



- Please Note -

The front page of the Minutes of the March 27, 2003 meeting of the Toronto Police Services Board will indicate that the Minutes are to be considered *draft* until they are officially approved by the Board at its next regularly meeting.

The Minutes for each following meeting will also be presented in this new format.

Deirdre Williams
Board Administrator
Toronto Police Services Board



The following *draft* Minutes of the meeting of the Toronto Police Services Board held on March 27, 2003 are subject to adoption at its next regularly scheduled meeting.

The Minutes of the meeting held on February 20, 2003 previously circulated in draft form were approved by the Toronto Police Service Board at its meeting held on March 27, 2003.

MINUTES OF THE PUBLIC MEETING of the Toronto Police Services Board held on **MARCH 27, 2003** 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
Frances Nunziata, Councillor & Member

ALSO PRESENT:

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

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

#P67. INTRODUCTIONS

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

Staff Sergeant Rick Huffman
Detective Sergeant Bill Bosward
Detective Sergeant Jay Frosch
Detective Sergeant Mary Lee Metcalfe
Detective Sergeant Gary Stafford
Sergeant Greg Kennedy

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TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

#P68. COMMUNITY PARTNERSHIP INITIATIVE – “MUTUAL RESPECT”

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

Subject: COMMUNITY PARTNERSHIP INITIATIVE – ‘MUTUAL RESPECT’

Recommendation:

It is recommended that: the Board receive this report.

Background :

In March 2002, the Toronto Police Service Employment Unit and Proverbs Heritage Organization through Dr. Bryan Walls commenced a community partnership with the production of an interactive CD-ROM entitled ‘Mutual Respect’, a proactive educational initiative.

Dr. Walls is the founder of the John Freeman Walls Historical Site and Underground Railroad Museum as well as a member of the Toronto Police Service Civilian Recruiting Coalition Committee. The Committee assists the Employment Unit with its mentoring sessions and outreach to attract qualified candidates from our various diverse communities in applying to the Toronto Police Service.

The CD encourages racial harmony and good citizenship and contains a positive recruitment message. It is also a lasting tribute to the heroism and sacrifices made by members of different emergency service employees in the terrorist attack on America on September 11, 2001.

The computer enhanced CD along with other educational materials, is intended to assist teachers and parents to instil in students, early in their educational life, the Toronto Police Service core values. It is hoped that this strengthened partnership with schools will lead towards making students more aware and appreciative of the importance of safer, more productive communities.

To date over 60 schools in both Toronto and Windsor have expressed interest in adopting the ‘Mutual Respect’ educational materials.

Sergeant Dino Doria along with Dr. Bryan Walls will be making a presentation to the Board and will answer any questions that the Board may have regarding this new community partnership.

Sergeant Dino Doria and Dr. Bryan Walls were in attendance and made a presentation to the Board on the Mutual Respect Program.

Chairman Gardner commended Dr. Walls on behalf of the Board for developing the educational program with the Toronto Police Service Employment Unit and the valuable impact it has made upon the Service, particularly in the area of recruitment and encouraging young people to consider careers in law enforcement.

The Board received the foregoing.

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#P69. 2003 POLICE OFFICER OF THE YEAR AWARDS

The Board was in receipt of the attached correspondence, dated March 10, 2003, from Mr. Casey Rovinelli, Chair, 2003 Police Officer of the Year Awards.

Mr. Rovinelli was in attendance and provided a presentation on the role of the Board of Trade of Young Professionals, its relationship to the Toronto Police Service and the fund-raising activities that take place to help support various local charities.

Mr. Rovinelli discussed the annual Police Officer of the Year Awards that is hosted by the Board of Trade of Young Professionals and invited members of the Board to attend the 2003 awards and dinner which will be held on June 5, 2003 at the Capitol Event Theatre in Toronto.

The Board received the foregoing.



March 10, 2003

Deirdre Williams,
Board Administrator
Toronto Police Services Board
40 College Street
Toronto, Ontario
M5G 2J3

Dear Ms. Williams:

As Chairman of the Police Officer of the Year Awards, I would like to request the opportunity to present to the board at the upcoming March 27th Toronto Police Services Board Meeting. I would like to take this speaking opportunity to inform the board about how the Board of Trade Young Professionals works with the Toronto Police Service to recognize the hard work of its Officers. I would also like to use this forum to: formally invite the members of the Board to the event; provide more information about the upcoming event and its 36 year history; provide some information on the charitable recipient of the event and offer some information on the Board of Trade Young Professionals.

Originally established in 1967 by the Board of Trade Young Professionals, the Police Officer of the Month and Police Officer of the Year Awards recognize the outstanding public service, dedicated professionalism and selfless bravery of Toronto's police officers. Every year, the Board of Trade Young Professionals holds a dinner and tribute in appreciation of these men and women. The charitable recipient of the dinner will be The Gatehouse (a charity which works very closely with the Toronto Police Service).

I will need no longer than 15 mins, and will come prepared with a visual presentation on my laptop in Microsoft PowerPoint format.

Please do not hesitate to contact me for further details.

Sincerely,

Casey Rovinelli
Chair, 2003 Police Officer of the Year Awards
Phone: 416.969.2257 Fax: 416.969.2269
Email: crovinel@ebay.ca

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

#P70. CHANGES TO THE ORGANIZATIONAL CHART

Mr. Frank Chen, Chief Administrative Officer, was in attendance and discussed the changes to the organizational chart of the Toronto Police Service that were approved by the Board at its February 20, 2003 meeting (Minute No. P43/03 refers).

Staff Inspector Peter Sloly was in attendance and described the restructuring changes that have occurred in Corporate Communications.

Staff Superintendent David Dicks was also in attendance and described the restructuring changes that have occurred in Professional Standards.

Acting Staff Inspector James Sneep was in attendance and discussed the creation of two new Service units: Community Programs and Community Liaison.

Copies of the new organizational charts for each of the units noted above were provided to the Board and are on file in the Board office.

The Board received the foregoing.

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#P71. 2002 ANNUAL HATE/BIAS STATISTICAL REPORT

Detective James Hogan, Toronto Police Service – Hate Crime Unit, was in attendance and discussed the 2002 Annual Hate/Bias Statistical Report that was received by the Board at its February 20, 2003 meeting (Minute No. P60/03 refers).

The Board received the foregoing.

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TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

#P72. PAID DUTY ADMINISTRATIVE FEE

The Board was in receipt of the following report FEBRUARY 06, 2003 from Julian Fantino, Chief of Police:

Subject: PAID DUTY ADMINISTRATION FEE

Recommendation:

It is recommended that:

- (1) the Board receive this report for information; and
- (2) the Board approve a reduction in the Paid Duty administrative fee rate to 8% from 15% for non-profit organizations.

Background:

At its November 7, 2002 meeting (Board minute #286/02 refers), the Board requested:

That Chief Fantino provide the Board with a report on the following:

- *the history of the Toronto Police Service paid duty administrative fee including when it was established and how the amount of the fee was determined*
- *current paid duty administrative fees that are charged by other police services*
- *in consideration of hiring security officers as an alternative to hiring paid duty police officers, the current hourly rates charged by security firms for security officers compared to current hourly paid duty rates for Toronto police officers*
- *the number of requests for Toronto paid duty police officers by not-for-profit organizations compared to revenue-generating organizations on an annual basis, if available; and*

That Ms. Guspie and Mr. Kiru be advised when the report is before the Board for consideration

Members of the Toronto Police Service are routinely hired by members of the public and organizations to provide paid duty assignments. A paid duty assignment is usually defined as a police-related service for a private user that would not otherwise normally be provided by the Service. Paid duties usually relate to providing traffic control, construction safety, crowd control and security as required by municipal permits. The Officer's salary rates for paid duties are determined by the Toronto Police Association (TPA) and are generally set to approximate the time and a half hourly rate for a police constable. The TPA has authority to set these rates under

the Uniform Collective Agreement. For 2003 this rate is \$49 per hour (three hour minimum) for all classifications of constables. The person or agency hiring the paid duty is responsible for paying the police officer(s) and, in most cases, payment is made at the event. Where applicable, the Service also has separate fees for use of police equipment (e.g. police vehicles at \$37.38 per hour). By way of comparison, an informal canvas of local private security agencies indicated that members of the public and organizations could receive private security, when not prevented by statute, from \$16 to \$22 per hour. However, these individuals would not have constable status with the resulting peace officer powers of arrest under the Criminal Code and various other statutes, powers of police officers under the *Highway Traffic Act*, training, experience and public recognition.

Paid duties for Service members are permitted by the *Police Services Act* and governed by Service Rules and Procedures, and the Uniform Collective Agreement. These rules are designed to recognize that although the police officer is performing the paid duty for a specific member of the public, officers must still govern themselves as they would if they were on regular duty. As such, these rules are in place to regulate police officer conduct and prevent conflicts with their regular duties. In addition, these rules govern the circumstances under which assignments can be accepted in order to ensure the safety of the officer and interests of the Service and public are maintained. Enforcement of the above rules requires a proper administrative process.

Administrative Fee

At its meeting of March 26, 1992 (Board minute #155/92 refers) the Board approved an administrative fee of 8% to be applied to all paid duties. Prior to this date no administrative fee was assessed on paid duties. The fee in 1992 was implemented in an attempt to recover the Service's administrative costs. However, the 8 % did not reflect full cost recovery of 15% at that time. This percentage is calculated on the amount received by the officer and is an additional cost to the agency employing the officer. This fee was later increased to its current rate of 15% to reflect a full cost recovery in February 6, 1996 (Board minute #54/96 refers). By way of comparison, Peel Regional Police charge a 15% administrative fee for paid duties plus Employer Health Tax and WSIB, and York Regional Police charge a flat 15% administrative fee.

Since the implementation of this fee, the public has expressed concern over having to pay another fee on top of the fee paid to the officer. Several deputations were made to the Board by paid duty service users at the time of the implementation of the fee and when it was later increased. Since then, there have been frequent complaints about the fee as well as the base amount received by the officer. Many of these complaints have come from non-profit organizations with limited budgets.

