

MINUTES OF THE PUBLIC MEETING of the Toronto Police Services Board held on **SEPTEMBER 25, 2001** at 1:30 PM in the Auditorium, 40 College Street, Toronto, Ontario.

PRESENT:

Norman Gardner, Chairman
Councillor Gloria Lindsay Luby, Vice Chair
Councillor Bas Balkissoon, Member
A. Milliken Heisey, Q.C., Member
Allan Leach, Member
Emilia Valentini, Member

ALSO PRESENT:

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

#P242. The Minutes of the Meeting held on **AUGUST 30, 2001** were approved.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 25, 2001**

#P243. VOLUNTEER APPRECIATION – YEAR OF THE VOLUNTEERS

The Board was in receipt of the following report JULY 18, 2001 from Julian Fantino, Chief of Police:

Subject: VOLUNTEER APPRECIATION - YEAR OF THE VOLUNTEERS

Recommendation:

It is recommended that: the Board receive a presentation highlighting the achievements of all Service volunteers recognizing their contributions to promoting volunteerism within the many diverse communities in the City of Toronto.

Background:

Mr. Norman Gardner, Chairman of the Toronto Police Services Board, and Board Member Mr. Bas Balkissoon requested that the Board recognize the work and achievements of all these police-related volunteers and promote volunteerism in the International Year of the Volunteers.

The United Nations General Assembly proclaimed the year 2001 as the International Year of Volunteers. During this year and particularly during the week of April 22nd to 29th, 2001, communities across Canada celebrated this event in order to thank and honour millions of Canadians who donated their time and energy to help their fellow citizens and worthwhile causes. The Service has a long and proud history of volunteerism and contribution of the many volunteers who make the Service Programs successful both in their communities and within the organization.

Volunteerism within the Service not only develops partnerships but also lends itself to effective and efficient problem solving within the many diverse communities. An example of this partnership is the Auxiliary Volunteer Program, which formally commenced its volunteer activities in 1957, and the Victim Services Section, which has had volunteers in place for the past nine years.

In addition to these programs, the Service also has citizens volunteering their time in other volunteer programs offered by the Service such as the Adult Volunteer Program, the Youth Corps, Auxo Unit, Community Police Liaison Committees (CPLC's), and Service Consultative Community Committees.

Finally, there are many members of the Service, both uniform and civilian, who also contribute their own hours to volunteer in their communities in order to build positive partnerships and foster good will.

The role of the volunteer in many of these volunteer programs is varied and rewarding. In the case of the Auxiliary Volunteer Program, adult volunteers are formally trained on use of force standards, criminal law, as well as being uniformed and equipped to support policing operations in the field. Auxiliary volunteers augment police officers in large public events such as the Caribana Cultural Festival, Santa Claus Parade, CHIN International Picnic, Labour Day Parade, Taste of the Danforth, Toronto Jazz Festival, IACP Conference and the World Youth Day in July of 2002.

In addition to these major events, Auxiliary officers assist in searching for missing persons, and assist Homicide Squad officers in canvassing neighbourhoods and evidence searching, as well as other proactive crime prevention related activities. Auxiliary volunteer involvement, particularly during high demand periods such as in the summer months, is critical in providing support to front-line personnel at these large events.

Currently, the Auxiliary Program has 289 volunteers; however, the goal of the Service is to bring the total compliment to 500 volunteers by the end of the year 2002. This increase will equal 10 percent of the total sworn officer strength, which is mandated by the Service. To accomplish this goal, the Service is working closely with the Auxiliary Command and the general Auxiliary membership by seeking their direct involvement and expertise. The total number of volunteer hours contributed collectively to the Service by all Auxiliary volunteers is approximately 40,000 hours yearly.

The Service is also proud of its 100 adult volunteers who augment the Victim Service Program's 10 front line community workers in delivering counselling, emotional support, and referrals to victims of crime. Victim Services and its volunteers respond on average to 9,000 requests yearly from front-line police officers to provide assistance for victims of crime. Volunteers receive training by qualified staff and are available 24 hours, 7 days a week. Without these committed and caring volunteers, Victim Services would not be able to respond to the many requests from police officers in the field when dealing with victims of crime.

The Auxo Unit has been active since 1996 and currently has 12 adult volunteers who are for the most part retired Auxiliary volunteers who still have the passion for volunteerism. Anytime night or day, 365 days a year, volunteers in this unit are out at large policing events such as searches for missing persons, parades, and other police-related functions providing coffee, tea or cold drinks to front-line police officers. These committed volunteers are well known among police officers and other members of the Service, having become a true symbol of volunteerism.

The Adult and Youth Corps Volunteer Programs are other important volunteer initiatives. Currently, the Service has 183 adult and 16 youth corps volunteers who are assigned to various divisions. Some of the activities they are involved in include community-police presentations in schools and communities, crime prevention initiatives, as well as being involved in consultation and planning with the local police. One of the successful adult volunteer initiatives is the Watch on Wheels (W.O.W.) Program in 12 Division. Adult volunteers drive their personal vehicles and, equipped with cell phones, alert the police to any safety/security concerns. This program has been in place since 1999 and currently has 24 adult volunteers. This strategy has resulted in

numerous arrests by local police, as well as stolen vehicle recoveries and other proactive safety concerns. The adult and youth volunteers on average volunteer collectively a total of approximately 5,000 hours yearly to the Service.

The Service is also proud of its Community Police Liaison Committee (CPLC's) Volunteers. These volunteers represent their particular community in the local divisions, and through proactive involvement as local community members on divisional liaison committees, assist the police and their community in solving problems and thereby developing a meaningful relationship.

Currently, there are 24 CPLC's Service-wide and on those committees there are approximately 280 community volunteers representing the many diverse communities. In addition to CPLC's which currently exist at the local divisional level, the Service also has in place a second and third level of community volunteer consultation to which volunteers participate.

The second level of consultation involves six Ethno-specific Consultative Committees in the Chinese, Black, French, Aboriginal, South and West Asian, and the Lesbian Gay Bi-Sexual Transgender (LGBT) communities. This group of community volunteers operates on a Toronto-wide basis and act as true spokespersons for their community. They are involved in issues such as training, hiring, recruiting and use of force. Some positive initiatives from this committee include the mentoring program for police applicants, conferences, and workshops. These volunteers meet monthly to discuss many issues that enhance the positive relationship existing between the Service and the many diverse communities in Toronto.

The final level involves the Chief's Advisory Council and Chief's Youth Advisory Council. The Councils are community volunteers who provide a voice for approximately 20 ethnic communities on many issues. Volunteers on these Councils have direct access to the Chief of Police as far as consultation is concerned, and in turn, the Chief has a point of reference with the many diverse communities in the City of Toronto.

Finally, there are countless police officers and civilian members of the Service who also volunteer to assist their community and build good will between the Service and the community they are serving. These members are also volunteers who work with their community and are true ambassadors for the Service.

Staff Superintendent Emory Gilbert of Operational Support and Superintendent Keith Forde, of Community Policing Support Unit, will present a video montage of Service volunteers in action and introduce to the Board actual volunteers representing their volunteer area / unit within the Service. Each volunteer will speak briefly about their experiences and the rewards as a volunteer with the Service.

Superintendent Keith Forde, Community Policing Support Unit, was in attendance and presented a video featuring the volunteers and the types of activities in which they provide assistance to the police. One representative from each of the volunteer programs was introduced to the Board and discussed their experiences as a volunteer with the Service.

On behalf of Mayor Lastman and the members of Toronto City Council, Chairman Gardner, Vice Chair Lindsay Luby and Councillor Balkissoon displayed a framed presentation certificate honouring the outstanding contributions of all volunteers with the Service. Mr. James Page, Coordinator, Auxo Unit, accepted the certificate on behalf of all the Service volunteers.

The Board received the foregoing.

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#P244. OUTSTANDING REPORTS - PUBLIC

The Board was in receipt of the following report SEPTEMBER 5, 2001 from Norman Gardner, Chairman:

Subject: OUTSTANDING REPORTS - PUBLIC

Recommendations:

It is recommended that:

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

Background:

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

Chairman Gardner advised the Board that the report noted as outstanding would be submitted for the October 18, 2001 meeting.

The Board received the foregoing report.

Reports that were expected for the September 25, 2001 meeting

Board Ref. No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
#P180/01	<p>Police-monitored cameras at Dundas Square</p> <ul style="list-style-type: none"> • <u>Issue:</u> to review policing issues related to the use of police-monitored cameras in Dundas Square & assess whether they would be appropriate in the downtown core 	<p>Report Due: Sept. 25/01 Extension Reqs'd: Extension Granted: Revised Due Date: Status:.....Outstanding</p>	Chief of Police

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**#P245. REVIEW OF THE POLICE REFERENCE CHECK PROGRAM AND
RECORD RETENTION SCHEDULE**

The Board was in receipt of the following report AUGUST 10, 2001 from Julian Fantino, Chief of Police:

Subject: REVIEW OF THE POLICE REFERENCE CHECK PROGRAM AND
ASSOCIATED ISSUES TO ADDRESS THE ADMINISTRATION
COMMITTEE REQUEST AND MOTION DATED JULY 03, 2001.

Recommendation:

It is recommended that:

- (1) the Board accept this report as a review of its current practices with respect to the disclosure of records of arrest for Major Offences under the Police Reference Check Program.
- (2) the Board does not adopt the motion from the Administration Committee to amend the Record Retention Schedule (RRS) to purge all Major Offence occurrences after 5 years.
- (3) the Board does not adopt the Administration Committee motion to amend the Record Retention Schedule (RRS) to destroy all major offence occurrences immediately in the identified special circumstances.
- (4) the Board forward the report to the Administration Committee for information.

Background:

During the Administration Committee Meeting of July 3, 2001, the following motion was moved by Councillor David Soknacki on behalf of Councillor Susan Hall:

“That the Administration Committee recommend to City Council that the following be submitted to the Toronto Police Services Board with the recommendation that the action taken by Toronto City Council on October 5, 2000, respecting the By-law governing retention periods for records in the custody and control of the Toronto Police Services Board and the Toronto Police Service be amended to provide that in cases regarding Occurrence of Major Offences, records be retained for a five-year period, but records be deleted immediately where:

- (a) the police acknowledge that the person should not have been arrested;
- (b) a court finds that the person should not have been arrested;
- (c) a court finds that someone else committed the triggering offence; and
- (d) a court affirmatively finds that the arrested person did not, in fact commit the triggering of the offence.

This report has been prepared to offer the Board an overview of the Police Reference Check Program, including its history and how it operates. It also addresses the additional issues raised in the motion relating to the immediate destruction of records for Major Offences under specific circumstances.

Record keeping within the Service is impacted by various factors, including Federal, Provincial and Municipal legislation, as well as Board and Service policies and regulations. The task of maintaining police records requires a balance be established between the mandated retention requirements, identified operational needs and the Service's present information management system(s). The Police Reference Check Program, (PRCP) which screens individuals for both employment and volunteer positions dealing directly with children and vulnerable persons, is a good example of a process which has to balance all these issues.

Through the PRCP, the Service provides a process that has been developed to protect not only the vulnerable sector of our community but also the PRCP applicants right to privacy. The steps taken to secure this process have proven invaluable as searches have revealed incidents which are particularly sensitive to the involved individual.

Police Reference Check History.

The Police Reference Check began in the 1980's. It was first introduced on a much smaller scale as part of a program to allow employers to screen candidates applying for positions dealing with the vulnerable. In November 1994, however, the Federal Government announced its intention to create a national system, which would provide more concise information to organizations to assist them in screening out potential sex offenders. Subsequently in 1995, the Ontario Provincial Government mandated all Ministry of Community and Social Services agencies dealing with the vulnerable, adopt a screening process. It was at this time local police services were tasked with implementing a police reference check program that not only accessed Federal records, but more importantly local records.

The present police reference check requires accessing the Federal Canadian Police Information Computer (CPIC) as well as local police databases which house records of arrest, occurrence reports, and other pertinent information. By doing so, this process clearly recognized the need for information concerning non-convictions available on local databases, to supplement any information available from CPIC.

The Services' PRCP has been discussed and approved by the Board in the past. The attached minutes (#212/95 and #40/98) refer to the process in detail and outline the program as it essentially operates today.

This program, which exemplifies pro-active community policing, is one of the most important tools used by agencies designated to work with children and the vulnerable. It assists them to build a sound foundation by ensuring all employees and volunteers meet specific standards appropriate to the position they will be holding, whether that be a lifeguard, an adoptive parent or an at home caregiver.

Safeguards

The PRCP requires Toronto residents who are potential volunteers/employees to sign a waiver consenting to a search of record databases (both national and local). The waiver also allows a summary of any located information to be released to the applicant, and the disclosure of that fact to the organization identified on the waiver. During 2000, 18,331 screenings were performed. Of those, 961 or approximately 5% produced summary sheets and releases.

At no time are the details of the located records released to an organization. Similarly no recommendation/judgement as to the suitability of the candidate is put forward by the Service.

Review of Police Reference Check Program

As a result of a request from the City's Administration Committee at its meeting held on July 3, 2001, the current practices associated with the release of personal information as part of the PRCP have been reviewed. Although the motion required only the disclosure of records of arrest for major offences be the subject of the examination, an extensive review was conducted on the whole PRCP process.

The chart below identifies the types of information that could potentially be located during a reference check as approved in the 1995 Board Minute (212/95) and forms the basis of this review. Also included is the present release practice associated to each category as well as the application (record source) from which the information has been obtained. It must be noted the Service is challenged in its ability to monitor an individual's charges throughout the entire judicial process as a result of inadequate information sharing between the various levels of governments and ministries involved in the process.

RECORD	BOARD APPROVAL PER 1995 MINUTE	PRESENT PRACTICE	RECORD SOURCE
Outstanding Warrants	Released to individual if Police Service Agrees	Same	CPIC
Outstanding Charges (Charged entries, including conditional release information)	Released to individual with offence and charge date	Same	CPIC
Missing Person	Not Released	Same	CPIC/ LOCAL RECORD
Elopee	Released to individual with incident date	Same	CPIC/ LOCAL RECORD
Refused Information (Firearm Acquisition Certificates)	Not Released	Same	CPIC

Special Interest Police Information (Includes persons who have attempted to commit suicide whether in or out of police custody, persons who are known to be violent towards the police, himself/herself or other persons; and persons who are foreign fugitives where no warrant is available or the fugitive is not able to be arrested in Canada)	Not Released	Same	CPIC
Surveillance Information (Includes persons who are suspected of committing criminal offences; persons involved in a serious criminal investigation; and persons who feel they are in danger of family violence)	Not Released	Same	CPIC
All Prohibitions (Includes firearms, driving, hunting and boats)	Released to the individual only as part of the conviction disposition	Same	CPIC
Parole Information (Federal and Provincial)	Released to the individual as fact – no reporting conditions	Same	CPIC
Criminal Record Information (Record of conviction supported by fingerprints)	All <u>convictions</u> along with disposition and date of conviction All <u>non-convictions</u> along with disposition and date	Same	CPIC/ LOCAL CRIM RECORD
Criminal Record Information (Record of conviction not supported by fingerprints)	All <u>convictions</u> along with disposition and date of conviction All <u>non-convictions</u> along with disposition and date	Same	MANIX
Probation Information (includes peace bonds, restraining orders, and reporting conditions)	Released as part of the criminal disposition	Same	CPIC
Local Occurrence/Arrest Information (includes Mental Health Apprehensions, Missing Person, Attempt Suicides, Suspect Information, Domestic Incidents, No Charge Records of Arrest)	Released to individual with incident date NOTE: Suspect information at discretion of Investigating Officer. Domestic Incidents only when required for position being screened. No release of no charge records of arrest.	Same	COPS/ MANIX
Vulnerable Sector Screening (a search of the National Pardon Sex Offender Registry)	Federal Requirement (Bill C7 August 2000)	Implemented January 1, 2001	CPIC

RECORD SOURCES: CPIC – Canadian Police Information Centre; COPS – Computerized Occurrence Processing System;

MANIX - Master Name Index; LOCAL RECORD – Information available only through COPS/MANIX.

The PRCP is directly impacted by the retention period for records associated to the above chart. Changes to the new Record Retention Schedule (RRS) have only affected the release of information pertaining to Major concluded offences (listed on the following page) increasing access for release from 5 years to an indefinite period. Prior to the new RRS, only outstanding Major offences were retained.

Review of Major Occurrences as Identified in Record Retention Schedule

The records addressed in the RRS, and subsequently accessed through the PRCP, include those under the control of the Services' Corporate Information Services (CIS), in particular Occurrence and Arrest records. Both reports document the details of a significant incident - the former being submitted at the time of the incident (or at the time the incident was reported to police) and the later being submitted at the time of the arrest. Should an arrest occur after the incident has been reported, the Occurrence Report would be "married" up to the Record of Arrest to conclude the incident. In the event however, the arrest is made before the crime has been reported, the Record of Arrest assumes the role of the occurrence and its retention.

The CIS Unit acts as the central administrator for hundreds of thousands of occurrence/arrests reports every year. In order to perform this function effectively, every report is assigned a number and then entered onto the Centralized Occurrence Processing System (COPS). Once entered, the information can be accessed on a Service wide basis and the record maintained by CIS.

Due to the great number of these records, the destruction (purging) of occurrences is not based on the individual's guilt or innocence, but rather the type of incident/crime that was reported/committed. The previous RRS grouped the bulk of occurrences into a 'general' category and provided a retention period as follows:

General (Occurrences)	Concluded	5 years
	Outstanding – Major (including frauds)	Permanent
	Outstanding – Minor	5 years

Due to recent enhancements in forensic techniques and changes to legislation, opportunities to re-open previously concluded or 'cold' major investigations have made it apparent that these retention periods failed to meet the Services' requirements. As a result, during the update of the RRS last Fall the term 'minor' and 'major' were more clearly defined and the retention period for these reports was amended to:

Occurrences–General (Major)	Robbery, Arson	Permanent
	Sexual type (sexual assault potential sex offenders, etc.)	Held at C.I.S.
	Kidnapping-Abduction	Operations and specific unit/squad
	Arrests-prohibitions	where applicable
	Attached	

The requirement to retain major occurrences beyond the previous five-year retention period was reviewed by the Service as part of the formal Record Retention Schedule revision process. This amendment was subsequently approved by the Board and passed by City Council on October 5, 2000 as By-Law 689-2000.

Recommendation:

Given the above, it is the position of the Service that we continue to comply with the retention period presently in effect for all major occurrences as identified in the By-Law. I recommend that the Board does not adopt the motion from the Administration Committee to amend the RRS to purge all Major Offence occurrences after 5 years.

Review of Records in Regards to Immediate Destruction

Those records identified in the motion as requiring immediate deletion were taken directly from a previous submission by A. Alan Borovoy, General Counsel, for the Canadian Civil Liberties Association. To better understand the issues, Mr. Borovoy was contacted and provided the following examples for clarification. It should be noted that in his original submission he indicated “that such situations may be relatively exceptional”.

- (a) the police acknowledge that the person should not have been arrested;

Clarification: An individual is arrested, investigated and released unconditionally, no charges laid.

- (b) a court finds that the person should not have been arrested;

Clarification: Pursuant to their arrest, an individual sues the Service for false arrest/imprisonment and a Civil Court rules in their favour.

- (c) a court finds that someone else committed the triggering offence; and

Clarification: An individual is arrested and charged with a crime for which later, a confession, DNA or similar evidence confirms someone else has committed.

- (d) a court finds that the arrested person did not, in fact commit the triggering of the offence.

Clarification: A court later through appeal or retrial establishes that the charges should not have been laid against an individual.

These situations present some valid concerns as they relate to the PRCP practices and are addressed below:

- (a) This Service does acknowledge that certain individuals should not have been arrested and therefore does not release arrest information where no charges have been laid.

(b),(c),(d) The Service is challenged in its ability to monitor an individual's charges throughout the entire judicial process as a result of inadequate information sharing between the various levels of governments and ministries involved in the process. However, the Service will explore measures to establish processes that will identify parties involved in situations outlined in the circumstances listed above to ensure their information is not released through the PRCP.

