Criminal Information Processing System (CIPS), Enterprise Case and Occurrence Processing System (eCOPS), Mugshots, Mobile Workstations, Time and Resource Management System (TRMS), Human Resources, Payroll, etc. These servers provide the core computing resources linking all workstations with local services, centralized information repositories and communication with Federal, Provincial and Municipal external agencies. As well, these servers form the basis of the Service's security and network management systems.

The estimated useful life of this equipment is five years. Requests to renew this technology have come forward in previous years but have been deferred either by the Command or the Board for fiscal budget reasons. Prudent management now mandates that the replacement of these high-risk components can no longer be deferred.

The last major upgrade of the server computing platform was performed in 2001 (Minute # P199 July 20, 2001 refers) which replaced obsolete and failing equipment at that time. For the remaining components, the Service has developed a two year strategy to ensure the infrastructure is supportable and continues to meet the computing needs of the Service. The Server Lifecycle and Upgrade strategy addresses the technology infrastructure with the objective of:

- replacing obsolete servers – ensuring a supportable infrastructure;
- adding servers to relieve bottlenecks and improve reliability and performance;
- adding disk and memory to accommodate the space requirements for the foreseeable future;
- consolidating servers for balancing business growth and change in order to meet business and technology needs of the organization;
- scaling up of services depending on changes in the business; and
- integrating applications and servers based on business change.

The 2005 component of this strategy plans for the acquisition and upgrade of 50 servers and upgrades to existing components at a cost of \$3,105,000 including all taxes. This includes the replacement of 37 servers which are over six years old, obsolete and no longer manufactured.

Agilysys Canada Inc. is the vendor of record for the supply and delivery of computer server hardware, software and components until December 31, 2007 (Board Minute #P156/04 refers).

The Chief Administrative Officer has certified that this phase of the Server Lifecycle and Upgrade Strategy was approved in the 2004 and 2005 Capital Budget and is funded from the Service's Vehicle and Equipment Reserve. The final phase of this plan is estimated to cost \$1,692,700 and has been budgeted in the 2006 Capital Budget.

The operating costs for the maintenance of these components are offset by the cost of maintenance of the components being retired. There is no maintenance increases planned as part of this upgrade.

The Service has had discussions with the City Chief Information Officer regarding technology plans, upgrade programs and the direction of technology for the common good. This strategy is consistent with those discussions.

It is therefore recommended that the Board approve the acquisition of computer server hardware, software and components from Agilysys Canada Inc. (the Board's vendor of record) in the amount of \$3,105,000 including all taxes.

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

**The Board approved the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P259. REQUEST FOR FUNDS: ONTARIO ASSOCIATION OF POLICE  
SERVICES BOARDS 2006 CONFERENCE**

The Board was in receipt of the following report July 19, 2005 from Alok Mukherjee, Acting Chair:

Subject: REQUEST FOR FUNDS: ONTARIO ASSOCIATION OF POLICE SERVICES  
BOARDS 2006 CONFERENCE

Recommendation:

It is recommended that the Board provide \$5,500.00 from the Board's Special Fund to support the hosting of the 2006 Ontario Association of Police Services Boards' (OAPSB) Conference.

Background:

The Halton Regional Police Services Board from May 4 to May 6, 2006 will host the Ontario Association of Police Services Boards' 2006 Conference in Burlington, Ontario. The conference theme is "Managing Crisis".

The OAPSB conference is one of only two annual opportunities for professional development for Board members and networking with fellow police board members from across Ontario. As such, it is important that the Toronto Board provide financial assistance to help ensure the success of the conference.

I have appended a letter, dated July 5, 2005 from F. Keith Bird, Chairman of the Halton Regional Police Services Board requesting that we consider providing financial support to the conference. I recommend that the Board provide \$5,500.00 from the Special Fund to support the hosting of the 2006 Ontario Association of Police Services Boards' Conference

**The Board approved the foregoing.**



## HALTON REGIONAL POLICE SERVICES BOARD

*"Progress Through Participation"*



July 5<sup>th</sup>, 2005

Ms. Pam McConnell, Chair  
Toronto Police Services Board  
40 College Street  
7th Floor  
Toronto ON  
M5G 2J3

Trust &  
Respect

Dear Chair McConnell:

Integrity

It is my pleasure to advise you that the Halton Police Services Board will be hosting the 44<sup>th</sup> Annual General Meeting and Conference of the Ontario Association of Police Services Boards (OAPSB) in Burlington in the Region of Halton from May 4<sup>th</sup> to May 6<sup>th</sup>, 2006. The theme of the conference will be *"Managing Crisis"*.

Accountability

We very much need your support to ensure a successful conference. In hosting this annual conference, the Halton Regional Police Services Board has the responsibility of providing the conference sponsorship. We are also required to seek out financial assistance for the many ancillary costs that hosting such an event entails.

Excellence

The OAPSB is a "not-for-profit" volunteer based organization which represents approximately 150 police boards throughout the province. It exists solely on annual membership dues and funds raised from the annual conference.

In years past, the success of these conferences was mainly due to the cooperation and support of all policing agencies. To assist the OAPSB, I ask your Police Services Board to consider a donation in support of this conference. A list of the sponsorship opportunities is attached for your consideration. Your financial support will be utilized effectively to support the OAPSB mandate and to help defer some of the costs of the conference. All contributions will be duly recognized at the conference.

Teamwork

Whether your Board is in a position to contribute to the 2006 OAPSB Conference or not, I encourage you and your members to attend the conference as delegates. We are planning a most interesting agenda and I am sure you will find the conference a very worthwhile event. Conference information will be available later this year on the OAPSB website at [www.oapsb.ca](http://www.oapsb.ca)

Justice

On behalf of our Board, I thank you and your Board members for your consideration of this matter and I look forward to seeing you in Halton in 2006.

Yours sincerely,

F. Keith Bird,  
Chairman.

*Address all correspondence to the Chairman of the Board*

1151 Bronte Road, P.O. Box 2700, Oakville, Ontario, Canada L6J 5C7  
PHONE: (905) 825-4816/878-5511 FAX: (905) 825-9417 [www.hfps.on.ca](http://www.hfps.on.ca)



**HALTON REGIONAL POLICE SERVICES BOARD**  
*"Progress Through Participation"*

**ONTARIO ASSOCIATION OF POLICE SERVICES BOARD CONFERENCE**



**Sponsorship Program**  
May 4<sup>th</sup> – 6<sup>th</sup> 2006, Region of Halton

*Trust &  
Respect*

**DIAMOND Level - \$10,000**

- ✓ Recognition in Conference Newsletter with name or logo, and Appreciation Certificate
- ✓ Four tickets to the President's Banquet.
- ✓ Event sponsorship recognition.
- ✓ Display of your banner throughout the Conference.
- ✓ Opportunity to include upscale promotional material in delegate kit bags.

*Integrity*

**EMERALD Level - \$5,000**

- ✓ Recognition in Conference Newsletter with name or logo, and Appreciation Certificate
- ✓ Two tickets to the President's Banquet.
- ✓ Event sponsorship recognition.
- ✓ Display of your banner at the Conference.
- ✓ Opportunity to include upscale promotional material in delegate kit bags.

*Accountability*

**TOPAZ Level - \$2,500**

- ✓ Recognition in Conference Newsletter with name, and Appreciation Certificate.
- ✓ Two tickets to the President's Banquet.
- ✓ Event sponsorship recognition.
- ✓ Signage at Conference.
- ✓ Opportunity to include upscale promotional material in delegate kit bags.

*Excellence*

**AMETHYST Level - \$1,000**

- ✓ Recognition in Conference Newsletter with name, and Appreciation Certificate.
- ✓ Signage at Conference.
- ✓ Opportunity to include upscale promotional material in delegate kit bags.

*Teamwork*

**FRIEND OF OAPSB - \$500**

- ✓ Recognition in Conference Newsletter with name.
- ✓ Appreciation Certificate.
- ✓ Signage at Conference.

A variety of sponsorship opportunities are available on a first come, first paid basis. It is also welcomed as a product or service which will enhance the conference program, Ontario Association of Police Service Boards or the Halton Regional Police Services Board otherwise have to pay.

*Justice*

**Events and Functions:**

- Hospitality Suite
- Network Refreshment Breaks
- Delegate Kit Bags
- Halton's Theme Night
- Delegate Breakfasts or Lunches
- Companions' Program
- Transportation
- Companions' Breakfast

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P260. REQUEST FOR FUNDS: LIEUTENANT GOVERNOR'S ABORIGINAL  
LITERACY SUMMER CAMP PILOT PROGRAM**

The Board was in receipt of the following report July 25, 2005 from William Blair, Chief of Police:

Subject: REQUEST FOR FUNDS - LIEUTENANT GOVERNOR'S ABORIGINAL  
LITERACY SUMMER CAMP PILOT PROGRAM

Recommendation:

It is recommended that: the Board provide funding from the Special Fund to the Lieutenant Governor's Aboriginal Literacy Summer Camp (LGALSC) program in the amount of \$5,000.00 to support the Toronto Police Service's role in assisting at-risk Aboriginal youth by participating in a pilot project offering literacy summer camps in First Nations communities across Northern Ontario.

Background:

Aboriginal youth represent the fastest growing segment of Canada's youth population. They are faced with the highest levels of poverty, unemployment, substance abuse and suicide rates as well as experience significant literacy issues that result in lower educational levels. Strong actions and inventive delivery approaches are required to address these social and economic challenges to ensure optimistic prospects for Aboriginal youth.

The Lieutenant Governor's Aboriginal Literacy Summer Camp (LGALSC) program is based on the belief that literacy camps will have profound benefits to Aboriginal youth. The benefits will be realized through a group of volunteer stakeholders, Nishnawbe Aski Nation communities, police services and the private sector working together in partnership to pursue opportunities to contribute to the social and economic aspirations and improve literacy rates among young people ages 8 to 14. The mandate is the delivery of a fun, energetic summer camp program with a focus on literacy. The Honourable James K. Bartleman has sought the assistance of a number of charitable/non-profit agencies that will support the introduction of a youth corps of volunteers, both aboriginal and non-Native people to run literacy summer camps in First Nation communities. This initiative is supported by the First Nations Chiefs of Ontario and the Association of Municipalities of Ontario and the City of Toronto.

The LGALSC will also provide employment opportunities for secondary school students. They will be provided training related to the teaching of literacy, which will also contribute improved social and economic opportunities.



Six Aboriginal officers from our Service have been identified to assist with the training camps. The LGALSC will enable police officers to integrate with the communities thereby breaking down barriers between the police and the Aboriginal youth. The Ontario Provincial Police will be assisting with transportation for the officers to visit these camps. Financial contributions have been received from a various organizations and community groups to support this program.

Appended to this report is detailed information pertaining to this program.

This request for funding fits the Toronto Police Services Board criteria under “initiatives supporting community-oriented policing that involve a co-operative effort on the part of both the Toronto Police Service and the community.

Acting Deputy Chief Kim Derry, Policing Operations Command will be in attendance to answer any questions that the Board may have.

**The Board approved the foregoing indicating that this will be an excellent program for Aboriginal youth.**



## **Lieutenant Governor's Aboriginal Literacy Summer Camps**

### **Our Value Proposition**

#### **1. INTRODUCTION**

Aboriginal youth should and will play a pivotal role in shaping Canada's future. While this group represents the fastest growing segment of Canada's youth population, they are faced with the highest levels of poverty, unemployment, substance abuse and suicide rates, as well as experiencing significant literacy issues which result in lower educational levels.

Aboriginal, government and other charitable organizations recognize that strong actions and inventive delivery approaches are required to address these social and economic challenges to ensure optimistic prospects for Aboriginal youth. Strengthening the capacity of each community, with literacy programs designed and delivered through established charitable/non-profit agencies, has been encouraged.

Informed through documents and programs such as the *National Aboriginal Youth Strategy*, *Report of the Auditor General to the House of Commons (November 2004)* and the *Position Paper on Aboriginal Literacy prepared by the National Aboriginal Design Committee*, the Lieutenant Governor's Aboriginal Literacy Summer Camp (LGALSC) program is based on the belief that literacy camps will have profound benefits to Aboriginal youth. The benefits will be realized through a group of volunteer stakeholders, Nishnawbe Aski Nation communities and the private sector working together in partnership to pursue opportunities to contribute to the social and economic aspirations of Aboriginal youth. Their mandate is the delivery of a fun, energetic summer camp program with a focus on literacy.

#### **2. PURPOSE**

The purpose of the LGALSC, in collaboration with Nishnawbe Aski Nation (NAN), is to improve literacy rates among young people ages 8 to 14 through a summer camp program that focuses on fostering participant insights, feelings, knowledge, and skills about the learning process that will contribute to improve literacy rates.

It is anticipated that the implementation of the summer camp program will help to achieve comparability in the current profile of Aboriginal youth with other youth across Canada and in some cases, may accelerate closing the estimated 28 year educational gap that exists between First Nations people living on reserves and the Canadian population as a whole.

#### **3. BACKGROUND**

James K. Bartleman is Ontario's first Aboriginal Lieutenant Governor and His Honour has made Aboriginal youth literacy and the building of bridges between First Nations and non-Native peoples a high priority for his term of office.

In Phase 1 of his campaign, His Honour launched a very successful book drive. With the assistance of dedicated volunteers, the team collected more than 1.2 million books and distributed more than 850,000 good used books to all participating First Nations schools and 26 Native Friendship Centres.

In Phase 2, His Honour's objective is to twin First Nations Schools with non-Native schools in Ontario. The core activities of the twinned schools will be to establish pen-pals for every Aboriginal child that wishes to participate, to launch book drives to replenish books already sent to the First Nation schools and to hold an Aboriginal awareness week. A coalition has been established to support the Phase 2 programs and more than 71 Aboriginal and 97 non-Native schools are participating.

In Phase 3, His Honour has sought the assistance of a number of charitable/non-profit agencies that will support the introduction of a youth corps of volunteers, both Aboriginal and non-Native people, to run literacy summer camps in First Nation communities.

These initiatives were supported by the Chiefs of Ontario at their annual meeting, held at the Hiawatha First Nation on June 14, 2004 and by the Association of Municipalities of Ontario and the City of Toronto.

#### **4. CURRENT SITUATION**

Aboriginal youth require access to new literacy opportunities in a supportive environment that encourages breaking the cycle of poverty, abuse, low educational levels and issues with self-esteem. Without opportunities offered through governmental and non-profit agencies alike, Aboriginal youth will find it difficult to overcome these obstacles and may not be able to realize their personal, educational and career aspirations or improve their quality of life. Statistics on the current situation of Aboriginal youth illustrate many of the challenges that are faced on a daily basis.

##### ***Education and Skills Development***

- The Department of Northern Affairs spends \$1.1 billion a year for elementary and secondary education. Since 2000 the Department has undertaken a number of initiatives, but despite some exceptions, they have had limited impact on the education received by First Nations children.
- A large gap continues to exist between the proportion of high school graduates in First Nations communities and the proportion of high school graduates in Canada as a whole.

##### ***Economic***

- More than one-third of Aboriginal youth reported unemployment in 1996. The unemployment rate is approximately 2 times higher than that of their Canadian counterparts.
- Average personal incomes of Aboriginal youth lag behind that of other Canadian youth.

## **5. LIEUTENANT GOVERNOR'S ABORIGINAL LITERACY SUMMER CAMPS**

With His Honour as Founder and Grand Chief S. Beardy as the primary partner, a collaborative effort is underway, supported by 7 non-profit organizations – Scouts Canada, National Indigenous Literacy Association, World Literacy of Canada, YMCA Ontario, Frontier College, Toronto District School Board and Photosensitive, to establish the Lieutenant Governor's Aboriginal Literacy Summer Camps in First Nations communities across Northern Ontario.