It has been the Board's position that those who receive the services of a paid duty officer should have to pay for all of the costs associated with this service. Prior to 1992 the property taxpayer had to pay this cost as the administration of paid duties requires Service personnel who are in turn funded by the property taxpayer. The fee was introduced, and later increased, in order to recover the costs associated with administering paid duty assignments.

The following lists some of the functions that Service personnel perform related to paid duties which are included in the administrative fee:

- Receive requests for paid duties from the general public
- Assign officers for duty to ensure the activity is appropriately staffed
- Parade officers on and off duty
- Track paid duty assignments in Service record keeping systems
- Issue year end statements for tax purposes
- Administer billing and collection
- Ensure that assignments are equitably handled
- Ensure that assignments are appropriate
- Provide limited supervision of paid duty officers
- Outfit and equip paid duty officers

Other TPS costs include:

- Workers Safety Insurance Board costs for members hurt while on paid duty assignment
- Legal indemnification costs
- Employer Health Tax (as a result of a recent retroactive Ministry ruling confirming TPS liability)

For 2003 the Service has budgeted \$2,356,700 (using the 15% fee) in cost recoveries for the paid duty administration fee. This recovery is for all direct and indirect costs associated with administering paid duties and, as stipulated by the *Municipal Act*, does not include a profit component. Any overall reduction in the rate would result in a corresponding increase to the Service budget and would have to be paid for by the property tax payer.

Non-Profit Organizations

As described above, many non-profit organizations have expressed concerns about the administrative fee and wish to be exempt from this fee or pay a reduced administrative fee. It is recommended that non-profit organizations be defined as non-government organizations operating as charities consistent with Canada Customs and Revenue Agency criteria that include an organization whose purpose is to relieve poverty, advance education, advance religion or otherwise benefit the community and who are registered under the Income Tax Act. Approximately 5% of paid duty services are for non-profit organizations. For 2003 the Service expects to receive approximately \$120,000 related to non-profit events. Officers are expected to receive approximately \$800,000 directly for these same events. In order to address the concerns of non-profit organizations the Service considered the following three options:

1. No administrative fee charge for non-profit organizations. The Service would have to make up an estimated \$120,000 in reduced revenues by reducing other Service expenditures.
2. A reduced fee for non-profit organizations. Assuming an 8% (back to the 1992 level) fee, the Service would have to make up an estimated \$65,000 in reduced revenues by reducing other Service expenditures.

3. No charge (or a reduced charge) for non-profit organizations and an increase in the administrative fee on remaining clients. To make up for the shortfall, the paid duty rate would have to increase to 15.8% on the remaining clients assuming no change in volume. However, City Legal would have to advise as to the whether this option would be permissible under the Municipal Act.

In order to reduce the impact on charitable organizations, and still allow for moderate cost sharing, option 2 is recommended.

Should the Board approve a fee exemption or reduction for non-profit organizations the Service would likely require organizations to apply for exempt status and limit exemptions to non-profit charitable organizations as defined above.

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

Mr. John Kiru, Executive Director, Toronto Association of Business Improvement Areas (B.I.A.'s) was in attendance and made a deputation to the Board regarding the financial impact a 15% administrative fee has upon B.I.A.'s in the City of Toronto. Mr. Kiru requested that, in addition to non-profit organizations, the Board consider reducing the paid duty administrative fee rate from 15% to 8% for all B.I.A.'s in the City of Toronto.

The Board was also in receipt of written submissions from the following persons; copies are on file in the Board office:

- **Mr. Rino Bisceglia, Manager, L.C.B.O.**
- **Mr. James Robinson, Executive Director, Downtown Yonge B.I.A.**

The Board considered a Motion which amended recommendation no. 2 contained in the foregoing report by adding the words “and to include all B.I.A.'s in the City of Toronto”, so that it now read as follows:

THAT the Board approve a reduction in the Paid Duty administrative fee rate to 8% from 15% for non-profit organizations and to include all B.I.A.'s in the City of Toronto.

This Motion failed.

The Board approved the following Motions:

1. **THAT the deputation and written submissions be received;**
2. **THAT the Board approve the foregoing report;**

cont...d

- 3. THAT the Board defer further consideration to reduce the administrative fee rate applicable to all B.I.A.'s in the City of Toronto pending a report from the City of Toronto – Legal Services Division;**
- 4. THAT the report noted in Motion No. 3 be prepared in consultation with the Chief of Police and staff in the City of Toronto - B.I.A. Office; and**
- 5. THAT the report noted in Motion No. 3 include comments on:**
 - whether the Board has the authority to reduce the administrative fee rate and any legal implications that may occur as the result of those reductions; and**
 - the most appropriate course of action the Board should pursue if it considers any further reductions to the rate of the administrative fee.**

Councillor Frances Nunziata requested that she be noted in the negative with regard to the matters contained in Motions No. 3, 4 and 5.

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TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P73. BOARD RESPONSE: CITY OF TORONTO'S DRAFT REMUNERATION
AND EXPENSE POLICY FOR AGENCIES, BOARDS, COMMISSIONS
AND CORPORATIONS**

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

Subject: BOARD RESPONSE: CITY OF TORONTO'S DRAFT REMUNERATION
AND EXPENSE POLICY FOR AGENCIES, BOARDS, COMMISSIONS AND
CORPORATIONS

Recommendations:

It is recommended that:

- (1) the Board receive the City of Toronto's Draft Remuneration and Expense Policy for Agencies, Boards, Commissions and Corporations;
- (2) The Board reaffirm its previous position that remuneration for citizen members appointed to the Toronto Police Services Board be set at a level of \$8,791 per year plus a per diem of \$300 per meeting attended to a maximum of 15 meetings per year;
- (3) the Board defer making any further recommendations on the level of remuneration for the position of Chairman, Toronto Police Services Board pending the outcome of the independent review;
- (4) the Board request the ABC Ad Hoc Committee to consider amending the Draft Expense and Travel Policy as it relates to requiring Board approval in advance of travelling on Board business; and
- (5) the Board request the ABC Ad Hoc Committee to consider amending the Draft Expense and Travel Policy to include levels of authorization similar to the TPSB By-Law No. 100.

Background:

At its meeting held on February 13-15, 2002 Toronto City Council established the ABC Ad Hoc Committee to address outstanding governance issues respecting the City's Agencies, Boards, Commissions and Corporations (ABCs). The purpose of the Committee was to develop a framework for governance of ABCs, to rationalize existing models and make improvements, to develop reporting requirements and accountability mechanisms, to review processes for selecting boards and to articulate expectations and relationship to the City.

At its meeting on November 21, 2002 the ABC Ad Hoc Committee considered a draft remuneration and expense policy for the City's ABCs (Appendix A). The Committee has forwarded the draft policies to the Toronto Police Services Board for comment.

The draft remuneration policy would apply to ABC citizen members only as City Council Members serving on ABCs do not receive remuneration beyond their regular salary. The draft expense and travel policy would apply to citizen members and members of Council appointed to City ABCs.

Draft Remuneration Policy

The honorarium for the citizen members of the Toronto Police Services Board is \$8,791 and was last reviewed in 1987. The Chairman's salary of \$90,963 and was also last reviewed in 1987. In 1998 and again in 1999, the Board raised the issue that the current remuneration did not reflect the complexity and workload demanded of the members of the Board.

At its meeting on June 27, 2002 the Board requested the City's ABC Ad Hoc Committee consider (a) increasing the remuneration for the Chairman and citizen member positions to more reflect the workload and expected commitment; and (b) that the Committee consider a base amount plus a per diem payment per meeting attended (Board Minute P183/02 refers).

The ABC Ad Hoc Committee considered the request at their meeting held on September 5, 2002. The Committee referred recommendation (a) to the City's CAO, Ms Shirley Hoy, with a request that she correspond with the Board and inquire as to the suggested level and amount of remuneration the Board had in mind. Recommendation (b) was referred to the CAO for consideration in preparing a draft remuneration policy.

At its meeting on December 11, 2002 the Board considered the CAO's correspondence and recommended that the Board's citizen members receive a base amount of \$8,791 per year plus a per diem of \$300 per meeting attended to a maximum of 15 meetings per year (Board Minute P331/02 refers).

The ABC Ad Hoc Committee is requesting that the Board comment on the proposed remuneration policy. The thrust of the policy is consistent with the positions taken in the past by the Board, specifically that remuneration should be based on a level that reflects the complexity, workload demand and level of responsibility.

I recommend that the Board reiterate its previous position with respect to the remuneration for citizen members; TPSB citizen members receive a base amount of \$8,791 per year plus a per diem of \$300 per meeting attended to a maximum of 15 meetings per year.

At its meeting on January 30, 2003, the Board approved the retention of a consultant to conduct a review and evaluation of the position of Chair, Toronto Police Services Board. The review will include recommendations as to compensation for the position. It is anticipated that the consultant will report back to the Board with recommendations for consideration at its March 27, 2003 meeting (Board Minuet P2/03 refers).

In light of the above-mentioned review, it would be premature to comment any further on the draft remuneration policy as far as it relates to the Chairman's salary until the consultants review is complete. I therefore recommend that the Board advise the ABC Ad Hoc Committee that a review is ongoing and upon receipt of the results, the Board will make any appropriate recommendations on the remuneration level of the Chairman's salary at that time.

Draft Expense and Travel Policy

Currently, the Board complies with the Toronto Police Service "Expense Authorization and Allowance" Procedure 18-01 and By-Law No. 100 as it relates to business travel costs for members of the Board. The current practice is relatively consistent with the draft expense and travel policy being proposed by the ABC Ad Hoc Committee. However, there are three provisions within the proposed policy that require comment.

The policy proposes that when Board members are required to use their personal vehicle for business purposes, the Board shall pay the member a travel allowance equal to the allowance for City of Toronto staff. Currently the City allowance is \$0.42 kilometre. In contrast, the Board reimburses travel allowance that is consistent with the provisions of the Senior Officers' collective agreement, which is \$0.30 per kilometre.

The proposed policy suggests that travel must be approved in advance by the Board in order for a Board member to claim reimbursement. However, a request for a Board member to attend an event that would require travel expenses can be received on short notice and it may not be practical, due to Board meeting dates, to receive Board approval in advance. Therefore, I recommend that the Board request the ABC Ad Hoc Committee consider amending the draft policy as it relates to requiring Board approval in advance of travelling on Board business.