Recommendation

It is the position of the Service that we cannot agree to the immediate deletion of documentation in relation to the above situations. The record contains more information than just details of the accused and may be required for other investigative purposes at a later date, e.g. issues involving witness investigation, discipline and property ownership. The Service will continue to comply with the existing RRS requirements. Therefore I recommend that the Board does not adopt the Administration Committee motion to amend the Record Retention Schedule (RRS) to destroy all major offence occurrences immediately in the identified special circumstances.

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

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

- **Councillor Suzan Hall, City of Toronto ***
- **Michael Moon, Christie & Associates ***
- **Ted Berger ***
- **Beverley McAleese, Executive Director, Streetlight Support Services ***
- **Terry Daly, Catholic Children's Aid Society of Toronto ***

*** written submissions also provided, copies are on file in the Board office.**

Peter Howes, Manager, Information Access, was also in attendance and responded to questions by the Board about this report and issues raised by the deputants.

The Board approved the following Motions:

- 1. THAT the foregoing report from Chief Fantino be referred back to the Service and that it explore ways to resolve the concerns expressed by the deputants today and that a report be provided to the Board in six months;**
- 2. THAT the report noted in Motion No. 1 also include any limitation periods that may be applied to charges for which records are retained; and**
- 3. THAT the deputations and written submissions be received.**

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**#P246. REQUEST TO APPOINT SPECIAL CONSTABLES:
TORONTO TRANSIT COMMISSION
UNIVERSITY OF TORONTO
METRO TORONTO HOUSING AUTHORITY**

The Board was in receipt of the following report AUGUST 14, 2001 from Julian Fantino, Chief of Police:

Subject: REQUEST TO APPOINT SPECIAL CONSTABLES FOR THE TORONTO TRANSIT COMMISSION, THE UNIVERSITY OF TORONTO AND THE METRO TORONTO HOUSING AUTHORITY.

Recommendation:

It is recommended that: the Board approve the appointment of the following Special Constables:

Toronto Transit Commission

Gregory JENSEN

Chris PEDIAS

Gregory Thomas ZYBALA

Patrick William O'BRIEN

Alexander WHITEFIELD

University of Toronto

Susie JOVANOVIC

Metro Toronto Housing Authority

Charles William BECKETT

Karen GARTHWAITE

Valerie BUSH

Background:

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

The appointment of employees of the Toronto Transit Commission, the University of Toronto and the Metro Toronto Housing Authority as Special Constables is subject to the limitations set out in the agreement between the Board and the Governing Council of the Toronto Transit Commission, the University of Toronto and the Metropolitan Toronto Housing Authority. (Board Minute 571/94 refers).

Background investigations by the Employment Unit have been successfully conducted on the aforementioned individuals. The Toronto Transit Commission, the University of Toronto and the Metro Toronto Housing Authority have conducted character and reference checks. It is hereby recommended that the status of Special Constable be approved for these individuals.

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

The Board approved the foregoing.

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#P247. 2002 – 2004 SERVICE PRIORITIES

The Board was in receipt of the following report AUGUST 9, 2001 from Julian Fantino, Chief of Police:

Subject: 2002-2004 SERVICE PRIORITIES

Recommendation:

It is recommended that: the Board approve the proposed Service Priorities for 2002-2004.

Background:

In April 2001, the Board approved the recommendation that the Chief of Police prepare a report for approval proposing the policing priorities for 2002-2004 (Board Minute P111/01 refers). Using information provided in meetings with the community and Service members, as well as information on Service performance as reported in the 2001 Environmental Scan and 2000 Service Performance documents, and in accordance with the Adequacy Standards Regulation (Ontario Regulation 3/99), I and the Command Officers propose the attached policing priorities for 2002-2004. Information from the Board's stakeholder consultations (Board Minute P523/00 refers) was also considered in the development of these priorities.

It is recommended that the Board approve the proposed Service Priorities for 2002-2004.

Chief Fantino requested the foregoing report be received so that he could provide additional information on the proposed 2002 – 2004 Service Priorities and indicated that a revised report would be submitted for the October meeting.

The Board received the foregoing.

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**#P248. IBM DB2 TECHNICAL AND BUSINESS INTELLIGENCE
CONFERENCE**

The Board was in receipt of the following report AUGUST 9, 2001 from Julian Fantino, Chief of Police:

Subject: IBM DB2 TECHNICAL AND BUSINESS INTELLIGENCE CONFERENCE

Recommendation:

It is recommended that: the Board approve the attendance of the following member to attend the annual IBM DB2 Technical and Business Intelligence conference at a cost not to exceed \$6,681 (including all taxes).

Background:

Member: Davis Strong (89642) Senior Database Administrator, System Operations

Conference: IBM DB2 Technical and Business Intelligence
Orlando, Florida

Date: October 1, 2001 to October 5, 2001

Cost: \$6,681 (including all taxes)

The Toronto Police Service has adopted IBM as its corporate supplier of our DB2 relational database technology. Many of the Service's most critical applications are being developed and migrated to a DB2 database infrastructure including applications such as e-Cops and its components.

The IBM DB2 Technical and Business Intelligence conference is an annual training event held by IBM for its world-wide technical support and database administrator user group. It has evolved to be an essential part of the educational and networking event for technical support and database administrators of IBM DB2 database product. It is an annual 5-day event, attended by organizations concentrating on enhancing, developing, tuning and implementing complex database infrastructures. This conference provides a forum of high level technical seminars for the dissemination of technical information and guidelines specifically related to the DB2 components in use by the Service. This will enhance the Service's technical understanding of these products leading to more efficient and reliable delivery of computer services. In addition, technical staff will have an excellent opportunity to interact with other IBM technical support and database administrators in the international community.

The following table illustrates the itemized costs to attend the IBM DB2 Technical and Business Intelligence.

Item	Costs (All costs are in Canadian Funds)
Course Registration Fee	\$2,628
Transportation (including Airfare)	\$1,190
Accommodation	\$1,667
Meals	\$ 325
Sub Total	\$5,810
Taxes	\$ 871
Total	\$6,681

The Chief Administrative Officer has certified that such funding is available in the Service's 2001 Operating Budget.

Mr. Frank Chen, Chief Administrative Officer, will be in attendance at the September 25th, 2001 Board meeting to respond to any questions in this respect.

The Board approved the foregoing.

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**#P249. 911 MERIDIAN EQUIPMENT INSTALLATION AND MAINTENANCE
SUPPORT TRAINING**

The Board was in receipt of the following report AUGUST 9, 2001 from Julian Fantino, Chief of Police:

Subject: 911 MERIDIAN EQUIPMENT INSTALLATION AND MAINTENANCE
SUPPORT TRAINING

Recommendation:

It is recommended that: the Board approve the attendance of two (2) members to attend the 911 Meridian Equipment Installation and Maintenance Support training at the Nortel Training facility, at a cost not to exceed \$16,039 (including all taxes and training).

Background:

Members: Jerry Allan (89296) Supervisor, Voice Services
Roshdy Rofaiel (89650) Senior Voice Technician, Voice Services

Training: Nortel Training Facility
Brampton, Ontario

Dates: October 22, 2001 to November 2, 2001 (option 1, 2 weeks)
November 19, 2001 to November 30, 2001 (option 2, 2 weeks)

Cost: \$16,039 (including all taxes and training for 2 persons)

The Toronto Police Service's 911- Meridian System requires ongoing technical support and expertise to provide and maintain system availability to external agencies including Toronto Fire and Ambulance Services, as well as the general public.

The two week training course is intended for two Voice Services support staff and will include hardware installation, configuration maintenance, capacity planning and implementation of upgrades to both hardware and software components within the 911 Meridian System.

Bell Canada is the vendor supporting the 911 Meridian system with assistance from TPS support staff. Bell Canada is experiencing difficulty retaining highly trained and experienced personnel in this specialised area of expertise. This results in prolonged downtime for repairs and delay in resolving and addressing technical issues that are essential for system performance and maintenance. TPS staff is being called upon more frequently to assist and provide support of this system.

This training will enhance the Service's technical understanding of these products leading to more efficient and reliable delivery of 911 services. In addition, technical staff will have an excellent opportunity to interact with other Meridian System users to exchange and share of technical resources and solutions.

The following table illustrates the itemized costs to attend the 911 Meridian Equipment Installation and Maintenance support training at the Nortel Training facility.

Item	Costs (All costs are in Canadian Funds)
Course Registration for Jerry Allan (duration 2 weeks)	\$6,974
Course Registration for Roshdy Rofaiel(duration 2 weeks)	\$6,974
Sub Total	\$13,948
Taxes	\$ 2,091
Total	\$16,039

The Chief Administrative Officer has certified that such funding is available in the Service's 2001 Operating Budget.

Mr. Frank Chen, Chief Administrative Officer, will be in attendance at the September 25, 2001 Board meeting to respond to any questions in this respect.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 25, 2001**

**#P250. EMPLOYEE SUGGESTION PROGRAM - PILOT PROJECT
EVALUATION**

The Board was in receipt of the following report AUGUST 8, 2001 from Julian Fantino, Chief of Police:

Subject: EMPLOYEE SUGGESTION PROGRAM – PILOT PROJECT EVALUATION

Recommendation:

It is recommended that: the Board approve the recommendations arising from the final evaluation of the Corporate Employee Suggestion Program as follows:

1. the Corporate Employee Suggestion Program, as based on Model II of the *Final Report of the Corporate Employee Suggestion Workgroup*, be discontinued;
2. the Service determine the feasibility of including a cash award in the Service's existing Awards Program without incurring additional costs to administer the award.

Background:

At the Board meeting of April 23, 1998, the Board directed the Chief to explore the feasibility of implementing a reward-style suggestion program (Board Minutes 162/98, 98/98 refer). At its meeting of October 19, 1999, the Board received the Final Report of the Corporate Employee Suggestion Program Workgroup. The Board approved the motion that the Service implement a one-year pilot of the Corporate Employee Suggestion Program and that a final evaluation report be submitted for the September 2001 Board meeting (Board Minutes 417/99, 185/00 and P100/01 refer).

The 12 month Corporate Employee Suggestion Program Pilot Project commenced on June 1, 2000 and was terminated on May 31, 2001. Suggestions received since the termination of this project have been and will continue to be handled in the same manner as they had been prior to the pilot project. Suggestions are routed from members to their respective unit commanders and, if appropriate, to Corporate Planning for evaluation and recommendation.

The Corporate Employee Suggestion Program Final Evaluation Report is attached. Mr. Frank Chen, Chief Administrative Officer, Corporate Support Command, will be in attendance to answer any questions if required.

The Board approved the foregoing and the following Motion:

THAT the feasibility study, referenced in recommendation no. 2 of the foregoing report, be provided to the Board in the form of a report for review and approval prior to any implementation.

Corporate Employee Suggestion Program

Final Evaluation Report



Pilot Project
June 1, 2000 to May 30, 2001

Background

At its meeting of February 26, 1998, the Board directed the Chief to provide a report on the feasibility of establishing a reward-style program which recognises Service members who submit cost-reducing suggestions. The impetus for this direction was a request from the City of Toronto to provide information regarding the achievement of a 15% reduction in the 1998 Operating Budget Submission (Board Minute 98/98 refers).

A Corporate Employee Suggestion Workgroup, comprised of a cross-section of Service members, was created to study the feasibility of implementing a reward-style program within the Service. The Workgroup conducted extensive internal consultations and reviewed a number of established reward-style programs in both public and private sector organisations. The Workgroup submitted two status reports in January and March, 1999 which outlined the findings of their research. The January report included a recommendation that the scope of the program be expanded to include suggestions which improve public or officer safety, promote efficiency, or offer general improvements to the organisation, including service delivery.

The *Final Report of the Corporate Employee Suggestion Workgroup* was submitted to the Board in October 1999. It noted that programs which offered substantial cash awards were found to be the most successful in terms of participation and resulting cost savings, and that a sound infrastructure to support acknowledgement, tracking, and review was critical. Based on these principles, the Workgroup developed three models for the establishment of an Employee Suggestion Program.

Model I

The most comprehensive, included a monetary reward of 10% of the projected net savings achieved over one year and the establishment of dedicated program staffing – a civilian Co-ordinator assisted by one administrative clerk. The Co-ordinator would be responsible for much of the research and evaluation of employee suggestions and would have decision-making authority; a review committee would oversee the process.

Model II

Included the same monetary reward as the first model, however, dedicated staffing was restricted to one administrative clerk. Research and evaluation of suggestions would be the responsibility of a review committee comprised of senior managers.

Model III

Did not include a monetary incentive but rather recognition through the Service's existing Awards Program. This model, essentially status quo, required that Corporate Planning continue to research and evaluate suggestions and advise employees of the outcome.

In its final report, the Corporate Employee Suggestion Workgroup recommended that the Board approve the implementation of a Corporate Employee Suggestion Program based upon Model III, a one-year pilot program to commence in January 2000. It should be noted that the Workgroup identified Model I as the most effective program model, however due to budget constraints, Model III was recommended.

At its meeting of October 19, 1999, the Board received the Final Report and approved the motion that the Service implement a Corporate Employee Suggestion Program based on Model II, a one-year pilot program to commence in January 2000. The implementation date was subsequently delayed to June 1, 2000, to enable the Service to put the Model II infrastructure in place.

Evaluation Methodology

The primary objective of the Corporate Employee Suggestion Program (CESP) was to encourage members to identify measures that would reduce costs and/or enhance the image or operations of the Toronto Police Service. This final evaluation report was requested to provide information on:

- ❖ the operational process,
- ❖ input and process indicators,
- ❖ output measures,
- ❖ a discussion of challenges, successes and failures of the program during the evaluation period, and
- ❖ a recommendation to continue or discontinue the project.

Program Operations

Employee suggestions were to be submitted on the CESP form - a TPS714 (individual) or a TPS 715 (team) - and forwarded to the CESP office through e-mail or interdepartmental mail. The CESP administrator determined whether the suggestion was new or duplicated a previous submission. If the suggestion was a duplicate, the submission was logged, the submitter was advised of the duplication, and the file was closed. Otherwise, the suggestion was logged, posted on the Service Intranet, a letter of acknowledgement was forwarded to the submitter, and the suggestion was presented to the Review Committee. The Review Committee, based on a brief review of the submission, could determine that the suggestion was not suitable for implementation; for example, suggestions which required changes to the Working Agreements were closed and forwarded to Labour Relations. Otherwise, the submission was assigned to a subject expert for their review and recommendation. All evaluations were returned to the Review Committee for a final review; if the committee was not satisfied with the quality of the evaluation, it was returned to the subject expert for further information or assigned to a subject expert in another area.

The Review Committee was responsible for making final decisions based on the evaluations. If a suggestion could not or would not be implemented, the file was closed, the submitter was advised of the outcome, and the results were posted to the Service Intranet. If the suggestion was recommended for implementation and could be implemented immediately, the suggestion was forwarded to the appropriate unit commander for development and implementation. The Review Committee followed the project to completion. When completed, the submitter's eligibility for a cash award was determined – that is, was the member eligible for a cash reward? were there net savings directly resulting from the project? – and the CESP reward presentation was incorporated into a Service awards ceremony. At all stages, the submitter was advised of the

status of the suggestion/program and details were posted on the Intranet. If a suggestion was recommended for implementation but required further consideration or approval from the Command or Police Services Board, the suggestion was presented by a representative of the Review Committee. If approved, the process was as noted above for suggestions which could be implemented immediately.

It should be noted that while any member of the Police Service could submit a suggestion to the CESP, there were some limitations on who and what was eligible for a cash reward. For example, senior officers, contract employees, and members assigned to the CESP were not eligible for cash rewards. Suggestions that a member might be expected to develop in the normal course of their duties was not eligible for a cash reward. Also, suggestions on labour and contract issues and elimination of positions were ineligible. All rules of the CESP were posted on the Intranet.

Program Staffing

The Corporate Employee Suggestion Program was resident in Corporate Planning and was staffed by one administrative clerk dedicated to the program, as was prescribed in Model II of the *Final Report of the Corporate Employee Suggestion Workgroup*. The actual duties performed by this clerk, however, exceeded those listed in the model job description. Additional non-dedicated staffing resources included Review Committee members, subject experts, and a Corporate Planning Analyst assigned, on a part-time basis, to oversee the administration of the program. These staffing resources were not included in the program model and their associated costs are not reflected in program costs. The Review Committee, comprised of eight senior-level police managers from across the Service, met on 20 separate occasions between June 2000 and July 2001, for an average of one and one half hours. Attendance of Committee members, or that of a designate, was mandatory.

Budget and Costs

The total cost for the Pilot Project (Corporate Employee Suggestion Program - Model II) was estimated at approximately \$50,100, including \$32,000 for annual salary of one administrative clerk and \$18,100 for a one time purchase of computer equipment and on-going supply costs; funding in the amount of \$48,800 was included in the Corporate Planning budget for this program. Actual direct costs are detailed in the following chart; it is important to note, however, that other costs such as non-dedicated staffing is not reflected in these figures.

Item	Budget	Cost
Salary (one temporary clerk for thirteen months)	\$32,000	\$31,900
Computer Equipment/Software	16,000	7,600
Office Furniture		7,500
General Supplies*		800
Total	48,800	47,800

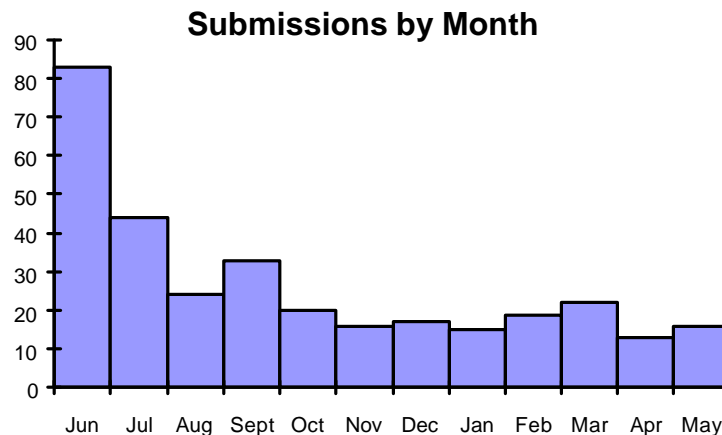
* CPN supplied paper, photocopying and printer cartridge from unit budget when CESP supplies budget was depleted.

Communications

Early in the research and evaluation of a reward-style program, the Workgroup noted that an effective communication strategy, to encourage the submission of suggestions and track suggestions through the evaluation process, was critical to the success of the program. The launch of the CESP reflected this priority. Prior to the June 1, 2000 start date, Chief Fantino forwarded correspondence to all Unit Commanders announcing the implementation of the program and requesting their support in making the program successful. This correspondence was augmented by a Routine Order, a short item in *Ten-Four*, and an article on the TPS Intranet. Finally, an announcement was included in members' pay statement envelopes. After this initial campaign, the communication and marketing strategy was limited to periodic updates on the CESP Tracking System on the Intranet, 'good news' stories about efficiency suggestions implemented or to be implemented, and the presentation of the first cash reward.

Employee Suggestion Submissions

During the Corporate Employee Suggestion Program Pilot Project, a total of 322 suggestions were submitted; almost half of these were submitted in the first quarter of the pilot period. The following chart details the number of employee suggestions submitted per month, revealing a distinctive decline in the first quarter and a relatively stable level of submission for the remainder of the pilot period. The number of submissions in June 2000 – the first month of the pilot project – represented about one quarter of the submissions for the entire pilot period.

