

MINUTES OF THE PUBLIC MEETING of the Toronto Police Services Board held on **JUNE 27, 2002** at 1:30 PM in the Auditorium, 40 College Street, Toronto, Ontario.

PRESENT:

Norman Gardner, Chairman
Gloria Lindsay Luby, Councillor & Vice Chair
Benson Lau, M.D., Member
Allan Leach, Member
Frances Nunziata, Councillor & Member

ALSO PRESENT:

Michael Boyd, Acting Chief of Police
Albert Cohen, Legal Services, City of Toronto
Deirdre Williams, Board Administrator

#P157. The Minutes of the Meeting held on May 30, 2002 were approved

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF
THE TORONTO POLICE SERVICES BOARD HELD ON JUNE 27, 2002**

#P158. MOMENT OF SILENCE

A moment of silence was held in memory of Police Constable Terry Ryan, President of the Durham Regional Police Association, who died on Friday, May 31, 2002, and of Police Constable Elvis Zovic of the Toronto Police Service who died in a motor vehicle collision as he travelled to work on Tuesday, June 25, 2002.

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#P159. APPOINTMENTS TO THE TORONTO POLICE SERVICES BOARD

The Board was in receipt of the attached correspondence MAY 27, 2002 from Ulli S. Watkiss, City Clerk, with respect to the re-appointment of Councillor Gloria Lindsay Luby and the appointment of Councillor Frances Nunziata to the Toronto Police Services Board.

The Board received the foregoing and Chairman Gardner administered the oath of office and oath of secrecy to Councillor Frances Nunziata.



2A

Uli S. Watkins
City Clerk

City Clerk's
City Hall, 1st Floor, West
100 Queen Street West
Toronto, Ontario M5H 2N2

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u.watkins@city.toronto.ca
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May 27, 2002

Ms. Denise Williams
Board Administrator
Toronto Police Services Board
40 College Street, 1st Floor
Toronto, Ontario
M5G 1L3

Dear Ms. Williams:

This is to advise that the City of Toronto Council, at its meeting held on May 21, 22, and 23, 2002, in adopting, as amended, Clause No. 1 of Report No. 3 of the Striking Committee appointed the following Members of Council to the Toronto Police Services Board:

(The Mayor is a Member ex-officio)

Councillor Gloria Lindsay Löbky
Ward 4 Etobicoke Centre
Suite A10, Second Floor
100 Queen Street West, City Hall
Toronto, Ontario M5H 2N2
Telephone No. 416-392-1375

Councillor Frances Nunziata
Ward 11 York South-Weston
Suite C49, Second Floor
100 Queen Street West, City Hall
Toronto, Ontario M5H 2N2
Telephone No. 416-392-4091

for a term of office commencing June 3, 2002, and expiring November 30, 2003, and until their successors are appointed.

It would be appreciated if you would provide these appointees with any briefing notes you may have with respect to your organization, together with a schedule of meetings.

Yours truly,

Uli S. Watkins
City Clerk

Enclosure
c. Appointments



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#P160. BY-LAW No. 144 – SUSPENSION OF BY-LAW No. 100

The Board was in receipt of the following report JUNE 27, 2002 from Julian Fantino, Chief of Police:

Subject: Suspension of By-law No. 100

Recommendation:

It is recommended that: the Board enacts the By-law, attached hereto, to suspend By-law No. 100 as discussed herein.

Background :

The City of Toronto faces the potential of a strike by the inside workers given the current strike by outside workers. A strike by the inside workers would involve staff from the City Purchasing Department. Service staff has been in discussions with City Purchasing on what impact a strike would have on the operations of the Service. Although City Purchasing will attempt to service its customers as best they can, they are unable to provide assurances that there will not be processing delays and that time frames for orders will be met. The Service must be able to process its purchasing requests in an efficient and timely matter in order to conduct business and ensure that adequate policing is provided to the City. As a result, it is recommended that the Service Purchasing Unit be given authority to act as the purchasing agent for all goods/services requests if a strike should occur and that this authority terminate at the end of the strike. To effect this, the Board must enact the By-law (attached) to suspend the use of the City Purchasing Agent during the labour disruption.

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.

TORONTO POLICE SERVICES BOARD

BY-LAW NO. 144

**To Provide for Purchasing of Goods and Services During a Strike by
Employees of the City of Toronto**

WHEREAS the Toronto Police Services Board (the “Board”) has enacted By-law 100, “to confer certain authorities and responsibilities with respect to the commitment of funds by and the payment of accounts of the Metropolitan Toronto Police Services Board, and other related matters”, as amended; and

WHEREAS By-law 100 also addresses matters respecting the purchase of good and services on behalf of the Board and the Toronto Police Service (the “Service”) and the use of the purchasing agent for the City of Toronto (the “Purchasing Agent”) to make such purchases; and

WHEREAS due to a potential strike by employees of the City of Toronto who provide services to the Purchasing Agent in making purchases on behalf of the Board and the Service; and

WHEREAS the Board wishes to ensure that, during any such potential strike, purchases on behalf of the Board and the Service continue to be made in a timely manner;

NOW, THEREFORE, the Toronto Police Services Board HEREBY ENACTS as follows:

1. During the period of any strike in 2002 by employees of the City of Toronto involved in purchasing on behalf of the Board, any requirements in By-law 100 to utilize the services of the Purchasing Agent are suspended for the duration of such strike and the Chief of Police or his designate is authorized to undertake such purchasing on behalf of the Board and the Service.
2. This By-law shall come into force on the date of its enactment.

ENACTED AND PASSED this 27th day of June, 2002.

Norman Gardner
Chairman

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#P161. OUTSTANDING REPORTS – PUBLIC

The Board was in receipt of the following report JUNE 11, 2002 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.

The Board approved the foregoing.

Reports that were expected for the June 27, 2002 meeting:

Board Reference	Issue - Pending Reports	Report Status	Recommendation Action Required
#P186/01	<p>No. 21 & No. 22 Div. Amalgamation</p> <ul style="list-style-type: none"> <u>Issue:</u> to review the effectiveness of the amalgamation and include input from the affected community as part of the evaluation 	<p>Report Due: June 27/02 Extension Reqs'd: Extension Granted: Revised Due Date: Status:.....Outstanding</p>	Chief of Police
#P524/00	<p>Adequacy Standards – 2001 Plan</p> <ul style="list-style-type: none"> <u>Issue:</u> to report on final results of the 2001 business plan as part of the annual report to the Board required under the adequacy standards regulation 	<p>Report Due: June 27/02 Extension Reqs'd: Extension Granted: Revised Due Date: Status:.....Outstanding</p>	Chief of Police

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**#P162. REVIEW OF THE POLICE REFERENCE CHECK PROGRAM
AND RECORD RETENTION SCHEDULE**

The Board was in receipt of the following report APRIL 5, 2002 from Julian Fantino, Chief of Police:

Subject: REVIEW OF THE POLICE REFERENCE CHECK PROGRAM AND
RECORD RETENTION SCHEDULE

Recommendation:

It is recommended that:

- (1) the Board accept this report as the conclusive response to the current issues surrounding record retention and disclosure of information within the Police Reference Check Program;
- (2) the Board provide this report to the Administration Committee pursuant to its request of March 13, 2002.

Background:

At its meeting on September 25, 2001, the Police Services Board considered issues related to the Police Reference Check Program (PRCP) and Record Retention Schedule (Board Minute #P245/01 refers).

Deputations were received from Councillor Suzan Hall, Mr. Michael Moon, Mr. Ted Berger, Ms. Beverley McAleese, and Ms. Terry Daly, following which the Board approved the following motions:

1. *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 and 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.

(With reference to Motion #1, the preamble in italics was added at the Police Services Board meeting of October 18, 2001, Board Minute #P277/01 refers).

The following identifies each issue as presented by the deputants, and the rationale and Service's position for each:

Issue #1 – Councillor Suzan Hall

Where a person has been charged with any criminal offence and has been convicted, the Record of Arrest would be retained permanently and the Occurrence Report, according to Schedule A (of the Record Retention Schedule); disclosure of one or both would be allowed.

The Record of Arrest information is retained. The Service does not wish to retain all records relating to every criminal offence, and divides issues into major and minor as per the Record of Retention schedule. Limitations: Record of Retention Schedule and the Young Offenders records retention and release, which is controlled by legislation.

Issue #2 – Councillor Suzan Hall

Where a person has been arrested but not charged with a criminal offence, neither the Record of Arrest nor the Occurrence Report should be held beyond five (5) years; and neither should be included as part of the Police Reference Check Program disclosure package.

“No charge” Records of Arrest are retained in accordance with the Record of Retention Schedule and divided into major and minor issues. Generally, they are not released except where an investigation into a major offence is involved (i.e. sexual assaults, etc). If the major offence is relevant to the position being sought, the investigating officer is contacted to approve or deny disclosure.

Limitations: Record of Retention Schedule

Issue #3 – Councillor Suzan Hall

Where a person has been arrested and charged with a major criminal offence, and then subsequently had the charges withdrawn or was acquitted at trial, the Record of Arrest and the accompanying Occurrence Report could be disclosed for a period of five (5) years following the incident for sexual and/or paedophile offences. However, to justify retention and disclosure beyond that time it would be incumbent upon the Toronto Police Service to negate the following conditions: (1) a court has found that the person should not have been arrested; (2) a court has found that someone else committed the triggering offence; (3) a court has affirmatively found that the arrested person did not in fact commit the triggering offence.

The Service cannot agree to a five year “cap” on disclosure of non-conviction dispositions, particularly for sexual and/or paedophile offences. Experience has proven that cases are often withdrawn or acquittals registered for technical reasons which certainly do not reflect non-involvement. The PRCP process deals with the vulnerable and it is crucial to maintain this process for their protection. The Service cannot accept

a situation where a “reverse onus” applies to the retention of records. This would introduce a significant administration burden it could not support. A process has been implemented with the PRCP to remove disclosure if an individual is charged with a crime for which later a confession, DNA or similar evidence confirms innocence resulting in another being charged.

Limitations: Record of Retention Schedule and challenges sharing information with the various levels involved with the administration of justice.

Issue #4 – Councillor Suzan Hall

Where a person has been charged with any other offence than those categorized as a major offence and the charge or charges are withdrawn, or he or she was acquitted at a trial, the accompanying Record of Arrest and Occurrence Report should be retained for no more than five (5) years and should not be disclosed under the PRCP.

Charged offences (other than major offences) are destroyed after five years, unless there are conditions attached to sentencing, i.e. court orders, etc. These are disclosed through the PRCP until they are destroyed. The Program is designed to protect the vulnerable, and although sex and violence offences are the primary considerations, other integrity issues are involved. For example, an individual may have a significant history of non-conviction dispositions for break and enters or thefts. The Service considers this a very appropriate part of the PRCP for the vulnerable where, for example, the individual applies for a position of trust in a seniors’ home. The Service discloses the information to the individual, who would then deal with the agency/employer to assess suitability.

Limitations: the Young Offenders Act.

Issue #5 – Councillor Suzan Hall

Non-release of no charge records of arrest.

Page four of the original Police Services Board report (#P245/01) under “Record” identifies a no charge record of arrest as a record. The next column confirms the PRCP program does not release “no charge records” except under the conditions identified in Issue #2, above.

Limitations: Record Retention Schedule.

Issue #6 – Mr. Michael Moon

Rights infringement under Human Rights legislation.

Ontario Human Rights legislation is written to prevent discrimination against employees in an employer/employee relationship. The Service is not the employer or the prospective employer relating to disclosure. The Service, in fact, has implemented a process to protect an individual’s information by non-disclosure to a prospective agency requiring the screening. Release therefore becomes an issue between the applicant and the employer, rather than an issue between the Toronto Police Service and the applicant.

Limitations: Ontario Human Rights legislation.

Issue #7 – Mr. Michael Moon

Disclosure of records supporting convictions under the Criminal Records Act.

The Criminal Records Act is federal legislation, and although it does contain requirements for the retention and destruction of documents in relation to recorded convictions, it only refers to retention and destruction within federal institutions. It does NOT apply to records held exclusively by municipal police agencies or non-conviction dispositions.

Limitations: Criminal Records Act.

Issue #8 – Mr. Ted Berger

Retention and release of major offences with non-conviction dispositions.

The Service response is identical to that provided for Issue #3: The Service cannot agree to a five year “cap” on disclosure of non-conviction dispositions, particularly for sexual and/or paedophile offences. Experience has proven that cases are often withdrawn or acquittals registered for technical reasons which certainly do not reflect non-involvement. The PRCP process deals with the vulnerable and it is crucial to maintain this process for their protection. The Service cannot accept a situation where a “reverse onus” applies to the retention of records. This would introduce a significant administration burden it could not support. A process has been implemented with the PRCP to remove disclosure if an individual is charged with a crime for which later a confession, DNA or similar evidence confirms innocence resulting in another being charged.

Limitations: Record of Retention Schedule and challenges sharing information with the various levels involved with the administration of justice.

Issue #9 – Ms. Beverley McAleese

Disclosure of withdrawn charges through the PRCP.

A withdrawn charge is a non-conviction disposition. An individual has the opportunity to have a file destroyed, as per Board policy, which destroys their criminal fingerprints and photographs. Underlying records are maintained and disclosed only through the PRCP process when dealing with children or the vulnerable. Notice of the retention of these records is given to the individual as part of the destruction process.

Limitations: Record Retention Schedule and Board File Destruction Policy.

Issue #10 – Ms. Beverley McAleese

Interference with ability to become bonded, access high-paying jobs, become licensed, suffer travel restrictions or work for social service agencies.

The PRCP is not related to bonding or licensing for employment. The clearance letter process provides this service, providing only checks for criminal convictions or outstanding charges. Similarly, travel visas require only a clearance letter. The PRCP is designed to drill down further into local police records and provide a more in-depth check when dealing with the vulnerable, not for these circumstances. The Service enters

into Memorandums of Understanding with all the users of the PRCP which clearly states their responsibilities to restrict use of the PRCP process for positions with the vulnerable. The Service is unaware of any inappropriate use.

Limitations: Federal Pardons process to seal criminal history; Board destruction process to destroy first non-conviction disposition for first time offenders; Record Retention Schedule.

Issue #11 – Ms. Terry Daly

Outlining the entire process adopted by her agency for selecting suitable employees or volunteers to work with the vulnerable.

Ms. Daly provides a balanced perspective on the use of information provided through the PRCP. She emphasizes that information is only a small component of the total package considered. Each applicant is judged on an individual basis, taking into account: the nature of the offence; the relevance to the specific role; time since conviction; efforts towards rehabilitation; accomplishment of person since offence and other extenuating circumstances, if applicable.

The Toronto Police Service has obligations to all the citizens in our city. Balancing the needs of the individual, with the expectations of the community groups we represent, is a very sensitive task. With this in mind, I believe the Police Reference Check Program delivers an effective, proactive program to protect children and the vulnerable, at the same time meeting the needs of the community at large. It is a specialized process delivered with carefully crafted controls and under special circumstances. For example, privacy is maintained through the disclosure process. Specific details are released only to the individual, not the agency/employer (who only receive notification a release has been made).