Currently under TPSB By-Law No. 100, Service staff and Board members are required to seek Board approval in advance for all business travel expenses in excess of \$3,500.00. The City's draft policy does not discuss any limits to the authorization requirements. In the absence of authorization levels being identified in the draft policy, it is assumed that all business travel regardless of cost would require Board approval. This will cause a great deal of delay and additional administrative costs to require all travel to be reported to the Board. Therefore, I recommend that the Board request the ABC Ad Hoc Committee consider amending the Draft Expense and Travel Policy to include levels of authorization similar to By-Law No. 100.

The Board approved the foregoing.

APPENDIX A

 **STAFF REPORT** - Note **Appendices** have been revised to reflect **direction** from ABC Ad Hoc Committee on **November 21, 2002**

November 8, 2002

To: ABC Ad Hoc Committee
From: Chief Administrative Officer
Subject: Draft Remuneration **Policy** for City of Toronto Agencies, Boards, Commissions and Corporations

Purpose:

This report proposes a draft policy regarding remuneration for City agencies, boards, commissions and corporations for review and direction by the ABC Ad Hoc Committee. Staff will then secure comments from the **ABCs** and **finalize** recommendations for a **future** meeting of the Committee.

Financial Implications and Impact Statement:

There are no financial implications arising from the recommendations in this report.

Recommendations:

It is recommended that:

- (1) the ABC Ad Hoc Committee provide feedback to staff on the draft Remuneration Policy for Citizen Appointees to City Agencies, Boards, Commissions **and** Corporations included as Appendix 1 to this report;
- (2) staff be directed to seek comments from the City's Agencies, Boards, Commissions and Corporations, staff and other stakeholders and report back to the ABC Ad Hoc Committee on the results of the consultation and with a recommended policy; and
- (3) the appropriate City Officials be authorized **and directed to take the necessary** action to give effect thereto.

Background

The Terms of Reference for the ABC Ad Hoc Committee approved by Council include the development of a policy for remuneration of citizen appointees. There are also specific individual requests to review remuneration that have been referred to the ABC Ad Hoc Committee. These include:

- Directive to review ABC remuneration for citizen appointees
- Directive to review per diems and honoraria for citizen members of ABC's
- Council adopt a general policy that citizen service on City agencies, exclusive of Ontario Business Corporation Act boards, be considered a public service and remuneration be eliminated or minimized
- Expense reimbursement for members of agencies and boards be limited to receipted **out-of-pocket** expenses
- Agencies of the City to adopt the City's policy for **business-travel**
- All boards of City agencies be required to submit written semi-annual activity reports including financial performance to the Policy and Finance Committee, specifically reporting:
 - a) travel activities and related costs;
 - b) entertainment /hospitality expenses;
 - c) consulting fees paid by the agency; and
 - d) the Chair of each Board provide an annual briefing for the Committee
- Remuneration for the Chair of the Police Services Board and citizen member
- Expense reimbursement for the Toronto Public Library Board
- Expense reimbursement for the citizens appointed to advisory committees to the Works Committee

This report provides an overview of current practice and principles established in 1998, a summary of legislative provisions governing remuneration, and a draft proposal for a new policy on remuneration for citizen appointees.

Comments

A CURRENT CITY PRACTICE

As the practices and policies for remunerating citizen appointees in the **former** municipalities comprising the new City of Toronto were diverse, remuneration within each ABC was established on an interim basis. It was anticipated that when a new overall policy was developed, consideration would also be given to comparing remuneration levels and practices among different **ABCs**. The remuneration issue should also be considered as it applies to appointees to **advisory** committees, task forces, and expert panels and any allowances for expenses paid to citizen appointees.

Principles for **Remuneration** of Citizen Appointees

As a first step in developing the policy, a set of principles was developed and approved by Council in 1998. They are:

- 1) An element of public service is implied in any citizen appointment by the City of Toronto and therefore any remuneration that may be paid is not expected to be competitive with the marketplace.
- 2) Remuneration for citizen appointees is established and paid by Council rather than the organization to which they are appointed, recognizing that appointees represent Council's **interest**.

- 3) All Council appointed citizen members of a given board shall be reimbursed at the same level except that the Chair and Vice-Chair may receive additional payment for additional duties.
- 4) Where paid, remuneration for citizen appointees to agencies, boards, and commissions should reflect the level of responsibility, the necessary qualifications, the frequency of meetings, and amount of preparation required.
- 5) No supplementary top-up payments are permitted.
- 6) No remuneration will be paid to members of Advisory Committees, Task Forces, or boards of Business Improvement Areas.
- 7) Where advice is sought from professionals in a given field, consulting fees may be paid as part of program costs.
- 8) Appointees may be reimbursed for expenses incurred in the execution of their duties. This may be paid as incurred and receipted or by an annual maximum payment without receipts. In the latter case, Council will approve the amount of the annual payment and the payment will be identified as an expense allowance.

Since 1998, a number of new developments in governance have taken place that should cause a rethinking of some of these principles. In particular, the City now owns a number of corporations which, by their nature, are more autonomous and the Boards have a legal fiduciary duty respecting the well-being of the company. The new City's relationship with agencies is still evolving. More autonomy, higher performance expectations, and more stringent accountability mechanisms could all impact the desired qualifications of board members and appropriate remuneration.

The new Municipal Act, which comes into force January 1, 2003, may also require changes to the ~~or the principles for expense~~ cut. These are currently under review for any impacts on City practices.

Municipal agencies, boards and commissions were established for a **variety** of purposes, during different time periods, and with varying levels of responsibility, authority and impact of decisions on the public. Their remuneration practices have generally been structured independently and have resulted in a wide range of fees and payments to appointees of different organizations. Diverse compensation rates among agencies, boards and commissions are not uncommon since municipalities did not follow a systematic approach as taken by the federal and provincial **governments**.

Remuneration Levels

Council has clearly directed that Council Members serving on City ABC boards are not to be paid additional compensation over their Councillor salary. Some boards do pay for Councillor expenses while on board business. Table 1 illustrates where remuneration is paid or not paid to City ABCs. Further detail is provided in Appendix 3 to this report.

Table 1: Remuneration Status for Citizen Appointees to City ABCs

Type of ABC	# of Bodies	Remuneration
Corporations		
• OBCA Corporations	2	Yes
• CCA Corporations	1	Yes
• Statutory Corporations	2	Yes
Quasi-Judicial Bodies	5	Yes
Fund Management Bodies	7	
• Metro Pension Plan		Citizen Chair only
• Police Benefit Fund		Citizen Chair only
• Toronto Civic Pension Plan		Citizen Chair only
• Toronto Fire Superannuation		Citizen Chair only
• York Pension Fund		No-Chair is Councillor
• Toronto Atmospheric Fund		Citizen members only (Chair is Treasurer) No
Service Boards	9	No (except Board of Health, Police Services Board, required by legislation)
Program Operating Boards (non-corporate)	64	No
• Arena Boards (8)		
• Community Centre Boards (10)		
• Other (2)		
• Business Improvement Area Boards (44)		
Advisory Committees	150+	No
*Note that entities where the City does not have a controlling interest are not included in this analysis since the City has little or no control over remuneration paid.		

Corporate Boards

Boards established under the Ontario Business Corporation Act include Toronto Hydro and Toronto Community Housing Corporation. Hydro Board members receive \$12,500 annually and \$1,000 per meeting attended with annual maximums for committee meetings. The Chair receives \$75,000 annually. Housing Board members receive \$500 per meeting attended and the Chair receives \$500 per meeting attended plus \$10,000 annually.

Statutory corporations include TEDCO whose remuneration is tentatively set at \$200 per meeting until a Remuneration Policy is finalized, and Toronto Parking Authority for which remuneration is \$7,500 for citizen members and \$10,000 for the Chair.

The Corporate Boards are most similar to private sector corporate boards whose members often receive high levels of remuneration. Corporate Boards were intended to operate their "business" fairly autonomously, albeit guided by shareholder directions outlining Council parameters. The public service component expected from and offered by citizen members is also weighted into the remuneration levels, which are not competitive with private corporations.

Quasi-Judicial Bodies

Citizen members of adjudicative bodies such as the Committees of Adjustment, Property Standards Committees, the Licensing Tribunal and others, receive remuneration. This is based on principles similar to those at senior governments based on time demands, both for attending meetings and the preparation time required and effective performance of duties. Independence is crucial in any adjudicative or quasi-judicial function and regular reasonable remuneration can help to create and maintain such independence by discouraging openness to any form of persuasion.

There is considerable variety in the payment for quasi-judicial bodies. For the Committee of Adjustment, the amount of \$300 per Member for each hearing attended is paid and an additional amount of \$1000 is paid annually for each of the six Panel Chairs. These funds are provided from the operating budget of the City Planning Division. Both members of the Rooming House Licensing Tribunal are paid \$230 per hearing to a maximum of \$6,000 per year. The Toronto Licensing Tribunal members are paid an annual amount of \$12,000 for members and \$18,000 per annum for the Chair.

In contrast, Fence viewers are paid \$30.00 per hour and Property Standards Committee members are paid \$75.00 per meeting and the Chair receives an additional \$300 per meeting.

Fund Management Boards

Fund Management bodies such as pension fund trustee boards, or the Sinking Fund Committee manage significant amounts of money (about \$300 million to \$800 million each). The fiduciary responsibilities require citizen appointees to have expertise in financial management. Four of the pension fund trustee boards (former Metro and City of Toronto) are similarly structured with representatives from the employee and management sectors with a citizen appointed as Chair.

Only the Chair of each **fund** receives **annual** remuneration of \$7,500 per annum. No remuneration is paid for the York Pension Fund Committee because a City Councillor chairs it.

Like the pension **fund** boards, citizen members of the Sinking Fund Committee are drawn **from** the financial services industry and **are** appointed, in part, for their areas of specific expertise and receive remuneration of \$4,913 per annum. Unlike the pension funds, the Sinking Fund Committee is chaired by the City Treasurer who receives no additional compensation. The Toronto Atmospheric Fund Board does not receive remuneration, as it is not directly involved in investing funds. Such expertise is contracted.