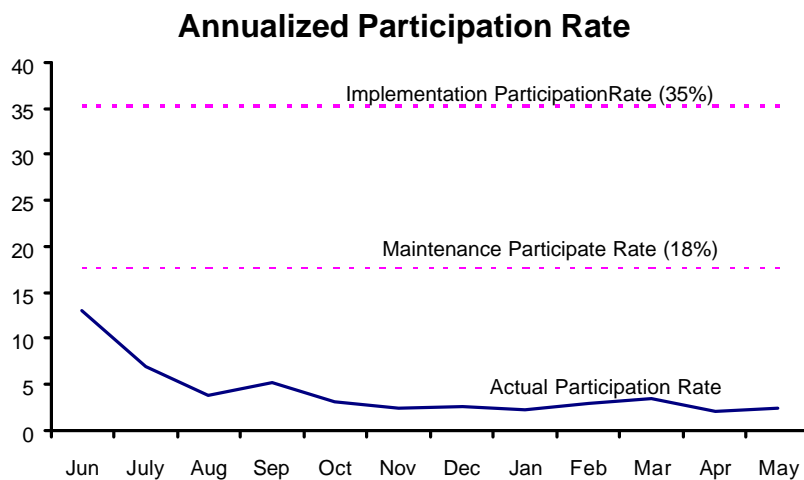
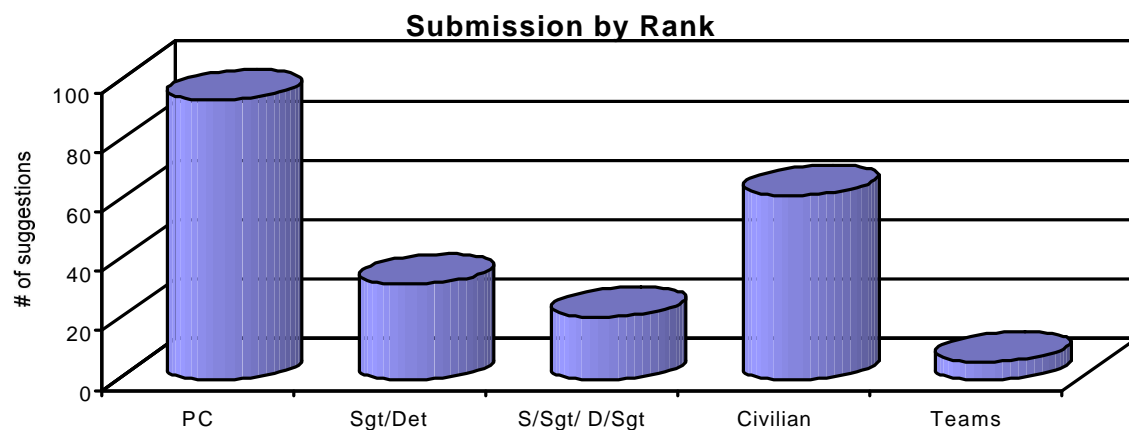


Both the number and rate of employee suggestions during the pilot period was less than was predicted. *The Final Report of the Corporate Employee Suggestion Program Workgroup* estimated between 1,350 and 2,700 submissions annually - a participation rate between 18% and 35%; the report noted that submissions in the first year would likely be high.

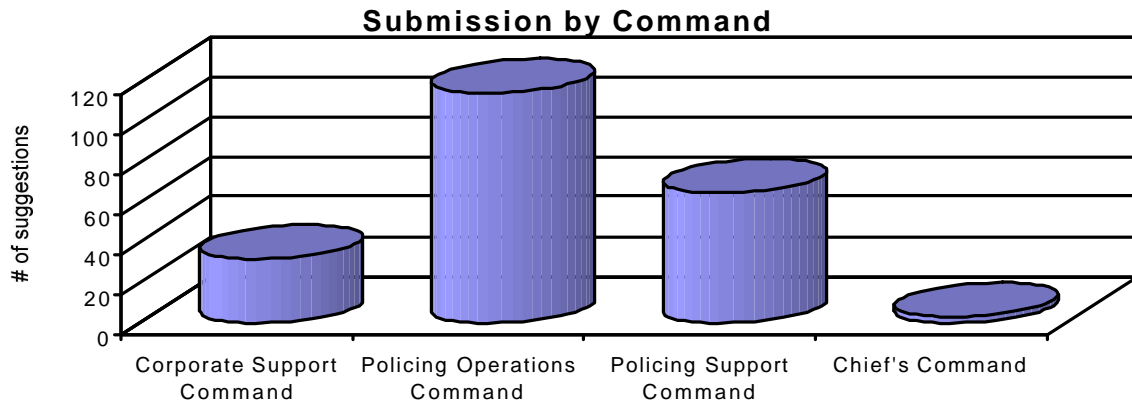
The actual participation rate during the pilot program, detailed by month in the above chart, was only a fraction of the estimated level. Based on actual submissions during the pilot project, the annual participation rate was only 4.2%; even during the first month of the pilot when more than one quarter of all submissions were received, the annualised participation rate was only 13%.

Suggestions were submitted by 216 Service members; 59 of these members submitted more than one suggestion, and some submitted as many as eleven. Rank and command demographics discussed below reflect the 216 Service members who participated in the Employee Suggestion Program.

Police constables submitted the most suggestions (43%), followed by civilians (29%), and uniform supervisory staff (25%). Six suggestions were submitted by a team leader on behalf of their team. The distribution of suggestion submissions by rank, as illustrated in the following chart, roughly reflects the overall Service rank distribution; however, civilians were slightly more likely to submit a suggestion than uniform personnel.



Members from Policing Operations Command accounted for about 53% of employee suggestions submitted during the pilot period; Policing Support and Corporate Support Commands accounted for 30% and 15%, respectively. However, when the number of submissions from each command is considered as a proportion of the assigned strength of the command, members of Corporate Support and Policing Support units were slightly more likely to submit a suggestion than members of Policing Operations.



Administration/Evaluation Process

Suggestions, when received, were immediately acknowledged by the CESP clerk and then categorised into subject groups; however, the category definitions created were not exhaustive and, in some instances, not mutually exclusive. A rough grouping of the suggestion categories, listed in the table below, indicate that suggestions tended to address corporate infrastructure issues – technology, fleet, organisational structure, personnel deployment, clothing, equipment, training, etc. Very few suggestions specifically addressed the services the Service provides.

Category	Number of Submissions	Percentage of Total Submissions
Policy & Procedure	80	25%
Technology	58	18
Clothing and Equipment (including Fleet)	50	16
Human Resources (including labour and contract issues)	43	13
Organisational Structure	18	6
External Issues (processes controlled by external agencies i.e. legislation)	12	4
Training	13	4
Other	48	14

The evaluation of the suggestions, as was noted earlier, was assigned to an appropriate subject expert as determined by the Review Committee. Of the 322 suggestions received during the pilot period, 278 files (86%) were forwarded to a subject expert for evaluation. The 44 suggestions that were not forwarded for evaluation were determined to be duplicates of earlier suggestions, addressed labour contract issues, or were known to have been reviewed and/or implemented prior to the CESP pilot. Of the suggestions which were forwarded, more than half were assigned to one of four units/directorates - Corporate Planning, Information Technology Services, Human Resources, or Finance & Administration. The following chart details the assignment of suggestions to units/directorates for evaluation.

Unit	Number of Evaluations	Percentage of Total Evaluations
Corporate Planning	47	17%
Information & Technology Services	39	14
Human Resources	32	12
Finance & Administration	31	11
Professional Standards/Legal Services	19	6
Clothing & Equipment Committee	14	5
Communications	12	4
Other – Executive Support Command	27	10
Other – Operational Support Command	52	19
Other – Policing Operations	5	2

As at July 16, 2001, 285 of the 322 files (89%) were completed and closed; 35 files remain open, awaiting completion of the subject expert's evaluation. The following chart lists the current outcome status for all files.

Unit	Number of Suggestions	Percentage of Total Suggestions
Closed – implemented	2	1%
Closed – costs exceeded benefits	25	8
Closed – suggestion previously identified, reviewed and/or implemented	58	18
Closed – suggestion is a duplicate of or similar to a previous suggestion	22	7
Closed – labour contract issue	26	8
Closed – legal, legislative or external restriction	15	5
Closed – existing practice	8	2
Closed – withdrawn by submitter	3	1
Closed – no reason given	83	25
Closed – other	43	13
Open – on hold	2	1
Open – evaluation on-going	35	11

On average, completed and closed files were open about 93 days, but ranged from one day to almost 13 months. A large portion of the time the file was outstanding represented the evaluation period. Evaluations took from two days to slightly more than one year to be returned to the Committee, but, on average, they were returned in less than three months.

Although subject experts were requested to report the number of hours actually spent evaluating each suggestion, only 85 of the 285 completed evaluations actually noted the number of hours spent by the evaluator; reported hours for these evaluations ranged from ten minutes to three weeks, with an average of about seven hours. While half of these evaluations took less than 3 hours, and half of those took one hour or less, about one in four evaluations took longer than one day.

Outcomes

During the Employee Suggestions Program Pilot Program, a total of 285 suggestions were closed by the Review Committee. Only two suggestions were approved for implementation. One suggestion dealt with a number of dormant bank accounts, totalling about \$2,000, held by the Bank of Canada in the name of the Toronto Police Service. A cash award in the amount of \$200 was approved and presented. The second suggestion approved for implementation involved a computerised accident registry. While this second suggestion is not expected to realise any direct savings and is, therefore, not eligible for a cash award, it has been recommended to the Awards Committee and is currently under consideration.

Challenges

The following challenges were identified by program administration staff and Committee members:

- ❖ The process placed an unnecessarily large burden on the members of the Review Committee to vet all suggestions in the first instance and review evaluations at the conclusion of the file.
- ❖ This process necessitated the use of subject experts from units across the Service to perform the evaluations, causing an increased workload. While some units had only marginal participation, some units experienced a notable increase in workload.
- ❖ The Committee membership did not reflect the Service as a whole; although all major functions were represented, rank levels were not.
- ❖ The process required too many people to review each suggestion. This is believed to have reduced the number of suggestions which may be implemented.
- ❖ The use of subject experts to evaluate a suggestion that could directly impact their position in the future, might have posed a conflict of interest and/or reduced objectivity in the evaluation.
- ❖ The communication and marketing strategy should have been on-going; declining submissions were likely attributable, to some extent, to the lack of on-going and aggressive communication/marketing of the Program.

- ❖ Time lines needed to be shortened; the Service took too long to implement change and the waiting was discouraging.
- ❖ The limited staffing structure of Model II made it necessary for members of the Review Committee and others not directly involved in the program to bear the responsibility for communications/marketing.

Recommendations

For almost a decade, the Toronto Police Service has searched for ways to identify and realise cost reduction strategies. As only a small portion of the Service's budget, although substantial in absolute dollars, is allocated to expenditures other than salaries and benefits, it is unlikely that there is much more to reduce. While this does not preclude a large cost reduction suggestion, such a suggestion is unlikely, given the number of Service reviews that have been conducted since the early 1990's. It is therefore recommended that:

1. the Corporate Employee Suggestion Program, as based on Model II of the *Final Report of the Corporate Employee Suggestion Workgroup*, be discontinued, and;
2. the Service determine the feasibility of including a cash award in the Service's existing Awards Program without incurring additional costs to administer the award.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 25, 2001**

**#P251. WOODBINE SLOTS: COST RECOVERY FROM THE CITY OF
TORONTO**

The Board was in receipt of the following report AUGUST 21, 2001 from Julian Fantino, Chief of Police:

Subject: WOODBINE SLOTS: COST RECOVERY FROM THE CITY OF TORONTO

Recommendation:

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

Background:

The Board at its meeting held on June 21, 2001, received a report from Ms. Wanda A. Liczyk, City of Toronto Chief Financial Officer and Treasurer, containing a response to the Board's request to recover the costs of policing the Woodbine Racetrack Slot Machines (B.M. #P176/01 refers).

The Board received the report and directed that the Chief of Police conduct an inquiry to determine "any legal obligations on the part of the City of Toronto to provide funds for policing requirements as a result of the implementation of slot machines at the Woodbine Racetrack and provide the results in a report to the Board."

Attached to this Board letter is correspondence from the Ontario Gaming and Lottery Corporation that addresses the question posed by the Board. In brief, it is the view of the Ontario Gaming and Lottery Corporation that no legal obligation exists for the City of Toronto to forward any of the aforementioned funds directly to the Toronto Police Service.

It is therefore recommended that the Board receive this report for information. Deputy Chief Steve Reesor, Policing Operations Command, will be in attendance to answer any questions from Board members.

The Board received the foregoing and approved the following Motion:

THAT the Chief of Police, in consultation with Toronto Legal Services, prepare a report on whether the Solicitor General, OCCPS, or the Adequacy Standards can provide authority to direct the City of Toronto to provide funding to the Service for policing at Woodbine and that it be provided to the Board for its October 18, 2001 meeting.

**Ontario Lottery and
Gaming Corporation
COMMUNICATIONS**

To: Detective Anthony Young

From: Jim Cronin-OLGC

CC: Ingrid Peters

Date: August 20, 2001

Re: Municipal Allocation from Slot Operations

I would like to respond to your enquiry regarding the use of the municipal allocation of slot revenue from Woodbine Racetrack Slots.

Municipalities that host our various racetrack slot operations in Ontario are eligible for five percent of the gross slot revenue for the first 450 slot machines, and two percent on any additional machines. The money is paid quarterly through an electronic funds transfer to the municipality.

The money can be used by the municipality at its discretion. The Ontario Lottery and Gaming Corporation (OLGC) places no legal obligations on the use of the money by the municipality.

I should also make you aware that the OLGC does not provide direct funding for the provision of police services at any of the charity casino or racetrack slot locations.

I hope this information has been helpful.

Jim Cronin

Director of Communications.



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 25, 2001**

**#P252. PROGRESS REPORT: DRUG ABUSE RESISTANCE EDUCATION
 (D.A.R.E.) PROGRAM: EXPLORING ALTERNATE PROGRAMS AND
 PARTNERSHIPS**

The Board was in receipt of the following report AUGUST 23, 2001 from Julian Fantino, Chief of Police:

Subject: PROGRESS REPORT:
 DRUG ABUSE RESISTANCE EDUCATION (D.A.R.E.) PROGRAM:
 EXPLORING ALTERNATE PROGRAMS AND PARTNERSHIPS

Recommendation:

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

Background:

At its meeting on April 19, 2001, (Board Minute P130/01), the Board approved the following motion: **“That the Board request Chief Fantino and/or his representatives to meet with the representatives of the Toronto District School Board and the Toronto Catholic School Board to develop a joint program of drug education, such as D.A.R.E., for children, and that Chief Fantino provide the results in a report for a future Board meeting.”**

A meeting was held on June 19, 2001, with community stakeholders. Since that time, members of the Community Policing Support Unit – Youth Services have met individually with representatives of the Centre for Addiction and Mental Health (CAMH), the Toronto Catholic District School Board, and the Toronto District School Board. The purpose of these meetings was to gather information on the drug and substance abuse programs currently being delivered to elementary and secondary school students.

A meeting was held on July 3, 2001, with members of the Community Policing Support Unit – Youth Services Section and the Centre for Addiction and Mental Health. At this meeting, a collection of lesson plans was received. The lesson plans received from the Centre for Addiction and Mental Health were developed internally with the co-operation of health units and school boards from across the Province of Ontario. The Centre for Addiction and Mental Health is currently in the process of developing substance abuse lesson plans for use in secondary schools, specifically for grades nine and ten.

The lesson plans received from the Toronto Catholic District School Board were developed by the Ontario Physical and Health Education Association (OPHEA). The Toronto District School Board utilizes the same lesson plans as part of their Physical Education and Health curriculum.

Lesson plans received from these agencies are designed for use in grades one through eight and are consistent with the guidelines established by the Ontario Ministry of Education and Training. (See Appendix "A" for an overview of the Ministry guidelines for substance abuse education.)

The Community Policing Support Unit – Youth Services Section is currently reviewing the lesson plans and is in the process of preparing a summary of the information for inclusion in the final inventory. This inventory will identify the programs at each individual grade level, who is responsible for the program delivery, and if any duplication among the agencies exist. The goal is to evaluate the existing curriculum, and together with members of the working group and the original stakeholders, determine the most appropriate role for the police to assume in a joint program of drug education.

Upon completion, a copy of the inventory will be forwarded to each member of the working group in advance of the next meeting. At the next meeting of the working group, each lesson plan will be reviewed individually to determine if a component exists that may have a greater impact if delivered by a police officer. It is the goal of the working group to avoid duplication of service and to determine the most appropriate role for the police based upon our knowledge and expertise in this area. It is generally regarded that the consequences of substance abuse fall within the level of expertise of most police officers, particularly with regard to future education and employment possibilities.

The report entitled "Best Practices Compendium" developed by Health Canada, the Canadian Centre on Substance Abuse, the Canadian Association of School Health, and the Centre for Addiction and Mental Health, originally scheduled for release in July 2001, has been delayed. It has been confirmed that the report will not be released until November 2001. Like the "Best Practices Compendium," the Community Policing Support Unit - Youth Services Section is waiting to obtain a copy of the United States Surgeon General report entitled, "Youth Violence: A Report of the Surgeon General," which has yet to be released in hard copy. Members of the working group were anticipating that these reports would provide beneficial information to assist in the development of a drug education strategy; however, because they have not yet been released, the working group will proceed with the inventory without the benefit of these reports at this time.

Initially, it was anticipated that the next meeting of the working group would be held in late August. Unfortunately, due to summer vacation schedules, this was not feasible. A meeting of the working group had been tentatively scheduled for September 26, 2001, but this has been cancelled because of commitments on behalf of school board members. Efforts will be made to re-schedule this meeting for the first week of October.

It is recommended that the Board receive this progress report. A report updating the progress of the working group and the original stakeholders to develop a joint program of drug education will be provided to the Board at its December meeting. Deputy Chief Michael Boyd, Policing Support Command, will be in attendance to answer any questions that the Board may have.

The Board received the foregoing.

Appendix “A”

The following is an overview of the guidelines for substance abuse education for each grade level as established by the Ministry of Education and Training.

Grade One

- Recognize that there are some medicines (e.g., cough syrup, nose drops) and other substances (e.g., vitamins) that help the body when used safely and properly;
- Identify from their labels and symbols, medicines and household products that are harmful to the body;
- Employ decision-making skills to identify when and how medicines should be used, including seeking out adult assistance.

Grade Two

- Describe the difference between prescription and non-prescription medicines;
- Outline the safe use of medicines (e.g., the need for adult an adult to supervise the administration of medicines, taking proper dosages);
- Use decision-making skills to identify healthy alternatives to drug use (e.g., fresh air and exercise can help relieve headaches).

Grade Three

- Define the term drug and identify a variety of legal and illegal drugs;
- Identify nicotine (in cigarettes), caffeine (in coffee and colas), and alcohol as drugs;
- Use decision-making skills to make healthy choices about drug use, and recognize the effects of various substances (e.g., nicotine, caffeine, and alcohol) on the body.

Grade Four

- Identify the major harmful substances found in tobacco and explain the term *addiction*;
- Describe the short and long term effects of first and second hand smoke, and identify the advantages of remaining smoke-free;
- Apply decision-making and assertiveness skills to make and maintain healthy choices related to tobacco use, and recognize factors that can influence decisions to smoke or to abstain from smoking (e.g., the media, family members, friends, laws governing use and sale of tobacco products).

Grade Five

- Describe the short and long term effects of alcohol use and abuse;
- Apply decision-making skills to make healthy choices about alcohol use, and recognize factors (e.g., the media, family members, friends, laws governing use and sale of alcohol) that can influence the decision to drink alcohol;
- Demonstrate resistance techniques (e.g., avoidance, walking away) and assertiveness skills (e.g., saying no) to deal with peer pressure in situations pertaining to substance use and abuse.

Grade Six

- Describe the short and long term effects of cannabis and other illicit drugs;
- Determine influences (e.g., interpersonal, personal, legal, economic) on the use and abuse of tobacco and other drugs (e.g., alcohol, cannabis, LSD) and consider them as part of a decision making process to make healthy choices;
- Identify people and community agencies that support making healthy choices regarding substance use and abuse.

Grade Seven

- Outline a variety of issues related to substance use and abuse (e.g., the effects of second hand smoke; the impact of laws governing drug use, including the use of tobacco and alcohol);
- Identify and categorize drugs as stimulants, depressants, and hallucinogens;
- Apply a decision-making process to make informed choices regarding drug use;
- Demonstrate strategies (e.g., saying no, walking away) that can be used to counter pressures to smoke, drink, and take drugs, and identify healthy alternatives to drug use.

Grade Eight

- Outline the possible negative consequences of substance use and abuse (e.g., fetal alcohol syndrome, effects of steroid use, accidents when drinking and driving);
- Identify those school and community resources that are involved in education about substance use and abuse, and those involved in preventing and treating substance abuse;
- Describe causes and symptoms of stress and positive ways to relieve stress that are not substance related;
- Apply the steps of a decision-making process to address age-specific situations related to personal health and well being in which substance use or abuse is one of the factors.