The program provides agencies with one essential component of a larger process enabling overall evaluation of the suitability of people delivering service to the very people we are sworn to protect.

I therefore recommend that the Board accept this report as the conclusive response to current issues surrounding record retention and disclosure of information within the Police Reference Check Program. Further that the Board provides a copy of this report to the Administrative Committee pursuant to their request of March 13, 2002.

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

The Board was also in receipt of the following report MAY 23, 2002 from Julian Fantino, Chief of Police:

Subject: REVIEW OF THE POLICE REFERENCE CHECK PROGRAM &
 RECORD RETENTION SCHEDULE

Recommendation:

It is recommended that: the Board receive this report

Background:

At its meeting of April 25, 2002 (Board Minute #P116/02 refers), the Board approved a number of motions, including Motion #4 as follows:

“THAT a comprehensive package outlining all the issues regarding the Police Reference Check Program and Record Retention Schedule, including previous Board Minutes, be provided to the Board for information at the June meeting”.

As a result of the foregoing, attached is a summary of issues together with a separate package entitled “Overview of the Police Reference Check Program and Record Retention Schedule”. Additional copies of the package will be made available on request to the Manager, Corporate Information Services, Information Access.

Mr. Frank Chen, Chief Administrative Officer, will be in attendance at the Board meeting to address any issues the Board may have.

Mr. Peter Howes, Manager, Information Access, Corporate Information Services, was in attendance and discussed these reports with the Board.

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

- **Councillor Suzan Hall, City of Toronto ***
- **Beverley McAleese, Streetlight Support Services ***
- **Gayle Christie, Christie and Associates ***
- **Terry Daly, Director, Human Resource Services, Catholic Children’s Aid Society of Toronto ***

*** a written submission was also provided, copies are on file in the Board office.**

The Board approved the following Motions:

- 1. THAT the deputations and written submissions be received; and**
- 2. THAT the foregoing report dated April 5, 2002 from Chief Fantino be approved and the report dated May 23, 2002 be received.**

SUMMARY OF ISSUES

Police Reference Check Program History (See attachments #'s 1 through 4)

The Criminal Reference Check Program began in the 1980's. Introduced for Block Parent screening it expanded to persons servicing the **vulnerable** (attach. #1) following Provincial Policy from the Ministry of Community and Social Services in 1994 (attach.#2). Social service agencies funded and licensed to provide services to the **vulnerable** had to adopt screening processes to include local police record searches. Board approval followed in May 1995 (attach.#3). The name was changed in 2000 to the Police Reference Check Program (PRCP) to avoid confusion with criminal, federal Canadian Police Information Computer (CPIC) screenings which are used for non-vulnerable employment checks, travel visas etc. In August 2000, against strict controls, the Federal Government added a program to unseal pardoned sexual offences.

Screenings have increased from approximately 5000 per annum in 1995 to 20,000 per annum in 2001 as public awareness heightened regarding the **vulnerable** following such issues as the Maple Leaf Gardens assaults.

The PRCP accesses CPIC including the pardoned sex offender database, as well as local police databases which house records of arrest, occurrence reports and other pertinent information. This process clearly recognizes the need for information concerning non-convictions on local databases, to supplement any information available from CPIC.

Board Report 212/95 (attach.#3) and 40/98 (attach. #4) refer to the process in detail and outline the program as it essentially operates today.

The Process (See attachments #'s 5 through 8)

The release of information related to police reference checks is subject to the discretion of the Chief of Police. The Toronto Police Service requires all participating agencies to enter into a Memorandum of Understanding with the Service (attach. #5). Within this agreement are specific roles and responsibilities which can be found in Section E (I) a-o.

Applicants must sign consent to disclosure of personal information, (attach #6) which authorizes a police record check of associated federal and local police information. Release of a summary of any located information is made only to the applicant. Approximately 5% of screenings fall into this category and include notification of that fact to the identified organization (attach #7) but no details of the release itself. Information is only released to the agency in cases when a "hit" of the pardon sex offender database is confirmed and that release is required by the Solicitor General of Canada. This has never occurred to date.

Corporate Information Services staff access information databases for matches and release according to the attached chart (attach. #8).

The PRCP information provided by police to agencies can only be used for hiring purposes and is one component of their overall hiring policy. Hiring decisions are the complete responsibility of the agency and a positive response does not necessarily preclude employment. Agencies must consider the nature of and circumstances surrounding the charges and convictions, or be subject to due process.

The use of information obtained through the Canadian Police Information Computer system regarding outstanding criminal code charges and criminal code convictions for which a pardon has not been granted does not contravene the Ontario Human Rights Code.

Retention (See attachments #9 &10)

The Service must maintain all records indefinitely (attach.#9). Destruction may occur only when a retention schedule exists according to process (attach.#10). The last retention review increased the retention of concluded major occurrences from 5 years to indefinite. Records of arrest increased from 10 years to indefinite. This amendment was subsequently approved by the Board and passed by City Council on October 5, 2000 as By-Law 689-2000. This has minimal impact on disclosures under the PRCP. The rationale for change is contained in Board report #P236 August 2001 (attach.#22).

Destruction of Records

Destruction occurs in accordance with the Retention Schedule.

Corporate Information Services acts as the central administrator for hundreds of thousands of occurrence/arrests reports annually. Many occurrence reports do not involve charges or court dispositions. As a result, 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. We therefore make no distinction between convictions or non-convictions for purging purposes. Reports are purged by the age/type of report, not the disposition of the offence.

Destruction of Fingerprints/Photographs and Dispositions. (attachments #11&12)

Criminal courts dispose of criminal charges by way of **conviction** and **non-conviction** dispositions. The federal pardon process seals **conviction** dispositions when certain conditions are met. Dispositions may be unsealed later, activated by inappropriate behaviour.

Non-Conviction absolute and conditional discharges which are findings of guilt, are destroyed to federal requirements after 1 year and 3 years respectively (attach.#11). Retention of all other **non-conviction** dispositions are subject to our retention schedule. By policy, (attach.#12) the Board has permitted individuals who are first time offenders

to apply to the Service to have his/her fingerprints, photographs and record of disposition removed from file. *Even though a destruction process may take place, the supporting documents (generally the occurrence) remain and will still be disclosed within the PRCP until destroyed in accordance with the retention schedule.*

The term “first time offender” in this case does not apply to conviction, but to charge because, of course, there has been no conviction. This Policy is due for review as the term “first time offender” causes confusion for the public and there is no account given as to the nature of the charge associated with the destruction application.

Non-conviction dispositions are the single most sensitive area of PRCP disclosure as individuals consider only a **conviction** as a disposition that may be retained and disclosed. This is not the case. **Non-conviction** dispositions include those withdrawn, stayed, quashed, acquitted, or diverted and there are many reasons why cases may not progress to trial, which do not reflect non-involvement. The Service contends that despite the sensitivity surrounding this point, the removal of these from PRCP releases would impair the effectiveness of the program and expose the vulnerable to a higher risk of inappropriate behaviour. The essence of the Provincial Policy is to include such local police records in this special process for the **vulnerable**.

Summary

The Ministry of Community and Social Services, in creating a “screening” process including local police database information, has responded to the recommendations of several key reports. These include “A Review of Safeguards in Children’s Residential Programs” and to a recommendation from the inquest into the death of a child which highlighted the need for background checks on people in positions of trust with children.

The Police Reference Check Program cannot, in itself, prevent the abuse of children or **vulnerable** adults. It can however, help to identify people who have been convicted, charged or investigated regarding such offences in the past. Particularly in the case of **non-conviction** dispositions, the Board is challenged with balancing an individual’s issues with the greater good of the **vulnerable** community. In the 2 years spent managing this program, I can recall no more than 10 individuals who have sought to raise their perceived disadvantage to my own, or Board level. Considering upwards of 40,000 PRCP screenings have been performed during this time frame, arguably, the Board already has struck that balance.

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**#P163. COST RECOVERY FROM THE CITY OF TORONTO –
WOODBINE RACETRACK**

The Board was in receipt of two reports dated April 24, 2002 and June 13, 2002 from Chief of Police Julian Fantino with regard to cost recovery for policing at the Woodbine Racetrack.

The Board agreed to defer consideration of the foregoing reports to its July 31, 2002 meeting.

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#P164. RETIREMENT LUNCHEON AND PRESENTATION

The Board was in receipt of the following report MAY 15, 2002 from Norman Gardner, Chairman:

Subject: Retirement Luncheon & Presentation

Recommendation:

It is recommended that the Board approve an expenditure from the Special Fund, not to exceed \$12,000.00, to host a luncheon in honour of members who have retired from the Service.

Background :

Historically, the Toronto Police Association has hosted a retirement dinner for members of the Service to honour their years of devotion to the organization. During this function, the Toronto Police Services Board participated by presenting a retirement plaque to the honourees. During the early part of 2001, this practice was interrupted. Although the Association continued to provide a dinner, the Police Services Board was compelled to arrange several smaller events to present the plaques to the retirees.

Effective May 29th, 2002, the Police Services Board has been once again invited to participate in the Association functions. However, there remains approximately 165 members who have attended the Association functions, but have not yet been presented with their retirement plaque by the Board.

I therefore recommend, that in keeping with our custom of honouring our retired members for their service both to the organization and the community, and to ensure that these 165 members are not overlooked, that the Board host a luncheon to be held on Tuesday, September 24th, 2002. The total cost of the event is not expected to exceed \$12,000.00.

The Board approved the foregoing.

PROJECTED EXPENDITURES

RETIREMENT LUNCHEON

Tuesday, September 24th, 2002

Guests: (based on maximum attendance)

Recipients (^)	165 + 1 guest = 330
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Luncheon: (based on maximum attendance)

Lunch (^\$22.95 plate)	\$ 7,573.50	(\$22.95 x 330)
P.S.T. Food	\$ 605.88	(\$ 7,573.50 x 8%)
G.S.T. Food	\$ 530.15	(\$ 7,573.50 x 7%)
Gratuity	\$ 1,136.03	(\$ 7,573.50 x 15%)
G.S.T.	\$ 79.52	(\$ 1,136.25 x 7%)
Wine (^ \$24.00/bottle)	\$ 1,320.00	(55 x \$24.00/bottle)
P.S.T. Liquor	\$ 132.00	(\$ 1,320.00x 10%)
G.S.T. Liquor	\$ 92.40	(\$ 1,320.00 x 7%)
Gratuity	\$ 198.00	(\$ 1,320.00 x15%)
G.S.T.	\$ 13.86	(\$ 198.00 x 7%)

TOTAL

\$11,681.34 (approx.)

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**#P165. FUNDING FOR THE CANADIAN ASSOCIATION OF POLICE
BOARDS 2002 CONFERENCE**

The Board was in receipt of the following report JUNE 4, 2002 from Norman Gardner, Chairman:

Subject: FUNDING FOR THE CANADIAN ASSOCIATION OF POLICE
BOARDS 2002 CONFERENCE

Recommendation:

It is recommended that the Board contribute \$3,000.00 from the Special Fund toward the costs of the 2002 Canadian Association of Police Boards Conference.

Background:

The Canadian Association of Police Boards will hold its annual conference from August 22 to 24, 2002 in Ottawa.

Attached to this report is a request for funding from the CAPB. Because organizations such as CAPB and the Ontario Association of Police Services Board operate solely on membership dues, it has become customary, over the past few years, for the largest boards to provide monetary support to conference organizers. Given that we will soon be canvassing Boards for contributions toward the 2003 OAPSB conference and that several of our Board members will be attending the CAPB conference in Ottawa, I recommend that we lend them our financial support.

The Board approved the foregoing.



Canadian Association of Police Boards
Association canadienne des commissions de police

26 March 2002

Mr. Norman Gardner, Chair
Toronto Police Services Board
40 College Street, 7th Floor
Toronto, ON M5G 2L3



Dear Mr. Gardner:

Re: 2002 CAPB Annual Meeting and Conference

I am writing on behalf of the Board of Directors of the Canadian Association of Police Boards (CAPB) to explore the possibility of a financial contribution from the Toronto Police Services Board for the 2002 CAPB Annual Meeting and Conference. As you know, the Conference is being held in Ottawa, Ontario from August 22-24.

The CAPB is a non-profit organization that exists solely on annual membership dues and as such, we try to ensure that our conferences are largely self-financing. It has been our practice in the past to request financial assistance from the host police board and other boards in the province for our conferences.

There are various conference functions that require sponsorship. I would like to suggest that the Toronto Police Services Board consider sponsoring a luncheon, or providing a contribution towards the Banquet on Friday, August 23rd. A donation in the range of \$1,500 - \$3,000 would be very much appreciated. We would of course acknowledge your contribution in the Conference program as well as during the Conference both verbally and in print.

The fact that this year's conference is being held in Ottawa presents an excellent opportunity for members of police boards across the country to meet their colleagues in Ontario and experience some of the attractions our province has to offer.

A complete Conference Program will be mailed to you in the next month. In the meantime, should you require additional information please do not hesitate to contact our Executive Director, Wendy Fedor, at (613) 560-1312.

On behalf of the CAPB Board of Directors, I look forward to seeing you in Ottawa.

Sincerely,


Herb Kravitz, President
Canadian Association of Police Boards

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF
THE TORONTO POLICE SERVICES BOARD HELD ON JUNE 27, 2002**

**#P166. VICTIM SERVICES PROGRAM 2001 ANNUAL REPORT AND
REQUEST FOR FUNDING FOR 2002 RECOGNITION EVENT**

The Board was in receipt of the following report MAY 20, 2002 from Julian Fantino, Chief of Police:

Subject: VICTIM SERVICES PROGRAM: 2001 ANNUAL REPORT AND A
REQUEST FOR FUNDING FOR THE 2002 VICTIM SERVICES
VOLUNTEER RECOGNITION EVENT

Recommendations:

It is recommended that:

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

Background:

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

Charitable Status

Victim Services' charitable status with Revenue Canada has encouraged individuals and corporations to financially support the program. During the year 2001, Victim Services successfully raised \$20,000.00.

Sixth Annual General Meeting

The Victim Services Sixth Annual General Meeting was held on October 25, 2001. Board elections were held with a total of seven members elected to support the Program for the year 2001 – 2002. The Seventh Annual General Meeting is scheduled for September 26, 2002.

Personnel

Victim Services continues to function with thirteen full-time staff. The Co-ordinator for the Domestic Violence Emergency Response System (DVERS) works with the Victim Services Program. The Co-ordinator of the new SupportLink Program (refer to 'SupportLink' below) also works with the Program. Five student placements and 83 volunteers provide support for the Victim Services Program. The most recent class of volunteers graduated 32 personnel in December of 2001. The volunteer program concentrates on recruiting persons representing various ethnic communities in Toronto. Currently, Victim Services staff and volunteers are able to provide support to victims in 22 languages. The Program target for 2002 is recruitment and training of 60 new volunteers.