The Policy and Finance Committee has forwarded a motion for consideration at the November Council meeting that a consultant be engaged in 2003 to review and consider how management of the pension funds could be consolidated. Appropriate remuneration for consolidated **fund** management can be considered as part of the study terms of reference, if Council authorizes proceeding with the study.

Service Boards

Most Service Boards do not receive remuneration, however Board of Health members receive \$125 per meeting including sub-committee meetings. A daily rate is required by legislation, but the amount is discretionary. The legislation also stipulates, however, that the amount shall not exceed the amount paid to any member of a standing committee and Councillors are not paid.

The Police Services Board member appointed by Council receives **\$8,791** and the Chair is paid \$90,963. Legislation sets a minimum of \$1,000 per **annum** to be paid by Council for Provincial appointees to the Police Services Board, but the amount for the Council-appointed citizen member is completely discretionary. Historically, however, all citizen members except the Chair have been paid the same.

The Police Services Board requested that the ABC Ad Hoc Committee consider increasing the remuneration for the Chair of the Toronto Police Services Board and citizen member appointed to the Toronto Police Services Board by Toronto City Council to better reflect the workload and expected commitment. The Police Services Board also recommended that the ABC Ad Hoc Committee consider establishing a base amount, plus a per diem payment, for each meeting attended. As requested by the ABC Ad Hoc Committee, the **CAO** wrote to the Board to inquire as to the Police Services Board's suggested amount of remuneration for the Chair and citizen members. The Police Services Board Chair advised that the matter would be addressed by the Board at its retreat in October and at its November Board meeting.

Program Operating Boards

The group of Program Operating Boards includes a range of agencies, boards and commissions. These boards do not receive remuneration.

REMUNERATION POLICY

In establishing new policies for the City of Toronto, it is informative to review the practices of the provincial and federal governments.

Payments to citizen appointees on agencies, boards and commissions, or other bodies of government, are not intended to be equal to the value of services rendered, or to be competitive with the appointee's usual occupational compensation. Remuneration partially represents a public service contribution rather than compensation for any lost income, or opportunity to **earn** an income. Accordingly, remuneration does not constitute a salary for appointees. The personal qualifications of appointees are not usually a factor in the type or rate of remuneration that will be received unless such qualifications are specifically required of the position as a condition of appointment.

This principle of public service as the basis for citizen appointment remuneration underlies remuneration policies at both the federal and provincial government levels. The federal guideline on the remuneration of appointees to agencies, boards and commissions states that:

"Service to the public and not strict adherence to market rates . . . influences remuneration for part-time services, which, for most appointees, is incidental and additional to their regular vocation."

Similarly, **the guidelines of the Management Board of the Province of Ontario**, contain the following **statement respecting government appointees**:

"An element of public service is implied in any appointment by the Government of Ontario and, therefore, any remuneration that may be paid is not expected to be competitive with the marketplace."

The remuneration principles approved by Council in 1998 also reflect this principle.

Another major principle for both Federal and Provincial remuneration policies is that remuneration, however modest, will encourage participation in **government** by a diverse range of persons. In addition, citizens should not personally bear additional costs for their activities as Board members. Out-of-pocket expenses for activities as Board members should be reimbursed.

In contrast, the City of Toronto's current practice is to remunerate citizen **board** members only when the board operates in a business environment (corporations), when duties are adjudicative in nature and time commitment is substantial (quasi-judicial), or for specific financial expertise (fund investments). Although there is a guiding principle for expense reimbursement, it is not applied consistently and more detailed guidelines are required.

In summary, the Federal **and/or** Provincial remuneration plans take a systematic approach to establishing a framework for payments. The underlying principles in the plans of both senior governments are largely applicable to the City. Other aspects of particular interest to the City include the following:



the nature of appointments is part-time, for a specified term, and a maximum number of terms;

- per diem rates of remuneration are maximums: individual agencies, boards or commissions may decide to pay less than the maximums or to pay no per diem at all, unless specifically legislated to do so;
- payments should be made to government appointees, other than elected **officials**, only for (defined) formal business of the agency, board or commission;
- preparation time should **be** compensated only in instances where this is of major importance in effectively conducting the business (for example, tribunals or hearings);
- no supplementary or top-up payments are permitted unless a duly approved form of 'consulting fee' payment is involved for additional, fully defined professional activities; and
- declaration of any conflict of interest, both with their appointed duties and for any personal gain or benefit that may accrue, **are** mandatory.

City of Toronto guidelines are generally **modelled after** these principles as well, but **further** clarification is required in some cases.

The Basis of Federal and Provincial Remuneration to Citizen Appointees

Notwithstanding a public service tenet and the expectation that this may not require recompense, most federal and provincial agencies recognize the contributions of citizen members by providing some form of remuneration. The principles that were articulated earlier acknowledge that the level of remuneration, if any, will be determined by and be dependent upon the:

- service nature and purpose of the agency, board, or commission;
- complexity of tasks to be performed by citizen appointees; and
- amount of time spent by citizen appointees in carrying out their duties.

Both the provincial and federal governments directly link remuneration to the amount of time spent by citizen appointees in conducting their tasks through the use of per diem payments. In this way the remuneration of part-time members is proportionate to the time spent carrying out their responsibilities. A member serving as Chair, or Vice-Chair, is often recognized by a higher per diem rate compared to other members to take into account the additional effort to review agendas and provide direction to staff outside of board meetings.

Both senior governments use a per diem base of 7.5 hours with the restriction that only one per diem can be claimed per calendar day. Time spent beyond the 7.5 hours in a given day is not compensated. It should be noted, however, that claiming for the **full** per diem varies between the provincial and federal governments. The province specifies minimum hours worked before a

member is eligible for a **full per diem payment** whereas the federal government does not impose this condition.

Commonly applied forms of remuneration include, for example, honoraria, retainer fees, or annual compensation levels/stipends. Remuneration can be distinguished from the payment of expenses which are paid to reimburse the out-of-pocket costs citizen appointees have incurred in order to perform their duties. In many cases at the senior **government** levels, a per diem rate includes an honorarium and/or expenses as specified in the relevant policy.

The City of Toronto also uses a per diem approach for many boards where remuneration is paid, but it is not universally applied and may not be appropriate for the duties of certain positions such as fund investments.

C NEW MUNICIPAL ACT PROVISIONS REGARDING ABC REMUNERATION

The Municipal Act provides some direction for Council regarding its authority to establish remuneration and expense payments. Some **ABCs** also have specific legislation that affects remuneration. The new Municipal Act comes into force January 2003 and therefore has been used as the starting point for developing new **draft** policies. As required under section 5 of the new Municipal Act the policy will have to be adopted by by-law. As set out in Section 283, both municipalities and their local boards (as defined in subsection 1(1)) are given a general power to pay remuneration to members of local boards subject to the requirement that expenses must relate to carrying out their duties. The member may be paid the actual expense or a reasonable estimate as determined by the municipality or board, however, remuneration cannot include an amount for deemed expenses. This would appear to preclude an annual payment to cover any expenses that may occur.

If a board is a local board as defined in section 2.16 and a (future) regulation is developed respecting prescribed changes, the City can by by-law change the remuneration despite what is in a special or general Act. The new Municipal Act continues the requirement that the Treasurer report on an annual basis the remuneration and expenses paid to Council members and members of local boards.

D DEVELOPING A REMUNERATION POLICY

Citizen participation is valued by the City and adds diverse perspectives to City decisions. The City experiences excellent responses to advertised appointments and it is clear that citizens are motivated by the opportunity to become involved and have some influence in civic engagement and city building. Monetary reward is not a primary factor in deciding to contribute to the City decision-making process.

The former municipalities had developed different policies for **remuneration** of their citizen appointees. These need to be rationalized into common policies and practices. A comparative assessment and analysis of current practices and costs to identify problematic inconsistencies and suggest acceptable degrees of variation in types/rates/levels of remuneration has been completed. The set of principles approved by Council has also been considered as well as the requests referred to the ABC Ad Hoc Committee. The various boards have been grouped into types and



remuneration levels have been proposed, including consideration of retainer fees, a per meeting attendance payment, a set honorarium or per diem rate.

Staff considered options of using per diems, an annual stipend, and honoraria as remuneration vehicles. Per diems are rates paid per meeting or per day or per part day. For example, adjudicative bodies are often paid for each hearing. Annual stipends are amounts paid irrespective of meeting attendance. An honorarium is a small amount that is intended to symbolically recognize or acknowledge a Board member's contribution to the board. These need to be distinguished from reimbursement of expenses.

The basic principle that board remuneration is not a salary and the City is not an employer of board members was considered in the development of the policy.

In summary the draft general policy proposes that citizen service on City agencies be considered a public service (to a lesser degree for corporations) and remuneration be eliminated or minimized, except for specified ABCs. Remuneration should be paid only when the board operates in a business environment (corporations), when duties are adjudicative in nature and time commitment is substantial (quasi-judicial), for specific financial expertise (fund investments), or where a payment is required by legislation.

Council members serve on ABCs without remuneration, but may receive reimbursement for expenses. Draft Policies regarding remuneration and expenses are included as appendices to this report. Specifically, only the following positions are suggested for remuneration in the draft policy.

Boards	Proposed Remuneration Basis for Citizen Appointees
Corporations Toronto Hydro Toronto Community Housing Corporation TEDCO Toronto Parking Authority TradeLink	Annual amount plus per diem for board meetings. Amount should reflect the relative size of corporation and impact of decisions, degree of public service component or interests represented, qualifications required. (Hydro and TCHC have recently been reviewed)
Service Boards (Legislated Payment only) Board of Health Police Service Board	Honorarium - Token amount Awaiting input PSB
Quasi-Judicial Licensing Tribunal Property Standards Rooming House Licensing Committee of Adjustment	Per diem (or hourly) Amount for each should reflect the amount of preparation required and impact of each decision (sets precedent versus impact on individuals only), and degree of latitude in judgements.
Fenceviewers Fund Management Sinking Funds Pension Funds	Annual stipend

|||

The actual recommended amounts for each board will be based on further examination of the parameters outlined above and through consultation with individual boards and staff.