Grade Nine

- Identify facts and myths related to the use and abuse of alcohol, tobacco, and other drugs (e.g., cannabis);
- Explain the effects of the use and abuse of alcohol, tobacco, and other drugs;
- Identify the major factors (e.g., environmental influences such as peer pressure, media influences, adolescent attitudes) that contribute to the use of alcohol, tobacco, and other drugs;
- Identify the school and community resources involved in education, prevention, and treatment with respect to alcohol, tobacco, and other drugs;
- Demonstrate and use both decision-making and assertion skills with respect to media influences and peer pressure related to alcohol, tobacco, and other drugs.

Grade Ten

- Describe the factors that lead to substance dependency;
- Describe the physiological and sociological effects of substance abuse;
- Demonstrate knowledge of the legal aspects of substance abuse (e.g., regarding under-age drinking, impaired driving, the Tobacco Control Act).

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 25, 2001**

#P253. RECLASSIFICATION: P.C. BRETT MOORE (99528)

The Board was in receipt of the following report AUGUST 22, 2001 from Julian Fantino, Chief of Police:

Subject: RECLASSIFICATION OF POLICE CONSTABLE BRETT MOORE (99528)

Recommendation:

It is recommended that: the Board approve the reclassification of Police Constable Brett Moore (99528) of 14 Division from Second Class to First Class Constable.

Background:

Police Constable Brett Moore (99528) has served the required period in his current classification and is eligible for reclassification from Second Class to First Class Constable. He has been recommended by his Unit Commander effective September 30, 2001.

As requested by the Board, the Service's files have been reviewed for the required period of service to ascertain whether the member recommended for reclassification has a history of misconduct, or any outstanding allegations of misconduct/*Police Services Act* charges. The review has revealed that this officer does not have any history of misconduct, nor any outstanding allegations of misconduct on file.

It is presumed that the officer recommended for reclassification shall continue to perform with good conduct between the date of this correspondence and the actual date of Board approval. Any deviation from this will be brought to the Board's attention forthwith.

The Chief Administrative Officer has confirmed that funds to support this recommendation are included in the Service's 2001 Operating Budget. The Service is obligated by its Rules to implement this reclassification.

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

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 25, 2001**

**#P254. STATUS REPORT ON *OCCUPATIONAL HEALTH AND SAFETY ACT*
ISSUES**

The Board was in receipt of the following report AUGUST 27, 2001 from Julian Fantino, Chief of Police:

Subject: STATUS REPORT ON OCCUPATIONAL HEALTH AND SAFETY ACT
ISSUES

Recommendation:

It is recommended that: the Board approve a further extension to the end of 2001 to provide a status report on Occupational Health and Safety Act issues to ensure that the Service receives responses from City Legal and the Ministry of Labour for items (a) and (f) to complete the report.

Background:

The Board, at its meeting on May 24, 2001 (BM #P152/2001) received a report from Chairman Norman Gardner requesting that the Chief of Police prepare a report for the July 26, 2001 meeting answering a series of questions relating to the Occupational Health and Safety Act.

At its meeting on July 20, 2001, the Board received a report (BM#206/2001 refers) requesting an extension of the deadline to its meeting on September 25, 2001. Unfortunately, responses to items (a) and (f) which were forwarded to City Legal and the Ministry of Labour, respectively, have not been received, despite follow-up inquiries. Therefore, it is not possible to submit a complete status update to the September 25, 2001 meeting. As soon as all the information has been gathered the status report will be completed and submitted to the Board.

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

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

THAT, since the Board requested this report during consideration of the 2001 capital program and given that consideration of the 2002 capital program will begin at a Board meeting scheduled for October 9, 2001, Chief Fantino provide the requested report, containing information that the Service has available at this time, by September 28, 2001 so that it can be circulated with the agenda for the meeting on October 9, 2001.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 25, 2001**

#P255. IACP 2001 GRANT – MINISTRY OF THE SOLICITOR GENERAL

The Board was in receipt of the following report SEPTEMBER 07, 2001 from Julian Fantino, Chief of Police:

Subject: IACP 2001 Grant - Ministry of the Solicitor General

Recommendation:

It is recommended that: the Board authorize the Chairman to enter into an agreement with the Ministry of the Solicitor General to allow for a one-time grant of \$100,000.00 in support of the 108th Annual Conference of the International Association of Chiefs of Police (IACP), subject to the City Solicitor's approval as to form.

Background:

The Toronto Police Service will host the 108th Annual Conference of the International Association of Chiefs of Police, October 27-31, 2001. More than 14,000 delegates from around the world are expected to attend. By agreement, the Service is required to assist the Association by providing transportation, security, companion programs and local support. The budget for this event is currently set at \$1,625,000.00. Nearly \$900,000.00 of these costs will be covered by delegate/exhibitor surcharges levied by IACP. The balance will be raised through sponsorships and grants provided by government and the private sector.

The Government of Ontario and the Ministry of the Solicitor General recognize the potential for the IACP conference to "encourage educational opportunities that enhance the quality of policing services and promote partnerships within the law enforcement community". It is also understood that this conference will bring 23-25 million dollars into the local economy and that Southern Ontario Police Services and others have volunteered to participate in the host city program for the benefit of conference delegates.

The Ministry of the Solicitor General has offered a one-time grant of \$100,000.00 to support these activities, subject to the terms of the attached agreement which are acceptable to the Service.

As this grant is made payable to the Toronto Police Services Board in support of the 2001 IACP Conference, I am requesting the Chairman be authorized to enter into this agreement, subject to the approval of the City Solicitor.

The Board approved the foregoing report and the following Motion:

THAT the Board approve entering into the agreement with the Ministry of the Solicitor General with the understanding that it is the Chief of Police who has the responsibility to administer the funds in accordance with the terms of the agreement and meet the obligations set out in the agreement.

THIS AGREEMENT made as of the _____ day of _____, 2001

**BETWEEN HER MAJESTY THE QUEEN IN RIGHT
OF THE PROVINCE OF ONTARIO** as represented by
The Ministry of the Solicitor General
(the "Ministry")

-and-

Toronto Police Services Board
("Grantee")

WHEREAS, the Ministry seeks to encourage educational opportunities that enhance the quality of policing services and promote partnerships within the law enforcement community.

AND WHEREAS, the **International Association of Chiefs of Police Conference Committee - IACP** - (the "Applicant") has, by written application, requested funding in support of the 108th Annual Conference of the IACP, taking place in Toronto from October 27 – 31, 2001 (the "Project").

AND WHEREAS, the request for funding to cover the costs for the Project as submitted by the Applicant has been approved by the Ministry and is attached as **Schedule D** (the Proposal).

NOW THEREFORE, in consideration of the covenants and warranties, and subject to the terms and conditions in this Agreement, the parties agree as follows:

Article 1 **Purpose of Grant**

- 1.1 The Grantee shall utilize the Grant in accordance with the terms set out in this Agreement and in particular with the terms in this Article and as outlined in the approved Proposal, attached as **Schedule D**, and for no other purpose.
- 1.2 The Grant may be used to cover authorized costs associated with the administration of the Project, the 108th Annual Conference of the IACP. The Grant shall not be used for on-going operational costs of the Grantee or the Applicant.

Article 2 **Acceptance**

- 2.1 Acceptance of the Grant binds the Grantee to all the terms in this Agreement.

Article 3 **Term**

- 3.1 The term of this Agreement commences on September 1, 2001 and expires on December 31, 2001.

Article 4 Grant

- 4.1 The Ministry agrees to pay the Grant in the amount of **\$ 100,000.00** as a one-time payment to the Grantee for the specific time-limited Project specified in **Schedule D**. Funding has been approved for catering expenses (\$ 60,000) and for clothing costs (\$40,000) for the conference volunteers.
- 4.2 The Ministry will pay the full amount of the grant of **\$100,000.00** to the Grantee following the receipt of fully executed and signed copies of this Agreement. The Grantee shall return to the Ministry any balance of the Grant that is not spent in accordance with this Agreement no later than December 31, 2001.

Article 5 Termination

- 5.1 The Grantee agrees that the award of the Grant is based upon the information supplied to the Ministry by the Grantee, and that the Grant received from the Ministry is to be used only for the purposes described in this Agreement. If any of the information supplied is false, or if funds are not used for approved purposes, or if terms and conditions of this Agreement are breached by the Grantee, this Agreement may be terminated by the Ministry. If the Ministry terminates this Agreement, any and all amounts of the Grant paid under this Agreement shall be repaid to the Ministry. Upon termination by the Ministry, all obligations of the Ministry including commitment to pay the Grant shall cease immediately.

Article 6 Intellectual Property

- 6.1 The Grantee represents and warrants that it shall not infringe upon or violate any patent, copyright, trade-mark, trade secret or any other right of any third party, and shall not be libelous or otherwise unlawful.

Article 7 Applicable Laws

- 7.1 The Grantee represents and warrants that it shall comply with all federal, provincial and municipal laws, regulations and orders in existence on the date of execution of this Agreement and which come into existence during the term of this Agreement, including but not limited to the Human Rights Code and the Municipal Freedom Information and Protection of Privacy Act. The Grantee shall be responsible for obtaining any permits or licences required for the performance of their responsibilities under this Agreement.

Article 8 Further Grants

- 8.1 It is agreed and understood that the provision of the Grant in no way commits the Ministry to provide other or additional grants now or in the future.

Article 9 Reports

- 9.1 The Grantee shall complete and submit a final financial report and a conference evaluation by December 31, 2001, as outlined in Section 17.1 of the Agreement.

Article 10 Liability, Indemnification, Insurance

- 10.1 The Ministry shall not be liable for any injury, death or property damage to the Grantee, its employees, agents or contractors or for any claim by any third party against the Grantee, its employees, agents, contractors or suppliers.
- 10.2 The Ministry shall not be liable to the Grantee for any incidental, indirect, special or consequential damages or any loss of use, revenue or profit arising out of or in any way related to this Agreement even if the Ministry has been advised of the possibility of such loss or damage.
- 10.3 The Grantee shall indemnify the Ministry and its employees and agents against all costs, losses, expenses or liabilities incurred or arising as a result of a claim or proceeding related to this Agreement.
- 10.4 The Grantee shall maintain at its expense comprehensive general liability insurance of at least Five Million Dollars (\$5,000,000.00) per occurrence. At the request of the Ministry, the Grantee shall provide a certificate of such insurance.

Article 11 Assignment

- 11.1 The Grantee will not assign this Agreement, or any part of it, without the prior written approval of the Ministry, which approval may be withheld by the Ministry in its sole discretion or given subject to such terms and conditions as the Ministry may consider necessary.

Article 12 Freedom of Information and Protection of Privacy Legislation

- 12.1 Any information collected by the Ministry pursuant to this Agreement is subject to the rights and safeguards provided for in the Freedom of Information and Protection of Privacy Act. The Grantee acknowledges and agrees that any information provided to the Ministry may be disclosed pursuant to the Freedom of Information and Protection of Privacy Act.

Article 13 Publicity

- 13.1 The Grantee will acknowledge the Ministry and the Grant in all public communications including press releases, published reports, radio and television programs and public meetings, using the following standard acknowledgment: *"This conference has been made possible in part by a grant from the Ministry of the Solicitor General. Any opinions or views presented at the conference do not necessarily represent the views of the Ministry of the Solicitor General."*
- 13.2 The Grantee agrees to obtain prior written approval from the Ministry before using any Government of Ontario or Ministry logo or symbol in any communications including press releases, published reports, television programs, public or private meetings, or in any other type of promotional material.

Article 14 Notices

- 14.1 Notices under this Agreement shall be in writing and sent by personal delivery, facsimile transmission ("Fax") or by ordinary prepaid mail.
- 14.2 Notices by mail shall be deemed to have been received on the fourth business day after the date of mailing.
- 14.3 Notices by personal delivery or by Fax shall be deemed to have been received at the time of delivery or transmission.
- 14.4 In the event of interruption in postal service, notice shall be given by personal delivery or by Fax.
- 14.5 Notices to the parties shall be sent to the following addresses:

Ministry: Ministry of the Solicitor General
Policing Services Division
Police Support Services Branch
Program Development Section
25 Grosvenor Street, 12th Floor
Toronto ON M7A 2H3

Grantee: Toronto Police Service Board
C/o Toronto Police Service
40 College Street
Toronto, ON M5G 2J3

The parties may designate in writing to each other a change of address at any time.

Article 15 Management Board Approval

15.1 This Agreement may be subject to approval by the Management Board Secretariat of the Government of Ontario.

Article 16 Representations and Warranties

16.1 The Grantee represents and warrants that:

- (i) it shall achieve specific, measurable results according to established expectations as set out in this Agreement;
- (ii) as a condition of funding the Grantee shall have in place the governance and the administrative structures and processes necessary to ensure prudent and effective management of the Grant;
- (iii) the Ministry has the right to require the Grantee, at the Grantee's cost, to provide independent verification by independent professionals of information reported or provided by the Grantee.

Article 17 Accounting and Audit

17.1 The Grantee shall ensure that proper financial and Project records and supporting documentation including receipts and invoices are kept in respect of the Grant. By December 31, 2001, the Grantee shall provide to the Ministry a complete and detailed breakdown of all expenses incurred with respect to the application of Grant funds, **Schedule B** and a conference evaluation form as per **Schedule C**.

17.2 The Grantee shall retain and maintain all materials and records associated with this Agreement for a period of seven (7) years following the termination or expiry of this Agreement.

17.3 The Ministry may, upon twenty-four (24) hours notice and during normal business hours, review and take copies of all records of the Grantee referred to in section 17.1 during the term of this Agreement and within seven (7) years of its termination or expiry. The Grantee shall comply with the provisions outlined in Article 5 in the event of termination of this agreement.

Article 18 Waiver of Terms

18.1 A waiver of any failure to comply with any term of this Agreement must be in writing and signed by the aggrieved party. Each waiver must refer to specific failure to comply and shall not have the effect of waiving any subsequent failures to comply.

Article 19 Relationship of the Parties

19.1 Nothing in this Agreement shall be read or construed as conferring upon the Grantee or its officers, employees, agents or contractors, the status of officer, employee or agent of, or partner or joint venture with the Ministry.

Article 20 Amendments

20.1 This Agreement may be amended, altered or added to only by written agreement between the parties which agreement is supplemental to this Agreement and thereafter forms part of this Agreement.

Article 21 Governing

21.1 This Agreement and the rights, obligations and relations of the parties shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein. The parties agree that the Courts of Ontario shall have jurisdiction to entertain any action or other legal proceedings based on any provisions of this Agreement. The parties do hereby attorn to the jurisdiction of the Courts of the Province of Ontario.

Article 22 Survival

22.1 Articles 1, 4, 6, 7, 9, 10, 12, 13, 16, 17, 21 and 22 shall continue in full force and effect after the termination or expiry of this Agreement, unless otherwise specified.

Article 23 Entire Agreement

- 23.1 This Agreement constitutes the entire Agreement between the parties. There are no other agreements, understandings, representations or warranties, either collateral, oral or otherwise.
- 23.2 In the event of conflict between the Articles and the Schedules, the Articles shall prevail.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

DATED AT TORONTO, this _____ day of _____, 2001.

Name: Roger B. Hollingworth
Assistant Deputy Minister
Policing Services Division
Pursuant to delegated authority

DATED AT _____, this _____ day of _____, 2001.

Name (please print):
Title:
Toronto Police Services Board
I am authorized to bind the Grantee

Witness

SCHEDULE A

TERMS OF REFERENCE

1. MAXIMUM FUNDING APPROVED

The grant provided by the Ministry of the Solicitor General is in the amount of **\$100,000.00** which will be on a one-time basis, providing signed agreement is in place, for the period from September 1, 2001 to December 31, 2001 to offset the costs associated with the "Project" as noted in Article 4 of the Agreement and Schedule D.

2. REPORTING/ ACCOUNTING INFORMATION

The Grantee shall complete and provide a final financial statement report, Schedule B, noting approved conference expenditures, as outlined in Section 17 of the Agreement, and Schedule C, a conference evaluation, by **December 31, 2001**. An authorized signing officer for the Grantee, verifying the accuracy of the claim, must sign all reports.

3. REPORTING TIMELINESS

As the ministry must review and analyze these reports on a timely basis, the importance of submitting them on their due dates cannot be underestimated. Where non-compliance or ineligibility is identified, the ministry will take corrective action, depending on the type and extent of non-compliance, but in all cases the objective of corrective action is to ensure that provincial funds are either used as specified in the agreement or returned to the provincial treasury.

4. RETURN OF FUNDS

The Grantee shall return to the Ministry any balance of the Grant which is not spent in accordance with this Agreement by December 31, 2001. The cheque must be made payable to the Ministry of Finance.

5. MINISTRY CONTACT

Frances McKeague
A/Manager,
Program Development Section
Police Support Services Branch
Policing Services Division
Ministry of the Solicitor General
25 Grosvenor Street, 12th Floor,
Toronto ON M7A 2H3

SCHEDULE B

FINANCIAL STATEMENT

Name of Grantee: Toronto Police Services Board	Project Title: 108 th Annual IACP Conference
C/o Toronto Police Service 40 College Street Toronto, ON M5G 2J3	Conference Contact: Inspector Michael Sale Title: Conference Chairman

Please complete:

Grant Allocation	\$ <u>100,000.00</u>
Funding Spent	\$ _____
Balance:	\$ _____

Please submit a detailed financial statement of pre-approved expenditures for this conference and attach relevant invoices. Return any unused portion of the grant by a cheque payable to the "Minister of Finance".

Comments:

Authorized Signatory for Grantee:

I hereby certify that the above information is true and correct and internal controls were exercised to ensure that all identified conference expenditures were used in accordance with the Grant Proposal, and were not used for any other purpose without the agreement of the Ministry.

Date: _____

Name of Authorized Signatory:
Title:
Organization: Toronto Police Services Board

Complete and forward to: Frances McKeague, A/Manager Program Development Section
Police Support Services Branch
Policing Services Division
Ministry of the Solicitor General
25 Grosvenor Street, 12th Floor
Toronto ON M7A 2H3

To be submitted by: December 31, 2001

SCHEDULE C

IACP CONFERENCE EVALUATION

Name of Conference: 108 th International Association of Chiefs of Police		Name and Title of Project Contact: Inspector Michael Sale, Conference Chairman	
Name of Grantee and Address: Toronto Police Services Board C/o Toronto Police Service 40 College Street Toronto, ON M5G 2J3	Telephone No: <u>(416) 808-2001</u> Facsimile No: <u>(416) 808-7662</u>	Commencement Date: <u>September 1, 2001</u>	Completion Date: <u>November 1, 2001</u>
Please outline the objectives of the conference as identified in the proposal: 			
Describe how and why the conference was successful in achieving its objectives. 			
Please identify the extent of involvement by the Toronto Police Service in the planning and delivery of and participation in the conference. 			

Please identify the agenda items specific to policing issues in Ontario

In what ways did the conference benefit/enhance/strengthen the law enforcement field and partnerships in the policing community?

Please identify the extent and nature of involvement of non-police stakeholders in the conference.

I hereby certify that the above information is true and correct and internal controls were exercised to ensure that all funds allocated to the above activities were used in accordance with the Grant Proposal, and were not used for any other purpose without the agreement of the Ministry.

Signature

Name

Title

Date

(Authorized Signatory of Toronto Police Services Board)

Complete and forward to:

Frances McKeague, A/Manager Program Development Section
Police Support Services Branch
Policing Services Division
Ministry of the Solicitor General
25 Grosvenor Street, 12th Floor
Toronto ON M7A 2H3

To be submitted by:

December 31, 2001

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 25, 2001**

**#P256. MICROSOFT SOFTWARE SELECT 5.1 LICENSING AGREEMENT
WITH SOFTWARE SPECTRUM**

The Board was in receipt of the following report SEPTEMBER 4, 2001 from Julian Fantino, Chief of Police:

Subject: MICROSOFT SOFTWARE SELECT 5.1 LICENSING AGREEMENT WITH
SOFTWARE SPECTRUM.

Recommendation:

It is recommended that: the Board approve the enrollment of Toronto Police Service (TPS) in a 2-year Microsoft Select 5.1 licensing agreement with Software Spectrum for Microsoft software products, from September 30, 2001 to September 29, 2003 at an approximate cost of \$735,000 in 2001 and \$1,120,850 in 2002 (including all charges and taxes).

Background:

The Service's current computing environment is comprised of networked, standalone, and mobile workstations and laptops. All of the computers use a version of Microsoft's operating system and a majority of the workstations have Microsoft Office installed. Also in use but in lesser quantities are a variety of other Microsoft software and development tools such as Microsoft Project and Visual Basic Pro.