Financing

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

Statistics

In 2001, Victim Services responded to 5,958 assistance referrals and more than 2000 information requests from police personnel. Victim Services continues to provide assistance to victims of crime and their families related to events such as assault (including domestic assault), elder abuse, traffic injury and fatality, sudden death, homicide, robbery, theft, break and enter, or any event where a person or persons have been victimized. Victims and their families are provided with immediate crisis counselling, support, mediation, referrals to community agencies, and court support if requested.

DVERS

The DVERS Program involves the installation of a security system that provides a personal safety alarm worn by domestic violence victims. This system provides protection exclusively in the home. To compliment and improve the support to high-risk domestic violence victims, the SupportLink Program was created.

SupportLink

In 2002, a new project for Victim Services will be SupportLink. SupportLink is a joint initiative of the Ontario Government, Rogers AT&T Wireless, Ericsson Canada, the Toronto Police Service and the Victim Services Program. SupportLink provides high-

risk victims of stalking, sexual assault and domestic violence with free wireless phones pre-programmed to 911, personal safety planning and ongoing case management. Twenty-five cellular telephones donated by the Service have been added to this project. Cellular telephones pre-programmed to 911 provide additional security outside the home. The phones are provided for high-risk personal safety emergencies only. The Program is now established and housed with the Victim Services Program. This project is an example of a partnership between community agencies, ADT security systems, the City of Toronto, the Toronto Police Service and Victim Services.

Volunteer Recognition

Victim Services ended the year with a Volunteer Graduation and Volunteer Recognition Event. The event was held at the Canadiana Banquet Hall on December 6, 2001, and was sponsored by the Toronto Police Services Board (Special Fund). Volunteers were recognised for their support to victims of crime and their commitment to the community.

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

For the past several years the Board has funded a Volunteer Recognition Event to demonstrate the Board's gratitude for the valuable work done by the volunteers of the Victim Services Program. The service provided by these volunteers is extremely valuable and merits recognition. For this reason, it is recommended the event be funded. As Victim Services depends on this funding to plan this worthwhile event, a funding commitment from the Board is required at this time.

The appreciation evening is tentatively planned for the volunteers and recently trained volunteer recruits of the Victim Services Program for Tuesday December 3, 2002. The evening plans include a dinner, a volunteer awards presentation, and a social gathering.

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

Deputy Chief Michael Boyd, Policing Support Command, will be in attendance to respond to questions from Board members.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF
THE TORONTO POLICE SERVICES BOARD HELD ON JUNE 27, 2002**

#P167. PROFESSIONAL STANDARDS 2001 ANNUAL REPORT

The Board was in receipt of the following report MAY 29, 2002 from Julian Fantino, Chief of Police:

Subject: Professional Standards 2001 Annual Report

Recommendation:

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

Background :

At its meeting of June 13, 1996, the Board approved the replacement of all previously submitted Professional Standards reports with the *Toronto Police Service Professional Standards Report*, to be submitted on a semi-annual basis (Board Minute No. 199/96 refers). Revised and additional reporting requirements, as outlined in Direction 32 of the *Toronto Police Services Board's Complaints Policy Directive*, have been integrated into the appropriate sections of the Report. Further, the semi-annual reporting requirements for suspect apprehension pursuits have been incorporated into the report as a separate section (Board Minute No. 233/2000 refers). The *Toronto Police Service Professional Standards 2001 Annual Report* is appended.

It is recommended that the Board receive this report from Professional Standards for information. Staff Superintendent David Dicks will be in attendance to answer any questions if required.

Staff Superintendent David Dicks, Professional Standards, and Susan Deane, Corporate Planning, were in attendance and discussed the highlights of the 2001 Professional Standards Report with the Board.

The Board received the foregoing.

Executive Summary

The *Toronto Police Service Professional Standards Report* was designed to amalgamate all Professional Standards reporting requirements into a single report to facilitate comparison, examination of trends, and a more comprehensive analysis of officer conduct and discipline. The proposed report format, based on the anticipated data capture and analysis capabilities of the Professional Standards Information System (PSIS), was approved by the Board at its meeting of June 13, 1996 (Minute 199/96 refers). However, due to the delayed implementation of the PSIS, the *Toronto Police Service Professional Standards Report* remains a transition report. As far as possible, this report is ordered in the approved reporting format, however, its scope reflects the more limited capabilities of the existing user-specific Professional Standards systems. Revisions to the appropriate sections of the *Toronto Police Service Professional Standards Report*, as required by Direction 32 of the *Toronto Police Services Board's Complaints Policy Directive*, have been incorporated into this report (Board Minute 5/98 refers). It should be noted, however, that until such time as historical data can be generated for the newly defined classifications and indicators, trend analysis will be limited to those areas where there is appropriate and comparable historical data.

Highlights

- During 2001, a total of 742 complaints were made by members of the public – 545 complaints about officer conduct, one about Service policy and 12 about the level of service provided; 184 complaints did not meet the criteria set out in the *Police Services Act* and were, therefore, not subject to investigation. The number of complaints in 2001 reflects a 9% decrease from the number of complaints in 2000, but remains well above the levels experienced in 1998 and 1999.
- Over the past two decades there have been significant variations in the annual level of external complaints, however, a calculated trend line indicates that the overall level of public complaints has tended to increase only very slight over the period.
- Compared to 1999 and 2000, there is a definite shift from serious to less serious conduct complaints - the proportion of less serious conduct complaints has increased while serious conduct, policy and service complaints have decreased. Complaints about conduct of a serious nature account for only one in four complaints in 2001, as compared to almost one in three complaints in 2000 and 1999.
- The Police Services Act provides that if a complainant is not satisfied with either the classification or disposition of their complaint, the complainant may request the Ontario Civilian Commission on Police Services (OCCOPS) to review the classification or disposition decision and, if appropriate, reclassify the complaint or overrule the Service's disposition. Of the 742 complaints in 2001, seven classifications were challenged by the complainant – five were returned for further review and one file is outstanding. Of the 823 complaints concluded during this same

- period, OCCOPS reviewed 147 dispositions at the request of the complainant; nine decisions were over-ruled and ten reviews are on-going.
- A total of 558 officers were cited as Subject Officers in a total of 742 complaints during 2001; approximately one in every 9 officers was involved in a complaint.
- A review of the 823 complaints concluded in 2001 showed that, on average, complaints were concluded within 73 days of being received by this Service, a very slight decrease from the 74 days reported in 2000. More than half of the complaints were concluded within 60 days and about one in three were outstanding more than 90 days.
- A total of 152 charges, relating to 47 cases of alleged misconduct, were laid in 2001. The number of cases opened is less than half of the 105 cases opened in 2000, and about one third less than the average number of cases opened during the previous five years. As has been experienced in the past, very few officers account for a disproportionate number of charges; for example, holding aside the charges against one officer, the number of charges laid during this period drops to 92, about 55% below the five year average of 203 charges.
- The number of cases opened each year since 1992 has tended to decrease, as compared to the number of charges which has tended to increase, but with significant variation. Both the number of cases opened and charges laid in 2001, lay below the trend line.
- Police Services Act charges were laid against 38 individual officers, about one in every 140 officers of this Service; about 65% of all charges laid during this period were laid against 4 officers, about one in 1,300 officers.
- During 2001, a total of 55 cases (94 charges) were concluded. On average, these cases were open about 21 months, however, the duration ranged from about three months to slightly more than six years. For cases concluded during this period where there was no criminality involved, the average duration was about 19 months, as compared to cases where criminality was involved, which were outstanding an average of 24 months.
- A total of 1,842 Use of Force Reports were submitted during 2001, approximately 12% more than the 1,639 reports submitted during 2000, and 21% higher than the average number of reports submitted in the previous five years. Of the total reports submitted, 1,536 reports (83%) were submitted by individuals and 306 reports (17%) were submitted by a team.

- Firearms, more than 50% of which are semi- or fully-automatic weapons, and edged weapons, almost exclusively knives, are consistently the most likely subject weapons encountered by police officers and account for more than 70% of weapons found in the possession of subjects. Weapons were found in about than 20% of all reported instances of the use of force.
- Of the 780 injuries reported relating to an incident where force was used, almost one third of all injuries were sustained by police officers and less than 4% were sustained by third parties; a huge majority (94%) of all reported injuries were of a minor nature.
- During 2001, the Special Investigations Units were consulted on 33 files; the SIU withdrew from 11 files and invoked their mandate to investigate 22 files. In all of the 22 investigations, the SIU found no criminality on the part of the police officers.
- In 2001, a total of 308 members of the Toronto Police Service received Service Awards, including two Medals of Merit, 15 Merit Marks, eight Chief of Police Excellence Awards, 64 Commendations, 198 Teamwork Commendations, and 21 Canadian Peacekeeping Service Awards. A total of 765 long service awards were presented to Service members – 452 crested watches to commemorate 25 years of service, and 313 long service awards to recognise twenty, thirty and forty years of dedicated service.
- The number of Service Award recipients decreased 44% over the past two years. This decrease may, at least in part, be explained by a more timely awarding process and the use of Time Awards - members who may have been recommended for a service award in the past, were given a Time Award.
- During 2001, a total of 183 Fail to Stop Reports were submitted to Professional Standards - an increase of 19% from 2000, but a decrease of 10% from five years ago; the number of suspect apprehension pursuits reported in each of the past five years year has tended to decrease, although significant variation about this trend is evident.
- In almost six in ten pursuits, officers cited ‘Criminal Offences’ as the reason for pursuing a vehicle, in more than 60% of all reported pursuits, the vehicle was stopped, and a total of 27 injuries were sustained, mostly by suspects, in a total of 19 personal injury collisions.
- The following table summarises the single most frequent data occurrence for each trend indicator, by reporting section. (Data may not be considered to be correlated.)

	Public Complaints	Discipline Charges	Use of Force
Subject Officer			
Length of Service	Less than 5 years	More than 25 years	Less than 5 years
Function		Divisional Uniform	Not Available
Rank	Constable	Police Constable	Not Available
Attire			Uniform
Incident			
Command	Policing Operations	Policing Operations	Policing Operations
Time of Incident			00:00 to 01:00 hours
Source/Origin	Unit/Division	Unit	
Duty Status		Off-duty	
Premise/Location	Street		
Precipitating Factor	Investigation		
Type of Force Used			Handgun drawn and pointed
Report Type			Individual

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF
THE TORONTO POLICE SERVICES BOARD HELD ON JUNE 27, 2002**

**#P168. RESPONSE TO THE REVENUE CONTROLS REVIEW BY CITY
OF TORONTO AUDIT SERVICES**

The Board was in receipt of the following report MAY 16, 2002 from Julian Fantino, Chief of Police:

Subject: Revenue Controls Review performed by The City of Toronto Audit
 Services

Recommendation:

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

Background:

The Board, at its meeting of February 28, 2002, received a report (Board Minute #P38/02 refers) containing the Service's comments regarding the revenue controls review performed by the City Auditor. The Board also made the following recommendations:

"That the Chief of Police report to the May, 2002 meeting of the Toronto Police Services Board on the corrective action taken to address the observations and recommendations in the report."

Appendix I contains details of the corrective actions pertaining to each of the City Auditor's recommendations.

Further to the recommendations in Appendix I, the City Auditor also identified other issues and responses to these are reflected below:

Revenue Charged as Expense Recovery

We agree with the City's findings regarding the inconsistencies in billing processes. Financial Management (FMT) and Budgeting and Control will be working on policies and practices that ensure the consistent recording of billings in an effort to ensure accurate reporting of all revenues and expenditures incurred. With the introduction of the SAP system in October 2001, many of these inconsistencies have already been addressed.

In-house Seminar Expenses

Units conducting seminars begin the planning process by contacting Financial Management for a Seminar Package, which contains policies, procedures and working paper documents. The Treasurer and/or Committee Head meet with senior FMT staff to

go over the processes. In addition, the Service has developed and issued Purchase and Service Expenditure Procedures and FMT ensures that these are complied with.

Security

The City report makes a number of recommendations relating to the Corporate Information Services (CIS) counter located on the fourth floor of Headquarters. As the result of the tragic events of September 11, CIS has been working with our Facilities Management area to secure a location on the ground floor of Headquarters. Staff have been working on the ground floor for quite some time. They are working in close proximity to the uniform members of the Duty Desk, reducing security concerns greatly. Furthermore, once a permanent office has been established, additional security features such as a panic button will be installed.

Mr. Frank Chen, Chief Administrative Officer, will be available at the Board meeting to answer any questions the Board may have.

The Board received the foregoing.

**City of Toronto Audit Services
Revenue Controls Review - Toronto Police Service
Summary of Conclusions, Recommendations and Management Comments**

Observations/Conclusion

City Auditor's Recommendation

Chief of Police Comments

<p>(1) Outstanding Account Receivable</p> <ul style="list-style-type: none"> - The overall monitoring and collection of receivables is not timely and efficient as 50 percent of the \$5.2 million balance is over 90 days and approximately \$600,000 is several years old. - The high volume of outstanding paid duty administration fees outstanding contributes to the inability of staff to follow-up outstanding accounts. This problem is compounded by a reluctance of Unit Commanders to use the delinquent list to limit service that is provided to those unpaid problem accounts. - The uncollectable accounts are provided for annually, but there is no regular process in place to obtain approval for the write-off of older uncollectable balances that continue to build up in accounts receivable. 	<p>(1) That the Chief of Police implement more stringent monitoring and collection processes over accounts receivable that remain outstanding 90 days and older, including that:</p> <ul style="list-style-type: none"> (a) paid duty small event customers be required to make advance payment to the Toronto Police Credit Union and/or secure payments by credit card authorization for administration fees, equipment rental and taxes, and that Unit Commanders be directed to withhold services until an outstanding account is settled; (b) an annual procedure be implemented to obtain the appropriate approval required under the existing by-law to write-off older uncollectable accounts, including obtaining the recommendation from City Legal to authorize the write-off of uncollectable accounts; and (c) a systematic process be established for the issuance of progressively stronger worded warning and collection letters for overdue accounts. 	<ul style="list-style-type: none"> • Paid duties have been the subject of an extensive study over the past 6 months. The committee established to review paid duties is examining the entire process, from the time a duty is accepted to the billing of the administration fee and vehicle/equipment rentals. A number of recommendations have been placed before the Senior Management Team (Staff Superintendents and Directors). Although I can not discuss these recommendations in detail until they are approved, I can assure you that the payment of outstanding invoices is expected to improve. • With the implementation of the SAP financial system on October 1, 2001, a collection letter process has been established. The process ensures that progressively stronger worded warning and collection letters are created for overdue accounts. It is our hope that the letters in combination with the changes to paid duties will improve collections significantly. • FMT staff have been working with City Legal for the past few years to obtain the approval required to write off uncollectable accounts. An allowance for doubtful accounts was established both at the City and TPS several years ago to facilitate this write-off. However, we have been continuously challenged by the City Solicitor in relation to our collection efforts and therefore have been unable to write off these amounts. We persist in our efforts and anticipate obtaining the required approval some time in the current fiscal year
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**City of Toronto Audit Services
Revenue Controls Review - Toronto Police Service
Summary of Conclusions, Recommendations and Management Comments**