Expenses

Guidelines are required for setting an appropriate level of expense reimbursement. These include the type of **expenses to** be covered, a limit on appropriate amounts of such expenses, as well as guidelines on payments for meal allowances or provision of refreshments. In all cases clarity is needed to avoid misunderstandings where claims are made for expenses that were not clearly authorized in advance. The draft policies provide that expense reimbursements for members of agency boards be limited to receipted out-of-pocket expenses.

Consultation

As anticipated by the ABC Ad Hoc Committee, there is a need for consultation with the City **ABCs** in the development of remuneration policies. Staff will also be consulting on the remuneration amount for boards being considered for remuneration. It is recommended that the draft policies be distributed to City **ABCs** with a request for comments to be received by January 20, 2003. City and agency staff will also be consulted. Staff will assess the comments and report back to the ABC Ad Hoc Committee in April 2003 with the results of the consultation and a recommended policy.

Conclusion:

The general public, citizen participants, Council and staff will be well served by establishing a clear remuneration policy for citizen appointees which is based on reasoned principles, a clearer rationale for the form of remuneration, and a level which reflects the workload or type of responsibility.

As anticipated by the ABC Ad Hoc Committee, there is a need for consultation with the City **ABCs** in the development of the policy. It is recommended that the draft policy be distributed to City **ABCs** with a request for comments to be received by January 20, 2003. Staff will also be consulting with appropriate departmental and board staff on budget implications and overall impact of the changes proposed. Following the consultation period staff will assess the comments and report back to the ABC Ad Hoc Committee in April 2003 with the results of the consultation and a recommended policy with financial impacts.

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List of Attachments:

- Appendix 1: Draft Remuneration Policy for City ABCs
- Appendix 2: Draft Expense Policy for City ABCs
- Appendix 3: Analysis of Remuneration for Citizen Board Members

Note Appendices have been revised to reflect direction from ABC Ad Hoc Committee on November 21, 2002

Appendix I: Draft Remuneration Policy for City Agencies, Boards, Commissions and Corporations

Policy Statement This policy applies to citizen members of City Agency, Boards, Commissions and Corporations. Council members of City Agency, Boards, **Commissions** and Corporations do not receive remuneration beyond their regular salary as **Councillors**.

- Principles**
- 1) Public service is implied in any citizen appointment by the City of Toronto and therefore any remuneration that may be paid is not expected to be **competitive** with the marketplace.
 - 2) Remuneration for citizen appointees is established by Council rather than the organization to which they are appointed, recognizing that appointees represent Council's interest.
 - 3) **Expenses may be reimbursed as set out in the Expense and Travel Policy**
 - 4) All Council appointed citizen members of a given board shall be reimbursed at the same level except that the Chair may receive additional payment for additional duties.
 - 5) Where paid, remuneration for citizen appointees to agencies, boards, and commissions should reflect the level of responsibility, the necessary **qualifications**, the frequency of meetings, and amount of preparation required.
 - 6) Board members must be in attendance at meetings to receive remuneration where a per diem is paid.
 - 7) No **remuneration** will be paid to members of advisory committees, task forces, or boards of Business Improvement Areas, Arena Boards and Community Centres.
 - 8) Per **diems** are paid for meetings with durations more than 3 hours. One-half **will** be paid for meetings less than 3 hours.

The following positions are to receive remuneration

Implementation

Toronto **Hydro** Corporation
Toronto Community Housing Corporation
Toronto Economic Development Corporation
Toronto **Parking Authority**
Board of Health
Police Services Board
Licensing Tribunal
Property Standards
Rooming House Licensing
Committee of Adjustment
Fence viewers
Sinking Funds
Pension Funds

Note Appendices have been revised to reflect direction from ABC Ad Hoc Committee on November 21, 2002
Appendix 2: Draft Expense and Travel Policy for City ABCs

Policy Statement	The City of Toronto recognizes that Board members are volunteers and as such, make available their valuable personal time in order to tend to Board business. All reasonable expenses incurred while tending to authorized Board business will be reimbursed. The City expects that each Board will use discretion regarding the number of Board development events attended per budget year. The City of Toronto compensates Board members who are requested to use personal vehicles for the purposes of Board work. This policy deals solely with reimbursement for kilometres driven, taxi fares, TTC and parking charges, reasonable meal and incidental childcare costs.
Application	This policy applies to citizen members and members of Council appointed to City Agencies, Boards, and Commissions. <ol style="list-style-type: none">1. Board members will be reimbursed for reasonable expenses incurred in the execution of their duties. All expenses must be for business activities authorized by the Board. Receipts must be provided.2. Travel must be approved in advance by the Board in order for a Board member to claim reimbursement.3. Whenever a board member is required and authorized to use his/her automobile on business of the board exclusive of travel to and from Board meetings, the Board shall pay the member a travel allowance equal to the allowance for City staff. (Currently the allowance is forty-two cents (42¢) per kilometre.) Board members who use their own vehicle will be reimbursed at the rate of economy class airfare or the current approved mileage rate, whichever is less, unless specific rationale and authorization has been given for reimbursement at a higher rate. Reimbursement for TTC costs will also be provided whenever a board member is required and authorized to travel on board business.
Conditions	<ol style="list-style-type: none">4. Board members on Board business who rent a vehicle, travel by train, bus or airplane, will be reimbursed for such travel expenses incurred. Receipts must be provided.5. Board members who travel from their point of departure to destination and are required to stay overnight in their destination area in order to tend to Board business outside of Board meetings, shall be reimbursed for their accommodation costs. Receipts must be provided.6. Board members who are tending to Board business that span normal meal times may be reimbursed for all reasonable meal expenses if no meals are provided. Receipts must be provided.7. Alcohol charges will not be reimbursed.8. Incidental childcare expenses as a result of attending Board meetings or on authorized Board business may be reimbursed where the Board deems financial hardship would otherwise result. Receipts must be provided.

9. Upon request by a Board member, travel costs to and from Board meetings may be reimbursed by the Board. Travel mode should be the most economical conveniently available. Receipts must be provided.

Implementation

Claim forms must be signed, both by the member making the claim and the Chair of the Board authorizing the claim, before submitting it to staff for processing. Another Board Member must sign the claim form for the Board Chair.

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Analysis of Remuneration for Citizen Board Members

Appendix 3

Board	Remuneration formula (citizen \$ per meeting)	Remuneration formula (chair \$ per meeting)	Total 2001 for members Reported by Fin.	Total 2001 for chair Reported by Fin.
Corporations				
Toronto Hydro	\$12,500 plus \$1,000 per board meeting	\$75,000 Annually	Not avail. from Hydro	\$75,000
Toronto Community Housing	\$500 per meeting	\$500 per meeting plus \$10,000 as chair	Not yet full year	Not yet full year
Parking Authority	\$7,500 (Annually)	\$10,000 Annually	\$43,854.66	\$9,900.01
TEDCO	\$200 per meeting	\$12,000 Annually	Not yet full year	Not yet full year
Yimlik	Nil	Nil		
Quasi-Public				
Committee of Adjustment	\$300.00 per hearing day	\$1,000 per session plus \$200 per hearing	\$165,458.40	\$8,100
Peace Viewers	\$10.00/hr	\$70,000/yr	Unknown	unknown
Property Standards Committee	\$75.00 per meeting	\$100 per session plus \$75.00 per meeting	\$22,755.00	\$228
Recreating Home Licensing	\$130/hearing max \$6000	\$130/hearing max \$6000		
Toronto Licensing Tribunal	\$12,300 Annually	\$18,000 Annually	\$72,788.44	\$12,207.74
Food Management				
Toronto Fire Dept. Supervision	Nil	\$7,500 Annually		\$7,500
Toronto Civic Employees Pension	Nil	\$7,500 Annually		\$7,500
Metro Pension Plan	Nil	\$7,499 Annually		\$7,499
Police Pension Fund	Nil	\$7,499 Annually		\$7,499
Ranking Panel Committee	\$4,913.00 Annually	N/A. chaired by the City Treasurer	\$19,652.00	
York Employment Pavilion	Nil	N/A. chaired by Committee		
Toronto Atmospheric Fund	Nil	Nil		
Service Boards				
Hammillbird Centre	Nil	Nil		
Edmonton Place	Nil	Nil		
Board of Health	\$125.00 per meeting, incl. sub-commit.	N/A. Chaired by Committee	\$9,625	
Zoo	Nil	Nil		
St. Lawrence Centre	Nil	Nil		
Toronto Centre for the Arts	Nil	Nil		
Police Services Board	\$8,091 Annually	\$90,903 Annually	\$18,660.94	\$84,305.11
Library Board	Nil	Nil		
TTC	Nil	Nil		
Program Operating Boards				
Arts Board of Management	Nil	Nil		
Assoc. of Community Centres (AOC3)	Nil	Nil		
Business Improvement Area Boards	Nil	Nil		
Heritage Council	Nil	Nil		
Young Charles Square	Nil	Nil		

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P74. REVIEW OF THE POSITION OF CHAIR, TORONTO POLICE
SERVICES BOARD**

The Board was in receipt of the following report MARCH 26, 2003 from William Gibson, Director, Human Resources:

Subject: REVIEW OF THE POSITION OF CHAIR, TORONTO POLICE SERVICES
BOARD

Recommendation:

It is recommended that:

- (1) the Board request the Ad Hoc Committee of the City of Toronto to review the compensation for the position of Chair, Toronto Police Services Board, in light of the findings of the Hay Group report, and;
- (2) that the Ad Hoc Committee be advised it is the view of the Board that the position of Chair, Toronto Police Services Board, is a full-time position.

Background :

The Board at its meeting on January 30, 2003 (Minute No. P2) approved the retention of a consultant to conduct a review and evaluation of the position of Chair, Toronto Police Services Board, including whether it is a full-time position and the appropriate term and compensation for the position.