The advantages of entering into a Microsoft licensing agreement for Microsoft products include entitlement to rights to upgrade from the installed version of software to the current version, rights to upgrade and downgrade versions, and permission to re-install or re-image an operating system. The agreement also supports the continued strategy to maintain a standard software environment and centrally control software licenses and costs.

In May 2001, Microsoft announced that the Microsoft Select 5.1 licensing agreement would be replaced with Microsoft Select 6.0 agreement effective October 1, 2001. The product offerings are essentially the same but the terms and conditions of the licensing differ. The technology research firm Gartner Group recommends that the most cost-effective approach for organizations like TPS, with similar product versions and mixtures, is to form a Select 5.1 licensing agreement with Microsoft by September 30, 2001. Gartner Group recommends that the Select 5.1 agreement offers significant cost avoidance benefits over the Select 6.0 offering. The estimated cost of a Select 6.0 Agreement for TPS, would be \$1.4 million plus the added cost of upgrade rights. Microsoft as of this writing has not published the Select 6.0 prices for upgrade rights.

The Management Secretariat Board (MSB) is in the process of negotiating a Microsoft Select 5.1 Master Agreement with Microsoft for activation by the deadline of September 30, 2001. TPS, as well as any other municipal agency in Ontario, can enrol under the terms and conditions of the MSB contract and, most importantly, take advantage of volume discount pricing.

The City of Toronto has an existing Microsoft Select 4.0 agreement for a two-year period from October 1, 2000 to September 30, 2002. Although the volume discount level is the same as the expiring MSB agreement with Microsoft, TPS would be required to pay the full two year cost of participating but receive only one year of coverage. The City's contract is therefore not being considered.

The recommendation is to enrol TPS under the Management Secretariat Board's Microsoft Select 5.1 Master Licensing Agreement for the period September 30, 2001 to September 29, 2003 and purchase the required software licenses over two consecutive budget periods. This recommendation is being made at this time, as Microsoft will discontinue enrollment in the Select 5.1 program after September 30, 2001.

The costs that follow are estimates based on quotations for TPS to set up an agreement based on TPS quantities, rather than the quantities and volume discount available via the MSB Master Agreement. Exact costs based on the MSB discount level will not be available until the contract is signed. In 2001, TPS will purchase upgrade licenses for operating system software for all workstations and laptops at an approximate cost of \$735,000. In 2002, the remaining operating systems, Microsoft Office and Office Pro, as well as the development tools and other miscellaneous software, will be purchased at an approximate cost of \$1,120, 850.

Software Spectrum is a distributor of Microsoft licensing services and the vendor of record for the City of Toronto for Microsoft software licenses.

The Chief Administrative Officer has certified that such funds are available in the Service's 2001 Operating budget. Funding for 2002 portion of the expenditure \$1,120, 850 have been included in the Unit's 2002 Operating Budget submission.

Mr. Frank Chen, Chief Administrative Officer will be in attendance at the Board meeting on September 25, 2001 to respond to any questions in this regard.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 25, 2001**

**#P257. RESPONSE TO REQUEST BY CITY OF TORONTO COUNCIL FOR
REPORT: OVERTIME & SPECIAL EVENTS COSTS**

The Board was in receipt of the following report SEPTEMBER 07, 2001 from Julian Fantino, Chief of Police:

Subject: SUBMISSION OF REPORTS AS REQUESTED BY CITY OF TORONTO
COUNCIL DURING THE 2001 BUDGET APPROVAL PROCESS

Recommendation:

It is recommended that:

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

Background:

During the review and approval of the Toronto Police Service 2001 Operating Budget Submission, the City of Toronto Council made a number of recommendations and motions. Motion number 29 (c) requested that:

“The Chair of the Toronto Police Services Board be requested to submit a report to the Policy and Finance Committee providing an update on the overtime costs of the Toronto Police Service and the actions being taken to address the issue of high costs in this area; scheduling of police attending court, and the co-operation of court officials in this regard.”

There was also a request to provide a “breakout of overtime 1997 – 2000” and the “breakout of costs relating to Special Events.”

In response to these requests, the following information has been prepared to address the concern regarding the need to monitor these type of costs to ensure Toronto Police Service maintains control over overtime and special event costs.

Background:

For the Toronto Police Service, “overtime” costs are a combination of four expenditure accounts. In order to explain and understand overtime, definitions of the accounts used to record the expenditures have been provided. The overtime accounts are:

- Uniform overtime – records the expenses incurred when an Association member is asked to work beyond the regular scheduled day. This account includes expenses related to Court Elect: when an officer is to attend court shortly after his/her tour of duty ends, (s)he can elect to work overtime until the time of the court appearance).
- Uniform lieu time cash payment – records the expenses incurred when time in lieu banks is paid out. In accordance with working agreements, member's election to take overtime, court, callbacks, etc. as lieu time is recorded in the member's lieu time bank. Members may take the lieu time off at a mutually agreed upon time or if unused, these hours are paid out and expensed to this account.
- Uniform callback – records the expenses incurred when a member is asked to work on a regularly scheduled day off after signing off from a shift. The member is credited for a minimum of three hours of pay or time off in lieu.
- Uniform court – records the expenses incurred when a uniform member is required to attend Criminal or Traffic court when off duty (includes minor traffic, liquor, liquor tribunal, By-law, Workers' Compensation, Civil court, etc.).

All "overtime" is credited at time-and-a-half. These costs are monitored on an on-going basis.

Special events costs are comprised of both scheduled regular hours and premium pay costs, although, only premium pay costs create a pressure on the Service's net expenditure as regular salaries are foreseeable. However, by tracking both regular and premium pay costs, the Service is able to effectively plan for total costs of providing policing services to these events.

There is another area of police activity that is often misconstrued as overtime, known as a pay duty. The Service has a pay duty procedure (20-01) which is to be used when determining how an event should be policed (whether with on-duty or paid-duty officers). This policy is to assist Unit Commanders in making decisions that are not only equitable to the community, but also to private industry.

The current directive indicates that paid duty officers should be employed where access to an event is limited (either to those who pay participation or admission fees, or to restricted members of the public), or where an event is held for the purpose of generating profit or fund raising. On-duty officers should be used for events, or portions of events, that are held free of charge, that are open and intended to be accessible to the general public and that are sponsored by a community-based, not-for-profit organization.

It is important to note that pay duty is not an expenditure of the Toronto Police Service as pay duty remuneration is the responsibility of the party requesting the service. However, Toronto Police Service does collect a pay duty administration fee and, where applicable, charges for police vehicle rental costs. These revenue items are reflected in the annual operating budget.

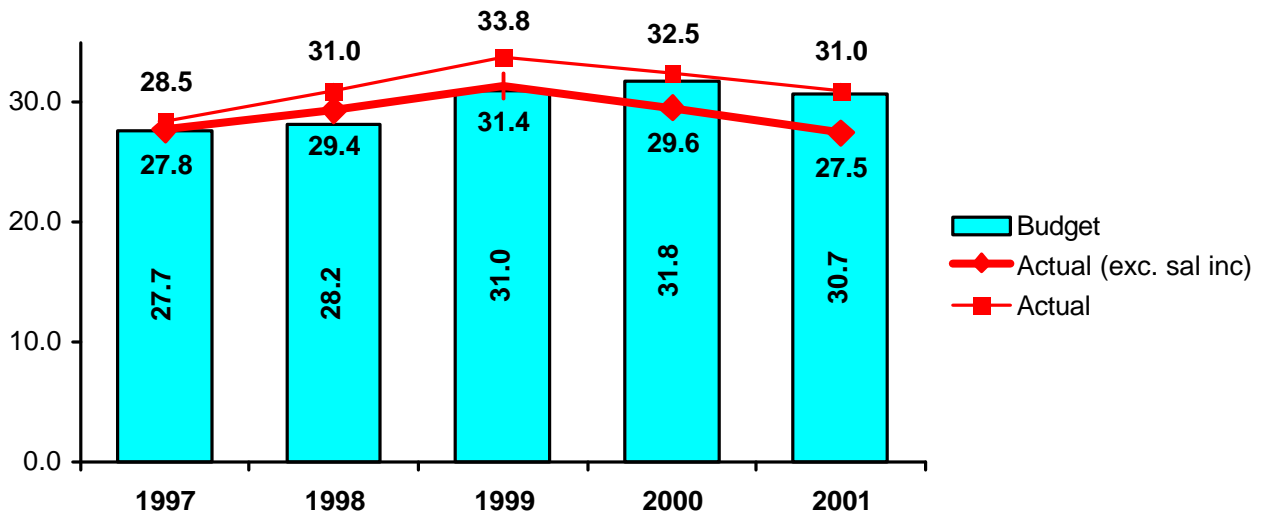
Police-related problems surrounding overtime:

A variety of controls are in place to ensure only required premium pay expenditures are incurred (discussed later in this report). However, there are specific issues relating to policing that create difficulties in absolutely controlling premium pay.

In January 2000, City of Toronto Auditor Jeff Griffiths was requested to review the controls relating to overtime and premium pay for the Toronto Police Service. The Auditor found a report entitled “Federal Funding of Police Overtime: A Utilization Study” issued by the US National Institute for Justice. This report advises that “*it is also important to be realistic about what management can achieve in controlling overtime. For example, some shift extensions are inevitable because police officers generally work eight-hour shifts and time consuming problems can occur at any time. Police work also inevitably generates court appearances, roll calls, meetings and holidays. This type of overtime can be viewed as a fixed cost of normal policing and will occur regardless of the number of officers employed.*”

Sources for recent increases in premium pay costs:

In recent years several factors, unknown during budget preparation and deliberation time, have contributed to an increase in premium pay costs. The breakdown of premium pay expenses from 1997 to 2001 is documented below (2001 actual expenditures are projected as of July 31, 2001):



In 1998, overexpenditures were due to two major special events (Celebrate Toronto and World Cup Soccer) unknown at the time of the budgeting process. In 1999, the Serbian demonstrations were unanticipated during budget preparation. Toronto Police Service tried unsuccessfully to obtain funding for the Serbian demonstration from various levels of government. In 2000, one-time funding of \$1.4M is included for CAP (Community Action Policing).

It must be noted, however, that premium pay expenditures *excluding salary increases* have actually decreased since 1997. This can be attributed to ongoing efforts by the Service to control premium pay costs.

90 Day Review Premium Pay Report:

In early 2000, as part of my 90-Day Review of police operations, I requested an in-depth examination of the costs, policies, procedures and processes regarding premium pay. The result of this review was the issuance of the Premium Pay Review Report No. 14 which identified short-term solutions to better monitor and control specific premium pay expenditures – court, overtime, court elect and lunch hours not taken.

The objectives of the review were to:

- Identify short-term solutions that could be applied Service-wide in order to better monitor and control the premium pay accounts.
- Place additional accountability into existing systems and procedures.
- Identify best practices that could be further applied Service-wide.

The review was restricted to not require any major information technology changes or changes to Collective Agreements for recommendations to be implemented.

The review team acknowledged the best and most cost-efficient method identified to keep premium pay expenditures under control is human supervision. An integral part of the process should be accountability to ensure expenses are being controlled. Accountability can be accomplished by reviewing various reports and critically assessing results. Frequent monitoring is also an excellent detection device to ensure that controls are working effectively, and that corrective action is taken at the earliest possible opportunity.

The team recognized that the most valuable internal tools are proper supervision prior to events that could potentially result in premium pay expenses, and monitoring of these costs after they have been incurred to ensure that expenditures are properly controlled.

Many of the report recommendations are presently being reviewed for implementation in the near future. However, several of the recommendations have become policy and procedure within Toronto Police Service. In March 2001, the 90-Day Implementation Planning Committee advised all Toronto Police Service staff of the recommendations, which became effective immediately. These recommendations addressed:

- Overtime – The judicious use of overtime is the responsibility of all management. Where operationally prudent, supervisory personnel should re-assign tasks that may incur premium pay to regularly scheduled personnel.
- Lunch Hours – Unit commanders shall ensure adequate controls are in place to monitor lunch hours not taken and that supervisors give approval for working through a lunch hour only when operationally necessary.
- Court Elect – Unit commanders shall ensure that members selecting court elect are fully utilised and supervised during the hours prior to attending court.

One large area of concern is court attendance. This area has the greatest challenge in terms of controlling expenses as there is currently no easy method to determine who will attend various court locations, nor to assess officers' required attendance prior to the actual court date. The team recommendation was to work with Crown Attorneys to develop minimum standards so officers are only required to appear when absolutely necessary. We continue to work with the Crown Attorney to reduce the number of witnesses, including officers, required for court.

Premium Pay Variance Reporting:

On a monthly basis, unit commanders verify their variance report. The variance report indicates expected spending levels, and explains cause, effect and any necessary corrective action. The unit commanders, and the Service as a whole, use these reports to monitor and control all premium pay expenditures.

All unit variance reports are consolidated into one Service-wide report that is presented to the Toronto Police Services Board. On a regular basis, this variance information is reported to the City of Toronto Council.

Special Events Funding:

The City of Toronto has a number of "special events" throughout the year. A special event is defined as any event that is planned, organized and produced by an individual, agency or group that requires police resources in addition to, or redirected from, normal operating procedures. Event types may include, but are not limited to, parades, festivals, gatherings and demonstrations that require police personnel to address public safety and order-maintenance issues related to the event.

Special events range from high-profile annual events such as Caribana and New Year's Eve celebrations, to a variety of City-wide events that may not be annual in nature (for example, World Cup Soccer in 1998), as well as smaller, localized events, such as parades that may cover a few short city streets. Some events are policed by on-duty officers, others by pay duty officers. All of the events policed by on-duty officers challenge the Service in its deployment of personnel.

The Service has procedure 20-01 which is to be used when determining how an event should be policed (whether with on-duty or paid-duty officers). The procedure is to assist Unit Commanders in making decisions that are not only equitable to the community, but also to private industry.

Procedure 20-01 outlines "pay duty personnel shall be employed for events where any of the following apply:

- access is limited or where an admission or participation fee is involved
- the event has a revenue generating policy
- sites, locations or events sponsored by a community-based organization where beer/liquor is served (e.g., beer tents), if the event organisers have requested officers for the specific purpose of providing security at the site, location or event."

But where the above criteria “does not apply, on-duty personnel may be deployed, at the discretion of the unit commander, for events where:

- access is NOT restricted, but open and intended for the general public
- the event is sponsored by a community-based, non-profit organization
- resources are available.”

During the budgeting process, special events costs are determined by using historical information and adding in appropriate increases such as salary increases and known new events. Special events funding requests are only for premium pay as regular hours are already included within the budget. In recent years, the number of special and community events requiring on-duty officers has increased resulting in added budgetary pressure.

The cost of a special event can vary greatly, and depends on the size of the event, time of day it is scheduled, its location, the number of street closures required, the number of officers on duty that day, and so on. The Service captures the cost of special events through the utilization of project costing - when an officer spends time on a special event, his/her time is allocated to that project. As a result it is possible to estimate (after an event is completed) how much the event cost, as long as the time spent is recorded properly.

The Toronto Police Service does not invoice event organisers for the services provided by our staff. Special events costs (for most major events) are tracked separately.

The special events cost breakdown from 1998 – 2000 are as follows:

Year	Total Cost (in 000s) (regular hours plus premium pay)	Premium Pay Portion (in 000s)
1998	\$3,450	\$875
1999	\$1,424	\$345
2000	\$1,958	\$570

The total cost column represents a combination of regular hourly rates plus premium pay costs. In 2000, several demonstrations, protests and a strike resulted in increased total costs. These events could not have been anticipated during the budgeting process and therefore were not included in the annual budget request. As the City has increased its special events, the Toronto Police Service has been absorbing these additional costs where possible. In the 2001 budget process, a special events budget increase request of \$500,000 was not approved.

Summary of Initiatives:

In response to the increased premium pay costs, the Toronto Police Service has initiated several efficiency measures. These initiatives are:

- Daily monitoring reporting
- Working with the Crown to reduce the number of witnesses required for court
- Enhancements to compress frequency of court attendance
- Supervisor approval prior to working overtime
- Improved planning for special events
- Modified shift schedules, where possible, to reduce court costs.

These initiatives have provided unit commanders with better tools to enable them to monitor and control their units' overtime budget and actual expenditures. As potential problems arise, the unit commander has the ability to respond with the necessary corrective action.

Summary:

Many outside factors effect the premium pay expenditures for the Toronto Police Service. Although we cannot control additional expenses for such items as demonstrations, we are continuing our efforts to reduce and control premium pay requirements through better management.

We have reviewed premium pay with a focus to reduce or control the increasing costs and to hold unit commanders accountable for effective use of these monies. We will continue our implementation of the recommendations from the 90-Day Review of Premium Pay Review Report No. 14. During the annual budgeting process, our review process includes the scrutinising of the premium pay accounts to ensure the budgeted amounts are accurate and reflect all upcoming scheduled events. Improved reporting and accountability will ensure all staff members are prudent in the use of premium pay. We continue to look for more efficient ways to control and monitor these types of expenditures.

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

The Board received the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 25, 2001**

**#P258. RESPONSE TO REQUEST BY TORONTO CITY COUNCIL FOR
REPORT: REVIEW OF FUNDING ELIGIBILITY UNDER FEDERAL
GOVERNMENT INFRASTRUCTURE PROGRAM**

The Board was in receipt of the following report SEPTEMBER 07, 2001 from Julian Fantino, Chief of Police:

Subject: REVIEW OF FUNDING ELIGIBILITY UNDER FEDERAL GOVERNMENT
INFRASTRUCTURE PROGRAM

Recommendation:

It is recommended that:

- (3) the Board receive this report for information; and
- (4) the Board forward a copy of this report to the City of Toronto Policy and Finance Committee.

Background:

During the review and approval of the Toronto Police Service 2001 – 2005 Capital Budget submission, the City of Toronto Council made a number of recommendations. Recommendation number 6 requested that:

“The Chair, Toronto Police Services Board, in conjunction with the Chief Financial Officer and Treasurer, review the Divisional Replacement projects for funding eligibility under the Infrastructure program recently announced by the federal government.”

The Service regularly investigates potential grant and funding opportunities offered by other levels of government and through outside organizations. The recently announced federal government infrastructure program is entitled Canada-Ontario Infrastructure Program. Details regarding this program have been provided for your information. We have discussed these details with City staff and they concur with the details provided within this report.

Canada-Ontario Infrastructure Program:

The Federal Government introduced the Canada-Ontario Infrastructure Program to improve the quality of life for Canadians in urban and rural communities by investing to support economic growth, improve our environment and enhance community infrastructure. This program is part of the Infrastructure Canada, which allocates infrastructure funding across Canada. Canada Business Service Centres administer this program on behalf of the Government of Canada. The only eligible recipients for this program funding are Ontario municipalities.

Program Funding:

The funding allocation for Ontario is \$680.723 million. To arrive at the Ontario portion of the federal government funding, a formula was used which gives equal weight to population and unemployment. This formula takes into consideration the economic status and investment needs of all regions to balance the funding requirements across the country.

The program works in conjunction with provincial and municipal governments. The federal government will contribute, on average, one-third of the cost of the municipal infrastructure project. The provincial and municipal governments will contribute the remaining funding requirements. It is expected that with all three levels of government contributions combined the total infrastructure investment will be more than \$2.0 billion.

Program Priorities:

The Canada-Ontario Infrastructure priority is to first focus on green municipal infrastructure projects. These projects relate to:

- Water and wastewater systems;
- Water management;
- Solid waste management and recycling; and
- Capital expenditures to retrofit or improve the energy efficiency of buildings and facilities owned by local governments.

The secondary priorities are:

- Cultural and recreational facilities;
- Infrastructure supporting tourism;
- Rural and remote telecommunications;
- High-speed Internet access for local public institutions;
- Local transportation; and
- Affordable housing.

The program also stipulates that a minimum of 15% of total approved costs for all projects in Ontario must be invested in projects proposed by rural municipalities.

Approved Program Funding:

The program has completed two rounds of requests for funding. The first round of funding requested proposals for water related projects. The second round of funding requested proposals for tourism related projects. Once the final selection of projects, which will receive funding approval, is completed and the remaining funds have been determined, then it will be decided if or when subsequent proposals will be requested. This decision is based on whether any funding is still available and the determination of which further priority should receive potential funding.