Beginning with a pilot program in the summer of 2005, the camps will emphasize literacy and will include other fun activities such as teamwork, sports and other activities appropriate to young people ages 8 through 14.

The program will be offered in 5 fly-in communities that are situated in the most northerly region of Ontario. The Grand Chief of NAN, in consultation with local Chiefs of his First Nations, have selected 5 communities, with one located on the coast of James Bay (Fort Albany) and the 4 communities situated in the interior (Neskantaga first Nations, Muskrat Dam First Nations, Kingfisher Lake and North Caribou).

The pilot program is expected to reach an estimated 375 young people in communities that have an estimated population of 300-500 people each.

The LGALSC will also provide employment opportunities for approximately 60-70 secondary school students, comprised of 50-60 Aboriginal students and 10-20 southern Ontario students. These students will be provided training related to the teaching of literacy, which will also contribute improved social and economic opportunities.

## **6. PRINCIPLES**

The partners of the collaborative agreement will work to achieve a co-operative vision and adopt a comprehensive, multi-sector approach for the LGALSC program. The outcomes of the program will be achievable, practical and able to be replicated into other NAN communities to ensure continued success is possible. In keeping with this approach, the following principles will guide the development and implementation of the LGALSC.

- **Community-Based:** The diversity of each community will be recognized and the summer camps will be customized to the specific needs of each individual community, while at the same time offering standard, repeatable best practices. Members of the Aboriginal community will be involved in the design and delivery of the summer camp program.
- **Respectful:** Aboriginal knowledge, customs, cultures and history will be valued and reflected in the design and delivery of the summer camp program.
- **Inclusive:** Aboriginal youth will be involved to the largest degree in the delivery of programs and services, with training included to support them in these efforts.
- **Literacy Based** – the primary focus of the Summer Camp is to contribute to the improvement of literacy in Aboriginal youth, delivered in such a manner as to attract the maximum number of youth from within each community

- Accessible – Camps will be offered through a Band Council selection process and no cost to each participant, This ensures each youth member will achieve their goals and aspirations without economic barriers.
- Community Empowered: Recognizing the importance of Aboriginal communities in assisting their youth, Community Leaders and Elders will participate in all aspects of the summer camp program.

## 7. GOALS

Members of the collaborative agreement will work together to achieve improved literacy rates in Aboriginal youth across NAN communities by:

- Education and skills development – increasing enjoyment of and appetite for learning thus increasing their education potential
- Bridge Building – increasing understanding of nature, history and culture by non-Native student participants
- Health- providing opportunities to enjoy a healthy lifestyle
- Sports and recreation – participating in recreation and active living
- Economic – offering Aboriginal youth in the local communities employment opportunities
- Social – achieving an improved quality of life
- Public education – developing promotional material and exhibits designed to raise public awareness of the issues being addressed and the primacy of literacy in the summer camp program

## 8. PROGRAM STRUCTURE

To ensure the appropriate level of governance and oversight, as well as day-to-day operational requirements are dealt with using a structured and well managed approach, the following elements of the LGALSC program will be in place:

***Steering Committee*** – Guided by a Collaborative Agreement, will include all partner non-profit organizations, a representative from NAN as designated by the Grand Chief, members of the Office of the Lieutenant's of Ontario.

***Program Manager*** – Contract position to provide overall program/project management for the Pilot Program

***Senior Curriculum Developer*** – Contract position to coordinate the development of the summer camp literacy curriculum, in consultation with the partner organizations

***Camp Director(s)*** – Contract positions for oversight and management of each summer camp, supported through Scouts Canada Field Executives resident in Northern Ontario

***Camp Counselor(s)*** – Contract positions for Aboriginal youth from within each community, supplemented as necessary by youth from Southern Ontario experienced in the delivery of summer camp programming; based on a ratio of one counselor for every 6 youth participating

***Project Evaluator*** – for the pilot program only, a skilled evaluator, working in conjunction with the partner organizations, to provide an objective assessment of the value received, outcomes and recommendations for future programming.

Note: Primacy for filling all posts with members from the local communities will be included in the hiring criteria

***Camp Participants*** – An estimated 75 participant per camp as selected by the Band Council or other means designated by the local community leaders

## **9. SUSTAINABILITY**

To ensure the ongoing success of the LGALSC program, a comprehensive, repeatable process must be created. As this element of work is currently under development, the following approach has been approved:

The pilot program, in the 5 NAN communities, will design, develop and deliver the summer camps and subsequently recommend to NAN and the Lieutenant Governor, based on a project evaluation, the expansion and continuation of the program.

The pilot program will include a project evaluation that outlines the following:

- Measure of outcomes achieved over the course of the 10-15 camper days and the impact to the community as a whole
- Measure of the effectiveness of the program material developed
- Measure of the employment opportunities offered and their sustainability in subsequent years
- Measure of community involvement
- Evaluation of the corporate sponsorship
- Presentation of best practices evident in the summer camp program and new practices to be considered for subsequent years
- Inclusion of other general observations related to the program and the collaborative partnerships utilized

Following the project evaluation, the LGALSC Steering Committee will provide the Grand Chief, Nishnawbe Aski Nation and the Lieutenant Governor with recommendations for the LGALSC and the infrastructure required to sustain the overall program (e.g. Volunteer requirements, delivery methodologies, intellectual property created and/or required, etc.)

Beyond 2005, the LGALSC program will be expanded to 33 NAN communities across Ontario. Assuming an anticipated enrollment level of 75 youth per camp and a ratio of 1:6 Camp Counselors is deemed appropriate through the pilot, this would result in an average of 2500 youth and more than 400 Camp Counselors participating in the LGALSC program annually.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P261.           LEGAL INDEMNIFICATION – CASE NO. DA/2005**

The Board was in receipt of the following report June 10, 2005 from William Blair, Chief of Police:

Subject:       LEGAL INDEMNIFICATION - CASE NO. DA/2005

Recommendation:

It is recommended that: the Board deny payment of an account from Mr. Peter M. Brauti, Barrister and Solicitor, in the total amount of \$58,123.98 for his representation of a police officer in a criminal matter.

Background :

A police officer has requested payment of legal fees under the legal indemnification clause of the Uniform Collective Agreement. The statement of account from Mr. Peter M. Brauti, Barrister and Solicitor, in the amount of \$58,123.98 for representing the aforementioned officer has been received.

This report corresponds with additional information provided on the Confidential Agenda.

It is recommended that this account be denied.

Mr. William Gibson, Director, Human Resources, will be in attendance to respond to any questions the Board may have in regard to this matter.

**The Board approved the foregoing report noting that additional information regarding this case was also considered during the in-camera meeting (Min. No. C208/05 refers).**



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P262. LEASE RENEWAL FOR TORONTO POLICE SERVICE PARKING  
ENFORCEMENT WEST FACILITY**

The Board was in receipt of the following report July 14, 2005 from William Blair, Chief of Police:

Subject: LEASE RENEWAL FOR TORONTO POLICE SERVICE PARKING  
ENFORCEMENT WEST FACILITY

Recommendation:

It is recommended that: the Board approve the lease renewal with Pinedale Properties Limited for the Parking Enforcement West facility located at 970 Lawrence Avenue West for a period of 5-years commencing January 1, 2005 and terminating on December 31, 2009 at a projected 5-year total cost of \$1,824,291.00, all taxes included. The annual cost is \$365,000, all taxes included.

Background:

The Toronto Police Service (TPS) Parking Enforcement West facility lease expired on December 31, 2004. At the direction of TPS Facilities Management and the Parking Enforcement Unit, the City of Toronto Real Estate Division was requested to research the availability of City owned property and other privately owned rental facilities to meet the operational needs of the Parking Enforcement West Unit. The TPS currently occupies 11,027 square feet.

These enquiries resulted in the determination that no suitable City owned facility was available. The research into privately owned facilities also determined that it would not be cost effective to relocate the operation given the prevailing rental rates and the associated construction costs.

Therefore, in September 2004 the Real Estate Division was directed to negotiate a renewal agreement with the current landlord at the best possible rental rate and under the most favourable conditions. The TPS also directed that the term of the renewal be similar to the lease negotiated for the 1500 Don Mills Road facility (BM# P184/04 refers). This requirement was stipulated because the Board was, at the time, conducting the Parking Enforcement Location Study.

The Real Estate Division concluded their negotiations and the results were forwarded to the TPS on June 23, 2005. The agreement is for a 5-year period commencing January 1, 2005 and terminating on December 31, 2009. The Net Rental Rate is \$12.00/SF plus operating and maintenance escalation costs. There are also charges associated with the parking requirements of the Unit. All these costs are included in the total provided. The agreement provides for early termination of the lease after three years on six months written notice. However, if the landlord fails to lease the premises, the TPS will be responsible for the ongoing costs until the space is leased.

Therefore, it is recommended that the Board approve the lease renewal with Pinedale Properties Limited for the Parking Enforcement West facility located at 970 Lawrence Avenue West for a period of 5 years commencing January 1, 2005 and terminating on December 31, 2009 at a projected 5-year total cost of \$1,824,291.00, all taxes included. The annual cost is \$365,000, all taxes included.

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

**The Board approved the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P263. COMMUNITY DONATION: TWO MOBILE X-RAY UNITS FOR THE  
EMERGENCY TASK FORCE AND COURT SERVICES**

The Board was in receipt of the following report July 11, 2005 from William Blair, Chief of Police:

Subject: COMMUNITY DONATION: TWO MOBILE X-RAY UNITS

Recommendation:

It is recommended that: the Board accept a donation of two mobile x-ray units, from the United States Department of State, United States Consulate General, Toronto, currently valued at approximately \$10,000.00 CDN each, to support members of the Emergency Task Force (ETF) and Court Services.

Background:

Members of the Explosive Disposal section of the ETF respond to emergency hazardous incidents across the City involving explosive devices and hazardous materials. They are qualified x-ray technicians, certified by the Province of Ontario and the Canadian Police College. As technicians they utilize x-ray machines to determine the contents of suspicious packages before implementing the render safe procedure.

Court Services has a duty to maintain security within the court system, providing protection for the public, staff members and prisoners. Court Services has a duty to monitor and prevent firearms and weapons from entering the courtroom. The x-ray machine will assist Court Services in checking packages, briefcases, and parcels prior to entering the courtroom in high profile criminal proceedings, and thereby enhance public safety and security within the court system.

The Emergency Task Force was approached by representatives of the United States Department of State, United States Consulate General, who offered to support the activities of the Toronto Police Service through the donation of these x-ray units. They have offered to donate these units as their life-cycle policy with respect to the replacement of all x-ray machines is every five years.

Operational Use:

One of the x-ray units will be located inside a Toronto Police trailer and housed at the Emergency Task Force, ready for deployment to any location as the need arises. Placement within the trailer will permit its mobility and use in package inspection at the courts, as well as at various high profile special events throughout the City. The second x-ray unit will be positioned

at a fixed location; Scarborough Courts, located at 1911 Eglinton Ave East. However, this second x-ray can be transported to another location should the need arise.

The x-ray machines are 66 AFEZ models, measure “48 x 84”, and employ backscatter technology. One x-ray unit is 3 years old, and the other is 5 years old. Inspections will be conducted on both x-ray machines annually by Atomic Energy Canada. There is no need for additional insurance for these two x-ray machines, and all maintenance will be minimal and handled internally by the Explosive Disposal Unit. The Explosive Disposal Unit will provide operational and x-ray interpretation training for Court Services.

The two x-ray machines will be a valuable asset to the Emergency Task Force and Court Services, as well as to the various units within the Toronto Police Service, which will thereby enhance the safety and security of the community and the police. The donation is consistent with Service Policy (18-08) – Donations, and is in harmony with Service Priorities. Mr. Norm Henderson, the Administrator of Fleet and Materials, has reviewed this donation and is satisfied that these machines meet the Services needs and standards, and thereby accepts this donation. The United States Department of State, United States Consulate General does not require a tax receipt.

Acting Deputy Grant of Policing Support Command will be in attendance to respond to any questions the Board may have.

**The Board approved the foregoing and requested that a letter of appreciation be sent to the United States Department of State for its generous donation.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P264. IMPLEMENTATION OF THE MINUTES OF SETTLEMENT  
INVOLVING THE TORONTO WOMEN'S BATHHOUSE COMMITTEE**

The Board was in receipt of the following report July 06, 2005 from William Blair, Chief of Police:

Subject: IMPLEMENTATION OF MINUTES OF BATHHOUSE SETTLEMENT

Recommendation:

It is recommended that:

- (1) the Board receive this status update report; and
- (2) the Board approve the request for submission of the next status update report for the December 2005 Board meeting.

Background:

At its May 12, 2005 meeting, the Board approved a report from Chair Pam McConnell recommending *"that the Board receive the Minutes of Settlement pertaining to the Human Rights Complaints by members of the Toronto Women's Bathhouse Committee regarding the September 2000 incident at the Pussy Palace and forward them to the Chief of Police for review and preparation of a report to the Board with respect to the implementation of the recommendations"* (Board Minute #P155/05 refers).

A working group dedicated to ensuring the implementation of the Minutes of Settlement has been created. This group, headed by Superintendent Keith Forde, is comprised of members from Service units having the most strategic influence to ensure the Minutes of Settlement are fully implemented as expeditiously and effectively as possible.

The overall implementation of the Minutes of Settlement is currently ongoing. The purpose of this report is to provide the Board with a summary of the implementation process. Appendix 'A' of this report lists each of the Minutes of Settlement and provides an explanation on the status of their implementation.

Clause #13 of the Minutes of Settlement states that the *"Training and Education Unit will complete and submit the Course Training Standards and the Training Delivery Plan, to the Director of the Ontario Police College and to the Commission by the end of August, 2005, subject to any delays which may be beyond the control of the Toronto Police Service"*. As part of the process in the development of the course training standards and training delivery plan and in compliance with the Settlement, the Training and Education Unit has begun consultative

meetings with the complainants, counsel for the Human Rights Commission, the Toronto Police Service's Human Rights Co-ordinator and the Service's Gay, Lesbian, Bi-sexual and Trans-gendered Liaison Officer. At the first meeting held on June 17, 2005 it was agreed by all parties to the Settlement, that the primary objective is the development of the best possible training programs, notwithstanding the August 2005 deadline. The complainants indicated that they do not want the quality of the training programs to be compromised in any way by the August deadline, and that the appropriate time should be allotted to achieve the high level of training programs expected. The Service is currently working towards developing the finest training programs, Course Training Standards and Training Delivery Plans to meet the Minutes of Settlement.

If it meets with the Board's approval, I would like to report back, with the next status update, at the December 2005 Board meeting. This would coincide with the submission to the Board of the finalized procedure "respecting the search and detention of trans-gendered people". I anticipate that at that time, the Service will also provide the Board with our procedure created in accordance with the gender-sensitive policy the Board is developing "regarding the attendance of police officers at locations occupied solely by women in a state of partial or complete undress".

#### Conclusion:

It is recommended that the Board receive this status update report, and that the Board approve the request for submission of the next status update report for the December 2005 Board meeting.

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

**The Board approved the foregoing.**

**MINUTE of settlement clause #1**

The complaints against Julian Fantino are withdrawn.

**STATUS: COMPLETED**

No response required from the Toronto Police Service.

**MINUTE of settlement clause #2**

The Toronto Police Service (hereafter the “Service ”) will continue its recruitment activities as it pertains to Toronto’s gay, lesbian, bi-sexual, and trans-gendered community (the “Community”). Recruitment efforts may include, but need not be limited to, activities already undertaken by the Service, including a recruitment booth at the annual Pride Day, a recruitment booth at town hall meetings and advertisements in newspapers directed at the Community. The Service will also consider such other recruitment initiatives as are brought forward to the Service by the Community. For a period of three years, the Service will report annually to the Toronto Police Services Board (the “Board”) respecting these recruitment activities undertaken by the Service, and the Board will provide such reports to the Human Rights Commission (the “Commission”).