Observations/Conclusion

City Auditor's Recommendation

Chief of Police Comments

<p>(2) Cashiers Operation</p> <ul style="list-style-type: none"> - The Accident and Occurrence Section held several cheques for accident reconstructions for extended time periods to avoid potential refunds. - Divisional and travel advance fund balances are maintained at levels considerably above peak period usage and above daily reimbursement process totals. - The daily cash form is manually prepared by the cashier on a spreadsheet file, as the database has not been programmed to include debit card transactions in the system generated report. 	<p>(2) That the Chief of Police:</p> <ul style="list-style-type: none"> (a) ensure that staff deposit all cheques immediately upon receipt; (b) review imprest accounts and adjust the size of each fund appropriately to accommodate both peak daily requirements and an allowance for the average time required to receive reimbursement from the City; and (c) modify the cashier's database program to facilitate inclusion of debit card receipts in the daily cash report that is system generated. 	<ul style="list-style-type: none"> • FMT staff established a process with CIS to ensure that cheques are deposited on a timely basis. • With the implementation of the SAP financial system, reimbursements are processed quicker, reducing the potential exposure experienced by the Cashier during peak requirement periods. • Modifications have been made to all daily deposit sheets to include all sources of deposit.
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City of Toronto Audit Services
Revenue Controls Review - Toronto Police Service
Summary of Conclusions, Recommendations and Management Comments

Observations/Conclusion	City Auditor's Recommendation	Chief of Police Comments
<p>(3) Completeness of Billing Process</p> <p>Divisional units initiate fees for certain services and receive the cheque payment from the client, without advance preparation of an accounting invoice. This creates an opportunity for abuse, as unrecorded receipts are susceptible to loss or theft.</p>	<p>(3) That the Chief of Police issue a notice to all divisional units that all billable services provided to customers require the issuance of an invoice by Financial Management, and that authorized supporting detail for the preparation of each invoice must be received by accounts receivable staff within 15 days of the completion of the service.</p>	<p>FMT will continue to work with units initiating fees to ensure that an invoice is prepared in advance of cheque receipt from the customer being offered the service.</p>
<p>(4) Dishonoured Cheques</p> <p>Staff have commented that there have been significant delays in receiving “not sufficient funds” (NSF) cheques from City of Toronto Finance. The delays in the receipt of NSF cheques prohibits the timely follow-up and collection of outstanding funds and may contribute to unnecessary write-offs of accounts receivable.</p>	<p>(4) That the Chief of Police request the City's Chief Financial Officer and Treasurer to resolve the current delays in the forwarding of “not sufficient funds” (NSF) cheques to the Toronto Police Service, to permit more timely follow up and collection of outstanding accounts.</p>	<p>FMT is continuously communicating with the City regarding the delays experienced in receiving dishonoured cheques. Currently, dishonoured cheques may not be forwarded to FMT for 3-4 months, often making the cheque stale-dated and making it extremely difficult to collect the payment again.</p>

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF
THE TORONTO POLICE SERVICES BOARD HELD ON JUNE 27, 2002**

**#P169. TORONTO POLICE SERVICE – 2002 OPERATING BUDGET
VARIANCE REPORT AS AT APRIL 30, 2002**

The Board was in receipt of the following report JUNE 6, 2002 from Julian Fantino, Chief of Police

Subject: 2002 OPERATING BUDGET VARIANCE REPORT FOR THE
TORONTO POLICE SERVICE AS AT APRIL 30, 2002

Recommendation:

It is recommended that:

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

Background:

Toronto City Council, at its meeting of March 4 to 8, 2002, approved the TPS Operating Budget at a net amount of \$587.2 Million (M), an increase of 1.5% over the 2001 Net Operating Budget. The Council-approved budget provides sufficient funding to maintain current services. The budget also provides additional funding for the creation of an Anti-Gang Unit in the amount of \$0.7M as well as funding for costs related to the City taking over Provincial Offences Act courts. In addition to the approved budget, City Council also approved one-time funding for World Youth Days at a net amount of \$2.7M bringing the Service's total operating budget to \$589.9M.

2002 Operating Budget Variance

As at April 30, 2002 the Service is projecting a year-end surplus of \$1.0M. This surplus is \$0.8M more than reported in the March 31, 2002 variance report.

STAFFING

A net salary savings of \$0.7M is projected to year-end. The Service continuously evaluates staffing data and the related impact on the Service's expenditures. It is currently projected that there will be a total of 425 uniform separations in 2002 compared to the original budget estimate of 322. As at April 30, 2002 there were 181 separations compared to 164 at the same point in time last year. This is mainly due to an increase in members retiring on a reduced pension and partially due to an increase in resignations (53 to date).

In ongoing attempts to achieve uniform staffing targets, the Service actively recruits lateral entries. To date, the number of lateral entries are slightly less than planned (although year end projections are unchanged). In addition these lateral entries have occurred later than planned.

The increased attrition and delay in hiring lateral entries results in a salary savings of \$6.2M. However, these savings have been largely offset by in-year strategies designed to cope with the staffing shortfall caused by the increase in separations. These strategies include increased use of overtime, call backs and granting fewer days off. In addition, the Service is attempting to increase the number of lateral entries through aggressive recruiting, exploring offering incentives to attract and retain new hires (e.g. lieu time credits) and pursuing the hiring of part-time police officers. These actions result in a projected 2002 cost of \$4.9M. Details of separations and hiring along with staffing strategies were provided in the Human Resource Strategy report at the Board meeting of May 30th.

Moreover, the Service has incurred additional salary costs related to policing protests at the PC Convention and providing increased resources during the OPSEU strike. These events have added \$0.6M to the 2002 projected expenditures. The in-year strategies to cope with the uniform staffing shortfall to target and the unexpected events above total \$5.5M versus the \$6.2M projected salary savings, resulting in a net projected salary savings of \$0.7M.

BENEFITS

A net benefit savings of \$0.3M is projected to year-end. As a result of cost containment initiatives initiated during 2001, the Service has continued the favourable trend in medical and dental costs and is projecting a \$0.8M favourable variance for benefits. However, additional costs for WSIB in the amount of \$0.5M result in a net savings of \$0.3M.

SUMMARY

As at April 30, 2002 a favourable variance of \$1.0M is projected. The Service continues to monitor and control expenditures and is committed to delivering an effective and efficient policing operation within the approved funding level. It is therefore recommended that the April 30, 2002 Operating Budget Variance report be received and that the Board forward a copy of this report to the City Chief Financial Officer and Treasurer.

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

The Board received the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF
THE TORONTO POLICE SERVICES BOARD HELD ON JUNE 27, 2002**

**#P170. TORONTO POLICE SERVICE – 2002 CAPITAL BUDGET
VARIANCE REPORT AS AT MAY 31, 2002**

The Board was in receipt of the following report JUNE 6, 2002 from Julian Fantino, Chief of Police:

Subject: 2002 CAPITAL VARIANCE REPORT FOR THE TORONTO POLICE
SERVICE AS AT MAY 31, 2002

Recommendation:

It is recommended that:

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

Background:

The City of Toronto Council approved the Toronto Police Service's 2002-2006 Capital Budget, consisting of twenty-five projects in 2002, with a total expenditure of \$24.9 million (M). The 2002 expenditure includes \$22.1 M for previously approved projects, and \$3.8 M (land and start-up costs) for the new 43 Division. This report provides details regarding the capital budget variance for year 2002 as of May 31, 2002.

Summary of Capital Projects:

The following table provides a summary of the twenty-five projects in 2002, of which twenty-two projects are continuing from 2001, and three projects commencing in 2002. Capital projects are managed within a total approved project amount that spans over several years, and any unspent budget allocation from previous years is carried forward to future years. The carry forward amount prior to 2002, not included in the \$24.9 M, is \$11.1 M and therefore, the available expenditure for 2002 is \$36.0 M (\$24.9 M + \$11.1 M).

(\$000s) Project Name	Available to Spend in 2002 (1)	YTD Actual + Commitment as at May 31, 2002 (2)	2002 Projected Actual (3)	Year-End Variance (Over)/ Under (4)=(1)-(3)
<u>Continuing Projects with Cash flow Carry forward</u>				
Occurrence Re-Engineering	1,122.1	1,100.0	1,122.1	-
Long Term Facilities - 51D	7,573.5	7,531.0	7,573.5	-
Security Control	59.9	42.5	59.9	-
State of Good Repair-Police	1,063.6	451.8	1,063.6	-
State of Good Repair-Corporate	6,684.8	2,660.6	6,684.8	-
Emergency Generators	481.8	479.0	481.8	-
Professional Standards Information Sys.	384.1	50.3	384.1	-
Time Resource Management System	3,111.7	1,561.9	3,111.7	-
E-Mail Replacement	187.2	121.7	187.2	-
Boat Replacement	98.8	99.4	98.8	-
Bail & Parole (Reporting Ctr.)	490.0	463.1	490.0	-
Video Tape Storage & Processing	3,033.0	80.1	3,033.0	-
MDT Replacement	1,355.8	178.1	1,355.8	-
Long Term Facility - Division 43	1,790.0	479.2	800.0	990.0
43 Division -land cost	1,600.0	-	1,600.0	-
TPS Headquarters Renovation Program	333.6	313.8	333.6	-
Automated Vehicle Location System	1,929.7	187.3	1,929.7	-
Centralized Drug Squad/Study	1,450.0	112.3	1,450.0	-
11 Division	600.0	-	-	600.0
Emergency Services Video Dist. System	35.8	-	35.8	-
23 Division -Land Cost	1,600.0	-	-	1,600.0
<u>Projects Commencing in 2002</u>				
Livescan Fingerprinting System	300.0	-	300.0	-
Police Integration System	250.0	-	250.0	-
Firearms Def Tactics-Applicant Testing	500.0	-	50.0	450.0
TOTAL:	36,035.4	15,912.1	32,395.4	3,640.0

Based on the above, the Service is projecting a year-end expenditure of \$32.4 M against the \$36.0 M available spending amount. This provides an under-expenditure of \$3.6 M which is projected to be carried forward to 2003.

Variances

The following explanations are provided for 2002 projects reflecting a variance when compared to the available spending amount.

- The 43 Division project – The site for the new 43 Division is on City owned land, which has been transferred to the Service. The City has valued the land at \$1.6 M, and this amount is included in the approved budget and has also been reflected as completely spent. The remaining amount of \$1.2 M in 2002 was designated for design work and some start-up construction costs. The Service has been working with the Ambulance Department to make the new 43 Division a joint TPS/Ambulance facility. The Ambulance Department is committed to the joint facility and although they do not have capital funding for their share of the cost, they will be identifying a request for this in their 2003-2007 capital program. At this time, the Service is projecting to spend \$0.8 M of the \$1.8 M in 2002. The main reason for the under-expenditure is a time delay in completing the necessary discussions/ meetings with community stakeholders prior to finalizing the design. Meetings have occurred and are continuing.
- The 11 Division project – Due to delays in acquiring a site for 11 Division, the \$0.6 M available amount in 2002 will not be spent. The Service, through City Real Estate, has identified a suitable site for 11 Division. However, to obtain this site the City would be required to expropriate the land and this could take approximately one year. Given this, the Service has requested City Real Estate to search for other sites that would meet the criteria established for the Service's model division. City Real Estate is in the process of conducting the search, and therefore it is not expected that any funds will be spent this year.
- The 23 Division project – Some options for the location of a new 23 Division have been identified by TPS and City Real Estate. These are currently being reviewed against the site selection criteria. Once a decision is made, then the direction to City Real Estate will be given to acquire the selected property. Given the time required to negotiate and acquire a property, at this time it is projected that the 2002 funds will not be spent.
- The Firearms Def. Tactics/ Applicant Testing Facility project – Currently, there are two options for the location of a new facility that are being reviewed. One location is on City-owned land however, the land is contaminated. The second location would require City Real Estate to purchase the property. Due to delays in site selection, the process of design and construction cannot be finalized until after the new site is selected (currently expected by fall of 2002).

SUMMARY

The Toronto Police Service is projecting a 2002 year-end under-expenditure of \$3.6 M. This under-expenditure will continue to be monitored, and if necessary carried forward into 2003, and reflected in the 2003-2007 Capital submission. Projects continue to be monitored closely to ensure that they remain within the total project budget and on schedule.

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

The Board received the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF
THE TORONTO POLICE SERVICES BOARD HELD ON JUNE 27, 2002**

#P171. RACE RELATIONS PLAN - UPDATE

The Board was in receipt of the following report MAY 29, 2002 from Julian Fantino, Chief of Police:

Subject: RACE RELATIONS PLAN - UPDATE

Recommendation:

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

Background:

The Board received the Race Relations Plan – Final Report at its March 27, 2002, meeting (Board Minute #P83/02 refers). During discussion of that report, the Board asked whether any independent surveys had been conducted to determine how the public feels about the performance of front-line Service members.

The Board also passed 3 motions; motions 2 and 3 will be addressed in this report.

Board Motion 2 THAT the Service develop, and forward to the Board, a plan to contract an outside company to conduct independent surveys every three or five years on the public's opinion on the following issues:

- the performance of front-line Service members
- whether the level of training provided to front-line Service members is adequate
- whether the service-delivery by Service members is considered satisfactory by the citizens of Toronto
- resources and programs offered by the Service
- the needs and expectations of the public

Board Motion 3 THAT the results of the public surveys be forwarded to the Board for information.

Since 1999, the Service has included funding in its operational Budget to conduct an annual survey of the community. The survey focuses upon community perceptions of quality of TPS service delivery, suggestions for improvement to service, and perceptions of safety in their own neighbourhoods, as well as perceptions of Toronto as a safe city, perceptions regarding the Service's complaints process, issues of concern such as crime, gangs, drugs, etc.

The survey instrument is prepared by Corporate Planning and reflects issues that are of significance to the Service. Issues also have been drawn from concerns raised by members of the Board or by members of the public making deputations to the Board. The survey is conducted in the last quarter of each year by an outside consulting company chosen in compliance with the City's tendering process.

The survey results have been reported in the 2000 Environmental Scan and the 2000 Service Performance documents; each of these reports has been provided to the Board. The results of the most recent survey (conducted in November 2001) can be found in the 2001 Service Performance report, being submitted under separate cover.

The actual survey instrument has been provided directly to Board staff each year since the survey was conducted in 1999. While the survey in 1999 included a question about specific policing programs, this question was removed in subsequent years to allow questions more directly related to Service Priorities. (To maintain costs, attempts were made to keep the number of questions constant each year.) Future surveys will once again include this question, as well as questions related to training issues.

In addition to this general community survey, Corporate Planning conducts annual surveys with school administrators/teachers and high school students, and has conducted other surveys on an as-needed basis (e.g. victims, CPLC members). The results of the 2000 school surveys were available in the 2000 Service Performance document; the results of the 2001 surveys with all of the noted groups are available in the 2001 Service Performance report, being submitted under separate cover.