Program Partnership with the Province of Ontario SuperBuild:

In discussions with Canada-Ontario Infrastructure Program representatives, it was determined that this Federal program is connected to the Province of Ontario SuperBuild initiative. SuperBuild is the Province's program to build Ontario infrastructure by developing investment partnerships between provincial ministries, municipalities and institutions with private investors. SuperBuild is a 5-year \$20 billion Ontario government initiative for transportation, education, health-care, environment and technology infrastructure. One approved initiative for SuperBuild is the Toronto Waterfront development project. The Canada-Ontario Infrastructure Program funding is channelled through SuperBuild and not directly accessible.

SuperBuild has identified three initiatives for which funding has been committed over the next five years. These initiatives are:

- Ontario Small Town and Rural Development Initiative – This program will invest \$600 million over five years in Ontario's rural communities with two-thirds being allocated for infrastructure development. The program criteria and application forms are available from the provincial web site.
- SuperBuild Sports, Culture and Tourism Partnerships Initiative – This program will invest \$300 million over five years to rebuild public facilities and expand our major cultural and tourist attractions across Ontario. The program criteria and application forms are available from the provincial web site.
- SuperBuild Millennium Partnerships Initiative – This program will invest \$1 billion over five years in public-private partnerships that focus on strategic infrastructure projects. The program criteria and application forms have not been developed yet.

The Canada-Ontario Infrastructure Program does not work independently from SuperBuild. All funding opportunities are review by both federal and provincial staff with SuperBuild controlling and administering the funding process.

Monitoring Toronto Police Service Funding Opportunities:

The Service monitors all potential funding opportunities at all levels of government and outside sources. As these opportunities arise, they are reviewed by senior staff for approval to proceed. These opportunities are recorded and monitored to track all aspects of the funding process including reporting requirements and funding approval. As part of the annual budgeting process, all grants and funding opportunities are taken into consideration when arriving at the net budget request.

We will continue to monitor both the Canada-Ontario Infrastructure Program and SuperBuild, although the Service does not qualify for funding at this time. We await the release of the criteria and application form for the Millennium Partnership initiative, as this initiative has the most potential for the Service. Once this information is available, we will submit an application for any potential funding, if applicable. However, it should be noted that with the funding

approval for the Toronto Waterfront Redevelopment Project, our ability to secure additional funding within the City of Toronto might be limited.

Summary:

Toronto Police Service is actively investigating potential funding opportunities. As opportunities arise, senior staff will be advised to review and approve the pursuing of potential funding. New funding opportunities such as the Canada-Ontario Infrastructure Program and SuperBuild will continue to be pursued, with special consideration for the divisional replacement program and this information will be presented to the Toronto Police Services Board for their approval.

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

The Board received the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 25, 2001**

#P259. SERVICE AWARDS

The Board was in receipt of the following report AUGUST 30, 2001 from Julian Fantino, Chief of Police:

Subject: SERVICE AWARDS

Recommendation:

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

Background:

The following Service Awards were presented to members of the Service at a ceremony held on Thursday April 5th, 2001 at Police Headquarters:

MERIT MARK: (to carry with it three (3) months service towards service pay)

PC	SHETTY, Vijay	(5206)	42 Division
PC	CHANT, James	(7646)	42 Division

COMMENDATION:

Sgt.	BATES, Timothy	(7319)	42 Division
S/Sgt.	BUTT, David	(1517)	55 Division

TEAMWORK COMMENDATION:

PC	KORN-HASSANI, Diana	(961)	33 Division
PC	CLARKE, Brian	(862)	33 Division
PC	CROOKS, Colin	(6896)	33 Division
PC	HENRY, Peter	(4570)	33 Division
Det.	CAMPBELL, Garry	(5937)	55 Division
Det.	CANTELON, Gregory	(5938)	55 Division
PC	EVENDEN, Scott	(609)	55 Division
PC	BULMER, Warren	(1406)	55 Division
PC	PIKE, Ralph	(2747)	55 Division
PC	BRINN, Norman	(869)	55 Division
PC	STEWART, Robert	(929)	55 Division
PC	HENDERSON, Vincent	(1342)	55 Division
PC	DOYLE, Leonard	(2667)	55 Division

PC	GALLANT, Stacy	(2515)	55 Division
Det.	YARMOLUK, David	(813)	Fraud Squad
Det.	McGOWAN, Leonard	(1558)	Fraud Squad
PC	NICHOL, Ian	(3024)	Fraud Squad

The following were unable to attend the ceremony on April 5th, and will be presented with their awards at the unit level:

TEAMWORK COMMENDATION:

PC	MA, Shing Chi	(295)	Fraud Squad
PC	KIMBER, Donald	(2781)	Fraud Squad
PC	JANES, Gary	(5067)	Central Field

In summary, there were 2 Merit Marks, 2 Commendations and 20 Teamwork Commendations presented for the April 5th, 2001 awards ceremony.

The following Service Awards were presented to members of the Service at a ceremony held on Wednesday, June 6th, 2001 at Police Headquarters:

MERIT MARK: (to carry with it three (3) months service towards service pay)

PC	PLUNKETT, Patrick	(7831)	31 Division
PC	HAYES, Roy	(940)	31 Division
PC	CHAPMAN, Karen	(5108)	51 Division
PC	SMITH, Stephen	(5141)	51 Division
PC	MASON, Anita	(3948)	51 Division®
PC	CROSBY, Christopher	(5929)	Police Dog Services®

COMMENDATION:

PC	BERNARDO, Israel	(99557)	12 Division
PC	GORNY, Rychard	(5300)	13 Division
PC	PEARSON, Chad	(7677)	14 Division
PC	McDOUGALL, Joseph	(5074)	14 Division
PC	PATTERSON, Robert	(1927)	14 Division
PC	LAMANNA, Anthony	(3174)	14 Division
PC	KATOCH, Amar	(953)	14 Division
PC	BLANCHARD, Richard	(3028)	22 Division
Det.	SHEFLIN, John	(485)	31 Division
PC	HUGHES, Lynn	(4229)	31 Division
PC	HABUDA, Jerry	(3283)	31 Division
PC	SHAW, Peter	(6732)	31 Division
PC	MacDONALD, Lori-Ann	(4919)	33 Division
PC	MORRISON, Michelle	(2641)	42 Division
PC	THISTLE, Ralph	(4642)	51 Division

PC	MENARD, John	(99812)	51 Division
PC	MacDONALD, Janice	(6930)	55 Division
PC	WHITLA, Ronald	(6677)	55 Division
SCO	BRIAND, Helena	(99036)	Area Courts
C/O	SORRENTINO, Anita	(87192)	Communications Centre
C/O	MULHOLLAND, Stacey	(86432)	Communications Centre
TCO	WISHART, Anna	(88677)	Communications Centre
C/O	HAWRYLIW, Kerry-Anne	(89267)	Communications Centre
C/O	WOO, Susan	(99519)	Communications Centre
PC	DAWSON, Vicki	(3766)	Public Safety Unit
PC	MOORES, James	(6659)	Sexual Assault Squad

TEAMWORK COMMENDATION:

Sgt.	BARATTO, Michelle	(5641)	11 Division
Sgt.	MOORE, Darcy	(1415)	11 Division
PC	JAMES, Brian	(5052)	12 Division
PC	BOUCHER, Robert	(319)	13 Division
PC	SILVA, Melissa	(7679)	13 Division
PC	PALM, Petra	(99729)	13 Division
PC	BUSCH, Michael	(5291)	13 Division
Sgt.	NARINE, Shaun	(4532)	14 Division
PC	NEBRES, Daren	(745)	TDS-Major Drugs
Det.	ROLFE, Richard	(3527)	21 Division
PC	KUPRATY, Oleh	(739)	21 Division
PC	DONALDSON, Peter	(7121)	21 Division®
PC	WICKLAM, Barry	(6395)	21 Division
Sgt.	HAMILTON-GREENER, M.	(2400)	31 Division
PC	FARRUGIA, Marie	(7084)	32 Division
PC	JAMES, Gary	(1666)	32 Division
PC	BELL, Kathleen	(5516)	33 Division
PC	PARROTT, Shane	(2066)	41 Division
Det.	TREDREA, David	(1944)	42 Division
PC	STINSON, Andrew	(99446)	42 Division
PC	KEARNS, Gary	(1105)	42 Division
PC	SHAW, David	(1194)	42 Division
PC	GOUDIE, Robert	(1132)	42 Division
PC	JAMES, Brian	(7511)	51 Division
PC	BUTT, Michael	(99797)	51 Division
PC	ING, Edward	(7756)	51 Division
PC	ROSS, Jeffrey	(7681)	51 Division
PC	VON KALCKREUTH, Mark	(7635)	51 Division
PC	SMITH, Stephen	(5141)	51 Division
Det.	PEACOCKE, Douglas	(6216)	52 Division
Det.	STOWELL, Ronald	(4907)	52 Division
Sgt.	BEAUPARLANT, Michel	(6545)	52 Division

PC	ELLIOT, Everett	(4452)	52 Division
PC	GREENAWAY, Fiona	(7163)	52 Division
PC	GORDON, Christopher	(2452)	52 Division
PC	FLOWERS, Thomas	(5096)	52 Division
PC	KEAT, Jason	(5302)	52 Division
PC	BURGESS, Brian	(7279)	52 Division
PC	PENMAN, Timothy	(999)	52 Division
PC	GRAY, Kevin	(936)	52 Division
PC	WONG, Wan-Hoi	(6826)	52 Division
PC	ION, Dean	(1079)	52 Division
PC	TRAYNOR, Robert	(934)	52 Division
PC	STEEVES, John	(2091)	52 Division®
PC	DAVEY, Thomas	(3207)	52 Division
PC	KIMBER, Gerard	(4272)	54 Division
PC	FRANKLAND, Steven	(6864)	54 Division
Sgt.	BABINEAU, Philip	(1203)	Emergency Task Force
PC	BREMNER, James	(7018)	Emergency Task Force
PC	LUSSOW, Christopher	(2148)	Emergency Task Force
PC	GREGORY, Robert	(3901)	Emergency Task Force
PC	LAWRENCE, Shawn	(890)	Emergency Task Force
PC	McLAUGHLIN, Ian	(1190)	Emergency Task Force
PC	GONSALVES, Robert	(1041)	Emergency Task Force
PC	VEIT, Ozzie	(4243)	Emergency Task Force
Det.	DAVIDSON, John	(5897)	Forensic Identification Services
Det.	BUNTING, Richard	(3454)	Forensic Identification Services
PC	MACKFALL, Richard	(6604)	Forensic Identification Services
Civ.	BRONIEK, Beverly	(86706)	Forensic Identification Services
PC	SPIERS, Gary	(6743)	Fraud Squad
PC	FRENCH, James	(7190)	Fraud Squad
Det.	KONDO, Jason	(4337)	Hold-Up Squad
Det.	ROSETO, Egidio	(5816)	Hold-Up Squad
D/Sgt.	DAVIS, Michael	(4485)	Homicide Squad
Det.	PRISOR, Rolf	(6448)	Homicide Squad
Det.	FROSCH, Jay	(2176)	Sexual Assault Squad
Det.	TRACEY, Steven	(528)	Sexual Assault Squad
Det.	FIELD, Cameron	(997)	Sexual Assault Squad
Det.	SCHUELLER, Ruth	(5607)	Sexual Assault Squad
PC	TOMLINSON, Tahl	(4430)	Sexual Assault Squad
PC	BELLON, Corinne	(4764)	Sexual Assault Squad
PC	McMAHON, Douglas	(2488)	Sexual Assault Squad
PC	DUGGAN, Peter	(694)	Sexual Assault Squad
PC	HANCOCK, Kevin	(5793)	Sexual Assault Squad

The following were unable to attend the ceremony on June 6th and will be presented with their awards at the unit level:

MERIT MARK:

PC ELLIS, Christopher (2733) 51 Division

COMMENDATION:

Det. NEATE, Janet (5635) Public Complaints Bureau
PC MOFFATT, Brian (7065) 33 Division
PC ESCHWEILER, Gary (6456) 52 Division
PC BIRTLES, Stephen (6543) 52 Division
C/O LEE, Virginia (86083) Communications Centre
Det. STAFFORD, Gary (6031) Training & Education

TEAMWORK COMMENDATION

Sgt. GALLANT, Kelly-Ann (4781) 31 Division
Sgt. MacFARLANE, Stephen (7410) 41 Division
Sgt. COSSITT, Ernie (6787) 52 Division
PC FLOHR, Bernie (4853) 52 Division
PC DOREY, John (3523) 52 Division
PC HO, Joseph (99438) 52 Division
PC WHITE, Kevin (3538) 52 Division
PC FERREIRA, Mark (5844) 52 Division
PC SCOTT, Dwayne (3992) 52 Division
PC DICOSOLA, Michele (1281) 52 Division
PC CADDELL, Kevin (522) 52 Division
Sgt. WHITESIDE, William (4146) 54 Division
PC PALERMO, Carmine (4662) Fraud Squad

In summary, there were 7 Merit Marks, 31 Commendations and 88 Teamwork Commendations presented for the June 6th, 2001 awards ceremony.

The following Community Member Awards were presented at a ceremony held on Sunday, April 29th, 2001 at Police Headquarters:

PARTNERSHIP CITATION:

<u>Name:</u>	<u>Submitted By:</u>
Barbara SPYROPOULOS	12 Division
Judy KENNEDY	32 Division
Anne ARTHUR	32 Division

COMMUNITY MEMBER AWARD:

Jack BOWLER	14 Division
William GIBB	21 Division
Benjamin THOMPSON	22 Division
Joseph DIONIGI	31 Division
Ron WELLS	31 Division
Frank JOHNSON	31 Division
Brooke TROCHIMCHUK	32 Division
Katherine CASPAR	32 Division
Helen RUSSELL	32 Division
Mary Ellen RUSSELL	32 Division
Wesley RUSSELL	32 Division
Chris AMATO	32 Division
Gideon MANALO	33 Division
Mark BOULOS	41 Division
Clinton FALLON	41 Division
Reshma KHAN	42 Division
James BINGHAM	42 Division
Glen STEVENSON	42 Division
Shawn LEROUX	52 Division
Pamela MOLOT	53 Division
Steve FRENCH	54 Division
Justin McNISH	55 Division

The following members of the community were unable to attend the ceremony April 29th, and have been advised to contact Professional Standards in regards to their awards:

COMMUNITY MEMBER AWARD:

<u>Name:</u>	<u>Submitted By:</u>
Julianna VANDERLINDE	33 Division
William SOMERS	33 Division
Mark PHILLIPS	41 Division
John PICKNELL	53 Division

In summary, there were 3 Partnership Citations and 26 Community Member Awards presented for the April 29th, 2001 awards ceremony.

The following Community Member Awards were presented at a ceremony held on Wednesday, June 6th, 2001 at Police Headquarters:

PARTNERSHIP CITATION:

Name:

Submitted By:

Dr. James CAIRNS

Homicide Squad

COMMUNITY MEMBER AWARD:

Mary SMITH	Homicide Squad
Heather CARTWRIGHT	Homicide Squad
Dr. Youssef CHEBLI	Homicide Squad
Ameer ALI	Homicide Squad
Omar FAROUK	Homicide Squad
Donald SOREL	Homicide Squad
Dwight GUTHRIE	Homicide Squad
Tom HUTTON	Homicide Squad

In summary, there was a total of 1 Partnership Citation and 8 Community Member Awards presented for the June 6th, 2001 awards ceremony.

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

The Board received the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 25, 2001**

**#P260. TORONTO POLICE SERVICES BOARD: RE-APPOINTMENT:
CHAIRMAN NORMAN GARDNER**

The Board was in receipt of the attached correspondence AUGUST 29, 2001 from The Honourable Michael Harris, Premier of Ontario, announcing the re-appointment of Norman Gardner to the Toronto Police Services Board for a period of three years.

The Board received the foregoing.



Order in Council
Décret

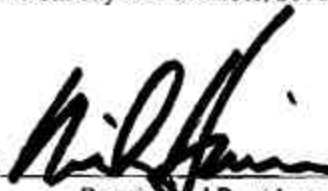
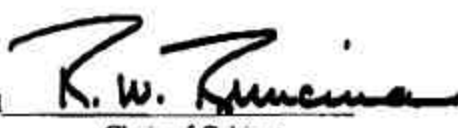
On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and concurrence of the Executive Council, orders that:

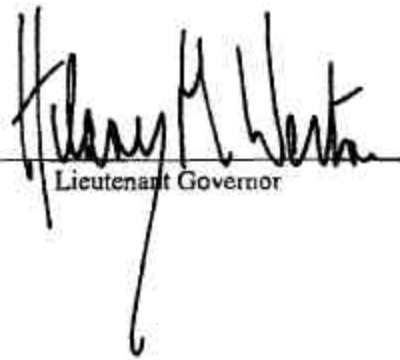
Sur la recommandation de la personne soussignée, le lieutenant-gouverneur, sur l'avis et avec le consentement du Conseil exécutif, décrète ce qui suit :

Pursuant to the provisions of the Police Services Act, as amended,

Norman Gardner, Toronto

is reappointed a member of the Toronto Police Services Board, for a period of three years, effective from the 6th day of December, 2001, to the 5th day of December, 2004.

Recommended  Concurred 
Premier and President of the Council Chair of Cabinet

Approved and Ordered AUG 29 2001 
Date Lieutenant Governor

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 25, 2001**

**#P261. WORKPLACE SAFETY AND INSURANCE BOARD - DRAFT POLICY
AND GUIDELINES ON MENTAL STRESS**

The Board was in receipt of the following report SEPTEMBER 14, 2001 from Norman Gardner, Chairman:

Subject: WORKPLACE SAFETY AND INSURANCE BOARD DRAFT POLICY AND
GUIDELINES ON MENTAL STRESS

Recommendation:

It is recommended that:

(1) The Board adopt this report in response to the Draft Policy and Guidelines on Mental Stress of the Workplace Safety Insurance Board, including the following recommendations:

(a) That the policy require medical assessment of the physical manifestations of stress as part of the evaluation of a claim

(b) That the policy be revised to clarify that external factors and pre-existing conditions will be taken into account in the assessing the validity of claims and the extent of any awards

(c) That the policy be amended to replace the term "health care professional" with the requirement that diagnoses of stress for the purposes of this policy be provided by a psychiatrist

(d) That the WSIB re-consider the inclusion of harassment as a basis for claims under this policy

(e) That the input of an objective technical expert be included to make a determination of what constitutes a sudden and unexpected event. This technical expert must have the ability to differentiate between normal and abnormal experiences in the relevant workplace, based on first-hand experience

(f) That the policy be revised to confirm the exclusion of claims for Delayed Onset and Cumulative Stress when the triggering event is an employer's decision, and that it be required that such employer's decisions be disclosed when a claim is submitted.

(2) The Board request the WSIB to continue and further open this consultation process to allow consideration of the concerns of all workplace parties.

(3) The Board forward this report to the Office of the Chief Administrative Officer and the Human Resources department of the City of Toronto for its information.

Background:

In 1999, as a result of lobbying and input from several employee representative groups, primarily police and fire fighter associations, the WSIB began a review its Mental Stress policy. In 2001, the resulting document entitled “Mental Stress Draft Policy and Guidelines” was published, which captures the concerns of these groups. It has now been circulated to employers for review and comment (copy attached).

This report summarizes the Draft Policy, identifies concerns from our perspective as an employer, and is submitted as a response to the WSIB. Toronto City Legal and York Region Legal Services were contacted as part of our research on this topic but, unfortunately, did not have additional information available to include in this report at this time.

Before commencing this analysis, it should be noted that the Toronto Police Service has a very thorough and all-inclusive network of programs in place to address the issue of psychotraumatic disability and other health matters. The Occupational Health Services unit operates Medical Advisory Services and a comprehensive Wellness Program. The Employee and Family Assistance Program, the Chaplaincy, and Referral Agents, are other internal resources available to all members at no cost to them. Employees who have suffered an adverse health effect caused by the demands of police duties are protected and accommodated through objective assessments based on legitimate medical information and diagnosis.

It should also be noted that although this report identifies various concerns with the language of the Draft Policy, it is clear that the issues raised by the Policy are important ones that should be addressed in a positive way to support employees’ health and welfare needs.