**STATUS: COMPLETED**

The Service has and will continue to actively recruit members of the Lesbian/Gay/Bi-sexual/Transsexual/Transgender (LGBT) community. In 2004, in an attempt to reach out to this community, the Service set up display booths at the Gay Pride Parade and the Metropolitan Community Church of Toronto. It is estimated that during the course of these two events approximately 1,300 persons visited the recruitment display booths. Members of the Recruitment Unit also attended the Dyke Parade and distributed recruitment information to approximately 350 persons in attendance.

Also in outreach to the LGBT community, the Service’s Recruiting Unit conducted several mentoring sessions, and advertised in various LGBT specific and general mediums, namely FAB Magazine, Pride Network, NOW Magazine and Metro Newspaper.

To date in 2005, the Recruiting Unit has already conducted 3 general information sessions. The Service has also expanded its venues for display booths. So far this year, the Recruiting Unit has set up booths at the Same Sex Trade Show, the Chief’s Pride Reception in the Police Headquarters Lobby, Gay Pride Parade, Metropolitan Community Church of Toronto, and the 3<sup>rd</sup> Anniversary Pride Employment Network. Recruitment members also attended the Dyke Parade and handed out information on the above mentioned information session at Police Headquarters. Further events are anticipated throughout the rest of the year.

The Service welcomes any suggestions from the LGBT community to assist us in our recruitment process. It was agreed, by the committee overseeing the implementation of the minutes of settlement, that P.C. Jackie O'Keefe, the Service's LGBT Community Liaison Officer would raise this point at the next LGBT consultative committee meeting. Specifically, requesting the committee to bring forward ideas on behalf of the LGBT community on ways the Service can effectively recruit members of their community. The display booths, which have been set up at the Metropolitan Community Church of Toronto, were initiated as a result of a suggestion from the LGBT community and have proven to be an effective avenue for our recruiters to get their message out to the LGBT community.

Although the Service has actively conducted recruiting initiatives directed specifically towards the LGBT community, it is important to note that these are over and above the hundreds of other recruiting initiatives directed to the community as a whole. In 2004, the recruiting unit conducted in excess of 270 outreach recruiting initiatives in the community.

Currently, the Service's Recruiting Unit is expanding the mediums they use for their recruitment initiatives to include television and radio. Also, recognizing the importance of utilizing the Internet, the Employment Unit along with Corporate Communications is presently looking at ways to improve the Service's website and utilize other websites to better attract qualified applicants.

### **MINUTE of settlement clause #3**

The Service will distribute to members who are leaving the Service a confidential survey form (a copy of which is attached as Appendix "A") and stamped addressed envelope (both as prepared and provided by the Commission) to be completed and submitted to the Commission on a voluntary basis by each departing member. The Commission may, in its discretion, report to the Board on trends, if any, discerned in the exit interviews.

### **STATUS: COMPLETED**

The Ontario Human Rights Commission has provided the Service with the confidential survey form and stamped addressed envelopes. The retirement/resignation counsellors of Compensation & Benefits are now distributing these items to Service members upon their termination of employment.

### **MINUTE of settlement clause #4**

The Board will adopt a policy respecting the search and detention of trans-gendered people. The Service will finalize its procedure respecting the search and detention of trans-gendered people in accordance with the policy adopted by the Board, which procedure will be submitted to the Board for its consideration at a public meeting of the Board within one year of the date of execution of these Minutes of Settlement. The Board will ensure that the policy and procedure are provided to the Commission in advance of the meeting so that the Commission may make such representations to the



Board as it may consider necessary and desirable to ensure compliance with the *Human Rights Code*.

**STATUS: ACTIVE**

The Service has created a revised Search of Persons Procedure addressing the Minutes of Settlement. This draft has been forwarded to the Board Office for their review and to assist them in the development of their Board Policy. Once the Board has finalized their Policy the Service will revisit its Procedure to ensure it is in accordance with this Policy.

**MINUTE of settlement clause #5**

The Board will develop a gender-sensitive policy regarding the attendance of police officers at locations occupied solely by women in a state of partial or complete undress, and the Service will develop and implement a procedure in accordance with this policy.

**STATUS: ACTIVE**

The Service is awaiting Board Policy on this matter. Once the Board Policy has been developed the Service will begin the development of a Procedure in accordance with this Policy.

**MINUTE of settlement clause #6**

Subject to the consultation referred to in paragraph 7 herein, the Toronto Police Service Training and Education Unit will take responsibility for, and will ensure, the preparation, delivery and evaluation of learning programs to address issues of sensitivity to the Community, and in particular the requirement that the following be conducted in accordance with the *Human Rights Code*.

- the inspection of liquor licences and special occasion permits at gay/lesbian venues and businesses;
- attendance at gay/lesbian bathhouses for the purpose of investigating suspected infractions of the Liquor Licence Act or Regulations; and
- the handling by the police of the search, arrest and detention of trans-gendered people.

Separate learning programs will be developed for delivery to two distinct learner groups namely:

- Current and future investigators responsible for supervising or carrying out investigations with respect to the *Liquor Licence Act*; and
- Current and future police officers of all ranks, including senior management.

Each learning program will consist of a Course Training Standard and a Training Delivery Plan, which will include:

- Delivery of the training by trainers with sufficient expertise to meet the objectives stated herein;

- Basic descriptive information about the course;
- The purpose of the course;
- The targeted learner group;
- The quantity and quality of the subject matter being taught to the course participants;
- The measurement criteria by which the subject matter/course material will be evaluated; and
- The objectives to be achieved by course participants by the end of the training session.

The Training Delivery Plan will specify the learner group, training delivery method(s), timelines for completion of training to current members of the learner groups, and a plan for delivery of the training to future members of the learner groups.

#### **STATUS: ACTIVE**

The Training and Education Unit has begun consultations with the complainants, the counsel for the Human Rights Commission, the Service's Human Rights Co-ordinator and the Service's Gay, Lesbian, Bi-sexual and Trans-gendered Liaison Officer. To date, 2 consultative meetings have taken place on June 17 and July 7, 2005.

#### **MINUTE of settlement clause #7**

In developing the Course Training Standards and the Training Delivery Plan referred to in paragraph 6, the Training and Education Unit will consult with the complainants, counsel for the Human Rights Commission, the Toronto Police Service's Human Rights Co-ordinator, and the Toronto Police Service's liaison officer for the gay, lesbian, bisexual and trans-gendered community. In addition, the Training and Education Unit may consult with such other individuals as it may consider necessary.

#### **STATUS: ACTIVE**

The Training and Education Unit has begun consultations with the complainants, the counsel for the Human Rights Commission, the Service's Human Rights Co-ordinator and the Service's Gay, Lesbian, Bi-sexual and Trans-gendered Liaison Officer. To date, 2 consultative meetings have taken place on June 17 and July 7, 2005.

#### **MINUTE of settlement clause #8**

If in the course of the above consultations, the complainants reasonably believe that the input of an outside expert would be of assistance to them, the Board will contribute towards the cost of any such retainer by the complainants to a maximum amount of \$1,000.00. The complainants will provide any report of such outside expert to the Training and Education Unit for its consideration.

#### **STATUS: PENDING**

No response required from the Toronto Police Service at this time.

<b>MINUTE of settlement clause #9</b>
Before the learning programs are implemented, the Board will request the Director of the Ontario Police College to assess the Course Training Standards and Training Delivery Plans to ensure that the proposed learning programs are adequate, effective, appropriate, and timely to meet the objectives described above. The Director will be asked to report his conclusions in writing to the Board and to the Training and Education Unit. The Board will provide a copy of this report to the Commission.
<b>STATUS: PENDING</b>
No response required from the Toronto Police Service at this time.
<b>MINUTE of settlement clause #10</b>
The Training and Education Unit will provide to the Commission all of the information provided to the Director of the Ontario Police College for the purposes of the assessment referred to above, including but not limited to the Course Training Standards and the Training Delivery Plan. This information will be provided to the Commission at the same time as it is provided to the Director of the Ontario Police College. The Commission will review this information to ensure compliance with the <i>Human Rights Code</i> and will provide its assessment to the Training and Education Unit.
<b>STATUS: ACTIVE</b>
At the same time as the Training and Education Unit provides the information to the Director of the Ontario Police College, it will provide the same information to the Commission for their review to ensure compliance with the <i>Human Rights Code</i> .
<b>MINUTE of settlement clause #11</b>
Upon receipt and review of the assessments of the Commission and of the Director of the Ontario Police College referred to above, the Training and Education Unit will finalize the Course Training Standards and Training Delivery Plan by making such revisions as may be necessary to meet the requirements stated in paragraph 6 herein. The Training and Education Unit will provide the finalized Course Training Standards and Training Delivery Plan to the Commission and to the Complainants.
<b>STATUS: ACTIVE</b>
Once the Training and Education Unit has received feedback from the Commission and the Director of the Ontario Police College, they will finalize the Course Training Standards and Training Delivery Plan as outlined in Minute #11. At that time, they will provide the finalized Course Training Standards and Training Delivery Plan to the Commission and to the Complainants.

**MINUTE of settlement clause #12**

As they are being delivered, the training programs will be continuously evaluated by the Training and Education Unit for *reaction* and *learning* as described in Appendix “B” hereto. After the training has been delivered to the current members of the learning groups for one year it will be evaluated by the Training and Education Unit for *transfer* and *impact* as described in Appendix “B” hereto. The Training and Education Unit will provide a report to the Board summarizing the results of these evaluations. This report will be considered at a public meeting of the Board, and the Board will ensure that the Commission and the Complainants who took part in the consultations referred to in paragraph 7 are provided with adequate notice of such meeting so that they may make such representations to the Board as they consider necessary and desirable to ensure compliance with the *Human Rights Code*.

**STATUS: ACTIVE**

As the training programs are being delivered, the Training and Education Unit will evaluate the training programs as outlined in Minute #12 and report to the Board accordingly on these evaluations.

**MINUTE of settlement clause #13**

The Training and Education Unit will complete and submit the Course Training Standards and the Training Delivery Plan, to the Director of the Ontario Police College and to the Commission by the end of August, 2005, subject to any delays which may be beyond the control of the Toronto Police Service.

**STATUS: ACTIVE**

As part of the process in the development of the course training standards and training delivery plan, the Training and Education Unit has begun consultative meetings with the complainants, counsel for the Human Rights Commission, the Toronto Police Service’s Human Rights Co-ordinator and the Service’s Gay, Lesbian, Bisexual and Trans-gendered Liaison Officer. At the first meeting held on June 17, 2005 it was agreed by all parties to the Settlement, that the main focus of everyone involved should be the development of the best possible training programs and not the August 2005 deadline. Although the Service is working to meet the August deadline, it recognizes that the parties involved have identified the need for quality over expediency. The Service will ensure that the best possible product is forwarded to the Director of the Ontario Police College as soon as possible, for his review.

**MINUTE of settlement clause #14**

Commission “Code Cards” will continue to be posted in the public and booking areas of every police facility within the jurisdiction of the Service.

<b>STATUS: COMPLETED</b>
<p>The Service has obtained “Code Cards” from the Commission and has had them framed. Each division has been issued with 2 framed copies to be displayed in their public and booking areas. Copies have also been distributed for display in all other units having public access areas.</p> <p>The requirement to display the Code Codes in booking and public access areas of police facilities has been added to the Service’s Inspection Unit’s checklist. This step has been taken to ensure compliance with this requirement.</p>
<b>MINUTE of settlement clause #15</b>
Each of Officers David Wilson, Adrian Greenaway, Myron Demkiw, Peter Christie and Richard Petrie shall provide an apology in the form attached hereto as Appendix “C”.
<b>STATUS: ACTIVE</b>
Status to be clarified with the Human Rights Commission.
<b>MINUTE of settlement clause #16</b>
The parties agree to execute and file with the Board of Inquiry a Form 3 “Confirmation of Full Settlement” and consent to an Order of the Tribunal disposing of the proceeding in accordance with the terms of these Minutes of Settlement.
<b>STATUS:</b>
No response required from the Toronto Police Service.
<b>MINUTE of settlement clause #17</b>
These Minutes of Settlement may be executed in as many counterparts as may be necessary and delivered by facsimile each of which so signed, sealed and delivered shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.
<b>STATUS:</b>
No response required from the Toronto Police Service.
<b>MINUTE of settlement clause #18</b>
It is understood and agreed that the Respondents, by entering into this agreement, do not admit any violation or infringement of the <i>Human Rights Code</i> . It is further understood and agreed that the complainants do not retract any of their allegations against the parties to this agreement.

<b>STATUS:</b>
No Response required from the Toronto Police Service.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P265. NEW JOB DESCRIPTION: POLICY ADVISOR, EQUITY & ETHICS**

The Board was in receipt of the following report July 20, 2005 from William Blair, Chief of Police:

Subject: NEW JOB DESCRIPTION – POLICY ADVISOR, EQUITY & ETHICS

Recommendation:

It is recommended that: the Board approve the attached new Civilian Senior Officer job description and job classification for the position of Policy Advisor, Equity and Ethics (Z30016).

Background:

The Board, at its meeting on June 13, 2005, approved a new organizational structure for the Toronto Police Service (Minute No. P187/05 refers).

Included in the revised structure was a request for the creation of a new position within the Chief's staff to provide leadership in the areas of ethics, equity and race relations both internally, and between the Service and the community.

To this end, a position description for a Policy Advisor, Equity & Ethics, has been developed.

Budget/Cost Impact:

Based upon the attached description, the Joint Board/Senior Officers' Job Evaluation Committee evaluated this position within the Service's job evaluation plan and has determined it to be a class Z30 within the Civilian Senior Officer salary scales. This carries a current salary range of \$89,300 to \$103,375 per annum effective January 1, 2004.

Funding for this position was also addressed and approved at the above-mentioned Board meeting.

It is hereby recommended that the Board approve the attached job description for the new position of Policy Advisor, Equity & Ethics (Z30016).

Upon approval, this position will be advertised and the selection process for qualified candidates will begin.

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

**The Board approved the foregoing.**



**TORONTO POLICE SERVICE**  
**JOB DESCRIPTION**

Date Approved:

Board Minute No.:

Total Points: 963

Pay Class: Z30

<b>JOB TITLE:</b>	Policy Advisor, Equity & Ethics	<b>JOB NO.:</b>	Z30016
<b>BRANCH:</b>	Office of the Chief of Police.	<b>SUPERSEDES:</b>	New
<b>UNIT:</b>		<b>HOURS OF WORK:</b>	35 <b>SHIFTS:</b> 1
<b>SECTION:</b>		<b>NO. OF INCUMBENTS IN THIS JOB:</b>	1
<b>REPORTS TO:</b>	Chief of Police.	<b>DATE PREPARED:</b>	2005.07.15

**SUMMARY OF FUNCTION:** Manages policies and programs on matters related to equity, access, ethics and professionalism. Develops effective relations with the community and other external organizations involved in diversity management. Provides expertise, consultation, and recommendations to management on promoting compliance with the Service's code of ethics/core values and standards of conduct.