This year, in addition to the full community survey that will be completed, as usual, in the final quarter of 2002, a shortened version of the questionnaire has been developed to gather community input and perceptions relating to some current, specific issues. This one-time abridged survey will be carried out in July 2002, with the results to be provided to the Service for analysis in August.

The satisfaction and perceptions of our communities continue to be integral measures of Service performance relative to our Priorities and Goals, as outlined in our 2002-2004 Business Plan (approved by the Board at its November 2001 meeting, Board Minute #P301/01 refers). Since an annual report on our performance relative to the Priorities is a legislated requirement (Ontario Regulation 3/99), the Service will continue to conduct the surveys on an annual basis, rather than every three to five years.

In conclusion, the Service has been conducting, and will continue to conduct, independent surveys to determine how the public feels about the performance of front-line Service members.

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

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

Mr. Audi Dharmalingam, Urban Alliance on Race Relations, was in attendance and made a deputation to the Board. Mr. Dharmalingam also provided a written submission which is on file in the Board office.

The Board received the foregoing report and Mr. Dharmalingam's deputation. The Board also requested that a copy of Mr. Dharmalingam's written submission be forwarded to Chief Fantino for consideration.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF
THE TORONTO POLICE SERVICES BOARD HELD ON JUNE 27, 2002**

#P172. ENHANCED EMERGENCY MANAGEMENT

The Board was in receipt of the following report JUNE 7, 2002, from Julian Fantino, Chief of Police:

Subject: ENHANCED EMERGENCY MANAGEMENT

Recommendation:

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

Background:

At its meeting of December 13, 2001, (Minute P356/01 refers) the Board directed that the Service provide quarterly reports, commencing April 2002, to the Board on the progress of the enhanced emergency management plan.

On October 3, 2001, a joint report (titled Enhanced Emergency Management) from myself, Chief Speed of Toronto Fire and Chief Kelusky of Emergency Medical Services was submitted to the City outlining the needs and requirements of all three services. Since that time, the report has gone through several revisions, and now also includes the Public Health Department, Works and Emergency Services and the Office of Emergency Management. The plan was written to cover a span of 3 years, and for the year 2002 funding in the amount of \$5.2 million has been approved.

As part of this year's budget process, I can now advise the Board that both the Provincial and Federal levels of government have come on board, resulting in funding commitments being made for the year 2002. These funds will be allocated to HUSAR (Heavy Urban Search And Rescue), CBRN (Chemical Biological Radiological Nuclear), Health, and EOP (Emergency Operations Planning). The funding is broken down as follows:

Capital Budget: (2002 – 2004)

<u>Program</u> <u>Share</u>	<u>Total Funding</u>	<u>City Share</u>	<u>Federal Share</u>	<u>Provincial</u>
HUSAR	\$1,858,000.00	\$364,000.00	\$1,094,000.00	\$100,000.00
Mar/02				\$300,000.00
Mar/03				
CBRN	\$560,000.00	\$560,000.00	0	0

Operating Budget:

<u>Program Share</u>	<u>Total Funding</u>	<u>City Share</u>	<u>Federal Share</u>	<u>Provincial</u>
HUSAR	500,000.00	\$500,000.00	0	0
CBRN (OFM)	\$700,000.00	\$550,000.00	0	\$150,000.00
Health	\$551,000.00	379,000.00	\$172,000.00	0
EOP	\$600,000.00	\$600,000.00	0	
Health (EOC)	\$479,000.00	\$120,000.00	\$359,000.00	0

Total Commitments:

<u>Share</u>	<u>Total Funding</u>	<u>City Share</u>	<u>Federal Share</u>	<u>Provincial</u>
	\$5,248,000.00	\$3,073,000.00	\$1,625,000.00	\$550,000.00

All three levels of government have indicated they are interested in funding these programs for the years 2003 and 2004 as well, but have not yet committed to specific dollar values.

Of the above identified funding, the only monies coming directly to this Service is \$100,000.00 from the \$600,000.00 in the Emergency Operations planning budget. This money is for a new Sergeant's position, which was recommended as an additional staffing position in Emergency Management, as part of the Public Safety Unit.

A "Joint Operations Steering Group" has been established, and the initial stages of developing the HUSAR/CBRN and Emergency Planning teams are under way with the co-operation and joint involvement of the emergency service agencies within the city. Included in the group are Fire, Ambulance, Police, Public Health, Works and Emergency Services and the Office of Emergency Management. The above funding numbers are destined for these joint projects, and the spending will be authorized by the Steering Group from the cost centres set up by the Budget Advisory Committee of the City.

There were a number of projects identified in the original Enhanced Emergency Plan that have since been removed from the plan and are now being incorporated into the respective agencies budget processes.

The projects that were removed are:

Intelligence support

Multi agency helicopter (withdrawn)

Hiring of 55 firefighters

Harmonization of EMS radio system

Hiring of 12 additional tactical paramedics

I will continue to report on the progress of these programs as the Board directs.

The Board received the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF
THE TORONTO POLICE SERVICES BOARD HELD ON JUNE 27, 2002**

**#P173. 2002 COMMUNITY VOLUNTEER AND CONSULTATION
MANUAL**

The Board was in receipt of the following report MAY 21, 2002 from Julian Fantino, Chief of Police:

Subject: COMMUNITY VOLUNTEER AND CONSULTATION MANUAL
(2002)

Recommendation:

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

Background :

Regular reviews of an organization are an important part of keeping the organisation healthy. By continually re-examining itself, the organisation can ensure that it remains efficient, effective, economical and accountable. These are crucial characteristics for the Service as it strives to meet the complex policing needs of the City of Toronto, and to retain its position of leadership in the North American policing community.

After taking office on March 6, 2000, I embarked on a 90-day review of the Toronto Police Service. This review was intended to be very comprehensive. It covered a broad variety of issues, including staffing, human resource procedures, enforcement strategies and priorities, budget issues, supervisory structures, police uniforms and the relationship between the Service and the community. In all, 17 project teams led by Command and Senior Officers and involving members from all areas of the Service undertook elements of the review.

The component of the review dealing with the Service's Community Consultation process has resulted in the new "Community Volunteer and Consultation Manual (2002)". This manual is attached to this report and has formally incorporated the Community Consultation process into an already existing Service manual that dealt with Service Volunteers. The existing Volunteer Manual was revised to reflect the current state of affairs within the Service while the Consultation component was developed through the work of the steering committee assigned to the review in conjunction with the input of Service and community members.

The Review Committee was intrinsically guided by the terms of reference of the review relative to volunteers and community consultation, as follows:

- opportunities for enhanced effectiveness respecting community based activities and leadership directed at joint community and policing problem solving initiatives (eg:graffitti clean-ups, crime prevention programs and police open houses)
- composition and criteria for community representation and membership
- ensuring the most strategic and effective outcomes are achieved through a formal police-community committee structure
- ensuring optimum results are obtained

As a result, the review identified issues such as ownership/role, fiscal accountability, linkages, membership and opportunities to streamline in regards to the formalised levels of consultation that exist within the Service. These formalised levels are the:

- Community Police Liaison Committees (CPLC)
- Service's Consultative Committees
 - French
 - Black
 - Aboriginal
 - South and West Asian
 - Chinese
 - Lesbian Gay Bisexual Transgender
- the Chiefs Advisory Council (representing adult and youth components)

The new Manual represents a complete, structured and clear approach to our consultation process within the Service rather than the mere guidelines that existed previously that only addressed Community Police Liaison Committees.

The following are some of the key points of the Manual as it applies to the community consultation process:

- a clear and standardised process
- establishing criteria for role definition
- ensuring constructive partnerships
- membership criteria
- standards of activity ensuring optimum results
- linkages between all levels of the process
- fiscal accountability
- streamlining of the two Chiefs Advisory Councils (Adult and Youth)
- Community Policing Support continuing to provide centralised support and co-ordination for this process.

In conclusion, guided by the terms of reference that were initially set out and by the contributions of the 90-day Review Steering Committee, this Manual seeks to combine a standardized and constructive, yet flexible approach in dealing with our diverse communities. It will assist all stakeholders in identifying, prioritising and resolving problems based on mutual respect and understanding to keep Toronto the safest and best place to live and work.

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

Deputy Chief Michael J. Boyd, Policing Support Command, will be in attendance to respond to questions from Board members.

Inspector Jim Sneep, Community Policing Support, was in attendance and responded to questions by the Board about this report.

The Board received the foregoing and requested the Service to forward copies of the 2002 Community Volunteer and Consultation Manual to all Community Policing Liaison Committees (CPLC's) for information.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF
THE TORONTO POLICE SERVICES BOARD HELD ON JUNE 27, 2002**

#P174. 2003 OAPSB CONFERENCE

The Board was in receipt of the attached correspondence MAY 21, 2002 from Chris Moran, Ontario Association of Police Services Boards, with regard to the 2003 OAPSB Conference which will be hosted by the Toronto Police Services Board.

The Board received the foregoing.



Ontario Association of POLICE SERVICES BOARDS

May 21, 2002

Norm Gardner
Toronto Police Services Board
40 College Street
7th Floor
Toronto, ON M5G 2J3

Dear Chair Gardner,

At its meeting on May 4, 2002, the OAPSB Board of Directors considered your letter of April 16, 2002 on behalf of the Toronto Police Services Board to host the 2003 OAPSB Conference. I am pleased to advise you that the OAPSB Board of Directors heartily approved your generous offer.

Barbara Hume-Wright will follow-up with your staff to begin discussions and preparations for the 2003 Conference as soon as reasonably possible. I am sure Joanne Fielding's work on a host conference guide will prove very helpful to your Board's efforts.

We look forward to working with the Toronto Police Services Board on the 2003 Conference.

Yours truly,

A handwritten signature in black ink, appearing to be 'Chris Moran'.

Chris Moran
President



10 Peel Centre Drive, Brampton, ON L6T 4B9
Tel: (905) 458-1488 1 (800) 831-7727 Fax: (905) 458-2260 Email: admin@oapsb.ca



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF
THE TORONTO POLICE SERVICES BOARD HELD ON JUNE 27, 2002**

#P175. OAPSB RESOLUTION REGARDING SEARCHES OF PERSONS

The Board was in receipt of the attached correspondence MAY 24, 2002 from Chris Moran, Ontario Association of Police Services Boards, with regard to the Association's decision to support the Toronto Police Services Board's request for federal and provincial legislation governing searches of persons.

The Board received the foregoing.

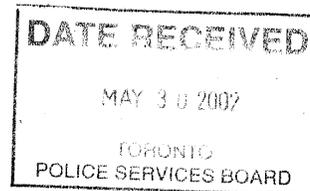


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Ontario Association of **POLICE SERVICES BOARDS**

May 24, 2002

Norm Gardner
Chair
Toronto Police Services Board
40 College Street, 7th Floor
Toronto, ON M5G 2J3



Dear Mr. Gardner;

Attached please find a copy of the resolution that was approved by at the 40th Annual General Meeting of the Ontario Association of Police Services Boards (OAPSB). The OAPSB Board of Directors has forwarded this resolution and the others approved by the delegates to the appropriate Minister for consideration and a response back to the Association.

This resolution is now posted on the OAPSB web site and when a response is received from the government, it too will be posted along with the resolution. The Executive Committee of the OAPSB will be meeting with the Minister of Safety and Security later this year to discuss many of the issues raised through the Association's resolutions process and through other means. The OAPSB Board will keep your Board and the many other member Boards informed of its discussions with the Minister through Director reports to Zone meetings, the OAPSB newsletter and the OAPSB web site.

On behalf of the Board of Directors I would like to thank your Police Services Board for raising this issue, through the attached resolution. It is an issue that is clearly shared by many police services boards across this province.

Yours truly,

A handwritten signature in black ink, appearing to be 'Chris Moran'.

Chris Moran,
President

10 Peel Centre Drive, Brampton, ON L6T 4B9
Tel: (905) 458-1488 1 (800) 831-7727 Fax: (905) 458-2260 Email: admin@oapsb.ca

**2002-06 REQUEST FOR FEDERAL AND PROVINCIAL LEGISLATION
GOVERNING SEARCHES OF PERSONS**

FROM: TORONTO POLICE SERVICES BOARDS

THAT the Board write to the Federal Minister of Justice requesting that, in light of the suggestion by the Supreme Court of Canada that Parliament should enact legislation which would provide clear and unequivocal rules to police officers with respect to when, where and how "strip searches" incident to arrest should be conducted, the Minister enact such legislation; and

THAT the Board, because of the ambiguous state of the law and potential liability regarding "strip searches" of persons being detained in police facilities, write to the Solicitor General of Ontario requesting that police officers, court officers and custodial officers (matrons) be given the same powers of search when detaining a person as have been granted to correctional services officers when detaining a prisoner.

SUPPLEMENTARY INFORMATION

The Toronto Police Service had evidence excluded under section 8 of the Charter from a specific strip search incident in an appeal to the Supreme Court of Canada. The Court overturned a conviction for trafficking in a narcotic.

In its decision, the Court ruled that the common law authority to search a subject of a lawful arrest includes the power to strip search, subject to a number of limitations. The Court also held that a set of guidelines in the form of legislation would greatly assist both the police and the courts in determining where, when and how strip searches should be conducted.

It can be demonstrated that it is impossible to predict which prisoners may have something concealed on their person which could be a danger to themselves, other prisoners, police officers or other persons. The liability for injury or death caused by an unsearched prisoner is obvious. This reality is recognized in the corrections field and as a result, specific search powers are given to correctional workers by virtue of Regulation 778 of the Ministry of Correctional Services Act.

The Supreme Court in its ruling specifically urged that legislation be enacted to give police clear guidelines regarding strip searches. This will require amendments to the Criminal Code to provide clear and unambiguous rules to govern police in conducting strip searches.

COMMITTEE RECOMMENDATION:

The Resolutions Committee recommends support of this resolution.

CONFERENCE ACTION:

Approved by the Conference delegates.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF
THE TORONTO POLICE SERVICES BOARD HELD ON JUNE 27, 2002**

#P176. WORLD YOUTH DAY 2002

The Board was in receipt of the following report JUNE 12, 2002 from Julian Fantino, Chief of Police:

Subject: WORLD YOUTH DAY 2002

Recommendation:

It is recommended that: the Board receive a presentation from members of the World Youth Day Safety and Security Joint Task Force outlining the events planned during World Youth Day 2002.

Background:

The City of Toronto will be hosting World Youth Day 2002 from Monday July 22 to Sunday July 28, 2002. An estimated 350,000 young people from around the world will be attending to celebrate, share their faith and welcome the Holy Father, Pope John Paul II.

It is also expected that other Internationally Protected persons, an estimated 800 clergy, 4,000 media representatives and approximately 10,000 volunteers will also be in attendance. In addition, hundreds of thousands of local residents and tourists will experience various World Youth Day related activities including the Papal Mass.

The three main venues for World Youth Day 2002 events are Exhibition Place, University Avenue and Downsview Park.