Current Policy

The Workplace Safety and Insurance Board (WSIB) policy and guidelines on mental stress, entitled Psychotraumatic Disability, has been in effect since 1990. It states that an employee may be eligible for benefits for psychotraumatic disability for an organic brain syndrome secondary to a head injury, oxygen deprivation, toxic chemicals, or decompression sickness as a result of an occupational illness or injury. An employee may also be eligible for benefits as an indirect result of physical injury when it is accompanied by an emotional reaction to the injury, where severe disability results, or reaction to the treatment process. WSIB decision-makers have typically relied upon the criteria of the event being sudden, shocking and life-threatening, and uncommon in the workplace, in determining benefit eligibility. Under this policy, recognition exists for external aggravating factors, degrees of disability, and a diagnosis by a qualified medical practitioner.

In summary, recognition of the immediate effects of exposure to a traumatic event exist, with provisions for assessing the long-term effects of such an exposure, taking into consideration external, non-work related, aggravating and mitigating factors that affect everyone. Under this policy, the Service has had several claims for post-traumatic stress illness approved by the WSIB, and in each case the member was returned to meaningful employment within a reasonable period of time.

Draft New Policy

Law

The proposed changes do not require an amendment to the Workplace Safety and Insurance Act. The WSIB has the authority to interpret the Act and establish policy based on existing legislation. This Draft Policy relies on the WSIB position that mental stress falls within the definition of a workplace accident or illness under Section 1(2)(1) of the Act.

Proposed Entitlement

“A worker is entitled to benefits for mental stress that is an acute reaction to a sudden and unexpected traumatic event arising out of and in the course of employment”.

Sudden and Traumatic Events

The Draft Policy defines “sudden and unexpected traumatic” event as being horrific, or where elements of actual or perceived threatened violence against the worker occurred. Suggested situations that would meet this standard are proposed, such as witnessing a fatality or horrific accident, robbery, physical violence or threats of violence, being the object of harassment, etc. Included in “witnessing the event” is hearing the event first hand. The Draft Policy requires that the event must arise out of and occur in the course of employment, and be clearly and precisely identifiable, objectively traumatic, and unexpected or uncommon in the normal or daily course of the worker’s employment or work environment.

Acute and Delayed Onset

The Draft Policy considers two potential reactions: “acute”, where the worker suffers an immediate and recognizable reaction; and “delayed onset”, where an acute reaction may be delayed by days, weeks, months, or even years. The Draft Policy stipulates that in the case of delayed onset, clear evidence must exist that the onset is due to a sudden and traumatic event. It goes on to say that workers who develop mental stress over the course of time due to general workplace conditions are not entitled to benefits. It does, however, allow for “cumulative stress” caused by multiple traumatic events, which may have delayed onset as a component.

Cumulative Effect

The Policy suggests that certain workers may be exposed over a period of time to multiple sudden and unexpected traumatic events. The Policy states:

“If a worker has an acute reaction to the most recent unexpected traumatic event, entitlement may be in order even if the worker was able to tolerate the past traumatic events. A final reaction to a series of sudden and traumatic events is considered to be the cumulative effect. The WSIB recognises that each traumatic event in a series of events may affect a worker psychologically. This is true even if the worker does not show the effects until the most recent event. As a result, entitlement may be accepted because of the cumulative effect, even if the last event is not the most horrific of all events. In considering entitlement for the cumulative effect, decision-makers will rely on medical information supporting that multiple traumatic events led to the worker’s current psychological state. Also, there may be evidence showing that each event had some effect or life disruption on the worker, although the worker was trying to cope with that effect.”

Harassment

The Draft states that “Where there is objective evidence of harassment in the workplace (includes but is not limited to sexual, racial, or religious) directed towards a worker and the harassment is ongoing, entitlement is considered under the cumulative effect”.

Employers’ Actions

The Draft indicates that there is no entitlement for mental stress due to an employer’s decisions or actions that are part of the employment function. Several examples are listed, including termination, discipline, and changes in productivity expectations. Entitlement may be available, however, where the employer’s actions involve violence or threats of violence.

Medical Information

A specific diagnosis of stress in accordance with the Diagnostic and Statistical Manual of Mental Disorders (DSM – IV) or International Statistical Classification of Diseases (ISCD) is *not* necessary to allow claims for acute mental stress. Such a diagnosis is required, however, for claims of cumulative stress.

Benefit Determination Process

The Draft Policy instructs WSIB decision-makers to identify a traumatic event in the career of the worker making the claim. The decision-maker must then consider the effect the event had on the worker, and the behaviour reported by the worker after the occurrence. The Draft suggests that decision-makers consider lay-off from work, immediate counselling, medical care, mood changes, becoming uncommunicative, and other common symptoms as primary indicators of mental stress.

Discussion

The Draft Policy raises a number of concerns from an employer's perspective, and the following is a discussion of these issues and recommendations to address them.

Mental Stress

The Policy appears to focus on assessing the "mental state" of claimants to evaluate their claims, which tends to be very difficult to substantiate in an objective way. The Service's Medical Advisor has noted that stress, in and of itself, is not an illness and indeed may cause a person to rise to a challenge rather than causing them harm. For the purpose of assessing stress as a compensable illness, a medical assessment of the physical symptoms that a claimant exhibits should be required. As the policy is currently written, the Service could be exposed to managing the consequences of a subjective interpretation of what constitutes harmful stress, in the absence of objective evidence that will guide a medical evaluation of the degree of disability. Without a diagnosis of organic illness, the Service and other employers may be faced with indistinct and costly accommodation requirements and lengthy and expensive disputes over contentious claims.

Recommendation (A)

That the policy require medical assessment of the physical manifestations of stress as part of the evaluation of a claim.

External Factors

In the "example situations" attached to the policy, there is some reference to external factors being taken into account as part of the assessment of a claim. However, the language of the policy itself does not clearly address this issue. A worker's level of stress may be more the consequence of external aggravating factors or a pre-existing condition, experienced in their private life, than of the impact of a work-related event. The policy should state that such factors will be taken into account in evaluating the validity of a claim and the extent of any award.

Recommendation (B)

That the policy be revised to clarify that external factors and pre-existing conditions will be taken into account in the assessing the validity of claims and the extent of any awards.

Health Care Professionals

The Draft Policy indicates that the WSIB will accept claims for acute stress diagnosed by a "health care professional". "Health care professional" can mean not only a doctor, but also nurses, chiropractors, massage therapists, and other persons who deliver health services as governed by the Regulated Health Professions Act. For the purposes of this policy, the authority to make such diagnoses should be limited to doctors with a degree in psychiatry. Psychiatrists are qualified to assess and treat both the psychological and physical symptoms that a worker may

be experiencing, and hence are better able to provide the information needed to properly evaluate a claim. In addition, as there is no diagnostic tool which can objectively differentiate between work and non-work related causes of stress, a high standard of medical judgment is required to make such distinctions where this may be necessary in the assessment of a claim.

Recommendation (C)

That the policy be amended to replace the term “health care professional” with the requirement that diagnoses of stress for the purposes of this policy be provided by a psychiatrist.

Harassment

This is a new category that has been included in the Policy as a possible basis for a stress claim. “Harassment” is not fully defined in the policy, but it is implied that it would include grounds beyond those cited in the Human Rights Code. This provision is of concern insofar as there is a legislated venue that addresses most forms of harassment, and allows for the possibility of financial compensation where a claim is authenticated. Presumably, through its Mental Stress Policy, the WSIB would be inserting itself into a further assessment of such claims, and others of unspecified scope, without the expertise and resources to deal with such matters. Including harassment in this Policy is very problematic, and as currently set out, its provisions are too broad and do not recognize the existing role of the Human Rights Commission in dealing with this problem.

In this regard, it should be noted that the Toronto Police Service has had a Workplace Harassment Policy and Human Rights Co-ordinator in place for many years as support mechanisms for the Service membership. In addition, the Code of Conduct in the Police Services Act makes it an offence for any officer to engage in “oppressive or tyrannical conduct towards an inferior in rank”, or to use “profane, abusive, or insulting language” to another member of the police service.

Recommendation (D)

That the WSIB re-consider the inclusion of “harassment” as a basis for claims under this policy.

Sudden and Unexpected Traumatic Events

The WSIB requires a decision-maker to determine that the event that occurred to the worker was a sudden and unexpected traumatic event. Benefit eligibility is determined by the subjective interpretation of what constitutes “sudden” and “unexpected” by the WSIB. Police officers and other emergency services workers can reasonably expect that they will be exposed to sudden, traumatic events at some point during their career. Giving a WSIB decision-maker the sole authority to make such determinations would be imprudent. It could result in subjective assessments that virtually all occurrences are sudden, unexpected and traumatic events, even though they may in reality be relatively normal or common events in certain working environments.

Recommendation (E)

That the input of an objective technical expert be included to make a determination of what constitutes a sudden and unexpected event. This technical expert must have the ability to differentiate between normal and abnormal experiences in the relevant workplace, based on first-hand experience.

Employers' Decisions

The Policy indicates that claims resulting from employers' actions will be excluded. However, it is not clear from the language in the draft document that this will prevail in cases of Delayed Onset or Cumulative Stress when the triggering event has been an employer's decision. In addition, there is no provision dealing with employees who may claim Delayed Onset stress as a result of an employer's action, and fail to disclose the employer's action to the WSIB.

Recommendation (F)

That the policy be revised to confirm the exclusion of claims for Delayed Onset and Cumulative Stress when the triggering event is an employer's decision, and that it be required that such employer's decisions be disclosed when a claim is submitted.

Conclusions

The concept of bringing the WSIB's psychotraumatic illness policy into line with current medical theory is a laudable one. However, there is a clear need for revision of the Draft Policy to reduce the scope for subjective interpretation and to reinforce the requirement that claims be based on objective, scientific, assessment of an illness. Left as it is, the policy could expose employers to significant costs that may be unnecessary. It is recommended accordingly that the Board forward the above recommendations to the WSIB and provide a copy to the City of Toronto Human Resources office for its information. It is also recommended that the Board request the WSIB to continue and further open this consultation process to allow consideration of the concerns of all workplace parties.

The Board approved the foregoing.

15-02-02 Mental Stress Draft Policy and Guidelines

Law

A worker is entitled to benefits for mental stress that is an acute reaction to a sudden and unexpected traumatic event arising out of and in the course of employment.

A worker is not entitled to benefits for mental stress that is due to the employer's employment decisions or actions.

Guidelines

Sudden and unexpected traumatic

In order to consider entitlement for mental stress, a decision-maker must identify that a sudden and unexpected traumatic event occurred. Traumatic events are generally recognized as being horrific, or having elements of actual or threatened violence against the worker, a co-worker, or others.

Sudden and unexpected traumatic events include

- witnessing a fatality or a horrific accident
- witnessing or being the object of an armed robbery
- witnessing or being the object of a hostage-taking
- being the object of physical violence
- being the object of death threats, or
- being the object of threats of physical violence where the worker believes the threats are serious (e.g., bomb threats or confronted with a weapon)
- being the object of harassment that includes physical violence or threats of physical violence (e.g. the escalation of verbal abuse into traumatic physical abuse).

Witnessing an event also includes hearing the event first hand.

15-02-02 Mental Stress Draft Policy and Guidelines

In all cases, the event must arise out of and occur in the course of the employment and be

- clearly and precisely identifiable
- objectively traumatic, and
- unexpected or uncommon in the normal or daily course of the worker's employment or work environment.

This means that the event

- can be confirmed by co-workers, supervisory staff, or others who may have knowledge of the event, and
- is generally accepted as being traumatic.

Acute reaction

An acute reaction is normally considered as causing a severe or significant effect on the worker. In many cases, the reaction is immediate and identifiable.

Delayed onset

It is possible that the effects of the event may not be immediately evident. Acute reactions may be delayed by days, weeks, or possibly months before they suddenly surface.

In the case of a delayed onset, the evidence must be clear and convincing that the onset is due to a sudden and unexpected traumatic event, which arose out of and in the course of the employment. Workers who develop mental stress over the course of time due to general workplace conditions are not entitled to benefits.

15-02-02 Mental Stress Draft Policy and Guidelines

Once a traumatic event is identified, a decision-maker should determine if the worker experienced an acute reaction to that event. This may be characterized by

- immediate layoff from work

- immediate need for counseling or medical attention
- obvious changes in mood; becoming uncommunicative
- inability to do aspects of the job
- impact/changes to family life.

Cumulative effect

Due to the nature of their occupations, some workers, over a period of time, may be exposed to multiple, sudden and unexpected traumatic events. If a worker has an acute reaction to the most recent unexpected traumatic event, entitlement may be in order even if the worker was able to tolerate the past traumatic events. A final reaction to a series of sudden and traumatic events is considered to be the cumulative effect.

The WSIB recognizes that each traumatic event in a series of events may affect a worker psychologically. This is true even if the worker does not show the effects until the most recent event. As a result, entitlement may be accepted because of the cumulative effect, even if the last event is not the most horrific of all the events.

In considering entitlement for the cumulative effect, decision-makers will rely on medical information supporting that multiple traumatic events led to the worker's current psychological state. Also, there may be evidence showing that each event had some effect or life disruption on the worker, although the worker was trying to cope with that effect.

15-02-02 Mental Stress Draft Policy and Guidelines

Generally, if there is evidence of multiple traumas with each one being sudden and unexpected, and there is medical compatibility, then it is likely that the worker's mental stress is due to the cumulative effect of those traumas.

Harassment

Where there is objective evidence of harassment in the workplace (includes but is not limited to sexual, racial, or religious) directed towards a worker and the harassment is ongoing, entitlement is considered under the cumulative effect. In such cases, the harassment does not need to only involve physical violence or threats of violence. It is considered traumatic because of the continuous nature of the harassment and the poisoned work environment that has been allowed to develop.

An employer's work- related decisions or actions

There is no entitlement for mental stress due to an employer's decisions or actions that are part of the employment function, such as

- terminations
- demotions
- transfers
- discipline
- changes in working hours, and
- changes in productivity expectations.

However, workers are entitled to benefits for mental stress due to an employer's actions or decisions that are not part of the employment function, such as violence or threats of violence.

Medical information

Where the acute reaction occurs within days of the traumatic event, the WSIB will accept the claim if the worker's health care professional confirms the worker is suffering from mental stress arising from the traumatic event. The medical information must support that the worker's symptoms are compatible with mental stress.

**15-02-02 Mental Stress
Draft Policy and Guidelines**

Although a diagnosis in accordance with the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV) or International Statistical Classification of Diseases (ICSD) is not necessary to allow these claims, the WSIB may require such

a diagnosis to confirm ongoing entitlement.

Delayed onset or onset due to cumulative effect

Where the acute reaction is delayed, usually by a few weeks or more, or where the treating health care professional identifies that multiple traumas (cumulative effect) caused the acute reaction, there **must** be a DSM-IV or ISCD diagnosis on file before the claim is considered.

Once a DSM-IV or ISCD diagnosis is on file, decision-makers must be satisfied with the medical information that the stress disorder is a result of the sudden and unexpected trauma or due to multiple, sudden and unexpected traumatic events (i.e. cumulative effect).

Example A – Witness to a serious accident

John witnesses a co-worker's serious accident. The next day John calls work to say he is unable to come in because he is so shaken by the event. John's doctor confirms that John is experiencing a great deal of mental stress due to witnessing the accident, and needs a few days off work to recover.

Is this a sudden and unexpected traumatic event that caused an acute reaction?

Yes, John's mental stress is an acute reaction to witnessing a serious accident. It did not develop gradually.

Example B – Witness to an accident

Carolyn sees a co-worker trip and fall, but the co-worker is not hurt. The next day, Carolyn calls in sick due to mental stress caused by witnessing her co-worker's fall. Carolyn's doctor confirms that she is suffering from mental stress and needs a few days off work.

**15-02-02 Mental Stress
Draft Policy and Guidelines**

Is this a sudden and unexpected traumatic event that caused an acute reaction?

No, the event Carolyn witnessed would not generally be considered traumatic even though it may have been sudden and unexpected. The doctor's confirmation that Carolyn suffers from mental stress is not sufficient to accept the claim because there was no sudden and unexpected traumatic event at work.

Example C – Delayed onset

Bonnie witnesses a serious accident to a co-worker. She shows no symptoms of mental stress for three weeks, and then calls in one morning to say she is unable to work.

because she is haunted by images of the accident. Bonnie's doctor confirms that she is suffering from mental stress, and recommends treatment and time off.

Is this a sudden and unexpected traumatic event that caused an acute reaction?

Yes, although it was delayed, Bonnie's mental stress was an acute reaction to witnessing a serious accident. It did not develop gradually.

Example D - Cumulative effect

Jim, a police officer, is the first person to arrive at a horrific scene involving multiple fatalities. The next day he is emotionally shaken and unable to work. Jim's physician confirms that Jim is suffering from mental stress. Jim's employer, however, raises some doubts that his mental stress is due to the scene he just witnessed. The employer claims that as a police officer Jim is exposed to many different horrific events and in the past four years has attended two other multiple fatality incidents without difficulty. The employer feels that Jim should not be affected by this most recent event.

Is this a sudden and unexpected traumatic event that caused an acute reaction?

Yes, the scene Jim witnessed would generally be considered traumatic, and his acute reaction was identified. It is apparent that Jim has been exposed to similar traumatic events in the past, as confirmed by his co-workers and employer. Since the medical information supports that Jim's recent reaction is due most likely to the cumulative effect of the series of traumatic events, entitlement is in order. This is true even if the other officers with Jim were not affected by the event.

15-02-02 Mental Stress Draft Policy and Guidelines

Example E - Work environment

Clara has been a schoolteacher for over twenty years teaching only kindergarten and grade one. She feels that over the past few years children have become harder to handle. Generally there are more discipline problems with an increase in the number of incidents of disrespect or disobedience that interrupt her teaching efforts. Clara also finds dealing with the parents of some children very frustrating as the parents feel it is Clara's responsibility to correct the children's behavior. One day as a prank some of Clara's students pour paint all over her desk. Clara becomes so frustrated that she immediately leaves the school claiming mental stress.

Is this a sudden and unexpected traumatic event that caused an acute reaction?

No. Despite the fact Clara has been involved in multiple incidents in the past, none could be considered traumatic or life threatening. Her doctor confirms she is suffering from stress and that it is likely due to the changing school environment. Although some of the incidents, including the last one, are very stressful to her, they are quite common to teaching and are not obviously traumatic.

Example F – Witness to a serious accident combined with a psychiatric history

Ron sees a co-worker fall into a machine and sustain serious injuries. The next day, Ron calls in to say he is unable to work due to mental stress. His physician confirms that Ron is suffering from mental stress, and needs therapy and time off. The physician also indicates that Ron's mental stress is due, in part, to his psychiatric history.

Is this a sudden and unexpected traumatic event that caused an acute reaction?

Yes, the event Ron witnessed would generally be considered traumatic. That his psychiatric history may have contributed to his reaction is irrelevant, since the event at work was traumatic in itself.

Also, an event may be considered traumatic even if other workers exposed to the same event did not experience ill effects. Not all workers have the same resilience to sudden and unexpected traumatic events.

Example G – Competitive workplace

Donna works in a highly competitive environment. She is subject to ever-changing deadlines and high performance expectations at the same time her company is downsizing. One day she calls in to say the mental stress is too much and she cannot work.

15-02-02 Mental Stress Draft Policy and Guidelines

Is this a sudden and unexpected traumatic event that caused an acute reaction?

No, Donna's mental stress developed gradually over time and arose from her job duties and her work environment. There was no sudden and unexpected traumatic event.

Example H – Harassment based on cumulative effect

Margaret worked as an auto mechanic for a large national car repair company. Of the twelve mechanics employed at the facility she was the only female. After Margaret was on the job for two months the other mechanics started showing their resentment of a woman mechanic in the workplace. The male mechanics started harassing Margaret with small incidents that eventually lead to severe and mean-spirited events. Acts of harassment occurred on a daily basis, including sabotaging her work and embarrassing her in front of customers. The abuse also included conversations with

sexual overtones directed towards Margaret including the male mechanics' constant evaluation of Margaret's bust size. After months of this abuse Margaret complained to the operations manager. His complete lack of concern devastated her. She was forced to stop working due to mental stress.

Is this a sudden and unexpected traumatic event that caused an acute reaction?