The Hay Group management consulting firm was subsequently engaged for this purpose, and a copy of their report on this matter (March, 2003), prepared by Mr. Ross Coyles, has been forwarded under separate cover for consideration at the Board's meeting on March 27th. Their evaluation took into account the knowledge and skills required for the job, its responsibilities and impact, and its pressures and demands. They have set out a number of options for compensation for this position that would be consistent with the Canadian public sector median in 2003 for the relevant reference community.

The role of the Chair is critical to the effective operation of the Board, the governing body of the Toronto Police Service. This position is required to provide leadership on the many responsibilities assigned to the Board, including the following:

- generally determining, after consultation with the Chief of Police, the objectives and priorities of the Service
- directing the Chief of Police and monitoring his or her performance

- establishing guidelines for dealing with complaints, and reviewing the administration of the complaints system by the Chief of Police
- approval of the Operating and Capital Budgets of the Service for submission to City Council
- negotiation of the Collective Agreements with the Police Association and Senior Officers Organization
- the appointment of both uniform and civilian personnel
- the setting of policies for the effective management of the Service
- the approval of quotations for goods and services with a value exceeding \$500,000
- receiving deputations from the public and responding to issues of public safety concern
- appointment of the Chief of Police and Deputy Chiefs of Police
- receiving regular reports from the Chief of Police on the secondary activities of members of the Service
- establishing guidelines for indemnification of certain legal costs of Service members
- establishing policies respecting the disclosure of personal information about individuals by the Chief of Police

In addition to the above, the Chair also oversees a full-time research and policy staff, and represents the Board in other official forums such as the Police Benefit Fund and the Ontario Association of Police Services Boards.

It is clear from the foregoing that a full-time commitment is required on the part of the Chair, as found in the assessment made by the Hay Group. Historically, this position has always been performed on a full-time basis, and the scope and complexity of the issues to be dealt with have not lessened over time.

With respect to an appropriate length of term for the position, section 28 (1) of the Police Services Act provides that: “The members of a board shall elect a chair at the board’s first meeting in each year”. In effect, this means that the “term” of office for the position is one year, and the question becomes one of whether the Board should set a policy limiting the number of *renewals* for an incumbent. As the Board has an obligation to review its decision each year, and hence the opportunity to decide against renewal at that time, there would appear to be no practical benefit in attempting to establish such a limit.

As the remuneration for the members of the Board is determined by City Council under section 27 (12) of the Police Services Act, it is recommended that the City's Ad Hoc Committee be requested to review the compensation for the position of Chair in light of the findings of the Hay Group report, and that the Committee be advised that the Board is of the view that this is a full-time position.

Mr. Ross Coyles and myself will be in attendance at the meeting to discuss this report with the Board.

The Board noted that this report had been moved from the in-camera meeting to the public meeting for consideration (Min. No. C63/03 refers).

The Board received the foregoing report and agreed to forward it to the ABC Ad Hoc Committee for information in conjunction with the Board's response to the City's draft remuneration and expense policy (Min. No. P73/03 refers).

Toronto Police Services Board
and the
Hay Group

Compensation Overview

- Chair -

Ross Coyles
March, 2003

Chair's Compensation Overview

- ❖ Role of the Chair
- ❖ Reference Community
- ❖ Employment Relationship
- ❖ Job Evaluation
- ❖ Compensation Comparisons
- ❖ Key Considerations

Role of the Chair

- ❖ The Toronto Police Services Board ensures that the Service continues to advance and improve. Within the context of the Police Services Act, it plays an integral role in representing and responding to the community, providing governance and guidance to the Service and leading and directing the Chief.
- ❖ The Chair of the Board plays a critical and essential role. Over and above ensuring that the Board operates in an effective, efficient and consistent way, the Chair must make certain that the Board focuses on policy rather than operations, in an environment where these are often challenged and may often be inter-dependent. The Chair plays a pivotal role in determining strategy, representing the views of the Board and the Service in the community, as well as providing guidance and counsel to the Chief and through the Chief, to the Command.

Role of the Chair, cont'd

- ❖ Within the reference community noted next, there are very few roles outside of Police Services Boards that equate to the Chair, however there are a number of roles that can be used to provide points of comparison. Within the Police Services Board references, there are many Chairs with seemingly equivalent roles, but none with the magnitude of diversity and complexity involved in policing in Toronto.

Reference Community

- ❖ While there are no equivalents to the role of Chair, Toronto Police Services Board, there are number of roles that can be used in making comparisons. The following Police Services Boards and government Agencies, Boards and Commissions provide points of reference.

Police Services Chairs

Durham
Montreal
Ottawa
Peel
Vancouver

Ontario Government ABC Chairs

Hydro One
Liquor Control Board
Ontario Civilian Commission on Police Services
Ontario Lottery and Gaming
Workplace Safety and Insurance

City of Toronto ABC Chairs

Toronto Hydro
Toronto Transit
Toronto Parking
Toronto Public Library
Toronto Zoo

Canadian Government ABC Chairs

Canadian Forces Grievance Board
Canadian Industrial Relations Board
National Parole Board
Public Sector Staff Relations Board
RCMP Public Complaints Commission

Employment Relationship

- ❖ Within the reference community and beyond, there are typically three types of Chair:

- Executive Chair — Chair and CEO;
e.g., Ontario Lottery and Gaming Corporation
- Director & Chair — First amongst equals;
e.g., Public Sector Staff Relations Board
- Rotational Chair — Appointed and not salaried;
e.g., Toronto Transit Commission

Typically Executive Chairs are full-time positions; Director & Chair may be full or part-time positions; while Rotational Chairs are often part-time positions.

- ❖ Within major Police Services Boards and in other sectors and jurisdictions, the part-time /full-time employment relationship is highly topical, however, at present Toronto appears to have the only Police Services Board in Canada with a dedicated full-time Chair.

Employment Relationship, cont'd

- ❖ While provincial employment standards, federal labour codes and other references can provide some guidance, there are no consistently applied, or definitive formulas to determine whether a Chair's role is full or part-time. Historically the Chair of the Toronto Police Services Board has been full-time and based on an analysis of activities, this status is warranted, however at this level, fulfilling the role's accountability is far more important than completing any number of activities. Vested in the role are a host of inter-related accountabilities (e.g.s., board management, executive guidance, stakeholder intermediary) that take this job well beyond part-time status and could readily go beyond full-time status guidelines, as stipulated in standards, codes and external references.

Employment Relationship, cont'd

- ❖ Policing in Canada will continue to go through significant change and the Chair and the Board are accountable for ensuring that change is managed in the most sensitive and considered way. In a city the size and nature of Toronto, this can be a full-time (and more) undertaking.

"Board governance is essentially an invisible function. Its practitioners leave daily operations to a chief executive officer who often becomes the public personification of the organization. It is only when problems surface and the organization is in crisis that the governing entity, and questions about its role and effectiveness, is thrust into the spotlight ... It is only then that the true importance of an effective board emerges." (Canadian Association of Police Boards, 1994)

The Chair and the Board are stewards of the public's and the Services' (potentially conflicting) interests, that must ensure, during crisis as well as in day-to-day performance, that the Service operates at arm's length from the political function of government. This will continue to be a major accountability of the Chair and the Board.

Employment Relationship, cont'd

- ❖ Given the nature of policing in Toronto and the diversity and complexity of issues encountered, along with the critical roles of the Chair, full-time status is appropriate. The full-time focus of the Chair must be on ensuring that the Service is governed and guided in an effective and secure basis and that the strategies and policies of the Service are robust and discerning. And that the Command is provided with continuous, sound, leadership and direction. This is the true nature of the Chair's accountability.
- ❖ Labour relations and community involvement are also critical roles for the Chair, however the role must make certain to steer away from operational, procedural and too many ceremonial undertakings to remain effective. Leaving these aside, the role is readily a full-time position.

Job Evaluation

- ❖ Based on information gathered from: the Board and its representative, the present Chair, as well as our job evaluation references, the role of Chair was evaluated using the Hay Method.
- ❖ The evaluation takes into consideration the: Know-How (knowledge & skill), Problem Solving (environment & challenges), Accountability (responsibilities & impact) and Working Conditions (pressures & demands), inherent in any job. The evaluation results in Hay Point values which can be used to make comparisons on bonafide job content, rather than only organization size, title, geography, industry sector, etc..
- ❖ The Hay Point levels were used to make direct comparisons to roles of a similar nature in the reference community and to a broader sample of positions.

Compensation Comparisons

- ❖ For the Chair at 1911 Hay Points, the 2002 Base Salary Median is:

	2002	2003 Est.
Canadian Public Sector Overall	\$129,000	\$133,000
Salaried Reference Community Sample	\$156,000	\$161,000
Major Policing Trendline (non-Chairs)	\$146,000	\$150,000
City of Toronto Trendline (non-Chairs)	\$162,000	\$167,000

- ❖ The Chair is presently paid \$90,963 per year. This salary has not changed since 1987. This level of pay represents an extremely low position, below the 10th Percentile of the Canadian Public Sector at 1911 Hay Points. In the comparable public sector, this level of pay would typically be provided to a middle to senior manager at 950 Hay Points.

Compensation Comparisons, cont'd.

- ❖ Using the Major Policing Trendline as a reference, the present salary for the Chair should be \$146,000. This is estimated to climb to \$150,000 in 2003. The 2002 rate would position the Chair below the present Toronto Command positions and above the Staff Superintendent levels. It would also be above civilian Director levels.
- ❖ Full-time roles of a comparable nature to the Chair would be provided a complete Benefits package including: survivor benefits, income replacement benefits, health care benefits. They would also be provided a complete Pension package including: defined benefit arrangements, supplementary retirement arrangements, registered retirement saving plans. At this level, additional perquisites such as: a leased car or car allowance, club and/or association memberships, financial planning and tax preparation would also be available.