The World Youth Day 2002 Safety and Security Joint Task Force is made up of members of the Toronto Police Service, Royal Canadian Mounted Police, Ontario Provincial Police, Peel Regional Police, Toronto Transit, Fire and Emergency Medical Services. As well, numerous other federal, provincial and municipal agencies are also represented.

Inspector Larry Sinclair and Staff Sergeant Tom Huntley will make a brief presentation on the events planned during World Youth Day 2002 and will answer any questions the Board may have.

The following members of the World Youth Day Safety and Security Joint Task Force were in attendance:

- **Inspector Larry Sinclair, Toronto Police Service**
- **Staff Sergeant Tom Huntley, Toronto Police Service**
- **Staff Sergeant Barry Farndon, Ontario Provincial Police**

Inspector Sinclair and S/Sgt. Huntley presented an overview of the events that are scheduled during World Youth Day 2002 in Toronto including; the security and safety measures that will be in place to deal with large crowd events; the attendance of Pope John Paul II; and the impact of road closures at various locations in Toronto throughout the six day event.

The Board received the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF
THE TORONTO POLICE SERVICES BOARD HELD ON JUNE 27, 2002**

#P177. 2001 SERVICE PERFORMANCE YEAR-END REPORT

The Board was in receipt of the following report MAY 30, 2002 from Julian Fantino, Chief of Police:

Subject: 2001 Service Performance Year End Report

Recommendation:

It is recommended that: the Board receive the report on 2001 Service Performance.

Background:

Each year, as part of the strategic planning process, the Service prepares an annual report on the activities of the previous year. Attached for the information of the Board is the 2001 Service Performance Year End Report. The first section of the report provides the results of the measurement of the 2001 Service Priorities, using the performance indicators set out in the 2001 Business Plan. The second section of the report provides an overview of Service performance on a number of general indicators of demand, service, effectiveness, and efficiency. This latter section also includes the results of the community surveys conducted each year by and for the Service. This year-end report provides an overview of our performance relative to our core responsibilities as mandated by the *Police Services Act*, as well as what we accomplished in those areas within our mandated responsibilities to which we gave special emphasis during 2001.

In summarising Service achievement for 2001, a goal was considered to have been achieved if all performance objectives/indicators were accomplished. Likewise, a goal was classified as having not been achieved if none of the performance objectives for the goal were reached. The Board will note that strict adherence to the definitions of “achieved” and “not achieved” were observed in the summation of Service achievement of the 2001 Service Priorities.

The number of objectives/indicators varied with each goal. In the development of the Business Plan, in each instance, the objectives/indicators were identified as realistic, measurable indicators of the proposed goal. The objectives/indicators were approved along with the proposed priorities and goals, and were reported in the Board’s 2001 Business Plan (Board Minute P524/2000 refers).

For 2001, 13 priorities were identified with 31 specific goals. The majority of goals were achieved (7) or partially achieved (18). Six (6) goals were not achieved; each of the goals that were not achieved are discussed below.

PRIORITY: YOUTH VIOLENCE AND VICTIMISATION OF YOUTH

Goal: Increase enforcement initiatives relating to the sexual exploitation of children and child abuse.

Performance Objectives/Indicators:

- **Increase in number of persons charged with child exploitation offences.**

While there was only a marginal decrease of 0.6% in the number of people charged with child exploitation offences (i.e., 2 fewer people charged in 2001 than in 2000), the objective was for the number to increase. Therefore, the objective and goal were not achieved. However, the Sexual Exploitation Section of the Sex Crimes Unit considered last year to be successful, particularly in light of limited resources and training opportunities. As the Board is aware, additional funds for this initiative were not granted and may, in part, explain these results.

The Sexual Exploitation Squad has a target strength of 12 members to investigate the often complex and lengthy cases of child prostitution and child pornography. For example, in January 2001, members of the Sexual Exploitation Section were tasked with an international child pornography project, as directed by the Command. The team spent six months investigating over 240 Toronto residents suspected of possessing and/or distributing child pornography; the first arrest was made in June 2001 and, a year later, they are still making arrests related to this project.

As already noted, resources, as in other areas of the Service, continue to be a problem; most critical is the lack of technical support. At present, only two investigators are qualified to seize and examine computer equipment. The availability of technical support, particularly in regard to on-line child pornography, is essential to the ability of this unit to complete investigations. It has been estimated that there are about 100,000 child pornography websites.

Funding/grants has been requested from the Province to assist in technical support and staffing, and will request further funding in the 2003 Operating Budget.

PRIORITY: YOUTH VIOLENCE AND VICTIMISATION OF YOUTH

Goal: Focus on disbanding and disrupting the activities of street gangs.

Performance Objectives/Indicators:

- Estimated number of street gangs.

There was no change in the number of street gangs, as estimated by Detective Services; again, the intention was to decrease the number of street gangs and disrupt their activities. As the Board will recall, the Service did not receive the requested

funding for the formation of a gang unit for 2001. Nevertheless, through re-organisation of existing functions and joint efforts with other law enforcement agencies, the Service disrupted the activities of some gangs within the City.

The Service's efforts resulted in the arrest of over 50 gang members, including the leaders of two rival Tamil gangs, and resulted in the deportation of a number of immigrants who belonged to non-traditional criminal organisations (gangs). Detective Services advises that since these arrests and deportations, the Tamil community in Scarborough has experienced no further shootings, assaults, or mischief attributed to these gangs. It is also believed that Service projects targeting and disrupting gangs is a partial explanation for the 13.0% decrease in the number of homicides and attempted homicides during 2001.

This information was not available at the time of the preparation of this report, nor identified as available at the time the Board approved the 2001 Business Plan. It is a constant challenge to ensure that appropriate performance indicators are identified at the time of Plan preparation. As new data become available in a systematic fashion, I believe that we should provide the information where appropriate. Therefore, while the Service did not achieve this goal, one cannot ignore that considerable accomplishments were made in 2001 in this regard.

PRIORITY: DRUG ENFORCEMENT

Goal: Create an integrated service-wide drug enforcement strategy.

Performance Objectives/Indicators:

- Implement and communicate a consistent, focused Service-wide enforcement strategy.

Although work began on the Service's Drug Strategy, it was not completed in 2001. Therefore, this goal was considered "not achieved". However, despite this classification, it is important to recognise that, during 2001, significant steps were taken toward the development and implementation of a Service-wide drug enforcement strategy. Most important of which has been the re-structuring of the TPS drug unit. Key to the development of our drug enforcement strategy is the ability to integrate past lessons. As the Board knows, I have initiated several reviews of our drug enforcement practices. Completion of our drug enforcement strategy is awaiting the final report of the Honourable Mr. George Ferguson, Q.C., who is examining the business practices and processes within drug enforcement

Critical to a successful strategy and its implementation is co-ordination and communication between the many units of the Service that, collectively, will be responsible for drug enforcement in the City. Resource issues, as elsewhere in the Service, have prolonged efforts to develop and implement the strategy; nevertheless, the work continues. In addition to a cohesive internal approach to drug enforcement,

in 2001 work began with City officials to ensure a co-ordinated drug enforcement strategy among City departments.

PRIORITY: INFRASTRUCTURE

Goal: Ensure, through succession planning strategies, that divisional police-community initiatives are not disrupted due to officer transfer or retirement.

Performance Objectives/Indicators:

- All officers moving into divisional community response functions to receive training prior to transfer.
- Perception of CPLC members of problem-free transition when CR staff sergeants are changed.

This goal was classified as “not achieved” because less than half of the officers transferred to the community response function actually received their training prior to their transfer. Given the staffing issues within the Service during 2001, it was not always possible to arrange for training prior to an officer’s transfer to the Community Response function; timing issues - target date of the transfer - balanced against the availability of the officer to receive training, limited officer training time (completion of mandatory training such as Advance Patrol training [APT] and Use of Force training versus completion of desirable training such as the community policing training), and availability of student positions at our College, were largely responsible. It should be noted that the College advises that approximately every 3 months a day-long seminar is held for Community Response officers. The community policing issues discussed at these seminars are based upon issues of concern or interest submitted by Community Response managers throughout the field.

PRIORITY: INFRASTRUCTURE

Goal: Continue efforts to have the membership of the Toronto Police Service reflect the community we serve.

Performance Objectives/Indicators:

- Increase number of women, racial minorities, and people with more than one language hired.

The Service did not achieve this goal, as the number of new officers hired who were women, racial minority, aboriginal, or spoke more than one language decreased rather than increased as targeted. The Board has received, under separate cover, a full explanation of the challenges this Service has faced in our recruitment and hiring efforts (Board Minute P83/2002 refers).

PRIORITY: PROPERTY CRIME AND CLEARANCE RATES FOR PROPERTY CRIME

Goal: Provide an effective police response to property crimes.

Performance Objectives/Indicators:

- **Decrease in number and rate of property crimes.**

During 2001, the number of property crimes increased by 2.1%, and the rate increased from 37.9 per 1,000 population in 2000 to 38.2 in 2001. As the Board knows, property crimes constitute almost half of all Criminal Code offences reported to the police. In 2001, there was an increase in all types of property crime, with the exception of Break and Enter-Apartments. However, the overall increase was due, in large part, to the increase in the property offences of Fraud, Break & Enter – Commercial Establishments, and Other Thefts (e.g., theft under, shoplifting, pickpocket).

The increase in the number of fraud offences was one of the greatest contributors to the increase in property crimes. The Fraud Squad advises that fraud using debit cards and credit cards, and incidents of personation (identity theft) have escalated and accounts for a major portion of the increase in frauds reported. Like other units across the Service, this Squad is attempting to keep up with the increasing demand for their investigative experience given limited resources.

At this time, the 2001 Service Performance Year End report is provided for the Board's information, consistent with the requirements for an annual report in Section 31 of the Adequacy Standards Regulation (Ontario Regulation 3/99). It is recommended that the Board receive the 2001 Service Performance Year End report.

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

Ms. Kristine Kijewski, Director, Corporate Planning, was in attendance and presented a summary of the Service's 2001 year-end performance report to the Board.

The Board received the foregoing.

EXECUTIVE SUMMARY: 2001 SERVICE PERFORMANCE

PRIORITIES:

Toronto is Canada's largest and one of its most dynamic municipalities, with an enviable international reputation. Each year, in our efforts to maintain and improve the quality of life and level of safety in the City, the Toronto Police Service determines where our resources and activities will be focused. This is done within the context of responsibilities mandated by the *Police Services Act* and its accompanying regulations, and within the framework provided by the Service's own Mission Statement and Values. Our Priorities represent those areas within our mandated responsibilities to which we will give special emphasis.

Within each general area of priority, there were specific goals we wished to achieve and many strategies were used to help us work towards achieving our goals. These goals are presented under each Priority, and some of the strategies, submitted by units across the Service during the year, are presented under each goal, in the complete report. It should be noted that strategies may have been specific to the submitting unit/division and were not necessarily carried out by other units/divisions. Also outlined in the complete report are the Performance Objectives/Indicators that were set to measure our success.

The following tables summarise Service performance in 2001 relative to each of the goals within our Priorities.

PRIORITY: YOUTH VIOLENCE AND VICTIMISATION OF YOUTH

Goal	Achieved *	Partially Achieved	Not Achieved
Focus on enforcing, deterring, and preventing robbery and weapons offences occurring on school premises.		0	
Increase enforcement initiatives relating to the sexual exploitation of children and child abuse.			0
Increase enforcement activities and prevention initiatives that focus on decreasing the victimisation of youth by robberies and sexual assaults.		0	
In partnership with the Toronto District and Toronto Catholic District School Boards, focus on ensuring a safe school environment as outlined in the Police/School Protocol.		0	
Focus on preventing youth involvement in violent crime, especially those at younger ages.	0		

* 'Achieved' means **all** performance objectives for the goal were achieved; 'Partially Achieved' means some performance objectives for the goal were achieved; 'Not Achieved' means **none** of the performance objectives for the goal were achieved.

Goal	Achieved *	Partially Achieved	Not Achieved
Focus on disbanding and disrupting the activities of street gangs.			0

PRIORITY: ORGANISED CRIME

Goal	Achieved	Partially Achieved	Not Achieved
Educate members of the Service, the community, political representatives, and legislators on the actual impact of organised crime and the consequences if appropriate action is not taken immediately.	0		
Use Intelligence-driven enforcement strategies intended to disrupt organised crime networks.	0		
Improve the Service's response to organised crime.		0	
Form partnerships with other law enforcement agencies (international, national, and regional) to work co-operatively to disrupt and dismantle organised crime groups.		0	

PRIORITY: TRAFFIC SAFETY

Goal	Achieved	Partially Achieved	Not Achieved
Increase enforcement of traffic offences.		0	
Increase focus on pedestrian safety, especially seniors.		0	

PRIORITY: DRUG ENFORCEMENT

Goal	Achieved	Partially Achieved	Not Achieved
Create an integrated Service-wide drug enforcement strategy.			0
Increase enforcement of street-level drug activities to improve quality of life in neighbourhoods.		0	

PRIORITY: INFRASTRUCTURE

Goal	Achieved	Partially Achieved	Not Achieved
Implement organisational change to improve effectiveness and acquire efficiencies to allow the re-deployment of officers to front-line services.		0	
Standardise and improve information systems and production of information within the Service.		0	
Ensure adequate and effective delivery of police services.	0		
Enhance the Service's ability to manage and plan for special events, including the World Youth Conference and Olympics.		0	
Strengthen the confidence of the public and Service members in the impartiality and the integrity of the Service's administration of Part V of the <i>Police Services Act</i> - the complaints system.		0	
Ensure, through succession planning strategies, that divisional police-			

Goal	Achieved	Partially Achieved	Not Achieved
community initiatives are not disrupted due to officer transfer or retirement.			0
Continue efforts to have the membership of the Toronto Police Service reflect the community we serve.			0

PRIORITY: COMMUNITY-BASED CRIME PREVENTION

Goal	Achieved	Partially Achieved	Not Achieved
Increase community participation in solving and preventing crimes.		0	

PRIORITY: COMMUNITY PATROL

Goal	Achieved	Partially Achieved	Not Achieved
Increase the visibility of officers in neighbourhoods.		0	

PRIORITY: CRIMINAL INVESTIGATION

Goal	Achieved	Partially Achieved	Not Achieved
Implement recommendations relating to ViCLAS, from the City Auditor's report on the Review of the Investigation of Sexual Assaults.		0	
Review training provided with regard to sexual assault, in accordance with recommendations from the City Auditor's report on the Review of the Investigation of Sexual Assaults, the requirements of the Adequacy Standards legislation, the Kaufman Inquiry, and the recommendations of the May-Iles Inquest.	0		

PRIORITY: COMMUNITY SATISFACTION

Goal	Achieved	Partially Achieved	Not Achieved
Focus on improving satisfaction with police services.	0		

PRIORITY: EMERGENCY CALLS

Goal	Achieved	Partially Achieved	Not Achieved
Improve information available to allow accurate, reliable measurement of response times.	0		
Ensure the 9-1-1 emergency line is used only for emergency situations.		0	

PRIORITY: VIOLENT CRIME AND CLEARANCE RATES FOR VIOLENT CRIME

Goal	Achieved	Partially Achieved	Not Achieved
Increase feeling of safety and security within the community.		0	

PRIORITY: PROPERTY CRIME AND CLEARANCE RATES FOR PROPERTY CRIME

Goal	Achieved	Partially Achieved	Not Achieved
Provide an effective police response to property crimes.			0

Goal	Achieved	Partially Achieved	Not Achieved

PRIORITY: ASSISTANCE TO VICTIMS

Goal	Achieved	Partially Achieved	Not Achieved
Improve police response to victims of domestic violence.		0	

GENERAL INDICATORS:

As stated previously, the Service Priorities represent those areas within our mandated responsibilities to which we give specific emphasis during the year. Therefore, in addition to measuring our performance as it specifically relates to the Service Priorities, it is important that we also measure our performance in carrying out the day-to-day business of policing. This section presents information on performance indicators not directly associated with the 2001 Service Priorities.