Yes, Margaret was the victim of sexual harassment. Although she was never physically abused or threatened, the constant, almost daily incidents of harassment created a cumulative effect. As a result, this ongoing "assault" is viewed as a traumatic event, and the mental stress it creates is accepted as an acute reaction.

Example I – Cumulative effect with pre-existing psychiatric condition

Jerry has been a bus driver for many years. The shift work and Jerry's eagerness to work overtime contributed to his failed marriage. This bothered him to such a degree that he consulted a psychiatrist and received periods of treatment. Jerry enjoys his job, but understands that on the night shift, he sometimes has to deal with unruly and violent passengers. He has already been assaulted on a number of occasions because of fare disputes. Recently, he tried to break up a fight between two passengers that ended in a stabbing. Jerry has coped with these incidents but one night a passenger, who had been drinking, tried to take control of the bus. Jerry was able to wrestle him off the steering wheel and stop the bus before it hit a pole. Following the police investigation, Jerry laid off work due to mental stress.

W15-02-02 Mental Stress Draft Policy and Guidelines

Is this a sudden and unexpected traumatic event that caused an acute reaction?

Yes, the evidence supports that Jerry was involved in numerous events that were sudden and unexpected. The last event was traumatic and finally bothered Jerry so much that he had to stop working. Jerry's employer suggested that Jerry's mental stress was a result of his marriage break-up, since as a bus driver he has and will always face difficult passengers and incidents. Despite the pre-existing psychiatric problems, the medical evidence supports that the cumulative effect caused his mental stress.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 25, 2001**

**#P262. STATUS REPORT ON THE AUDIT OF THE TORONTO POLICE
SERVICE PUBLIC COMPLAINTS PROCESS**

The Board was in receipt of the following report SEPTEMBER 11, 2001 from Jeffrey Griffiths, City auditor:

Subject: Status Report on the Audit of the Toronto Police Service Public Complaints Process

Purpose:

To report on the status of the audit currently being conducted by City Audit Services on the Toronto Police Service public complaints process.

Financial Implications and Impact Statement:

There are no financial implications resulting from the adoption of this report.

Recommendations:

It is recommended that this report be received for information.

Background:

In response to a request from the Toronto Police Services Board, City Audit Services included the audit of the police public complaints process in its 2001 Audit Workplan for the Toronto Police Service.

A Terms of Reference for the audit was approved by the Toronto Police Services Board on May 25, 2001.

The overall goal of this audit is to determine whether the complaints process, from receipt of a complaint to its resolution, complies with applicable legislation and policies established by the Toronto Police Services Board, and whether the process is effective, impartial and transparent, such that the integrity of and confidence in the process is maintained.

Comments:

The audit of the police public complaints process commenced in June 2001. A number of procedures have been undertaken to date by Audit Services including interviews and surveys to gather the viewpoints of various levels of police personnel, those responsible for handling public complaints at the Toronto Police Service, the public and special interest groups. In addition, an examination of randomly selected complaint files has been completed. Outstanding audit

procedures include interviews with complainants as well as obtaining input from organizations that may have an interest in the public complaints process.

Conclusions

The audit of the police public complaints process is nearing completion and it is anticipated that a report will be submitted to the Toronto Police Services Board by the end of,2001.

Contact:

Tony Veneziano, Director Audit Services
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E-Mail: tveneziaacity.toronto.on.ca

The Board received the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 25, 2001**

#P263. POLICE SERVICES IN KIEV, UKRAINE

The Board was in receipt of the attached report SEPTEMBER 17, 2001 from Gloria Lindsay Luby, City Councillor & Vice Chair, regarding policing in the Ukraine.

Vice Chair Lindsay Luby discussed this report with the Board.

The Board received the foregoing and referred it to Chief Fantino for any comments he may have about how the Toronto Police Service can liaise with police in Kiev and requested that he provide those comments directly to Vice Chair Lindsay Luby.



Gloria Lindsay Luby

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Vice Chair



September 17th, 2001.

To: Chairman Norm Gardner & Members of the Toronto Police Services Board

Re: Police Services in Kiev, Ukraine

I recently had the unique opportunity to participate in a twinning endeavour in Ukraine. While there, I met with Mr. Volodomyr Martiniuk who is the head of the Police Commission of Kiev City Council and had a lengthy discussion with him on policing issues in Kiev.

The Police Commission of Kiev consists of five Councillors, of which all except one have a background in law. Commission meetings are held twice a month with the Chief of Police and his Deputy present.

The Mayor of Kiev is determined to establish a municipal police force and is currently in the process of buying equipment. They presently have 1,850 police officers but this is supplemented by 12,000 officers employed by the Ministry of Internal Affairs (akin to our O.P.P.). The Mayor is also determined to set up a Mounted Unit for crowd control. Since Ukraine has only been independent for 10 years, work is being done in Kiev on creating laws governing the use of city police. Specialists in law, public prosecutors and professors have been invited to develop new laws. Some of these are currently being debated by their parliament. City police will be responsible for safety, security and order.

Although there is a Police Commission in place, City Council is the ultimate authority for the local police. They have set up co-operation with the other law enforcement agencies in Ukraine and adopted joint methods of data collection, such as criminal records. It should be noted that Ukraine has a compulsory two-year army service, however, some of the young people can serve this time by doing street patrols and they are employed especially at night. The seventy-five members of Council which are like Toronto City Councillors, all have a high degree of interest in the role and activities of the local police.

The present Kiev police is highly involved in crime fighting initiatives for local crime as well as narcotics, prostitution and organized crime. Mr. Martiniuk was very interested in obtaining any ideas, suggestions and contacts with Toronto Police which would further assist him in developing their local law enforcement activities.

“Working for You to Build a Better Toronto”

Use of the crest courtesy of the Toronto Police Services Board

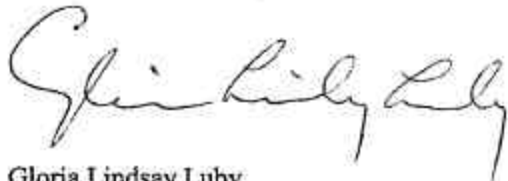
I also met with Mr. Slipchenko, who is the First Deputy Superintendent of Police for the Kiev Region. This level is extremely interested in what Toronto is doing because they are the state agency responsible for the investigation of higher level criminal activities in Kiev. They especially look at the following three different areas: (1) organized crime; (2) narcotics; and (3) international prostitution, which is a major issue in Ukraine. Over an eight-month period they have reported 16,848 crimes, 60% of these being theft with an 80% clearance rate. They advised that 88% of murders are solved and they have a very well equipped Forensics Department with a very professional staff. Law making and law enforcement are in transition as they are in the process of moving to a market economy. I was advised that 50% of activities can be classified as being in the "shadow economy". Mr. Slipchenko stated it is up to the Parliament to pass laws against corruption. From a Toronto perspective, it is interesting to note that the laws for driving while intoxicated (even mildly) are extremely severe. Even a hint of alcohol in a driver means an immediate 5-year suspension of a driver's license. From personal experience visiting relatives outside of Kiev, I know that this law is well respected and any driver will not even have a taste of liquor before getting behind the wheel.

One of the issues the Ministry is dealing with is the low salary and low pension for police which can lead to corruption within the force and by extension, to concerns for the integrity of all police. They have adopted the slogan "*Police for People*" to indicate that the police are not above the people. They have conducted a public opinion survey and found that 50% of those surveyed are satisfied with the police.

In discussions about youth crime and gangs, the Ministry is concerned about the impact of violent movies on young people.

Another issue discussed was internet crime, the impact of technology and sophisticated global criminal activity. They would welcome contacts with Toronto Police in these areas. Because of the lack of spoken English, I would suggest that one of our officers who is fluent in Ukrainian would be an ideal person to make these contacts.

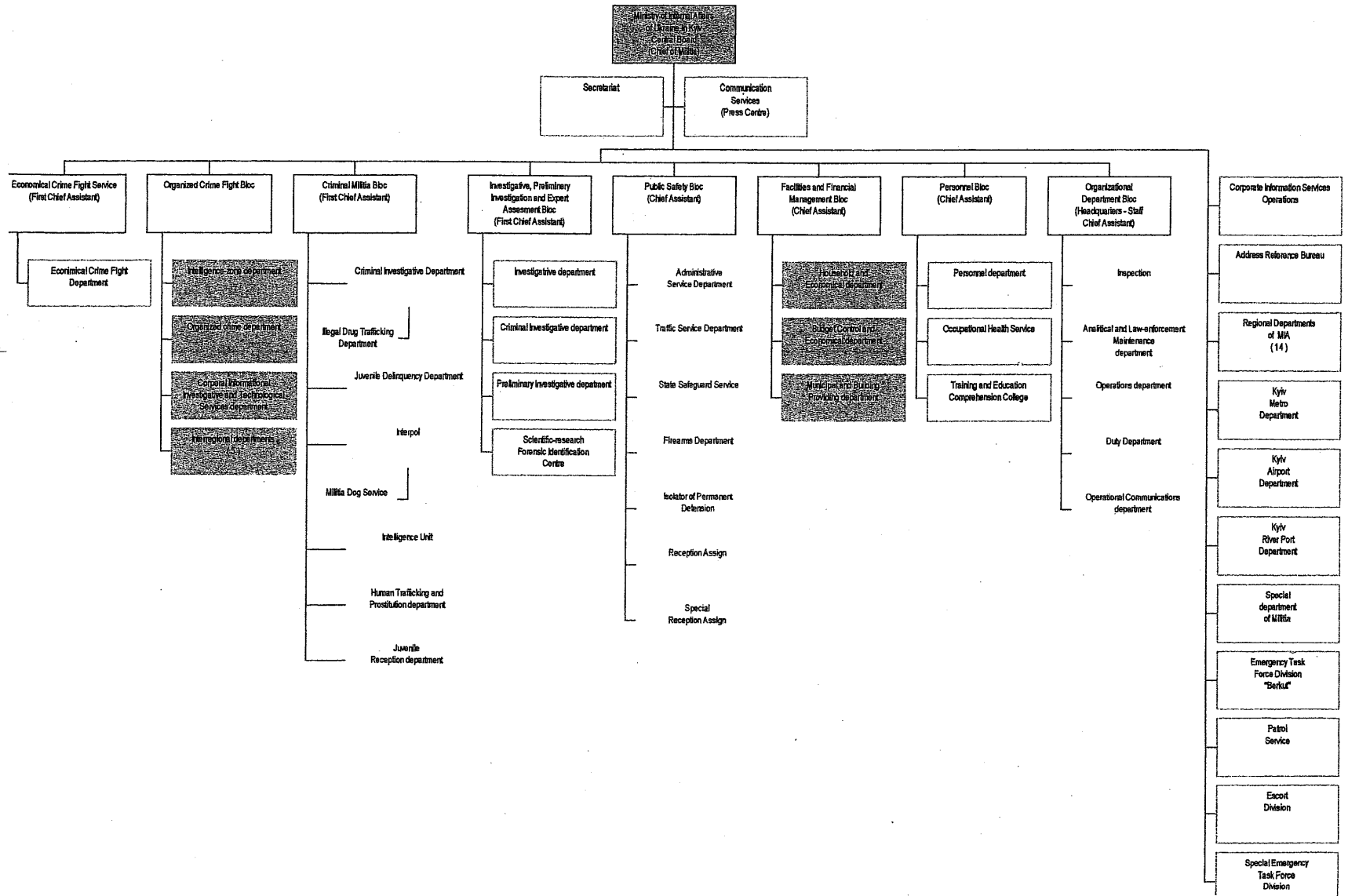
I am including an organizational chart that they provided in an attempt to show the scope of similarity to the issues and operations of Toronto.



Gloria Lindsay Luby
Toronto City Councillor
Etobicoke Centre - Ward 4

Attach.

Ministry of Internal Affairs of Ukraine in Kyiv Central Board Chart



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 25, 2001**

**#P264. 12th ANNUAL MEETING AND CONFERENCE OF THE CANADIAN
ASSOCIATION OF POLICE BOARDS**

The Board was in receipt of the following report SEPTEMBER 17, 2001 from Gloria Lindsay Luby, City Councillor & Vice Chair:

Subject: REPORT ON ATTENDANCE AT THE TWELTH ANNUAL MEETING
AND CONFERENCE OF THE CANADIAN ASSOCIATION OF POLICE
BOARDS, AUGUST 16-18, 2001 IN SASKATOON, SASKATCHEWAN

I attended the above conference with Chairman Norman Gardner. The annual meeting and conference was an excellent opportunity to listen to presentations on a variety of topics pertinent to Toronto issues. Delegates at the conference, largely from Police Boards across the country, together with representatives from various Police Associations, provided a forum for stimulating discussion. The following are some of the highlights from the conference.

The seminar on "Building a Sustainable Budget" was timely from Toronto's perspective. Emil Kolb, Chair, Regional Municipality of Peel and Chair, Peel Regional Police Services Board, illustrated the benefits of using a full cost formula for budgeting staff. The end results after ten years for the example specified is no debt and healthy reserves. The handout given is attached for your review. I believe our budget committee will be taking a serious look at implementing a similar model for Toronto.

I also attended the workshop entitled "Building a Defensible Case for Adequate Resources" given by Inspector Doug LePard and Sargent Steve Schitzer, Vancouver Police Department. Once again, discussion centred on the challenge of delivering services in the face of increasing taxes and competing municipal pressures. A compact disc was provided outlining their successful request for additional staff. Please find a copy of the presentation attached.

The Annual Meeting featured resolutions relating to a number of issues:

- The need to prohibit the incarceration of criminals convicted of first degree murder in minimum-security facilities.
- Requesting the federal government to collaborate with police organizations on educational programs and legislative actions regarding psychoactive designer drugs and raves.
- Support for designating a common radio frequency band for use by police and emergency personnel in Canada.
- Supporting and promoting the Education, Assessment and Intervention Program (EAIP) to reinforce and build on the positive reputation of Police Services.
- Urging the Minister of Justice to assist in the fight against Internet crime by providing specific resources.

- Requesting the federal and provincial governments to relieve the municipal financial burden for policing, particularly when dealing with events staged by their governments such as meetings of the G-8.
- Asking the federal government to amend the Criminal Code to require that drivers suspected of being impaired by a drug other than alcohol submit to drug testing.
- And to strongly urge the federal government to institute a comprehensive review and wide public consultation with the law enforcement community on the implications of an open border as a part of any discussion on altering the current status of border controls between Canada and the United States.

Breakout sessions were held for small, medium and large boards to discuss topics of concern to them. In our group, we discussed such issues as building cultural diversity into the workforce, media relations, governance and board turn-over, salary and contracts pertaining to chiefs and deputies; the civilization of deputies and the movement from sworn to senior executives with specific skill sets; and finally, labour relations and militancy. It was beneficial to have several Association representatives at this session.

The final session was on organized crime, youth groups and money laundering. After hearing these presentations, it was clear that without significant public resources focused on these problems, the “bad guy” is going to win through increased sophistication, globalization, and organization.

Conclusion:

I found it a thoroughly interesting conference and appreciated the opportunity to hear issues from a countrywide perspective. There are several items I would like to discuss with our Board:

- The possibility of sitting down with the Association to determine how we can build even more respect for the Police.
- Creating a “communications” section on our Board agendas for letters of thanks, where confidentiality permits.
- Exploring the possibility of establishing a cadet training program (I have a video available for review to members of the Board) and a summer camp for 12 year olds focusing on values, influences, and peers. Both these programs would seem a step forward in dealing with Toronto’s recent youth issues.

Vice Chair Lindsay Luby discussed this report with the Board.

The Board received the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 25, 2001**

#P265. RENTAL OF PHOTOCOPIERS

The Board was in receipt of the following report SEPTEMBER 24, 2001 from Julian Fantino, Chief of Police:

Subject: RENTAL OF PHOTOCOPIERS

Recommendation:

It is recommended that: the Board approve Konica Business Machines (Canada) Limited to provide the Service with the latest model digital photocopiers for the period commencing October 1, 2001 to December 31, 2004 at a cost of 2.19 cents per copy including all rental, service and toner plus applicable taxes compared to 2.5 cents per copy. The Chief Administrative Officer, Corporate Support Command, will ensure that funding is included in the Operating Budgets for the applicable years.

Background:

The Board, at its meeting held on November 13, 1997 (Minute 443/97 refers) awarded a four (4) year purchase order to Konica Business Machines (Canada) Limited for the rental of digital photocopiers. The current contract is due to expire on December 31, 2001. With this in mind, Konica Business Machines (Canada) Limited have made a proposal to upgrade the Service's fleet of photocopiers with all new, latest model 7055, digital machines. This would be at a reduced cost per copy as outlined in their attached proposal.

Six weeks of testing the Model 7055 copier was conducted in twelve Service locations. The units that tested these machines have reported favourable results and recommend Service-wide installation.

If this proposal by Konica is acceptable to the Board, the Service will realize a saving of approximately \$21,000.00 in the last quarter of 2001 and an approximate annual saving of \$88,000.00 for the years 2002 through 2004 based on the current number of copies produced annually across the Service.

I therefore recommend that the Board approve the proposal submitted by Konica Business (Canada) Limited for the continuation of services to December 31, 2004. Mr. Frank Chen, Chief Administrative Officer, Corporate Support Command, will be in attendance to answer any questions the Board may have.

Frank Chen, Chief Administrative Officer, was in attendance and responded to questions about this report.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 25, 2001**

#P266. QUOTATION FOR RAINSUITS

The Board was in receipt of the following report SEPTEMBER 24, 2001 from Julian Fantino, Chief of Police:

Subject: QUOTATION FOR RAINSUITS

Recommendation:

It is recommended that: the Board award the quotation for the supply and delivery of two piece rainsuits to Outdoor Outfits Limited for the period ending December 31, 2001 at an approximate annual cost of \$350,000.00, including taxes. The Chief Administrative Officer, Corporate Support Command, has certified that funding is included in the 2001 and 2002 Operating Budgets.

Background:

Quotations, as noted on the attached summary sheet, have been received for rainsuits that are required for issuance to all uniform officers assigned to various uniform duties. Appropriate Police Service personnel have field tested the sample rainsuits submitted by Outdoor Outfits Limited and have reported favourable results. The bid from Milton's Limited of Bombay India Inc. is not acceptable as they did not submit a sample of the rainsuit as required per clause 2.13 and 3.13 noted in the quotation documents. I therefore recommend that the Board award the quotation to Outdoor Outfits Limited being the lowest bid meeting all specifications and conditions.

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

The Board approved the foregoing.

SUMMARY OF PRICES
 QUOTE NO. 0104-01-0061
 MARCH 16, 2001

FOR THE SUPPLY AND DELIVERY OF RAIN SUITS
 TO 2050 JANE ST., TORONTO FOR ONE YEAR PERIOD
 WITH THE OPTION TO RENEW FOR A SECOND YEAR.

PRICE INCLUDING DELIVERY AND ALL OTHER CHARGES,
 EXCLUDING ALL TAXES.

QUANTITY	MILTON'S LTD	OUTDOOR OUTFITS
1-250	\$175.00 EA	\$239.90 EA
251-500	\$175.00 EA	\$239.90 EA
501-750	\$175.00 EA	\$239.90 EA
1001-1250	\$175.00 EA	\$239.90 EA
1251-1500	\$175.00 EA	\$239.90 EA
1501-1750	\$175.00 EA	\$239.90 EA
1751-2000	\$175.00 EA	\$239.90 EA
OVER 2000	\$175.00 EA	\$239.90 EA
TERMS	NET	0% NET 30
GUARANTEED PERIOD OF DELIVERY AFTER RECEIPT OF PURCHASE ORDER	65 DAYS	N/A
CANADIAN CONTENT	0%	100%
ENVIRONMENTALLY PREFERRED PRODUCTS	NO	YES
EVALUATED BID PRICE	\$201.25	\$248.39
DEVIATION FROM SPECS.	NO SAMPLE SUPPLIED	NONE STATED

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 25, 2001**

#P267. SPECIAL BOARD MEETING – OCTOBER 9, 2001

Chairman Gardner advised that the Board meeting scheduled for Tuesday, October 9, 2001 to review the 2002 operating budget and the proposed capital program will commence at 3:30 PM rather than the usual time of 1:30 PM.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 25, 2001**

#P268. ADJOURNMENT

Norman Gardner
Chairman