**DIRECTION EXERCISED:** N/A

**MACHINES & EQUIPMENT USED:** Microcomputer with associated software and related office equipment.

**DUTIES AND RESPONSIBILITIES:**

1. Manages policies and programs to meet Toronto Police Service's objectives on promoting equity, diversity, race relations, access and professional ethics through ongoing development and enhancement of corporate initiatives, timely communication to management and proper implementation of recommendations. Provides expertise, guidance and serves as an organizational resource to managers in areas of solutions and problem solving around ethics, diversity, access and professional ethics issues.
2. Develops and maintains effective relationships with the community, government agencies, private sector companies and other organizations that are involved in diversity management to address key initiatives and concerns through dialogue and regular meetings and through engaging communities in activities that promote and support diversity and access to the Service. Directs the planning, organizing and hosting of meetings for community groups or organizations to promote positive relationships. On behalf of the Chief of Police, mediates and resolves issues/concerns between community groups and the Toronto Police Service.
3. Develops and establishes internal relationships and networks to influence, maintain and promote ongoing support for diversity and community programs/access to services by increasing awareness and understanding of current and emerging issues through education, leadership development, policy and communication initiatives.
4. Provides timely briefings, reports and recommendations to the Chief of Police and Command on appropriate strategic and policy direction for the Service related to potential impacts of issues (including legal ramifications), by monitoring and reviewing current social, economic, legal and political trends/issues and any related legislation, proposals or policy initiatives that affect the police and diverse communities.

mc#118937

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: 963

Pay Class: Z30

<b>JOB TITLE:</b>	Policy Advisor, Equity and Ethics	<b>JOB NO.:</b>	Z30016
<b>BRANCH:</b>	Office of the Chief of Police	<b>SUPERSEDES:</b>	New
<b>UNIT:</b>		<b>HOURS OF WORK:</b>	35 <b>SHIFTS:</b> 1
<b>SECTION:</b>		<b>NO. OF INCUMBENTS IN THIS JOB:</b>	1
<b>REPORTS TO:</b>	Chief of Police	<b>DATE PREPARED:</b>	2005.07.15

**DUTIES AND RESPONSIBILITIES:** (cont'd)

5. Achieves the Service's objectives with respect to equity, access, diversity and professional ethics issues by investigating and researching policy and program options, identifying any barriers to service access, and recommending strategic interventions and innovative solutions to issues involving multiple stakeholders.
6. Advises and supports management in promoting compliance with the Service's code of ethics/core values and standards of conduct; evaluates ethics issues and establishes and enforces ethics policies and practices. Briefs the Chief of Police and senior management on reports of breaches of ethical standards and issues of integrity and recommends appropriate course of action. Determines need for investigation and refers matter to the appropriate unit (Professional Standards, Human Rights Coordinator, etc.) for investigative action and resolution.
7. Provides advice and guidance regarding overall goals, priorities and strategies to strengthen and support professionalism and ethical standards across the organization; builds networks to ensure effective communication and collaboration.
8. Provides input in the development of training materials and delivers training to management and Service members on the subject of ethics and equity.
9. Performs any other related tasks and responsibilities.

mc#118937

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 AUGUST 11, 2005**

**#P266.         DETER IDENTITY SEX TRADE CONSUMERS (D.I.S.C.) PROGRAM –  
SIX MONTH PILOT PROGRAM**

The Board was in receipt of the following report July 14, 2005 from William Blair, Chief of Police:

Subject:         DETER IDENTITY SEX-TRADE CONSUMERS (D.I.S.C.) PROGRAM

Recommendation:

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

Background :

The Toronto Police Service has been looking into the feasibility of implementing the Deter Identify Sex-Trade Consumers Program (D.I.S.C.) for the benefit of investigators. (BM #P164/05 refers).

In September 2004, then Chair A. Milliken Heisey sent an internal memo to Chief Julian Fantino inquiring about the Service's involvement, if any with the Deter Identify Sex-Trade Consumers Program (D.I.S.C.)

In a correspondence to Chair Pam McConnell dated October 27, 2004 then Chief Julian Fantino advised that the T.P.S. was aware of the D.I.S.C. program and recognized its potential value for assisting police services to exchange information in relation to the sex-trade industry; a complex and pressing issue. The Chief further advised however, that significant legal, logistic and administrative concerns had been identified and required a full evaluation before making a commitment to participate.

At its meeting on December 16, 2004, the Board received a report from Chair McConnell requesting a report from the Chief detailing the Service's involvement to date, if any, with the D.I.S.C. program, as well as any future plans regarding the Service's involvement in this initiative (BM #P399/04 refers).

The program was first developed in 1998 by members of the Vancouver Police Service to capture information about sex trade consumers and to share information with police services across Canada and the United States.

The registration material provided by the Vancouver Police Service was originally reviewed by Staff Inspector George Cowley, of T.P.S. Legal Services. Liability and protocol issues were identified. Staff Inspector George Cowley recommended at that time that amendments to the agreement to participate in the program would be required.

The D.I.S.C. software program has been further explored. It has been determined it has the potential of being a very efficient tool in the policing of the sex-trade industry and in identifying at-risk youth. Furthermore, as indicated below, the program is expanding nation-wide, but particularly in the Toronto area, and it would be most beneficial for this Service to participate. However, the concerns raised by Staff Inspector Cowley, of T.P.S. Legal Services, still need to be addressed. Subject to a resolution of the legal issues, it is therefore recommended that the Sex Crimes Unit conduct a pilot project for a period of six months to fully evaluate the merits of the program.

The D.I.S.C. system has become widely used throughout Western Canada and the United States. To date, the information database has played a significant role in solving major crimes including homicide and numerous sexual assaults. It has also been instrumental in identifying vulnerable youth in need of intervention and support.

Since its development in 1998, the program has continued to expand and is now used by over thirty police agencies in the western provinces, Ontario and the U.S. In this province, the Thunder Bay Police Service, and most recently, Peel Regional Police, have implemented the system. It is expected that the York Regional Police Service and the Ottawa Police Service will be joining in the very near future. Interest has recently been expressed by police services in Hamilton, Montreal and Halifax.

The program being used by Peel Regional Police has been demonstrated to members of this Service. It was found to be simple to use, yet very efficient and secure. The program is internet based and all information is stored in a web server maintained by the Attorney General's office in British Columbia. Since its inception, D.I.S.C. has not had a security breach of any sort. The server has a firewall in place to protect it from unauthorized entry. This firewall meets the standards of the Royal Canadian Mounted Police and has received security approval from the Federal Bureau of Investigation in the United States.

The D.I.S.C. system has a number of core functions. These include:

1. Maintaining a database of individuals participating in sex trade activities;
2. Protecting at-risk youth from sex trade recruitment;
3. Identifying and tracking pimps, recruiters, consumers, and workers;
4. All database entries are as a result of a direct police officer contact;
5. All database entries capture the details of the contact and any unique characteristics; and
6. The entire database is available to all D.I.S.C. users.

As observed during the demonstration by Peel Regional Police, the program has the ability to track five different categories:

1. Sex Trade workers: prostitutes, escorts, massage parlour inmates;
2. Juveniles involved in sex-trade: child prostitutes and victims of child exploitation;
3. Pimps: sex-trade recruiters and parties who live off the avails of prostitution;
4. Consumers/customers (Johns); and
5. Special Interest Category: the ability to track all suspicious circumstances involving prostitution. (indecent acts, erratic behaviour by customers, or any information a police officer feels might be important to an ongoing or future investigation involving the sex trade or exploitation of youth).

A key feature of this program is that the database information can alert police officers about pimps and at-risk youth at an early stage, thereby providing increased protection for vulnerable youth.

The officers of Peel Region using the system are quite satisfied with the system thus far. Information that falls into any one of the tracking categories is continually being added to their database. However, it is recognized that it would be more efficient if other police jurisdictions, particularly in the GTA, were to join the program. The more jurisdictions on the D.I.S.C. system, the greater the amount of information on the database. This, in turn, enhances the usefulness of the program as an investigative and enforcement tool, and provides a means by which to analyze patterns and trends of individuals or the sex trade as a whole.

The benefits of this system are clearly evident in cities where the system has been in place for some time. In Vancouver, for example, D.I.S.C. has garnered some results that include the following:

1. Pimps have been identified and charged as a direct result of D.I.S.C. information;
2. Sexually exploited youth recruited into prostitution have been and are being identified through D.I.S.C. and subsequently connected with support services and reunited with family; and
3. There is a low recidivism rate among all Johns that are entered on the system.

There are viable solutions to the concerns identified by Staff Inspector Cowley. A concern with the wording of the Software Licence Agreement and Privacy Protocol has been addressed. The founder of D.I.S.C. program, Detective Constable Oscar Ramos of the Vancouver Police Service, is agreeable to amend the agreement, as suggested by Staff Inspector Cowley, that would meet the needs of this Service.

There is no cost to participate in this worthwhile endeavour other than a one-time software fee of \$250.00 per licence.

The pilot project, if approved, will provide an opportunity to address administrative issues, such as staffing, and operational issues. During this time, further research will be conducted with other participating agencies. A member of Sex Crimes Unit will be designated as a gatekeeper

responsible for the input and retrieval of all information. At the conclusion of the six-month project, the program will be evaluated based on the following criteria:

1. Number of entries and queries;
2. Quality of data;
3. Number of arrests and/or investigations caused by the database information;
4. Number of at-risk youth identified and assisted;
5. Information sharing between participating jurisdictions; and
6. Feasibility to implement the program service-wide.

Therefore, it is recommended that the Board receive this report for information.

Acting Deputy Chief Gary Grant, Policing Support Command will be in attendance to answer any questions the Board may have.

**The Board received the foregoing report and, with the Chief's agreement, approved the six-month pilot project.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P267. UPDATE – IMPLEMENTATION OF THE RECOMMENDATIONS  
PERTAINING TO DRUG TESTING PSYCHOLOGICAL EVALUATIONS  
AND FINANCIAL BACKGROUND CHECKS**

The Board was in receipt of the following report July 07, 2005 from William Blair, Chief of Police:

Subject: UPDATE - IMPLEMENTATION OF THE RECOMMENDATIONS  
CONTAINED IN THE HONOURABLE GEORGE FERGUSON'S REPORT  
CONCERNING VARIOUS ASPECTS OF POLICE MISCONDUCT & ISSUES  
REGARDING DRUG TESTING, PSYCHOLOGICAL EVALUATIONS &  
FINANCIAL BACKGROUND CHECKS

Recommendation:

It is recommended that the Board receive the following report.

Background:

The Board, at its meeting on March 8, 2005, received the final report from Chief Julian Fantino with respect to the implementation status of the recommendations contained in the Honourable George Ferguson's report concerning various aspects of police misconduct and issues regarding drug testing, psychological evaluations and financial background checks (Board Minute P73/05 refers). At that meeting, Interim Chief Michael Boyd reported that the Service intended to seek further assistance from an external consultant whose expertise in industrial drug testing was well known to the Interim Chief. The Board heard a number of deputations and approved a number of motions, including the following:

*THAT the Chair and Interim Chief, in consultation with the Senior Officers' Organization, the Toronto Police Association, Board staff, legal counsel and others as appropriate, develop a sound rationale and policies and procedures for drug testing, psychological testing and financial background checks for Service members.*

At its meeting on May 12, 2005, the Board received an update from Chair Pam McConnell on the implementation of the recommendations (Board Minute P178/05 refers). The Chair indicated that a Policy Committee consisting of the Chair, Chief Blair, Board and Service staff, representatives of the Toronto Police Association and the Senior Officers' Organization had met on April 22, 2005. At that meeting, the Policy Committee gave consideration to the above-mentioned Board motion and received a presentation from Ms. Barbara Butler, a consultant in the field of preventing substance abuse in the workplace. The Policy Committee agreed that a

small Working Group be formed, consisting of representatives of the Board, Corporate Planning, Human Resources, Occupational Health and Safety, Professional Standards and the participation of Ms. Butler. A mandate was also identified for the Working Group at that time.

The Working Group has met on two occasions, namely, June 3 and June 24 . A gap analysis has been performed and a needs-assessment report is being prepared for the Policy Committee that will recommend a course of action. The course of action will be based on an analysis of jurisprudence, existing training, policies and procedures and historic trends as they relate to drug testing, psychological evaluations and financial background checks. The results will be presented to the Policy Committee at a meeting to be scheduled in September. The next update will be provided to the Board as soon as practicable thereafter.

Mr. William Gibson, Director of Human Resources, will be available to answer any questions the Board may have.

**The Board received the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P268.           ELEMENTS INCLUDED IN BUSINESS CASES PROPOSED BY THE  
TORONTO POLICE SERVICE AND FREQUENCY OF REPORTING**

The Board was in receipt of the following report July 06, 2005 from William Blair, Chief of Police:

Subject:       ELEMENTS INCLUDED IN BUSINESS CASES PROPOSED BY THE  
TORONTO POLICE SERVICE AND FREQUENCY OF REPORTING

Recommendation:

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

Background:

At the Board meeting of June 13, 2005, a presentation was given by Mr. Jeff Griffiths, Auditor General, City of Toronto on the Enterprise Case and Occurrence Processing System (eCOPS) Project Review report that he submitted to the Board (BM #P186/05 refers). The Board discussed the report with Mr. Griffiths and Chief Blair and the following motion was one of several motions approved:

“THAT the Chief of Police provide a report to the Board for its August 11, 2005 meeting on the following:

- (a)           the specific elements that will be included in future Business Cases proposed by the Toronto Police Service; and
- (b)           the frequency with which the Toronto Police Service will submit reports to the Board related to those Business Cases.”

Elements of the Toronto Police Service Business Case

More than five years ago, the Toronto Police Service (TPS) Budgeting and Control Unit developed a standard Business Case Template and Business Case Guide. All new projects proposed for inclusion in the Capital Budget Submission for TPS must be proposed using this Business Case Template. The Business Case Template was developed to give the Business Units, Command, Board and City a tool to plan, evaluate, approve and prioritize projects for inclusion in the TPS Capital Program. Each year during the capital budget development process, this template and guide is updated and improved upon.

While there is no single correct outline for a business case, in developing the business case structure and content, we ensured that all of the successful elements of a business case were included. The following is the outline of the standard TPS Capital Business Case:



1. Business Case General Information
2. Executive Summary
3. Background (includes project description and scope)
4. Project Impacts
  - Assumptions/Dependencies
  - Information technology impacts including impact on operating budget
  - Project cost
  - Project benefits
  - Financial summary
  - Non-financial impacts including risks and impacts on organizational priorities
5. Alternative Solutions Considered
6. Recommendation(s)

The Business Case Template ensures that project sponsors consider the Service Priorities, integration with other business units and the requirement for internal staff to work on the project. The Business Case Template provides the reader with a complete understanding of a project, including total project costs and benefits.

A comprehensive explanation of what is required for each of the above sections of the Business Case is included in the Business Case Guide, which can be found in Attachment 1.

#### Frequency of Reporting Related to the Business Cases

The status of all Capital Projects, including major information technology projects that form part of the Capital Program, is reported to the Board on a quarterly basis in the Capital Budget Variance Report.

For each Capital Project, the Capital Budget Variance Report provides a status update including funds available for spending in the current year, the amount spent or committed to as at the end of the quarter, projected spending to the end of the year, year end variance and total project cost. Where there is a variance reflected against available funding for a project, this variance is explained. Also, the report explains whether or not original project plans are being met. To facilitate a better review or focus on the information technology projects included in the Capital Program, future quarterly Capital Budget Variance Reports will highlight information technology projects in a separate section of the report.

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

**The Board received the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P269. TORONTO POLICE SERVICES BOARD – 2005 OPERATING BUDGET  
VARIANCE AS AT JUNE 30, 2005**

The Board was in receipt of the following report July 29, 2005 from Alok Mukherjee, Acting Chair:

Subject: 2005 OPERATING BUDGET VARIANCE REPORT FOR THE TORONTO  
POLICE SERVICES BOARD AS AT JUNE 30, 2005

Recommendation:

It is recommended that:

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

Background:

Toronto City Council, at its meeting during the week of February 25th 2005, approved the Toronto Police Services Board Operating Budget at a net amount of \$1.28 Million (M), which is the same amount as the budget approved by the Toronto Police Services Board at its meeting of January 24, 2005 (Board Minute #P27/05 refers).

2005 Operating Budget Variance

As at June 30, 2005, the Board is projecting an unfavourable variance of approximately \$80,000.