Three types of performance measures are used in this document: condition/demand indicators (indicators of the environment within which our services are provided), including number of calls for service, alarm statistics, and reported criminal victimisations; units of service indicators (measurable components that help to show how much service is being provided), including number of uniform and civilian members, number of police officers per population, officer availability, ratio of constables to Criminal Code offences, number of uniformed officers on the street, ratio of supervisors to police officers, and community participation, including Neighbourhood Watch; and, effectiveness/efficiency measures (indicators of how well the organisation is doing in various areas), including handling of calls for service, response times for Priority 1 calls, crime rates, specific crimes, arrests, clearance rates, cost of policing per capita and Service budget, complaints about police service, and various community survey results.

Brought together, these indicators give a picture of the performance of the Police Service as a whole during the past year and compared to the previous year. Longer-term trends and changes are provided in the 2002 Environmental Scan. Some of the highlights of this section include:

- The total number of calls for service received by central communications increased 2.6% between 2000 and 2001; the number of priority 1 calls (the highest priority emergency calls, typically involving situations requiring immediate response, including a person at risk or a crime in progress) increased 6.6% between 2000 and 2001; and in 2001, 46.2% of calls for service were dispatched for response compared to 45.9% in 2000.
- The number of uniform members in the Service decreased 2.0% between 2000 and 2001, while the number of civilian Service members decreased 3.9%.
- The population per officer increased between 2000 and 2001. While there was 1 officer for about every 478 people in 2000, there was 1 officer for about every 493 people in 2001.
- Between 2000 and 2001, the total number of reported non-traffic Criminal Code offences increased by 2.8%. The number of violent crimes increased by 4.0% and the number of property crimes increased by 2.1%.
- The total number of public complaints against the police decreased 9.4%.
- And, in the November 2001 community survey, people were asked how safe they felt the City was in general: almost 9 in 10 (88%) felt that Toronto in general was very or reasonably safe. About 2 in 10 (21%) felt the City was very safe, while only 1 in 100 (1%) felt the City was very unsafe.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF
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#P178. COMPLIANCE – PROFESSIONAL STANDARDS REPORT

The Board was in receipt of the following report JUNE 17, 2002 from Julian Fantino, Chief of Police

Subject: Compliance - Professional Standards Report

Recommendation:

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

Background :

At its December 2000 meeting, the Board requested that the Chief provide the Board with a date at which the Service will be in full compliance with the Board's reporting requirements (Board Minutes 551/00, 135/01, 158/01, and 202/01 refer). In fact, the Service currently exceeds the minimum level of reporting as required by Direction 32 of the Board's *Complaints Policy Directive* (Board Minute 5/98 refers). However, operational and reporting requirements recommended by the Ontario Civilian Commission on Policing, including early warning features and penalty tracking, have not been fully met; full compliance is dependant on the implementation of the Professional Standards Information System (PSIS).

The tender process for the development of PSIS was commenced in the fall of 2001; the User Requirement and Request for Proposal documents were completed by year end. Three proposals were considered in detail. Two vendors – IBM and Telus – proposed the development of a custom application; CGI Information Systems, partnered with CI Technologies, proposed the customization of **IAPro**, an internal affairs tracking program, currently used by a number of police departments in the United States, including New York City and Philadelphia. All three proposals were subsequently rejected as unsuitable, largely due to price and/or potential risks in custom application development.

A decision was made to purchase existing software. The basis for the Professional Standards Information System – **IAPro** - will be provided by CI Technologies, the single source provider of appropriate existing software. The purchase price will include the Canadianization of the software, the inclusion of two additional modules (Use of Force and Suspect Apprehension Pursuits), data conversion, and an interface to the Service's human resource information system (People Soft). This program, with the above noted customization, will allow the Service to far exceed any current reporting requirements and, more importantly, provide an effective management tool – a comprehensive early warning system for police managers.

It should be noted that the Ontario Provincial Police have already purchased this software and other police services, including Ottawa-Carlton and the RCMP, have indicated an interest in purchasing **IAPro**. Future additions and revisions to the program could be accomplished as a joint, cost sharing effort with other services.

As of this date, full implementation for PSIS (**IAPro**) is targeted for the first quarter of 2003.

It is recommended that the Board receive this report from Professional Standards for information. Staff Superintendent David Dicks, Professional Standards, will be in attendance to answer any questions if required.

The Board received the foregoing.

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**#P179. TORONTO POLICE SERVICES BOARD – 2002 OPERATING
BUDGET VARIANCE REPORT AS AT APRIL 30, 2002**

The Board was in receipt of the following report JUNE 5, 2002 from Norman Gardner, Chairman:

Subject: 2002 OPERATING BUDGET VARIANCE FOR THE TORONTO
POLICE SERVICES BOARD, AS AT APRIL 30, 2002

Recommendation:

It is recommended that:

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

Background:

Toronto City Council, at its meeting of March 4 to 8, 2002, approved the 2002 Toronto Police Services Board Operating Budget at a net amount of \$1,291,000, an increase of 2.4% over the 2001 Net Operating Budget. The Council-approved budget provides sufficient funding to maintain current services.

2002 Operating Budget Variance

As at April 30, 2002, the Board is projecting a zero variance. This is unchanged from the variance reported for March.

STAFFING

The staffing budget for the Board office is \$726,900, or 56.3% of the total net budget. At this time, all positions are fully staffed, and no variance is anticipated.

NON-SALARY ACCOUNTS

The non-salary budget for the Board office is \$564,100. The majority of the Board's costs are related to arbitration and grievance hearings. No variance is anticipated in these accounts at this time.

The Board received the foregoing.

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#P180. AWARD OF CONSTRUCTION CONTRACTS FOR 51 DIVISION

The Board was in receipt of the following report JUNE 13, 2002 from Julian Fantino, Chief of Police:

Subject: AWARD OF CONSTRUCTION CONTRACTS FOR 51 DIVISION

Recommendation:

It is recommended that:

1. The Board approve the award of the heritage restoration work at the new 51 Division to Colonial Building Restoration in the amount of \$1,259,256.25, inclusive of all taxes, plus an additional 5% to cover any unforeseen extras to the contract.
2. The Board approve the award of the concrete form work at the new 51 Division to Structform International Limited in the amount of \$1,567,643.62, inclusive of all taxes, plus an additional 5% to cover any unforeseen extras to the contract.
3. The Board approve the award of drywall and acoustics work at the new 51 Division to Oakdale Drywall and Acoustics Limited, in the amount of \$567,873.00, inclusive of all taxes, plus an additional 10% to cover any unforeseen extras to the contract.
4. The Board approve the award of the electrical work at the new 51 Division to Bell Canada/ Plan Group in the amount of \$1,583,600.00, inclusive of all taxes, plus an additional 5% to cover any unforeseen extras to the contract.

Background :

The Toronto Police Services Board, as part of the approval process for the 2001 to 2005 Capital Budget, approved funding to construct a new 51 Division at 296 Front Street.

On April 5, 2002, at the request of the Toronto Police Service, Purchasing Support Services, the City of Toronto, Management Services, Purchasing and Materials Supply Division issued a "Request for Quotation" (RFQ 3907-02-5078) for heritage work. The tender closed on April 26, 2002. Eighty-six (86) firms were invited to bid and three (3) quotations were received.

Colonial Building Restoration, being the lowest bidder, was found to be in compliance with the heritage restoration tender documents.

On April 3, 2002, at the request of the Toronto Police Service, Purchasing Support Services, the City of Toronto, Management Services, Purchasing and Materials Supply Division issued a "Request for Quotation" (RFQ 3919-02-5076) for concrete formwork. The tender closed on April 26, 2002. One hundred-six (106) firms were invited to bid and two (2) quotations were received.

Structform International Limited, being the lowest bidder, was found to be in compliance with the heritage restoration tender documents.

On April 12, 2002, at the request of the Toronto Police Service, Purchasing Support Services, the City of Toronto, Management Services, Purchasing and Materials Supply Division issued a "Request for Quotation" (RFQ 3907-02-5083) for drywall and acoustic work. The tender closed on May 3, 2002. Fifty nine (59) firms were invited to bid and four (4) quotations were received.

The two (2) lowest bidders for this tender did not comply with the requirements of the tender package. Therefore, the next bidder, Oakdale Drywall and Acoustics Limited is the lowest bidder, and found to comply with the tender documents.

On April 12, 2002, at the request of the Toronto Police Service, Purchasing Support Services, the City of Toronto, Management Services, Purchasing and Materials Supply Division issued a "Request for Quotation" (RFQ 1201-02-5077) for electrical services work. The tender closed on May 3, 2002. One hundred and forty-two (142) firms were invited to bid and six (6) quotations were received.

Bell Canada/Plan Group, being the lowest bidder, was found to be in compliance with the electrical tender documents.

The Chief Administrative Officer, Corporate Support Command, has certified to the availability of funds in the TPS Capital Program to complete this part of the project. Therefore, it is recommended that the Board approve the award of the caisson work for the new 51 Division to Deep Foundations Contractors Inc.

Following this award, the Contractor will start work immediately. The planned completion is June 2003.

Frank Chen, Chief Administrative Officer, Corporate Support Command, will be at the meeting to answer any questions.

The Board approved the foregoing.

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**#P181. FOOD SERVICES AT POLICE HEADQUARTERS AND C.O.
BICK COLLEGE**

The Board was in receipt of the following report JUNE 3, 2002 from Julian Fantino, Chief of Police:

Subject: FOOD SERVICES AT POLICE HEADQUARTERS AND C.O. BICK
COLLEGE

Recommendation:

It is recommended that the Board approve:

- (i) The contract for the provision of food services at Police Headquarters and C.O. Bick College to Village Host Catering Limited for three years, July 1, 2002 until June 30, 2005
- (ii) Authorization for the Chief of Police to extend the contract, at the time, for two additional one year periods, until June 29, 2007
- (iii) The Chairman to enter into the appropriate agreements subject to the City Solicitor's approval as to form

Background:

The current food services contract with Village Host Catering Limited (BM #72/97) for Police Headquarters and C.O. Bick College expired on February 28, 2002. This contract has been in effect for the past five years.

On February 28, 2002 (BM #60/02), the Board approved the extension of the Food Services Contract with Village Host Catering Limited from March 1, 2002 to June 30, 2002.

On April 15, 2002, the Service issued a Request For Proposal to provide food services at Police Headquarters and C.O. Bick College. The request for proposal was responded to by three (3) companies, Village Host Catering Limited, Lewisfoods and Aramark. The Food Services Committee reviewed each submission.

Evaluations were performed using set selection criteria including compliance to submission requirements, reference checks, and site visits to current clients. The Food Services Committee members scored Village Host Catering Limited with the highest point total.

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

The Board approved the foregoing.

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**#P182. COMMUNITY DONATION: BY THE ESTATE OF JANIS ANN
THOR**

The Board was in receipt of the following report JUNE 6, 2002 from Julian Fantino, Chief of Police:

Subject: RECOMMENDATION THAT THE BOARD APPROVE THE
ACCEPTANCE OF A GIFT TO THE TORONTO POLICE SERVICE
FROM THE ESTATE OF MS. JANIS ANN THOR

Recommendation:

It is recommended that: the Board approve a gift of monies in the amount of \$50,000.00, from the Estate of Ms. Janis Ann Thor.

Background:

Professional Standards – Legal Services has been notified by Counsel for the Trustees of the Estate of Janis Ann Thor, that they are in a position to pay a gift of \$50,000.00 to the Toronto Police Service, as stipulated in Ms. Thor's Will.

The acceptance of this gift from the Estate of Ms. Thor, satisfies all of the principles as defined in Service Procedure 18-08, entitled *Donations*. In accordance with procedure, all police reference checks have been conducted and have returned with negative results.

Service Priority No. One (1) entitled, *Youth Violence and Victimization of Youth* is addressed, as the Will stipulates that the sum of the gift is to be used in "...support of youth violence prevention programs."

The gift is a cash donation and as such, there are no specialized training or other associated costs. The Trustees of the Estate have, however, requested through counsel, that a corporate tax receipt be issued to the Estate.

It is therefore recommended that the Board approve the acceptance of the gift from the Estate of Ms. Thor. Chief Administrative Officer Mr. Frank Chen, of Corporate Support Command, will be in attendance to answer any questions concerning this report.

The Board approved the foregoing and indicated that it would work with Acting Chief Michael Boyd to determine the most appropriate method to acknowledge this generous donation to the Toronto Police Service.

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#P183. BOARD GOVERNANCE RETREAT

The Board was in receipt of the following report JUNE 18, 2002 from Norman Gardner, Chairman:

Subject: BOARD GOVERNANCE RETREAT

Recommendation:

It is recommended that:

1. The Chairman in consultation with the Chief prepare an inventory of all tools the Service and Board currently have available to establish priorities and that the Board then determine whether additional tools would be of assistance;
2. the Board establish a protocol policy that addresses issues such as: triaging invitations to ceremonial functions, order of speakers and appropriate notification of events;
3. the Chairman review all Toronto Police Services Board rules to identify those that fall within the Board's purview and that each such rule be re-written in the form of Board policy and forwarded to the Board for its approval;
4. Briefing notes continue to be prepared for Board members and that those notes be more analytical, raising questions and providing options;
5. The Toronto Police Services Board request the City of Toronto's ABC Ad Hoc Committee to consider increasing the remuneration for the Chairman and citizen member positions to more reflect the workload and expected commitment and that the Committee consider a base amount plus a per diem payment per meeting attended, and;
6. The Board complete its Governance Retreat in the Fall 2002 and further that a retreat be held with the Chief and Command at the conclusion of the Board Governance exercise.

Background:

The Board conducted a governance retreat on May 17th, 2002. In attendance were Chairman Gardner, Councillor Lindsay Luby, Dr, Benson Lau, Mr. A. Milliken Heisey, Mr. Alan Leach, Board staff and the facilitator Dr. Kathryn Asbury.