Key Considerations

- ❖ Based on job content and market comparisons, the Chair is paid well under relevant market values. Using the 2003 Major Policing Trendline as a reference, the Board should consider:

Moving to a discounted pay level

As example, \$150,000 minus 10% = \$135,000

This would approximate the Canadian Public Sector Median in 2003

Using a percentage of top pay

As example, \$205,000 x 66% = \$135,000

This would approximate the Canadian Public Sector Median in 2003

Moving to a 1987 equivalent

As example, \$91,000 x 2.5% per year (16 years) = \$135,000

This would approximate the Canadian Public Sector Median in 2003

Moving to a competitive salary in increments

As example, \$135,000 for 2003 will approximate \$145,000 in 2006

2003 \$91,000 x 20% = \$109,000

2004 \$109,000 x 15% = \$125,000

2005 \$125,000 x 10% = \$138,000

2006 \$138,000 x 5% = \$145,000

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P75. AMENDMENTS TO THE *CRIMINAL CODE* AND REQUEST TO ENACT
CITY OF TORONTO BY-LAW REGARDING DEMONSTRATIONS**

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

Subject: AMENDMENTS TO THE CRIMINAL CODE AND REQUEST TO ENACT
CITY OF TORONTO BY-LAW WITH RESPECT TO DEMONSTRATIONS

Recommendation:

It is recommended that:

- (1) The Board send a request to the Minister of Justice for Canada regarding amendments to the Criminal Code to provide for the imposition of deterrent sentences upon conviction for an offence which is committed at a demonstration, and,
- (2) The Board send a request to Toronto City Council to enact a by-law to regulate and control demonstrations.

Background:

At its meeting on October 18th, 2001, the Board approved a report from me asking that the Board send a request to the Minister of Justice for Canada seeking amendments to the Criminal Code (Board Minute P279/01 refers). The Board sent correspondence dated October 26th, 2001 to the Minister of Justice requesting that the Criminal Code be amended to make it an offence to participate in a demonstration while masked or disguised or to participate in a demonstration while in possession of a weapon or an object that could be used as a weapon.

The Board received a reply from The Honourable Martin Cauchon dated July 24th, 2002. In his reply, the Minister stated that sufficient legislation already existed in relation to wearing masks or disguises and possession of weapons at public meetings. He further indicated that a major concern of the Government's was the protection of the rights of free speech and association as guaranteed by the Canadian Charter of Rights and Freedoms. He concludes by indicating that he shared the Board's concern about persons wearing masks in combination with possessing weapons and was instructing his officials to examine the issue further. To my knowledge, there has been no update from the Minister or his staff on this issue.

At its meeting on May 30, 2002, the Board received a presentation by members of the Toronto Police Service's Public Safety Unit on police response to crowd events. Subsequently, the Board requested that I provide a report with any additional or more comprehensive recommendations for the Board to consider and forward to the Minister of Justice regarding amendments to

legislation (Board Minute #P132/02 refers). I submit that the following items should be included for the Board's consideration:

Further proposed amendment to the Criminal Code

In addition to the requested amendments contained in the Board's correspondence of October 26th, 2001, I would recommend that the Criminal Code be further amended to provide for the imposition of deterrent sentences upon conviction for an offence which is committed at a demonstration.

Committing an offence at a demonstration is an abuse of the rights of free speech and freedom of assembly and diminishes and endangers those rights for all who use them in a lawful fashion. Anyone, therefore, who is found guilty of committing or counselling the commission of an indictable offence, should be subject to a mandatory, minimum, consecutive sentence of one year in jail in addition to the sentence imposed for the substantive offence, whether or not that sentence involves incarceration.

Request for City of Toronto By-law

I also recommend that the Board send a request to the Council of the City of Toronto to enact a by-law to regulate and control demonstrations.

Permits should be required for any demonstration which takes place in whole or in part on public property. Such permits should require the posting of a bond in an amount sufficient to cover the cost of any damage as well as conditions covering geographic boundaries, approved routes and lengths of time. Permits should be conditional on approval by the local police service. Any history of violence, damage or abuse of a prior permit should automatically disqualify any individual or group from obtaining a permit or participating in a demonstration for a period of at least two years.

It is only with measures such as these that the rights of free speech and freedom of assembly, which are central to a democratic society, can be monitored and fostered.

The Board was also in receipt of the attached correspondence, dated July 24, 2002, from The Honourable Martin Cauchon, Minister of Justice and Attorney General of Canada, containing a response to recommendations for amendments to the *Criminal Code* in relation to the conduct of protestors at public demonstrations.

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

- Ms. Anna Willats, Toronto Police Accountability Coalition *
- Mr. Stephen McCammon, Canadian Civil Liberties Association
- Mr. Richard Wyman, Coalition To Stop The War
- Mr. Geoff Currie

* written submission also provided; copy on file in the Board office.

The Board was also in receipt of written submissions from the following persons; copies are on file in the Board office:

- Mr. John Cartwright, President, Labour Council – Toronto and York Region
- Mr. Donald Barber

The Board approved the following Motions:

1. THAT the deputations and written submissions be received;
2. THAT the correspondence from the Minister of Justice be received;
3. THAT recommendation no. 1 in the foregoing report be approved with the following amendment:

THAT the Board indicate to the Minister of Justice that it believes the *Criminal Code* legislation as it currently exists with regard to the conduct of protestors at public demonstrations is inadequate and further reiterate the need for stronger legislation which provides for greater penalties for persons wearing masks or disguises at demonstrations; and for persons in possession of weapons or objects that could be used as weapons at those demonstrations;

4. THAT the Board not support the references contained in the foregoing report under the heading “Request for City of Toronto By-Law” with regard to the posting of bonds or that permits should be conditional upon the approval by the local police service;
5. THAT recommendation no. 2 be approved as amended:

THAT the Board send a request to Toronto City Council, through the Planning and Transportation Committee, to consider enacting a by-law to regulate and control demonstrations; and

6. THAT the Board send a request to Toronto City Council, through the Works and Emergency Services Department, that it continue to circulate applications for permits to various departments at the City of Toronto and the Toronto Police Service for comments.

Amendment:

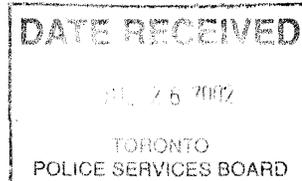
At its meeting on April 24, 2003, the Board agreed to amend the foregoing Minute by indicating that Vice Chair Gloria Lindsay Luby requested that she be noted in the negative with regard to Motion No. 5.

Ministre de la Justice
et Procureur général du Canada



Minister of Justice
and Attorney General of Canada

L'honorable/The Honourable Martin Cauchon
Ottawa, Canada K1A 0H8



JUL 24 2002

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

Dear Mr. Gardner:

Thank you for your correspondence addressed to my predecessor, the Honourable Anne McLellan, on behalf of the Toronto Police Services Board, recommending amendments to *the Criminal Code* that would create new offences in relation to the conduct of protestors at public demonstrations.

Although I share your concerns about the apparent increase in violent incidents at public demonstrations, I do not share the view that the creation of specific offences under the *Criminal Code* is justified, or necessary, to address this issue. As you are aware, Canadians enjoy a constitutionally protected right to associate and speak freely. Public concern about the intrusion of government on these rights was manifest clearly during the passage of *the Anti-terrorism Act*. Arguably, any measures that are viewed as curtailing freedom of association and freedom of speech would be judged even more harshly in this context.

There is no general obligation on the public to make themselves visibly known to authorities of the state while in public places. Furthermore, criminal liability is not justified by merely wearing a disguise, alone or in a group, on a public street without proof of an intent to commit an offence or possession of weapons indicating a criminal motive. To create such an offence would in essence make it a criminal offence to be anonymous in public. There is no obligation in Canada to identify one's self, to carry identity papers, or refrain from anonymity while in a public place, whether alone or while attending a public event. Such an obligation may exist in totalitarian states, which Canada is not. In addition, among a number of religious and cultural groups in Canada it is common practice for women to cover their faces in public. These beliefs and practices must be taken into consideration. I understand

Canada

that the Board's recommendation may make it easier for police to make arrests during demonstrations, but this must be balanced with the constitutional rights of Canadians to go about as they please peaceably on the streets dressed as they wish within the bounds of public decency.

In addition to the concern that the recommended measures may infringe on the rights of Canadians as guaranteed by the *Canadian Charter of Rights and Freedoms*, such measures may also be unnecessary as the existing provisions of *the Criminal Code* are adequate to deal with these specific areas of concern that you have raised.

With respect to wearing a mask or disguise at a demonstration, an offence already exists for the wearing of such regalia with the intent of committing an indictable offence. This offence, contained in section 351 of the *Criminal Code*, requires the authorities to establish an intent to commit an indictable offence. This requirement is necessary to protect the fine balance between keeping the peace and respecting individual rights. In my view, the offence as it currently exists is adequate to deal with the scenario in which an individual masks his or her person with the intent to carry out acts of violence at a demonstration. If a masked person is also carrying a weapon, one can infer that the combination of wearing a disguise and being armed is evidence of an intent to carry out an act of violence. Wearing a mask or a face covering in itself is not a manifestation of criminal behaviour or indicative of behaviour that justifies criminal sanction. As such, the ability to arrest and charge a person wearing a face covering is not one of statutory authority, but rather a matter of evidence and operational capacity on the part of the police.

With respect to the use of certain items as weapons at demonstrations, section 88 of the *Criminal Code* already prohibits the possession of weapons for a dangerous purpose, and section 89 specifically prohibits carrying a weapon while attending, or on the way to, a public meeting. The term weapon is broadly defined in section 2 of *the Criminal Code* to include anything used, designed to be used, or intended for use, in causing death or injury to a person. Even if the definition of weapon were amended to enumerate some of the more common items that may be used by violent protestors, the same challenges would remain in making an arrest and proving the elements of the offence as they exist under the current *Criminal Code* provisions.

While standards such as "reasonable grounds to believe" on the part of a police officer are justifiable to effect an arrest, the belief alone that an object may be used as a weapon is not sufficient criterion to define an offence. If that were so, criminal liability would not be based on any criteria which are ascertainable and objective and which could be adjudicated in a court. This would not be legally or politically tenable in a free and democratic society that respects the rule of law.



While I can understand your concern with regard to the difficulties and dangers associated with attempting to apprehend individuals in situations where an act of violence does occur in large crowds, I cannot see how the creation of an additional offence would address this practical problem. Many police services in Canada, however, are reviewing their operational policies and procedures in relation to crowd control in order to create greater trust and cooperation with demonstrators.