STAFFING

The staffing budget for the Board office is \$663,900, or 52% of the total net budget.

The favourable variance of \$115,578 is as a direct result of the fact that, as a City Councillor, the current Chair does not receive salary or benefits from the Board.

NON-SALARY ACCOUNTS

The non-salary budget for the Board office is \$614,200. The majority of the Board's budgeted non-salary costs are related to legal costs, primarily attributed to arbitration and grievance hearings.

It is anticipated that the Board's budget will reflect an unfavourable balance of approximately \$195,600 in the non-salary accounts at this time. The unfavourable balance is the result of the unanticipated and unbudgeted costs for:

- recruitment of the Deputy Chiefs, estimated at \$113,400 (Min. P209/05),
- consulting services for the facilitation of community consultation sessions during the Chief of Police selection process in the amount of \$3,000,
- recruitment of the Chief Administrative Officer, estimated at \$41,195 (Min. P243/05, and;
- remuneration for the community members of the Sexual Assault Steering Committee (Min. P34/05) in the amount of \$5,000,
- a projection of \$33,000 in excess of budgeted amounts for consulting services – external lawyers.

**The Board received the foregoing and agreed to forward copies to the Deputy City Manager & Chief Financial Officer and the City of Toronto – Policy and Finance Committee.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P270. TORONTO POLICE SERVICE – PARKING ENFORCEMENT UNIT:  
2005 OPERATING BUDGET VARIANCE AS AT JUNE 30, 2005**

The Board was in receipt of the following report July 25, 2005 from William Blair, Chief of Police:

Subject: 2005 OPERATING BUDGET VARIANCE REPORT FOR THE TORONTO  
POLICE PARKING ENFORCEMENT UNIT AS AT JUNE 30, 2005

Recommendation:

It is recommended that:

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

Background:

Toronto City Council, at its meeting of February 25, 26, 27, 28 and March 1, 2005, approved the 2005 Parking Enforcement Operating Budget at a net amount of \$31.4 Million (M), which is the same amount as the base budget approved by the Toronto Police Services Board at its meeting of January 24, 2005 (Board Minute #P28/05 refers). The Council-approved budget provides sufficient funding to maintain the same level of service as in 2004.

As at June 30, 2005 no variance is projected.

Salaries & Benefits

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

Parking Tag Revenue

Budgeted revenue from parking tags is \$63.5M (based on a City collectable tag rate of 81%). As of June 30, 2005 no variance is projected.

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

**The Board received the foregoing and agreed to forward copies to the Deputy City Manager & Chief Financial Officer and the City of Toronto – Policy and Finance Committee.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P271. QUARTERLY REPORT: TORONTO POLICE SERVICES BOARD'S  
SPECIAL FUND: APRIL – JUNE 2005**

The Board was in receipt of the following report July 26, 2005 from Alok Mukherjee, Acting Chair:

Subject: TORONTO POLICE SERVICES BOARD'S SPECIAL FUND UNAUDITED  
STATEMENT FOR THE PERIOD 2005 APRIL 01 TO 2005 JUNE 30

Recommendation:

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

Background:

Enclosed is the unaudited statement of receipts and disbursements with respect to the Toronto Police Services Board's Special Fund for the period 2005 April 01 to 2005 June 30.

As at 2005 June 30, the balance in the Special Fund was \$422,460. During the second quarter, the Special Fund recorded net receipts of \$94,896 and disbursements of \$157,587. There has been a net decrease of \$21,774 against the December 31, 2004 fund balance of \$444,234.

The Property and Evidence Management Unit have been regularly providing Rite Auctions Limited with auction materials in 2005. As a result, auction proceeds, net of 50% commissions charged by Rite Auctions Limited, are being deposited into the Special Fund on a regular basis. These funds, in addition to the unclaimed cash deposited in the first quarter, contributed to the revenue recorded by the Fund.

During the second quarter of 2005, major sponsorship disbursements were made. Along with the annual commitment to the Ontario Association of Police Services Board and the CPLC and Community Outreach Assistance programs, the Special Fund supported the 2005 Ontario Association of Chiefs of Police conference held in Toronto, the Domestic Violence Forum and the National Black Police Association conference.

**The Board received the foregoing report and approved the following Motions:**

- 1. THAT the Board set aside \$100,000 from the Special Fund in 2005 for the purposes of establishing a separate fund that will “kick-start” a futures program to operate in the police divisions, in conjunction with the Mayor’s Advisory Panel on Community Safety and the Community Safety Secretariat, which will be focussed on families, children and youth;**
- 2. THAT, for the years 2006, 2007, 2008 and 2009, the Board set aside a minimum of \$100,000 each year from the Special Fund to continue the futures program;**
- 3. THAT the Board, in consultation with the Chief of Police and Mayor, send letters to other possible partners who would be willing to participate in this initiative; and**
- 4. THAT Board staff provide a report for the Board’s September 2005 meeting on a process for the fund and develop criteria governing how it can be used.**

THE TORONTO POLICE SERVICES BOARD SPECIAL FUND

2005 SECOND QUARTER RESULTS WITH INITIAL PROJECTIONS

	INITIAL	ADJUSTED	JAN 01 TO	2005 APR 01 TO	JUL 01 TO	OCT 01 TO	2004 JAN 01 TO DEC 31		
PARTICULARS	PROJ.	PROJ.	MAR 31/05	JUN 30/05	SEPT 30/05	DEC 31/05	TOTALS	ACTUAL	COMMENTS
<i>BALANCE FORWARD</i>	444,234	444,234	444,234	485,151	422,460	422,460	444,234	435,126	2005 projections are based on 2004 actual results. The adjusted projection is based on the results to date as at the quarter end.
<u>REVENUE</u>									
PROCEEDS FROM AUCTIONS	180,000	428,000	45,887	168,560	0	0	214,447	60,093	Auctions proceeds are now regularly received and deposited
LESS OVERHEAD COST	(90,000)	(214,400)	(20,199)	(84,280)	0	0	(104,479)	(23,894)	into the Special Fund. Therefore, the 2005 projection has been
LESS RETURNED AUCTION PURCHASE	0	0	0	0	0	0	0	0	adjusted accordingly. Commission is set at 50% based on the
UNCLAIMED MONEY	50,000	52,000	18,354	7,653	0	0	26,006	57,733	agreement with Rite Auctions.
LESS RETURN OF UNCLAIMED MONEY	(2,000)	0	0	0	0	0	0	(1,981)	Several initiatives are being discussed at the Property and
EVIDENCE AND HELD MONEY	0	0	0	(380)	0	0	(380)	0	Evidence Management Unit which could increase revenues to the Special Fund.
INTEREST	15,000	10,400	1,801	3,418	0	0	5,219	16,742	Previous deposited monies were returned to their owners during the second quarter
LESS ACTIVITY FEE	(2,000)	(314)	(83)	(74)	0	0	(157)	(1,819)	Interest income is based on the average monthly bank balance.
LESS CHEQUE ORDER	(100)	(100)	0	0	0	0	0	0	The activity fee includes bank service charges and the activity fee.
SEIZED LIQUOR CONTAINERS	1,000	0	0	0	0	0	0	599	
OTHER	0	0	0	0	0	0	0	0	
<i>TOTAL REVENUE</i>	151,900	275,586	45,759	94,896	0	0	140,656	107,473	
<i>BALANCE FORWARD BEFORE EXPENSES</i>	596,134	719,820	489,993	580,047	422,460	422,460	584,890	542,599	Rounding can impact the reported amounts from quarter to quarter
<u>DISBURSEMENTS</u>									and year to year. Rounding differences are not significant.

<u>SPONSORSHIP</u>									
SERVICE									
ONT. ASSO.OF POLICE SERVICES BOARD	5,000	5,500	0	5,500	0	0	5,500	5,000	Adjusted projections are equal to the actual contributions made, given that these sponsorship initiatives occur once a year.
CPLC & COMMUNITY OUTREACH ASSISTANCE	24,000	24,000	0	24,000	0	0	24,000	20,488	
UNITED WAY	8,000	8,000	0	8,000	0	0	8,000	8,000	
CHIEF'S CEREMONIAL UNIT	0	0	0	0	0	0	0	0	
COPS FOR CANCER	0	0	0	0	0	0	0	0	
OTHER	0	102,000	0	102,000	0	0	102,000	0	Includes OACP, Domestic Violence forum and NBPA
COMMUNITY									
CARIBANA	0	0	0	0	0	0	0	0	
RACE RELATIONS	0	0	0	0	0	0	0	0	
YOUTH ADVISORY GROUP	0	0	0	0	0	0	0	0	
BLACK HISTORY MONTH	0	0	0	0	0	0	0	0	
VARIOUS ORGANIZATIONS	5,000	5,000	0	0	0	0	0	4,253	
RECOGNITION OF SERVICE MEMBERS									
AWARDS	50,000	50,000	38	5,110	0	0	5,148	29,994	Service member award ceremonies occur several times during the year.
CATERING	25,000	25,000	0	7,062	0	0	7,062	10,227	
RECOGNITION OF CIVILIANS									
AWARDS	15,000	15,000	0	3,850	0	0	3,850	7,135	Award and recognition ceremonies occur several times a year
CATERING	7,500	7,500	0	810	0	0	810	1,739	
RECOGNITION OF BOARD MEMBERS									
AWARDS	0	0	0	0	0	0	0	0	
CATERING	2,000	2,000	0	0	0	0	0	1,737	
<i>CONFERENCES</i>									
BOARD									
COMMUNITY POLICE LIAISON COMMITTEES	5,000	5,000	0	0	0	0	0	5,402	
CANADIAN ASS'N OF POLICE SERVICES BOARDS	0	0	0	0	0	0	0	0	
OTHER	0	0	0	0	0	0	0	0	
DONATIONS									
IN MEMORIAM	1,000	1,000	0	0	0	0	0	700	
OTHER	500	500	100	100	0	0	200	0	
DINNER TICKETS	10,000	10,000	4,705	1,155	0	0	5,860	3,690	Tickets were purchased for several major retirements during the first half of the year.
OTHER	10,000	0	0	0	0	0	0	0	
<i>TOTAL DISBURSEMENTS</i>	168,000	260,500	4,843	157,587	0	0	162,430	98,365	
<i>SPECIAL FUND BALANCE</i>	428,134	459,320	485,151	422,460	422,460	422,460	422,460	444,234	







**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P272. SEMI-ANNUAL REPORT: PARKING ENFORCEMENT UNIT  
ABSENTEEISM: JANUARY – JUNE 2005**

The Board was in receipt of the following report July 15, 2005 from William Blair, Chief of Police:

Subject: SEMI-ANNUAL REPORT: JANUARY – JUNE 2005: PARKING  
ENFORCEMENT UNIT ABSENTEEISM

Recommendation:

It is recommended that:

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

Background :

The City of Toronto Policy and Finance Committee has requested semi-annual reports on Parking Enforcement Unit Absenteeism. This report consists of the information pertaining to the first half of the year 2005.

Effective January 1, 2003, the Unit implemented the attendance management program and has undertaken to closely monitor individual officer attendance. This program focuses on both monitoring members who have a higher absenteeism rate (excluding any chronic illness) and recognition for members with a perfect attendance record (Board minute #P220/02 refers). Based on the attendance patterns in each quarter, letters were submitted to members who fall within the following criteria.

*Criteria:*

*Where a member is absent due to illness three (3) or more times (separate incidents) the supervisor shall submit a letter, unless there are mitigating circumstances, in which case the supervisor shall provide a TPS 649 (Internal Correspondence) to the Unit Commander outlining the reason(s) for exclusion.*

*Where a member is absent due to illness two (2) or more times for a total of four (4) days or more, the supervisor will discuss the reason for the absences with the member. The supervisor will outline the provisions of the Attendance*

*Management Program policy and submit a TPS 649 (Internal Correspondence) to the Unit Commander stating that the member has been reminded of the provisions.*

Where a member is absent due to illness (one incident) for more than three (3) days, aside from the Service requirement to provide a doctor's note, the Attendance Management Program will not be triggered. The member need not be spoken to unless there are other factors to be taken into account.

*The supervisors have been assigned the responsibility of ensuring that sick members comply with all Service requirements. The individual cases are reassessed when specified by the Service's Medical Advisory Service and the Unit takes the required steps to return the employee to work at the earliest opportunity, as their situation permits.*

The analysis for the second quarter of 2005 is currently underway and the data from the last year will be considered in order to effectively manage any patterns that may develop.

The Unit continues to monitor the sick days of individual officers by utilizing the following structured procedure on a micro level:

- (a) 3<sup>rd</sup> day sick – phone call to the member at residence
- (b) 4<sup>th</sup> day sick – home visit; and
- (c) 4 or more days sick – doctor's note required.

This report is for the January to June 2005 period. The monthly absenteeism rates are provided in table #1, and the actual figures are reported in table #2 (Appendix A refers). The average number of sick days per officer are also included in table #2, as requested by the Board (Board Minute #P334/2001 refers). In order to highlight absenteeism patterns, the reporting is grouped into four categories: IOD, Long Term Sick, Short Term Sick, and Dependent Sick. IOD represents staff members who were injured while performing their duties. Long term sickness represents staff who remained sick for two or more months, Dependent sick represents time taken off due to illness of a dependent family member, and Short Term Sickness represents all other sickness.

The January to June 2005 absenteeism rate is 6.2%, which is 1.8 percentage points higher than last year's rate (table #3, appendix A refers). The Parking Enforcement Unit has set a goal of 4% for short-term absenteeism, and the year to date totals report 3.5%, which is 0.5 percentage point below the set goal. The challenge of containing any increases in short-term absenteeism is further compounded by the ageing nature of the workforce within the unit. The average age of a Parking Enforcement Officer is 43 years of age. Moreover, with more than 34% of the unit members over 50 years of age, they are increasingly susceptible to ailments associated with long term exposure to inclement weather, and to fatigue related to the physical demands of the job.

Certainly, the ageing nature of the unit's workforce will continue to have an impact upon the capacity of its personnel to perform in an uninterrupted enforcement role.

City departments and agencies use different criteria for determining absenteeism, as there are no specific guidelines for calculating the absenteeism rate. The year 2000 City Audit Report on the Parking Enforcement Unit recommended that:

*“the City’s Executive Director, Human Resources, report to the Administration Committee by September 30, 2000 on a framework for reporting absenteeism across the corporation, which should include the development of appropriate definitions and reporting guidelines, to enable a meaningful comparison of absenteeism among the various departments, agencies, boards and commissions;” (Recommendation # 17, City Audit Report 2000 - Parking Enforcement Unit)*

To date, no specific guidelines have been provided, and therefore comparison with other city departments absenteeism rates is not included in this report.

To ensure that productivity levels are not encumbered by those who are incapable of performing in the enforcement function due to long-term incapacity or illness, steps are currently underway to explore all options available for permanent reassignment within other areas of the Service. The feasibility of this solution is being reviewed by Superintendent Gary Ellis, Unit Commander of Parking Enforcement, and Maureen Carey, Manager of the Employment Unit.

It is recommended that the Board receive this information and that this report be forwarded to the City of Toronto Policy and Finance Committee for its information.

Acting Deputy Chief, Gary Grant, Policing Support Command, will be present to answer any questions.

**The Board received the foregoing and agreed to forward a copy to the City of Toronto – Policy and Finance Committee for information.**

**Appendix A.**  
**Table #1.**

**Parking Enforcement Unit Absenteeism**  
**January – June 2005**  
**Absenteeism Rate**

<b>TYPE</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	May	<b>June</b>	<b>Average</b>
Injured on duty	1.4%	1.6%	1.7%	1.8%	1.0%	1.2%	<b>1.5%</b>
Long term sick	0.2%	0.4%	0.5%	0.8%	1.1%	1.3%	<b>0.7%</b>
Short term sick	4.0%	4.4%	4.7%	2.8%	2.8%	2.5%	<b>3.5%</b>
Dependent sick	0.8%	0.6%	0.4%	0.4%	0.4%	0.5%	<b>0.5%</b>
<b>TOTAL</b>	6.4%	7.0%	7.2%	5.9%	5.3%	5.5%	<b>6.2%</b>

Source: TRMS, PINS.