Mr. Murray Chitra, Chair, and Ms. Cathy Boxer-Byrd, Senior Advisor of the Ontario Civilian Commission on Police Services (OCCPS) conducted a presentation to Board members including an overview of OCCPS and its responsibilities, the roles and functions of a Police Services Board and the pressure points that the Commission identified in its oversight role across the province.

Board members identified the issues addressed at the Board Governance Retreat through interviews conducted by Dr. Asbury. Listed below are a summary of the issues addressed and any recommendations that resulted from the discussions.

Developing a shared understanding of Board Member's roles and legislated responsibilities

The Board members discussed setting priorities and examined the tools that are currently available to assist them in setting their priorities. These tools included the Environmental Scan, outside polls and focus groups such as the Community Police Liaison Committees (CPLC's). In addition, the Board members looked at how important the ceremonial functions were to their governance role. The Board members recommended that:

The Chairman in consultation with the Chief prepare an inventory of all tools the Service and Board currently have available to establish priorities and that the Board then determine whether additional tools would be of assistance, and

The Board establish a protocol policy that addresses issues such as: triaging invitations to ceremonial functions, protocol order of speakers and appropriate notification of events.

Clarifying governance management functions of the Board verses operational functions

The Board members were advised that both the Chairman and the Chief have identified the fact that the currently TPS 'regulatory' environment is overly complex and requires streamlining. For example, regulations that apply to Service members can currently be found in Board policy documents, Board minutes, Board rules, Board by-laws, Service Directives, Routine Orders and miscellaneous correspondence from the Chief. The Board members therefore recommended:

The Chairman review all Toronto Police Services Board rules to identify those that fall within the Board's purview and that each such rule be re-written in the form of Board policy and forwarded to the Board for its approval.

The Chief can then codify the remaining rules as he sees fit.

Ensuring the Board is exercising its legislated supervisory responsibilities regarding the performance of the Chief

Currently, the Chief puts forward his annual objectives at the first Board meeting of the year at which time the Board and Chief discuss the objectives. By mid-year, the board conducts a performance appraisal on the Chief and his objectives. At the end of the year, the Chief submits his final report.

The Board reviewed the current practice with respect to the evaluation of the performance of the Chief and was satisfied with the evaluation process. No changes to the current practice were recommended.

Clarifying and defining an effective role for Board staff

The Board members reviewed the roles of the Board staff. In addition, Board members discussed the briefing notes currently prepared for Board members and recommended that:

Briefing notes continue to be prepared for Board members and that those notes be more analytical, raising questions and providing options.

Increasing remuneration for Board members

The remuneration of members of the Toronto Police Services Board is legislated by the Province of Ontario (Part III, s. 27 (12) and O. Reg. 123/98 s. 1) and the Council of the City of Toronto. Currently, the honorarium for community Board members is \$8,791 and was last reviewed in 1987. The Chair's salary of \$90,963 was last reviewed in 1987. The Board has raised the issue in 1998 and 1999 that the honorarium for community members did not reflect the complexity and workload demanded of members of the TPSB. The City of Toronto's ABC Ad Hoc Committee work program includes addressing issues of remuneration. Therefore, the Board members recommended that:

The Toronto Police Services Board request the City of Toronto's ABC Ad Hoc Committee to consider increasing the remuneration for the Chairman and citizen member positions to more reflect the workload and expected commitment and that the Committee consider a base amount plus a per diem payment per meeting attended.

Conclusion:

The Board Governance Retreat was a valuable exercise for all Board members in attendance. However, due to time constraints, only five of the eleven identified priority topics were considered at the retreat. The remaining topics were:

- Improve the Board's public accessibility and exposure
- Ensure that the Board receives better quality information
- Develop a communications strategy for dealing with the media and other stakeholders

- Review criteria for a successful Board
- Allot more time for dialogue and discourse about key strategic issues
- Consider priority policing issues

There was consensus among members that the remaining topics shall be considered at a future retreat to be held in the Fall 2002. In addition, at the Fall 2002 Retreat, the Board members will develop an agenda for a similar exercise to be held with the Chief and Command. The Board members recommended that:

The Board complete its Governance Retreat in the Fall 2002 and further that a retreat be held with the Chief and Command at the conclusion of the Board Governance exercise.

The Board approved the foregoing.

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#P184. CORRESPONDENCE:

The Board was in receipt of a summary of the public correspondence received in the Board office between May 15, 2002 and June 4, 2002. A copy of the summary is on file in the Board office.

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#P185. TRMS PROJECT AND HRMS V8.0 UPGRADE

The Board was in receipt of the following report JUNE 26, 2002 from Julian Fantino, Chief of Police:

Subject: TRMS PROJECT AND HRMS V8.0 UPGRADE

Recommendation:

It is recommended that:

- 1) the Board receive this update on the upgrade of the Human Resources Management System to Version 8.0 (HRMS V8.0), and the implementation of the Time Resource Management System (TRMS);
- 2) the Board approve the extension of the services of Sierra Systems Inc. and Fujitsu Consulting Inc., in relation to these projects to June 30, 2003, at a cost of \$170,000 and \$150,000 respectively;
- 3) the Board approve engaging Fujitsu Consulting Inc. for change management services for the period of July 1st, 2002 to June 30, 2003, at a cost of \$354,000, and;
- 4) the Board authorize the Chairman to execute Statements of Service for two additional resources required from PeopleSoft for the period of July 1st, 2002 to June 30th, 2003, at a cost of \$225,000, subject to their approval as to form by the City Solicitor.

Background :

The Board at its meeting on March 27, 2002 (Minute No. P91) was in receipt of an update report on the upgrade of the HRMS system to Version 8.0 and the implementation of TRMS, the new time and attendance system for the Service that will replace DECS. The purpose of this report is to advise the Board on the continuing progress of these projects, and obtain approval to extend the services of certain of the professional firms being utilized to ensure their successful completion.

The TRMS and HRMS projects are being undertaken to provide a fully integrated system for managing the TPS workforce and deploying officers and equipment. The TRMS system is a new application that will greatly improve the ability of the Service to track the time and attendance of its members, providing real-time information on court attendance and special events, the deployment of officers and equipment, and the status of lieu, sick, and vacation banks. It will be supported by employee data drawn from HRMS, a system that has been in place since 1994 and upgraded regularly. The new version will be a

significant advance over the current one, having a more user-friendly web-like appearance, and permitting many de-customizations which will improve operational efficiency.

As noted in the previous report, a Project Office and several teams have been established to implement these projects, comprised of both TPS personnel and external professional experts. The firms involved in this major initiative have been the following:

- Fujitsu, for overall project management, reporting to a Steering Committee comprised of the Chief Administrative Officer, Corporate Support Command, the Staff Superintendents in charge of Central Field and Detective Support, the Director, Human Resources, and the Director, Finance and Administration
- PeopleSoft Canada Co. for implementation of the HRMS Version 8.0 upgrade
- Workbrain Inc. for implementation of TRMS
- Sierra Systems Inc. for management of the technical integration process of HRMS with TRMS, and with other applications in the Service
- KPMG to assist with business process design, communication, and training on the new systems

Since the previous report, a number of important milestones have been achieved, and the target implementation dates of September 30, 2002 for the HRMS upgrade, and June 30, 2003 for the roll-out of TRMS remain on schedule. These milestones include the following:

- the income tax upgrades to the present version of HRMS, required by July 1st, 2002, have been incorporated into the system
- an in-depth analysis of the requirements for the HRMS upgrade has been completed
- a conversion strategy has been developed for incorporating data from other automated applications and paper-based “shadow systems” into the TRMS system
- the Collective Agreement rules have been defined for incorporation into TRMS
- an Automated Parade Sheet is being designed with field input for incorporation into TRMS. This program will support the scheduling and deployment of officers and their vehicles and equipment
- a roll-out strategy for TRMS has been developed, with input from the key stakeholders: field personnel, trainers from the C.O. Bick College, ITS staff, and personnel from Human Resources and Finance & Administration

- the project teams are meeting regularly with User Groups comprised of field personnel, Unit Commanders, planners, unit administrators, and specialists from Human Resources and Finance & Administration. These meetings include practice exercises and feedback sessions to ensure that the new systems and business processes will meet users' needs
- an Intranet site has been established as a source of information for Service members, and a regular newsletter is distributed to keep them apprised of developments related to these projects

The parameters for projects of this magnitude are based on estimates before all factors are known, such as skill level requirements, complexity of integrating automated systems, training requirements, and the impact of new business processes. The Service has progressed past the initial research and analysis stage and is now moving into design, so a more realistic picture has emerged as to the issues that remain to be resolved. It has become clear from this that the services of several of the firms who have participated to date will need to be extended to draw this work to a successful conclusion, and funds are available in the capital and operating budgets for this purpose. Specifically, the Service is seeking approval to extend the services of Sierra Systems Inc. for technical project management of TRMS, and Fujitsu Consulting Inc. for overall Program Management. Sierra Systems has been engaged since December 1st, 2001 for a contract value of \$370,000, ending December 31st, 2002. Fujitsu Consulting has been engaged for Program Management since November 1st, 2001 for a contract value of \$380,000, ending December 31st, 2002. These contract amounts were within the spending authority of the Chief of Police, and did not require Board approval. The funds proposed to be allocated to each vendor are \$170,000 and \$150,000 respectively for the period from January 1st, 2003 through June 30th, 2003 and as these amounts will increase the total for each vendor above the \$500,000 threshold, Board approval is required.

In addition, further services are required from PeopleSoft Canada Co. to complete the set up of the new HRMS environment to support its integration with TRMS. PeopleSoft has been engaged since January 1st, 2002 for two contract periods: \$248,400 ending February 28th, 2002, and \$575,000, ending September 30th, 2002. Their services were secured through an umbrella Consulting Services Agreement and separate, subsidiary Statements of Service for each consultant which were prepared with the assistance of the City Solicitor. It is proposed that two additional resources be added for the period July 1st, 2002 to June 30th, 2003 for functional and technical support activities at a cost of \$225,000, and the required Statements of Service be prepared with the assistance of the City Solicitor accordingly.

Change management is also a major aspect of this initiative and accordingly, an RFQ was issued in April 2002 for change management services which was awarded to KPMG Consulting Inc. This project involves assisting the Service with business process design, communication, and training for both the HRMS V8.0 and TRMS. Continuing analysis of this work has indicated that additional resources are required to support the TRMS transition, and it is proposed that the second short-listed vendor from the RFQ process,

Fujitsu Consulting Inc., be engaged to provide this service. The consultant from this company has previous experience with the Service related to this project, and his extensive knowledge of the organization will ensure that the best of the vendors is engaged to complete this work. Fujitsu would be contracted for the period of July 1st, 2002 to June 30, 2003, at a cost of \$354,000.

The following table summarizes the proposed vendor allocations and durations:

Vendor	Role	Timeframe	Amount
Sierra Systems Inc.	TRMS Project Management	January 1 st , 2003 to June 30 th , 2003	\$170,000
Fujitsu Consulting Inc.	Program Management	January 1 st , 2003 to June 30 th , 2003	\$150,000
Fujitsu Consulting Inc.	Change Management/BPR	July 1 st , 2002 to June 30 th , 2003	\$354,000
PeopleSoft Canada Co.	HRMS V8.0	July 1 st , 2002 to June 30 th , 2003	\$225,000
Total			\$899,000

The Chief Administrative Officer has certified that funds are available in the Capital Budget and Operating Budget for these amounts.

The TRMS and HRMS projects support Service Priorities, and will provide the following key benefits to the Service:

- Reduced maintenance efforts by de-customizing the PeopleSoft system
- Improved operational activities through redesigned business processes that reflect best practices
- Improved corporate reporting for budget and staff planning
- Improved ability to manage overtime and special pay costs, through real-time monitoring of areas such as court attendance and paid duties
- Improved ability to deploy officers and equipment efficiently

Approval of the Board is therefore requested to continue support of these projects as noted in this report.

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

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF
THE TORONTO POLICE SERVICES BOARD HELD ON JUNE 27, 2002**

**#P186. APPOINTMENT OF SURETE DU QUEBEC POLICE OFFICERS
AS SPECIAL CONSTABLES FOR THE TORONTO POLICE
SERVICE DURING THE WORLD YOUTH DAY EVENTS**

The Board was in receipt of the following report JUNE 20, 2002 from Julian Fantino, Chief of Police:

Subject: APPOINTMENT OF SURETE DU QUEBEC POLICE OFFICERS AS
SPECIAL CONSTABLES FOR THE TORONTO POLICE SERVICE
ASSISTING WITH WORLD YOUTH DAY 2002 EVENTS

Recommendation:

It is recommended that: the Board approve the appointment of the individuals listed in this report as special constables for the Toronto Police Service from Monday July 22 to Sunday July 28, 2002 inclusive.

Background:

Under Section 53 of the Police Services Act, the Board is authorized to appoint special constables subject to the approval of the Ministry of Public Safety and Security.

Pursuant to this authority, the Surete du Quebec was approached to provide police officers to assist the Toronto Police Service with World Youth Day 2002 events. The Surete du Quebec has assigned twenty-five (25) police officers. All of the individuals listed below are fully trained police officers sworn in and for the Province of Quebec. They are serving members of the Surete du Quebec and as such, have been subjected to background investigations by that organization.

The purpose of the appointment of these police officers as special constables in Ontario is to provide them with all the powers of a police officer while performing their duties within the City of Toronto. In this capacity, they will be assisting with crowd movement and management and enforcing the Criminal Code and other federal and provincial legislation in the City of Toronto from Monday July 22 to Sunday July 28, 2002 inclusive.

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

The Toronto Police Service is requesting that the following members of the Surete du Quebec be appointed as special constables from Monday July 22 to Sunday July 28, 2002 inclusive.

Agt. Francois St.Pierre (9542)

Agt. Gaetan Garnier (10011)

Agte Josee Gagne (9696)

Agte. Manon Parent (9160)

Sgt. Michel Rouillard (6379)

Agte. Melanie Larouche (9668)

Agt. Jean Pierre Girard (8484)

Agt. Jacques Vezina (7153)

Cpl. Michel Cantin (8623)

Agt. Guy Bergeron (8066)

Insp. Christian Chalin

Agt. Pierre Goguen (20993)

Agt. Kivork Minasian (9356)

Cpl. Jocelyn Descent (7744)

Agte. Jalili Boucher (9865)

Agt. Roberto Reggie (8468)

Agt. Angel Catalan (9009)

Agte. Annette Charbonneau (9143)

Agt. Alain Tasse (8514)

Agt. Guylain St.Pierre (8694)

Agt. Martin Laliberte (8233)

Agt. Jacques Lajeunesse (7862)

Agt. David Desjardins (9459)

Cpt. Rejean Trottier (8593)

Capitaine Robert Beaudry

Inspector Larry Sinclair, World Youth Day Safety and Security Joint Task Force, will be in attendance to respond to questions the Board may have regarding 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 JUNE 27, 2002**

#P187. ADJOURNMENT

Norman Gardner
Chairman