**Table #2.**

**Parking Enforcement Unit Absenteeism  
January – June 2005  
Sick Shifts Summary Actual Figures**

<b>TYPE</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Average</b>	<b>AVG./ Person</b>
Injured on duty hrs.	935	1,033	1,219	1,281	702	809	<b>997</b>	<b>15.0</b>
<b>Injured on duty shifts</b>	<b>117</b>	<b>129</b>	<b>152</b>	<b>160</b>	<b>88</b>	<b>101</b>	<b>125</b>	<b>1.9</b>
Average persons/day	4	5	5	5	3	3	<b>4</b>	<b>NA</b>
Long term sick hrs.	104	263	336	576	723	938	<b>490</b>	<b>7.4</b>
<b>Long term sick shifts</b>	<b>13</b>	<b>33</b>	<b>42</b>	<b>72</b>	<b>90</b>	<b>117</b>	<b>61</b>	<b>0.9</b>
Average persons/day	0	1	1	2	3	4	<b>2</b>	<b>NA</b>
Short term sick hrs.	2,663	2,825	3,473	1,978	1,851	1,737	<b>2,421</b>	<b>36.4</b>
<b>Short term sick shifts</b>	<b>333</b>	<b>353</b>	<b>434</b>	<b>247</b>	<b>231</b>	<b>217</b>	<b>303</b>	<b>4.5</b>
Average persons/day	11	13	14	8	7	7	<b>10</b>	<b>NA</b>
Dep. Sick hrs.	565	392	306	311	273	319	<b>361</b>	<b>5.4</b>
<b>Dep. Sick shifts</b>	<b>71</b>	<b>49</b>	<b>38</b>	<b>39</b>	<b>34</b>	<b>40</b>	<b>45</b>	<b>0.7</b>
Average persons/day	2	2	1	1	1	1	<b>1</b>	<b>NA</b>

Source: TRMS, PINS.

Parking is 7 Days 24 hrs. operation and shifts range from 10, 8 and 7 hrs.

An average/ shift is taken at 8 hours.

**Table #3. Parking Enforcement Unit Absenteeism  
2001 – June 2005**

	2001	2002	2003	2004	Jan. to June 2005
<b>Total</b>	<b>6.1%</b>	<b>5.6%</b>	<b>4.3%</b>	<b>4.4%</b>	<b>6.2%</b>

Source: Parking Information System, PINS



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P273. SEMI-ANNUAL REPORT: IMPLEMENTATION STATUS OF THE  
BOARD'S INSTRUCTIONS: JANUARY – JUNE 2005**

The Board was in receipt of the following report July 10, 2005 from William Blair, Chief of Police:

Subject: SEMI-ANNUAL REPORT ON THE IMPLEMENTATION STATUS OF THE  
BOARD'S INSTRUCTIONS: JANUARY 1 – JUNE 30, 2005

Recommendation:

It is recommended that: the Board receive the following report for information.

Background:

To comply with Recommendation #18, from the Ontario Civilian Commission on Police Services (OCCPS) report dated July 1999, a semi-annual report is required from the Chief of Police to update the Board on the status of the Board's directions that otherwise would not require a report to the Board. (Board Minute #156/00 refers).

A review of the Board's public and confidential minutes for the period of January 1 – June 30, 2005, indicates that there were no directions to the Chief of Police for which the aforementioned recommendation would be applicable.

Superintendent Bob Clarke of the Chief's Office will be in attendance at the Board meeting to respond to any questions, if required.

**The Board received the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P274. SEMI-ANNUAL REPORT: LABOUR RELATIONS COUNSEL AND  
LEGAL INDEMNIFICATION: JANUARY – JUNE 2005**

The Board was in receipt of the following report July 14, 2005 from William Blair, Chief of Police:

Subject: SEMI-ANNUAL REPORT: JANUARY 1 - JUNE 30, 2005 FOR LABOUR  
RELATIONS COUNSEL AND LEGAL INDEMNIFICATION

Recommendation:

It is recommended that: the Board receive the following report for information.

Background:

At its meeting on January 25, 2001, the Board approved a policy governing "Payment of Legal Accounts" which provides for a semi-annual report relating to payment of all accounts for labour relations counsel, legal indemnification claims and accounts relating to inquests which were approved by the Director, Human Resources and the Manager, Labour Relations (Board Minute No. 51/01 refers).

During the period January 1, 2005 to June 30, 2005, two (2) accounts from Hicks, Morley, Hamilton Stewart and Storie for labour relations counsel totalling \$38,527.57 were approved for payment by the Director, Human Resources and the Manager, Labour Relations.

During this period, 34 accounts relating to legal indemnification were paid for a total of \$1,755,584.40 and one account was denied for payment in the amount of \$190,000.00. One further account relating to an inquest paid was in the amount of \$39,777.25 and no payments were made for civil suits during this period.

As a result, during the period of January 1, 2005 to June 30, 2005, a total of \$1,833,889.22 was paid in settlement of above accounts.

Mr. William Gibson, Director, Human Resources, will be in attendance to respond to any questions the Board may have in regard to this matter.

**The Board received the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P275. ANNUAL REPORT: 2004 AUDITED FINANCIAL STATEMENTS FOR  
THE BOARD'S SPECIAL FUND, TRUST FUNDS AND MUSEUM  
RESERVE FUND**

The Board was in receipt of the following report June 20, 2005 from William Blair, Chief of Police:

Subject: 2004 AUDITED FINANCIAL STATEMENTS FOR THE POLICE SERVICES  
BOARD SPECIAL FUND, TRUST FUNDS AND MUSEUM RESERVE FUND

Recommendation:

It is recommended that: the Board receive the audited financial statements from Ernst & Young.

Background:

Attached are the audited financial statements from Ernst & Young, Chartered Accountants for the Toronto Police Services Board Special Fund, Trust Funds and Museum Reserve Fund for the year ended December 31, 2004. The final audited financial statements have been reviewed and agreed to by Financial Management staff.

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

**The Board received the foregoing.**

Financial Statements

**City of Toronto Police Services Board  
Trust Funds**

December 31, 2004

## AUDITORS' REPORT

To the Chair and Members of  
the City of Toronto Police Services Board

We have audited the balance sheet of the **City of Toronto Police Services Board Trust Funds** as at December 31, 2004 and the statement of operations and changes in fund balances for the year then ended. These financial statements are the responsibility of the Board's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

Due to the confidentiality laws governing the Witness Protection Program, we were unable to verify the completeness of the disbursements from the Witness Protection Fund for the safekeeping of witnesses. Accordingly, our examination of these disbursements was limited to the amounts recorded in the records of the Witness Protection Fund and we were unable to determine whether any adjustments for unrecorded disbursements might be necessary within the statement of operations and changes in fund balances.

Except as explained in the preceding paragraph, in our opinion, these financial statements present fairly, in all material respects, the financial position of the Trust as at December 31, 2004 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Toronto, Canada,  
March 4, 2005.

*Ernst & Young LLP*

Chartered Accountants

**City of Toronto**  
**Police Services Board Trust Funds**

**BALANCE SHEET**

As at December 31

	2004 \$	2003 \$
<b>ASSETS</b>		
Cash	2,085,525	2,064,745
Interest receivable	3,382	3,780
	<u>2,088,907</u>	<u>2,068,525</u>
<b>LIABILITIES AND FUND BALANCES</b>		
<b>Liabilities</b>		
Accounts payable	1,088,107	1,043,117
<b>Fund balances</b>		
Witness Protection Fund <i>(note 3)</i>	48,102	51,127
Deceased Persons' Fund <i>(note 4)</i>	962	962
Property and Evidence Management Unit General Fund <i>(notes 5 and 8)</i>	951,736	973,319
<b>Total fund balances</b>	<u>1,000,800</u>	<u>1,025,408</u>
	<u>2,088,907</u>	<u>2,068,525</u>

*See accompanying notes*

City of Toronto  
Police Services Board Trust Funds

STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES

Year ended December 31

	Witness Protection Fund		Deceased Persons' Fund		Property and Evidence Management Unit General Fund		Total	
	2004 \$	2003 \$	2004 \$	2003 \$	2004 \$	2003 \$	2004 \$	2003 \$
	[note 3]		[note 4]		[note 5]			
<b>REVENUES</b>								
Attorney General's Office	337,717	178,845	—	—	—	—	337,717	178,845
Other	—	—	—	—	—	3,131	—	3,131
	337,717	178,845	—	—	—	3,131	337,717	181,976
<b>EXPENSES</b>								
Cost of safekeeping of witnesses	340,742	214,139	—	—	—	—	340,742	214,139
Grants-in-aid funds	—	—	—	—	2,287	92,755	2,287	92,755
Federal Government	—	—	—	—	2,741	4,096	2,741	4,096
City of Toronto Police Services Board Special Fund [notes 4 and 5]	—	—	—	—	16,555	16,567	16,555	16,567
	340,742	214,139	—	—	21,583	113,418	362,325	327,557
Surplus of revenues over expenses for the year	(3,025)	(35,294)	—	—	(21,583)	(110,287)	(24,608)	(145,581)
Fund balances, beginning of year	51,127	86,421	962	962	973,319	1,083,606	1,025,408	1,170,989
Fund balances, end of year	48,102	51,127	962	962	951,736	973,319	1,000,800	1,025,408

See accompanying notes

**City of Toronto  
Police Services Board Trust Funds**

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2004

**1. DESCRIPTION OF THE ORGANIZATION**

The financial statements of the City of Toronto Police Services Board Trust Funds [the "Trust"] reflect the combined financial position and activities of the following Trust's Funds administered by the City of Toronto Police Services Board [the "Board"]:

Witness Protection Fund *[note 3]*  
Deceased Persons' Fund *[note 4]*  
Property and Evidence Management Unit General Fund *[note 5]*

The Trust is exempt from income taxes under Section 149(1) of the Income Tax Act (Canada).

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles. The significant accounting policies are summarized below:

**Fund accounting**

The Trust follows the restricted fund method of accounting for contributions. The Board ensures, as part of its fiduciary responsibilities, that all funds received with a restricted purpose are expended for the purpose for which they were provided.

For financial reporting purposes, the Trust's Funds have been classified into three categories as described in notes 3, 4 and 5.

**Revenue recognition**

Contributions received are recognized as revenue of the Trust's Funds in the year in which they are received or receivable when the amounts to be received can be reasonably estimated and collection is reasonably assured.

**3. WITNESS PROTECTION FUND**

The Witness Protection Fund records receipts and disbursements of funds for the protection of witnesses. The funds are provided by the Attorney General's Office and are disbursed by the Board.



**City of Toronto  
Police Services Board Trust Funds**

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2004

**4. DECEASED PERSONS' FUND**

The Deceased Persons' Fund records the transactions relating to money found in the possession of deceased persons by police officers. Property of an unusual value, such as silver and gold coins or paper money worth more than face value, is placed in safekeeping in the Property and Evidence Management Unit and recorded in the fund at face value.

The money found on deceased persons is paid to next-of-kin, estates or trustees upon establishment of proper legal claims. Any monies not claimed within a specified time, or for which no owner can be identified, are transferred to the City of Toronto Police Services Board Special Fund, net of any funeral costs, in accordance with the provisions of the Police Services Act.

**5. PROPERTY AND EVIDENCE MANAGEMENT UNIT  
GENERAL FUND**

The Property and Evidence Management Unit General Fund is used to record found cash where the finder is entitled to the money if it is not claimed by the owner within three months. If the finder does not claim the cash, this money is transferred to the City of Toronto Police Services Board Special Fund. Monies, if determined to be from the proceeds of crime, are transferred to the appropriate recipient based on the relevant legislation.

Cash received as a result of seizures is also kept on deposit within the Property and Evidence Management Unit. The interest on this cash is transferred to a separate bank account. The monies seized, and its interest, is kept until such time as the determination has been made as to whom it should be paid.

**6. RELATED PARTY TRANSACTIONS**

Administrative staff of the Board provide administrative services for the Trust. The Board does not charge for these services.

**7. FINANCIAL INSTRUMENTS**

The fair values of the Trust's cash, accounts receivable, and accounts payable approximate their carrying values due to their short-term maturity.

**8. CONTINGENCIES**

Within the Property and Evidence Management Unit General Fund, the ownership of seized monies of \$679,853 is in dispute and may be forfeited to the Crown.

**City of Toronto  
Police Services Board Trust Funds**

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2004

**9. STATEMENT OF CASH FLOWS**

A separate statement of cash flows has not been presented since cash flows from operating, investing and financing activities are readily apparent from the other financial statements.

**10. COMPARATIVE FINANCIAL STATEMENTS**

The comparative financial statements have been reclassified from statements previously presented to conform to the presentation of the 2004 financial statements.

Financial Statements

**City of Toronto Police Services Board**  
**Special Fund**  
December 31, 2004

## AUDITORS' REPORT

To the Chair and Members of  
the City of Toronto Police Services Board

We have audited the balance sheet of the **City of Toronto Police Services Board Special Fund** as at December 31, 2004 and the statement of operations and change in fund balance for the year then ended. These financial statements are the responsibility of the Board's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

The Special Fund derives revenue from found and/or seized cash and/or goods, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our examination of this revenue was limited to the amounts recorded in the records of the Special Fund and we were unable to determine whether any adjustments for unrecorded revenue might be necessary within the statement of operations and change in fund balance.

Except as explained in the preceding paragraph, in our opinion, these financial statements present fairly, in all material respects, the financial position of the Special Fund as at December 31, 2004 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Toronto, Canada,  
March 4, 2005.

*Ernst & Young LLP*

Chartered Accountants

**City of Toronto**  
**Police Services Board Special Fund**

**BALANCE SHEET**

As at December 31

	<b>2004</b>	<b>2003</b>
	\$	\$
		<i>[restated - note 8]</i>
<b>ASSETS</b>		
Cash	<b>447,798</b>	435,417
Accounts receivable	<b>26,925</b>	10,724
	<b>474,723</b>	446,141
<b>LIABILITIES AND FUND BALANCE</b>		
<b>Liabilities</b>		
Accounts payable	—	3,428
Auction house security deposit	<b>25,000</b>	—
<b>Total liabilities</b>	<b>25,000</b>	3,428
<b>Fund balance</b>	<b>449,723</b>	442,713
	<b>474,723</b>	446,141

*See accompanying notes*

**City of Toronto**  
**Police Services Board Special Fund**

**STATEMENT OF OPERATIONS AND  
CHANGE IN FUND BALANCE**

Year ended December 31

	<b>2004</b>	<b>2003</b>
	\$	\$
		<i>[restated - note 8]</i>
<b>REVENUE</b>		
Proceeds from auction sale of unclaimed goods <i>[note 3]</i>	<b>41,688</b>	134,598
Unclaimed cash from Found and Evidence	<b>39,198</b>	71,664
City of Toronto Police Services Board Trust Funds <i>[note 4]</i>	<b>16,555</b>	16,567
Interest	<b>9,154</b>	11,092
Other	<b>600</b>	568
	<b>107,195</b>	234,489
<b>EXPENSES</b>		
Board and Police Service relations	<b>37,742</b>	41,856
Police Service and community relations	<b>37,129</b>	57,896
Catering services	<b>13,703</b>	23,952
Conference	<b>5,402</b>	15,500
Other	<b>3,690</b>	883
Bank services	<b>1,819</b>	108
Donations	<b>700</b>	500
	<b>100,185</b>	140,695
<b>Excess of revenue over expenses for the year</b>	<b>7,010</b>	93,794
<b>Fund balance, beginning of year</b>	<b>442,713</b>	348,919
<b>Fund balance, end of year</b>	<b>449,723</b>	442,713

*See accompanying notes*

**City of Toronto  
Police Services Board Special Fund**

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2004

**1. PURPOSE OF FUND**

The expenditures made by the City of Toronto Police Services Board Special Fund [the "Special Fund"] are for items and initiatives which the City of Toronto Police Services Board [the "Board"] deem beneficial to policing in the City of Toronto.

The Special Fund is exempt from income taxes under Section 149(1) of the Income Tax Act (Canada).

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles. The significant accounting policies are summarized below:

**Fund accounting**

The Special Fund follows the deferral method of accounting for contributions.

**Revenue recognition**

Contributions are recognized as revenue in the year received or receivable when the amounts to be received can be reasonably estimated and collection is reasonably assured.

**3. PROCEEDS FROM AUCTION SALE OF UNCLAIMED GOODS**

With respect to unclaimed goods in the possession of the Board, Section 132(2) of the Police Services Act states that "the chief of police may cause the property to be sold, and the Board may use the proceeds for any purpose that it considers in the public interest".

**City of Toronto**  
**Police Services Board Special Fund**

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2004

**4. CITY OF TORONTO POLICE SERVICES BOARD TRUST FUNDS**

The money found on deceased persons is paid to next-of-kin, estates or trusts upon establishment of proper legal claims. Any monies not claimed within a specified time, or for which no owner can be identified, are transferred to the Special Fund, net of any funeral costs, in accordance with provisions of the Police Services Act.

In the case of other found cash, the finder is entitled to the money if the owner does not claim it within three months. If the finder does not claim the cash, this money is transferred to the Special Fund.

During the year, the Special Fund received the following amounts from the City of Toronto Police Services Board Trust Funds.

	<b>2004</b>	<b>2003</b>
	\$	\$
Unclaimed cash from Property and Evidence Management Unit General Fund	<b>16,555</b>	16,567

**5. RELATED PARTY TRANSACTIONS**

Administrative staff of the Board provide administrative services for the Special Fund. The Board does not charge for these services.

**6. FINANCIAL INSTRUMENTS**

The fair values of the Special Fund's cash, accounts receivable and accounts payable approximate their carrying values due to their short-term maturity.

**7. STATEMENT OF CASH FLOWS**

A separate statement of cash flows has not been presented since cash flows from operating, investing and financing activities are readily apparent from the other financial statements.



**City of Toronto**  
**Police Services Board Special Fund**

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2004

**8. COMPARATIVE FINANCIAL STATEMENTS**

The 2003 financial statements have been restated due to an error identified in the current year. In 2001, interest earned of \$7,587 was erroneously included as accounts payable, resulting in an understatement of income and fund balance and an overstatement of accounts payable. The 2003 accounts payable and opening fund balance have been adjusted for this error.

The comparative financial statements have been reclassified from statements previously presented to conform to the presentation of the 2004 financial statements.

Financial Statements

**City of Toronto Police Services Board**  
**Museum Reserve Fund**  
December 31, 2004

## AUDITORS' REPORT

To the Chair and Members of  
the City of Toronto Police Services Board

We have audited the statement of financial position of the **City of Toronto Police Services Board Museum Reserve Fund** as at December 31, 2004 and the statement of financial activities and change in fund balance for the year then ended. These financial statements are the responsibility of the Board's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

The Museum derives some of its revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our examination of this revenue was limited to the amounts recorded in the records of the Museum and we were unable to determine whether any adjustments for unrecorded revenue might be necessary within the statement of financial activities and change in fund balance.

Except as explained in the preceding paragraph, in our opinion, these financial statements present fairly, in all material respects, the financial position of the Museum as at December 31, 2004 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Toronto, Canada,  
March 4, 2005.

*Ernst & Young LLP*  
Chartered Accountants

City of Toronto  
Police Services Board Museum Reserve Fund

STATEMENT OF FINANCIAL POSITION

As at December 31

	2004 \$	2003 \$
<b>FINANCIAL ASSETS</b>		
Accounts receivable <i>[note 3]</i>	466,627	472,436
<b>LIABILITIES</b>		
Liabilities		
Accounts payable	6,000	6,000
<b>Net financial assets</b>	<b>460,627</b>	<b>466,436</b>
<b>Fund balance</b>	<b>460,627</b>	<b>466,436</b>

See accompanying notes

City of Toronto  
Police Services Board Museum Reserve Fund

**STATEMENT OF FINANCIAL ACTIVITIES AND  
CHANGE IN FUND BALANCE**

Year ended December 31

	2004 \$	2003 \$
<b>REVENUE</b>		
Gift shop sales	269,985	260,157
Less cost of sales	175,630	174,591
<b>Gross profit</b>	<b>94,355</b>	<b>85,566</b>
<b>EXPENSES</b>		
Wages and benefits	70,026	60,204
Professional services	6,000	6,000
Visa and other service charges	5,544	4,405
Supplies	2,001	6,487
Miscellaneous	329	2,041
	<b>83,900</b>	<b>79,137</b>
Excess of revenue over expenses before the following	<b>10,455</b>	<b>6,429</b>
Interest income	21,823	25,555
Donations	4,520	5,005
Capital expenditure	(42,607)	(22,588)
<b>Excess (deficiency) of revenue over expenses and change in net financial assets for the year</b>	<b>(5,809)</b>	<b>14,401</b>
Fund balance, beginning of year	466,436	452,035
<b>Fund balance, end of year</b>	<b>460,627</b>	<b>466,436</b>

*See accompanying notes*

City of Toronto  
Police Services Board Museum Reserve Fund

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2004

**1. DESCRIPTION OF THE ORGANIZATION**

The financial statements of the City of Toronto Police Services Board Museum Reserve Fund (the "Museum") reflect the financial position and activities of the police tuck shop administered by the City of Toronto Police Services Board (the "Board").

The Museum is exempt from income taxes under Section 149(1) of the Income Tax Act (Canada).

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles as prescribed by the Public Sector Accounting Board. The significant accounting policies are summarized below:

**Revenue recognition**

Contributions received are recognized as revenue of the Museum in the year in which they are received or receivable when the amounts to be received can be reasonably estimated and collection is reasonably assured.

**Inventory**

Inventory for the Museum gift shop is held by the Board and transferred to the Museum at cost at the point of ultimate sale.

**Capital assets**

The historical cost and accumulated amortization of capital assets are not reported. Capital assets are reported as an expense on the statement of financial activities and change in fund balance in the year of acquisition.

**3. RELATED PARTY TRANSACTIONS**

Included in accounts receivable are amounts due from the Board of \$466,627 [2003 - \$471,547]. Administrative staff of the Board provide accounting services for the Museum. The Board does not charge for these services.

**4. STATEMENT OF CASH FLOWS**

A separate statement of cash flows has not been presented since cash flows from operating, investing and financing activities are readily apparent from the other financial statements.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P276.           RESPONSE TO BOARD'S REQUEST FOR INFORMATION ABOUT THE  
R.I.D.E. GRANT PROGRAM**

The Board was in receipt of the attached correspondence, dated July 20, 2005, from Monte Kwinter, Minister of Community Safety and Correctional Services, containing a response to the Board's earlier request for information about the R.I.D.E. grant program.

**The Board received the foregoing.**

Ministry of Community Safety  
and Correctional Services

Office of the Minister

25 Grosvenor Street  
18<sup>th</sup> Floor  
Toronto ON M7A 1Y6  
Tel: 416-325-0408  
Fax: 416-325-6067

Ministère de la Sécurité communautaire  
et des Services correctionnels

Bureau du ministre

25, rue Grosvenor  
18<sup>e</sup> étage  
Toronto ON M7A 1Y6  
Tél.: 416-325-0408  
Télééc.: 416-325-6067



CU05-02612

JUL 20 2005

DATE RECEIVED

JUL 22 2005

TORONTO  
POLICE SERVICES BOARD

Ms. Pam McConnell  
Chair  
Toronto Police Services Board  
40 College Street  
Toronto ON M5G 2J3

Dear Ms. McConnell:

Thank you for your letter of June 21, 2005, enclosing a copy of the Toronto Police Services Board's (TPSB) recommendations regarding the R.I.D.E. Grant Program. I am pleased to respond.

Since 1988, the ministry has been providing R.I.D.E. grants to police services to enhance local enforcement capabilities and to ensure a year-round provincial program to conduct drinking and driving spot check activities. As you know, the grant is intended to cover only sworn officers' overtime and paid duty R.I.D.E. activities.

With regard to the TPSB's recommendation requesting a breakdown of the allocation of funds provided by the ministry to each police service, please be advised that the ministry, in general, does not share this information. When notifying R.I.D.E. grant participants of the funds being provided to them, we do indicate their individual allocation along with the number of overall participants. This year, a total of 168 eligible applications were received, up from 162 in 2004-2005. With funding remaining constant at \$1.2 million annually, the addition of six new applicants has had a slight impact on the R.I.D.E. funding allocation.

When determining allocations, the R.I.D.E. Review Committee considers the following funding selection criteria:

- the size of the police service;
- the population served;
- the use of previous R.I.D.E. grant allocations (if applicable); and,
- the police service's ongoing commitment to R.I.D.E.

.../2



Ms. Pam McConnell  
Page two

These criteria are clearly articulated to our policing community, ensuring the transparency and efficiency of the ministry's grant review system. Under the ministry's police grant programs, all municipal police services, First Nations police services and Ontario Provincial Police (OPP) contract municipalities are eligible for R.I.D.E. grant funding.

All R.I.D.E. grant applicants demonstrate a need and willingness to conduct this annual anti-drinking and driving campaign. Throughout the program, an outstanding 97 per cent utilization rate has been consistently achieved, reflecting the recognized need and exceptional support that exist province-wide for the R.I.D.E. Grant Program.

With regard to the TPSB's recommendation concerning the R.I.D.E. Review Committee, the committee is chaired by the manager of the Program Development Section of the ministry's Policing Services Division (PSD), and includes representatives from the ministry's Quality Assurance Unit, and Business and Financial Planning Branch. The committee also includes stakeholder representatives from the Ontario Association of Chiefs of Police (OACP) Traffic Committee, the Ontario Association of Police Services Boards (OAPSB), the OPP Traffic and Marine Branch, and the Ministry of Transportation. Each year, the committee assesses the applications and makes funding recommendations to the Assistant Deputy Minister of the PSD for review and final approval.

The composition of the R.I.D.E. Review Committee has been carefully considered and I am pleased to note that all police services are represented through the OACP and the OAPSB. This method provides the ministry with the opportunity to learn about the issues and concerns of all participants. Therefore, you will appreciate that we are unable to consider the TPSB's recommendation seeking a representative from a specific police service to participate on the ministry's R.I.D.E. Review Committee.

I am aware that recently, as Chair of the TPSB, you became a member of the Policing Standards Advisory Committee, which advises me on significant policy issues affecting the delivery of police services in Ontario. I look forward to your input within this committee.

I trust this is of assistance to you. Again, thank you for writing.

Sincerely,

A handwritten signature in black ink, appearing to read 'Monte Kwinter', with a stylized, cursive script.

Monte Kwinter  
Minister

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P277.        RESPONSE TO BOARD'S RECOMMENDATION FOR AN  
ASSESSMENT OF THE COURSE TRAINING STANDARDS AND  
TRAINING DELIVERY PLAN**

The Board was in receipt of the attached correspondence, dated June 29, 2005, from Rudy Gheysen, Director, Ontario Police College, Ministry of Community Safety and Correctional Services, containing a response to the Board's earlier recommendation that the Ontario Police College conduct an assessment of the Course Training Standards and Training Delivery Plan.

**The Board received the foregoing and requested that a letter of thanks be sent to Mr. Gheysen.**

Ministry of Community Safety  
and Correctional Services

Ontario Police College

P.O. Box 1190  
10716 Hacienda Road  
Aylmer West ON N5H 2T2

Telephone: (519) 773-5361  
Facsimile: (519) 773-5762

Ministère de la Sécurité communautaire et  
des Services correctionnels

Collège de police de l'Ontario

C.P. 1190  
10716 Rue Hacienda  
Aylmer Ouest ON N5H 2T2

Téléphone: (519) 773-5361  
Télécopieur: (519) 773-5762



June 29, 2005

DO05-238

Councillor Pam McConnell, Chair  
Toronto Police Services Board  
40 College Street  
Toronto ON M5G 2J3

DATE RECEIVED

JUL 05 2005

TORONTO  
POLICE SERVICES BOARD

Dear Councillor McConnell:

Thank you for your letter dated June 15, 2005, in which you outline your request to have the Ontario Police College (OPC) conduct an assessment of the Course Training Standards and Training Delivery Plan in response to a settlement.

It is my understanding that the Toronto Police Service Board (Board) agreed to implement 18 terms contained in a settlement under the Ontario Human Rights Commission.

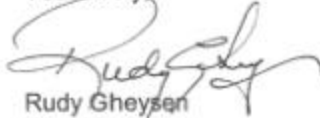
The minutes of Settlement, which outline the above-noted request, contains specific reference to the OPC review.

Recommendation 9 Statutes:

*"Before the learning programs are implemented, the Board will request the Director of the Ontario Police College to assess the Course Training Standards and Training Delivery Plans to ensure that the proposed learning programs are adequate, effective, appropriate and timely to meet the objections described above. The Director will be asked to report his conclusions in writing to the Board and to the Training and Education Unit. The Board will provide a copy of this report to the Commission."*

I have reviewed your request and am pleased to advise that the OPC will assist in this matter. OPC staff will contact the Training and Education Unit in order to begin the review.

Yours truly,

A handwritten signature in black ink, appearing to read 'Rudy Gheysen', written over a horizontal line.

Rudy Gheysen  
Director

RG/st

c: R. Bain, ADM  
Legal Branch  
Chief Blair, Toronto Police Service  
Supt. Forde, CO Bick  
S. Hibbard, DD, OPC

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P278.        RESPONSE TO BOARD'S RECOMMENDATIONS FOLLOWING THE  
REPORT BY THE HONOURABLE PATRICK LESAGE REGARDING  
THE POLICE COMPLAINTS SYSTEM IN ONTARIO**

The Board was in receipt of correspondence, dated July 15, 2005 and July 20, 2005, from Michael Bryant, Attorney General, and Monte Kwinter, Minister of Community Safety and Correctional Services, respectively, containing responses to the Board's earlier recommendations pertaining to the report by the Honourable Patrick LeSage regarding the police complaints system in Ontario.

**The Board received the foregoing.**

Attorney General  
McMurtry-Scott Building  
720 Bay Street  
11th Floor  
Toronto ON M5G 2K1  
Tel: 416-326-4000  
Fax: 416-326-4016

Procureur général  
Édifice McMurtry-Scott  
720, rue Bay  
11<sup>e</sup> étage  
Toronto ON M5G 2K1  
Tél.: 416-326-4000  
Téléco.: 416-326-4016



JUL 15 2005

Our Reference #: M05-04915  
M05-04918

Ms. Pam McConnell  
Chair  
Toronto Police Services Board  
40 College Street  
Toronto, ON  
M5G 2J3

Dear Ms. McConnell:

Thank you for your letters dated June 23, 2005, informing me of the Toronto Police Services Board's motion regarding the recommendations made by the Honourable Patrick LeSage on the province's police complaints system. I am very pleased by the support of the Toronto Police Services Board for Mr. LeSage's recommendations.

This government is committed to a police complaints system that has the confidence of the public and the respect of the police. We realize that a strong police complaints system that is fair and equitable to both the public and the police is important to the people of Ontario, and we are in the process of reviewing the recommendations in Mr. LeSage's report.

During the course of this review process, I intend to meet with some of the individuals and groups that Mr. LeSage consulted. I have already met with Mr. Kevin Lee of the Scadding Court Community Centre.

Thank you again for your letters.

Yours truly,

A stylized signature of Michael Bryant, consisting of a series of loops and a final horizontal stroke.

Michael Bryant  
Attorney General



Ministry of Community Safety  
and Correctional Services

Office of the Minister

25 Grosvenor Street  
18<sup>th</sup> Floor  
Toronto ON M7A 1Y6  
Tel: 416-325-0408  
Fax: 416-325-6067

Ministère de la Sécurité communautaire  
et des Services correctionnels

Bureau du ministre

25, rue Grosvenor  
18<sup>e</sup> étage  
Toronto ON M7A 1Y6  
Tél.: 416-325-0408  
Téléc.: 416-325-6067



CU05-02615

JUL 20 2005

Ms. Pam McConnell  
Chair  
Toronto Police Services Board  
40 College Street  
Toronto ON M5G 2J3

DATE RECEIVED

JUL 22 2005

TORONTO  
POLICE SERVICES BOARD

Dear Ms. McConnell:

Thank you for your correspondence of June 23, 2005, also addressed to the Honourable Michael Bryant, Attorney General, advising that the Toronto Police Services Board received a report containing the recommendations from Justice Patrick LeSage's report on Ontario's police complaints system. I also acknowledge the board's recommendation requesting support for the Scadding Court Community Centre's Community Education and Access to Police Complaints Demonstration Project.

This government is committed to a strong civilian oversight system that is fair and equitable to both the public and the police.

The Government of Ontario is currently reviewing Justice LeSage's recommendations on future changes to the current police complaints system. Once the review is complete, the selected course of action will be communicated to both our policing and community stakeholders. As Minister Bryant is responsible for the review of the complaints process, I trust he will review your correspondence.

Once again, thank you for writing.

Sincerely,

Monte Kwinter  
Minister

c: The Honourable Michael Bryant  
Attorney General

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P279. REQUEST FOR EXTENSION OF TIME TO SUBMIT REPORT:  
REVISED BOARD POLICY FOR THE DESTRUCTION OF ADULT  
PHOTOGRAPHS, FINGERPRINTS AND CRIMINAL HISTORY**

The Board was in receipt of the following report July 12, 2005 from William Blair, Chief of Police:

Subject: REQUEST FOR A THREE-MONTH EXTENSION TO SUBMIT THE  
REVISED BOARD POLICY FOR THE DESTRUCTION OF ADULT  
PHOTOGRAPHS, FINGERPRINTS, AND CRIMINAL HISTORY

Recommendation:

It is recommended that: the Board approve a request for a three-month extension to submit the revised Board policy regarding the destruction of adult photographs, fingerprints, and records of disposition in order to continue development of specific criteria applicable to file destruction.

Background:

At its January 24, 2005 meeting, the Board received a recommendation to revise the policy entitled, "Request for Destruction of Adult Photographs, Fingerprints, and Records of Disposition" in relation to non-conviction criminal charges. This report also addressed concerns identified by Dr. Ann Cavoukian, Information and Privacy Commissioner of Ontario, and Ms. Avvy Yao-Yao Go, Clinic Director, Metro Toronto Chinese & Southeast Asian Legal Clinic. (BM #P6/05 refers)

In response, the Board made the following motions:

1. that the foregoing report be received and referred to Board staff to consult with the Chief, the City Solicitor, and the Information and Privacy Commissioner to develop specific criteria regarding the destruction of adult photographs, fingerprints, and records of disposition;
2. that, following the review by the Chief, City Solicitor, and the Commissioner, the Chief provide a further report to the Board containing a recommended new policy.

A meeting was held on May 11, 2005 with members of the Board Staff and representatives from the Information and Privacy Commission during which four significant issues were identified in relation to amendments to criteria and opportunities for file destruction. These were:

1. the requirement to provide notice to the individual of destruction opportunities;
2. communicate file destruction procedure on the Toronto Police Service website;
3. develop an appeal process;
4. assess resource and funding availability to support additional administrative process overhead.



The in-depth examination of relevant issues and criteria utilized to determine the suitability for file destruction requires additional meetings and consultation with the City and Toronto Police Service's legal advisors to ensure all associated risk factors in terms of Service liability and public safety are addressed.

It is therefore recommended that the Board approve a request for a three-month extension to establish specific criteria regarding the destruction of adult photographs, fingerprints, and records of disposition and to submit the revised Board policy.

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

**The Board approved the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P280.           CORRESPONDENCE**

The Board received a summary of the correspondence received in the Board office between June 10, 2005 and July 11, 2005; copy on file in the Board office.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P281. TORONTO POLICE SERVICE - 2005 OPERATING BUDGET  
VARIANCE REPORT AS AT JUNE 30, 2005**

The Board was in receipt of the following report August 11, 2005 from William Blair, Chief of Police:

Subject: 2005 OPERATING BUDGET VARIANCE REPORT FOR THE TORONTO  
POLICE SERVICE AS AT JUNE 30, 2005

Recommendation:

It is recommended that the Board receive this report and forward a copy to City's Deputy City Manager and Chief Financial Officer and the City Policy and Finance Committee for information.

Background:

Toronto City Council, at its meeting of February 25, 26, 27, 28 and March 1, 2005, approved the Toronto Police Service (TPS) Operating Budget at a net amount of \$688.9 Million (M), which is the same amount as the budget approved by the Toronto Police Services Board at its meeting of January 24, 2005 (Board Minute #P3/05 refers). The Council-approved budget includes reduced premium pay funding, additional funding to implement the recommendations of the Ferguson Report, new major case management requirements, the hiring of additional Court Officers, the hiring of additional staff for the opening of 43 Division in January 2006 and funding for Community Action Policing (CAP).

Toronto City Council, at its meeting of May 17, 18 and 19, 2005, adopted Policy and Finance Committee Report No. 5 Clause No. 32, entitled "Allocation of the 2005 Non-Program Amounts for the Insurance Reserve Fund". This report provides for a reallocation of the Insurance Reserve Fund based on an insurance allocation algorithm to City Programs, Agencies, Boards and Commissions. As a result of this report, the Service budget has been restated upwards by \$4.5M to a total of \$693.4M. It should be noted that this change does not result in additional available funds to the Service.

## 2005 Operating Budget Variance

As at June 30, 2005, a favourable year-end variance of \$2.1M is projected, which is \$0.8M more favourable than reported in the previous variance report (Board Minute #P208/05 refers). However, given the current policing pressures facing the Service and the City, \$1.0M of the variance will be utilised for an expanded CAP program (details provided below). This results in a projected favourable year-end variance of \$1.1M. The favourable variance is attributable to savings in salaries, benefits and non-salary items. Details are provided below.

### SALARIES (Including Premium Pay)

A net savings of \$1.3M is projected in this category, which is \$0.8M more than previously reported.

Salaries are projected to be \$1.5M favourable, which is \$0.5M more than previously reported. Based on experience to date, the projected number of uniform separations for 2005 has been revised upward to an estimate of 240 (compared to a budget of 200). In addition, uniform attrition in the first six months has occurred earlier than expected resulting in greater savings than anticipated as follows:

<b>Uniform Separations</b>	<b>2005 Budgeted</b>	<b>2005 Actual/ Projection</b>	<b>2004 Actual</b>
Year to date	123	145	119
Full year	200	240	239

With year to date separations being 22 higher than budgeted and 26 higher than the number of separations at the same time last year, the Service has been able to increase the projected savings accordingly.

The premium pay portion of the 2005 budget was approved at an amount of \$31.5M. At this time, the Service is projecting to be within the approved amount which is \$0.5M more favourable than previously reported. Remaining within the approved premium pay amount is a significant challenge for the Service and the projection assumes that there will be no significant unforeseen events that would require deployment of officers on an overtime basis.

More than half of all premium pay relates to attendance at court. As stated in previous reports to the Board, many initiatives have been put in place to reduce court spending; however, all such initiatives are subject to operational requirements and the justice system. The assignment of Detective Sergeants to the courts and close monitoring and control has assisted in reducing costs.

The Service instituted a policy in August 2002, clarifying when and under what circumstances overtime and call backs are justified. A supervisor must authorize all overtime in advance, and overtime is worked only in emergent or mandatory circumstances. On average, each officer works one hour of overtime per week. This amount of overtime is necessary to conduct thorough and timely investigations, respond to emergency situations, attend large special events and provide for a 24/7 police presence, including statutory holidays.

I have reiterated the importance of controlling premium pay expenditures to all Unit Commanders. The Service will continue to strictly enforce the monitoring and control of premium pay in order to remain within the approved funding level.

At its meeting of June 13, 2005 the Board approved the new organizational structure (Board Minute P187/05 refers). As a result of the staffing changes approved in the report, the increase in 2005 salary costs associated with the new structure is estimated to be \$0.2M.

### BENEFITS

A savings of \$0.5M is projected for medical and dental benefits which is \$0.5M more than reported previously. When the 2005 budget for medical and dental benefits was created, the Service believed that its costs would increase at a rate that was less than the industry average and budgeted accordingly. Experience to date shows that medical and dental costs have increased at an even lower rate than the Service originally forecasted.

### NON SALARIES

Non salary accounts are projected to be under spent by \$0.7M, which is \$0.5M less favourable than reported previously.

At its meeting of July 12, 2005, the Board approved an expenditure of up to \$0.1M in support of an Employment Systems Review from the existing budget surplus (Board Minute #P240/05 refers). This anticipated expenditure has now been included as part of the Service projections.

At its meeting of June 13, 2005 the Board approved the new organizational structure (Board Minute P187/05 refers). As a result of the change in organizational structure (and reporting responsibility) several units will be required to relocate for the efficient operation of those units. It is anticipated that facility related costs (renovations, moving, etc.) associated with the restructuring will cost \$0.4M.

The Service has experienced an increase in certain revenue accounts (e.g. clearance letters). Due to the sustained nature of the increases, the Service is projecting a favourable variance of \$1.2M in revenues.

### Safer Communities – 1,000 Officers Partnership Program

Anticipating that the Safer Communities – 1,000 Officers Partnership Program would commence later this year, revenue in the amount of \$400,000 was included in the 2005 Operating Budget. On May 18, 2005, the Ontario government provided some details of the administration of the grant. The program will provide \$35M a year to help municipalities hire 1,000 new police officers across the province by sharing the cost, up to \$35,000 year, of each new hire. It should be noted that the average salary plus benefits for a 1<sup>st</sup> Class Police Constable is approximately \$84,800, leaving the Service with a cost of \$49,800 per officer (i.e. 60% of the salary) in the latter years of the program. Half of the new officers will be assigned to community policing

duties and the other 500 new officers will be assigned to six key areas identified by the government. Although the government is continuing to develop the details, they have indicated that “recruiting could start in the fall, and the first officers should be patrolling Ontario streets by summer of 2006.” Staff at the Ministry of Community Safety and Correctional Services has no further details. What is not known is whether funding will be sustained past the government’s mandate, the cost-sharing formula, and allocation of officers to police services or commencement date. As it is now expected that the first recruits will not be deployed until 2006, the Service is projecting an unfavourable variance in grant revenue of \$0.4M for 2005.

### Expanded CAP Program

Due to the value of the CAP program, the Service will be re-allocating \$1.0M within the overall approved budget extend the CAP program in 2005. This will bring the total for the CAP program to \$1.5M in 2005 and reducing the favourable variance to \$1.1M.

In past years, expenditures on the CAP program have been as high as \$1.8M. As is the practice with the current CAP program, Unit Commanders will identify, prioritize and develop CAP strategies in collaboration with community partners and other key stakeholders. In addition, Unit Commanders will be responsible for providing a report on the outcomes of their divisional CAP initiatives.

### Night Court Initiative

During 2004 the Service and the City implemented an off duty night court initiative to increase officer attendance at provincial offences act courts. As a result of this initiative the Service incurred an additional \$0.3M in court attendance costs in 2004 and was to be reimbursed for these by the City. The Service expects the same costs in 2005. Discussions are ongoing with City staff to receive payment for costs incurred in 2004 (which were set up as a receivable last year) and the estimated \$0.4M costs to be incurred in 2005. Given that the City has not yet committed to paying these costs, these discussions have not been factored into the current variance report. It should also be noted that traffic safety is expected to be enhanced due to the increased conviction rate at night court resulting from this initiative.

### SUMMARY

As at June 30, 2005, a favourable variance of \$1.1M is projected. The Service will continue to monitor and control costs to ensure that current projections are maintained.

The above variances can be summarized as follows:

	<u>Budget</u>	<u>Projection</u>	<u>Savings / (Shortfall)</u>
Salaries (including Premium Pay)	\$531.2	\$529.9	\$1.3M
Benefits	\$111.1	\$110.6	\$0.5M
Non Salaries	\$51.5	\$50.8	\$0.7M
Safer Communities Partnership Grant	<u>(\$0.4)</u>	<u>\$0.0</u>	<u>(\$0.4M)</u>
Sub-total	\$693.4	\$691.3	\$2.1M
Expanded CAP program	<u>\$0.0</u>	<u>\$1.0</u>	<u>(\$1.0M)</u>
Total	<u>\$693.4</u>	<u>\$692.3</u>	<u>\$1.1M</u>

### Conclusion

The Service, at this point in time, is projecting a \$1.1M surplus (including an expanded CAP program). It is recommended that the Board forward this report to the City's Deputy City Manager and Chief Financial Officer for information.

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

**Chief of Police William Blair was in attendance and discussed this report with the Board. He also updated the Board on how the Service is responding to the significant increase in gun-related incidents in Toronto.**

**Chief Blair described the immediate steps that have been taken to restore a sense of safety in Toronto, including the redeployment of approximately 200 front-line officers to vulnerable areas in No. 31, 32 and 23 Divisions. He also identified the proposed long-term strategies that will be implemented.**

**The Board requested that the reference to the Expanded CAP Program, at an unfavourable variance in the amount of \$1.0M, which is contained in the abovenoted summary of variances, be removed. The revised projected surplus is \$2.1M as summarized in the reprinted chart below:**

	<u>Budget</u>	<u>Projection</u>	<u>Savings / (Shortfall)</u>
Salaries (including Premium Pay)	\$531.2	\$529.9	\$1.3M
Benefits	\$111.1	\$110.6	\$0.5M
Non Salaries	\$51.5	\$50.8	\$0.7M
Safer Communities Partnership Grant	<u>(\$0.4)</u>	<u>\$0.0</u>	<u>(\$0.4M)</u>
Total	\$693.4	\$691.3	\$2.1M

**The Board received the foregoing report on the basis of the revised chart as noted above and approved the following Motions:**

- 1. THAT the Chief of Police provide a report to the Board for its September 2005 meeting on the hiring of at least 150 additional officers for 2006 by utilizing 2005 underspending and the proposed provincial cost-sharing, in consultation with the City of Toronto Finance Department and the provincial government, as appropriate;**
- 2. THAT the report noted in Motion No. 1 also address other policing initiatives to be developed by the Service, including the feasibility of an expanded CAP program;**
- 3. THAT, during the next six months, the Chief of Police determine whether the Service can identify a target of 25 to 50 new employment opportunities within the Service for youth during the summer of 2006; and**
- 4. THAT, in developing responses and deploying resources to deal with the violence in our community, the Chief of Police take advantage of the internal diversity of the Service and draw on the cultural knowledge and community connectedness of members of the Service.**



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P282. IN-CAMERA MEETING – AUGUST 11, 2005**

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:

Chair Pam McConnell  
The Honourable Hugh Locke, Q.C.  
Dr. Alok Mukherjee  
Ms. Judi Cohen  
Mr. Hamlin Grange  
Councillor John Filion

Absent: Mayor David Miller

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 11, 2005**

**#P283.        ADJOURNMENT**

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Alok Mukherjee  
Acting Chair