I share your concerns about the issue of persons in crowds wearing masks in combination with possessing weapons, and I have, therefore, asked my officials to examine this issue further.

Thank you again for sharing your views on this important matter.

Yours sincerely,

A handwritten signature in black ink, appearing to read "M. Cauchon". The signature is written in a cursive, slightly slanted style.

Martin Cauchon

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P76. STATUTES, REGULATIONS, POLICIES AND PROCEDURES
GOVERNING THE POLICING OF DEMONSTRATIONS**

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

Subject: STATUTES, REGULATIONS, POLICIES AND PROCEDURES COVERING
THE POLICING OF DEMONSTRATIONS

Recommendation:

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

Background:

At its meeting of May 30, 2002 the Board requested that I provide a report to the Board on how the Service currently polices demonstrations. In response to the Board's request, there are numerous statutes, regulations, policies and procedures in place governing the policing of demonstrations by the Toronto Police Service. Additionally, the Service has also developed a number of practices to enhance its ability to effectively police these demonstrations and they are outlined in this report.

Public Safety Unit Mission Statement:

The Public Safety Unit Mission Statement is to provide a safe environment for the community and to ensure proper crowd management during the event. The police respect the Rights and Freedoms of a lawful protest and assist in facilitating such demonstrations, and the police maintain public safety while preventing personal injury or property damage.

Current Policing Practices:

The responsibility of policing demonstrations, or any other crowd event, always lies with the division in which the event occurs. The respective division is responsible for developing an operational plan, which includes determining what resources will be required and its deployment. However, not all demonstrations require a plan, as some demonstrations may only involve a small group of people, and may only require an occasional visit from police officers.

The Service is made aware of demonstration through a variety of means. One common way is through the issuance of parade permits. Any group may apply for and be granted a permit to hold a parade, a copy of which is sent to the division where the event is to be held. The permit sets out the route of the parade or march and lists the date, the time, the expected number of participants and the nature of the event. It also lists the organizers of the event, which allows the Service to discuss the arrangements in advance. This parade permit allows the division to properly prepare for this type of event.

Another type of permit issued is usually for an event being held in a specific public place. Two of the most popular locations are Queen's Park and Nathan Phillips Square. Both of these locations generally require a permit to hold an event. Historically, peaceful gatherings at these locations have not been prevented for lacking a permit. A permit allows property management and the police to assist the organizers with issues of crowd and traffic control. It also ensures that there is no scheduling conflict between different groups, and puts a greater responsibility on the organizers in terms of liability.

Permits are not sought by everyone, as they are not required for all situations. Quite often organizers will contact the division to advise them of an event. This type of notification is often used by labour groups. They will quite often call to notify the division of a demonstration or picket line at a specific location. This willingness to seek the co-operation of the police has been enhanced over the years through the relationship established by the Service's Industrial Liaison officers and representatives from the labour movement.

Toronto is home to many diverse ethnic and religious groups. Sometimes when one ethnic/religious group decides to hold a march or protest, there may be another group wishing to express an opposing view. The potential for violence is there if it is not managed properly. The Service has been able to reduce the potential for conflict by reaching out to the organizers and working with them to ensure that everyone gets an opportunity to express their views, but in a peaceful manner.

In all these cases, this type of communication permits for the proper deployment of the Service's resources. The information is not used to prevent a lawful assembly. Police involvement ensures that not only are the participants allowed to freely express themselves lawfully, but that members of the surrounding community are able to move about freely with as little interference as possible. Police involvement ensures that everyone's rights are respected.

However, not all organizers feel the need to seek "permission" or to notify the authorities to stage their event. It appears that the more "anti-government" or "anti-establishment" a group is, the less likelihood there is of the organizers seeking permission to stage the event. This would be the antithesis of what they believe in. Many go to great lengths at keeping the specifics of their plan secret. The event itself is quite often publicized by word-of-mouth, the Internet, newspaper ads or through the dissemination of flyers. Much of the material speaks directly to interfering with traffic, "shutting" down areas, taking over buildings or confronting the police. However, there are usually few details to assist the police in planning for the event.

Organizers of these events have an obvious reluctance to hold discussions with the police. Many activists are reluctant to be identified as being responsible for the event due to the possibility of civil and criminal liability should the event become unlawful. This makes it particularly difficult for the Service to work with the event organizers. Quite often, the organizers or leaders of these events do not get identified until the actual event occurs. In many cases they will deny ownership even though it is obvious through their actions and response from the group that they are indeed in charge.

The police response to demonstrations is based on a number of factors:

- number of participants expected,
- nature or purpose of the event,
- previous history, potential for violence or conflict,
- input from the organizers,
- intelligence from other sources.

Based on the above information, the police response leading up to and during the event involves the following actions:

The Service establishes and maintains contact with the leaders, if possible. We will meet with them prior to the event, assist with the planning and advise them of their legal obligations.

The involved division develops an operational plan. Meetings involving various police personnel are held in advance to discuss the various issues. At times, the organizers are invited to attend to discuss some of their concerns. As a result of these meetings, the deployment of appropriate police resources are decided; Regular Uniform (foot and cars), Bicycle, Traffic, Mounted Unit and Public Order. The deployment of the Public Order Unit, is subject to approval from the command level. The Public Order Unit was used in only 13 out of 283 demonstrations in 2001 and is not automatically deployed at every demonstration.

During a crowd event, police use a controlled and measured response to crowd dynamics. Crowds are fluid and the police must be ready to respond with the appropriate level of involvement. Some events require no police involvement at all; others require direct police intervention. A peaceful and lawful assembly can turn into a violent and unlawful one quickly, depending on the circumstances. The Service must be able to respond appropriately.

Should police be required to take an active role in managing a crowd event, our goal is to maintain the peace or restore public order if required.

Statutes, Regulations, Policies and Prodecures Governing the Policing of Demonstrations:

The Canadian Constitution - Charter of Rights and Freedoms guarantees Freedom of Peaceful Assembly.

Criminal Code

The Criminal Code defines what actions are unlawful and deals specifically with areas relevant to demonstrations; lawful & unlawful assemblies; riots; weapons and use of force by Police.

Police Services Act

Public Order Maintenance is a 'Core Service' identified under the *Police Services Act*. In order to provide this service, the Toronto Police Service trains and maintains a public order unit to ensure police officers are able to safely and effectively manage crowds at all levels of order and disorder.

Under Regulation 3/99, Adequacy and Effectiveness of Police Services, section 18 (1) states that: "police forces shall have a public order unit".

The Policing Standards Manual (2000) lists the equipment and tactical options that must be available to public order units.

(A copy of the Policing Standards Manual (2002) is appended to this report). (Appendix "A")

04-27 Use of Police Dog Services

A police service dog shall not be used for crowd control, or to intimidate, coerce or frighten a suspect.

04-33 Critical Incident Management

This procedure establishes a Critical Incident Management Team (CIMT) to oversee critical incidents. One of the definitions of a critical incident, for the purposes of this procedure, is an incident involving a member(s) of the Service AND including, but not limited to a riot or a major disturbance.

11-01 Public Safety Unit Response

This procedure defines the role of the Public Safety Unit and the procedure for requests of assistance.

Role of the Public Safety Unit:

The Public Safety Unit is an operational support group trained to pro-actively manage lawful and unlawful assemblies. In the event of an unlawful assembly, PSU personnel will effectively contain, isolate and disperse the individuals creating disorder and minimize the risk of personal injury and/or property damage.

This procedure also describes the process that a Unit Commander must follow to get PSU support for a planned event:

- The request for PSU support must be made through their respective Command Officer.
- Involve PSU at the onset of the planning for the event to ensure the availability of PSU support.
- Provide PSU with sufficient lead time to
- Conduct a site visit

- Review event plans
- Confirm the PSU mission
- Produce a PSU operational plan specific to the event
- Determine required resources
- Conduct a callout of its personnel to meet the resource needs of the plan.

11-04 Protests and Demonstrations

This procedure defines the role of the police at protests and demonstrations. It also describes the procedures to be used in the event that a protest or demonstration takes place spontaneously or with little notice.

The position of the Service is that “Citizens have the legal right to demonstrate peacefully. However, they are not entitled to infringe on the rights of landowners in the lawful use and enjoyment of their property. **The role of the police at these types of incidents must be one of complete neutrality** and action should not be taken until the situation has been carefully assessed. Police officers should only become involved at protests and demonstrations when there is a breach of the peace or a violation of provincial and/or federal law, or when there is strong suspicion that such a breach or violation may occur.”

11-08 Use of Mounted Unit

This procedure describes the various situations in which the Mounted Unit may be asked to assist with including, but not limited to demonstrations and protests:

- Requests for the assistance of the Mounted Unit for a planned event must be made via internal correspondence to the Unit Commander – Mounted and Police Dog Services.
- The Mounted Unit must be involved during the initial planning phase of the event to ensure availability of mounted support
- Provide the Mounted Unit with sufficient lead time to
- Conduct a site visit
- Review event plans
- Produce a mounted plan specific to the event
- Determine required resources

Therefore, I recommended that the Board receive the following report for information.

Deputy Chief Michael Boyd, Policing Support Command will be in attendance at the Board meeting to answer and questions, if required.

The Board received the foregoing.

APPENDIX "A"

MINISTRY OF THE SOLICITOR GENERAL

POLICING STANDARDS MANUAL (2000)

Public Order Units

Police Service Guidelines

4. Where a police service has established or participates in a public order unit, the Chief of Police should ensure that members are provided, at minimum, with the equipment and facilities set out in the Ministry's designated equipment and facilities list.

MINISTRY'S DESIGNATED EQUIPMENT LIST

Public Order Units – Equipment and Facilities List

All equipment used by members of a Public Order unit shall be approved by the Canadian Standards Council (CSA), where appropriate. The following list is the minimum kit with which a POU member or unit shall have available in order to respond to a public order situation.

GENERAL PROTECTION
Body Armour
<ul style="list-style-type: none">• Standard police service issue
Helmets
<ul style="list-style-type: none">• Riot control design to meet minimum standard NIJ 0104.01 or CSA equivalent• Designed not to impair peripheral vision and quick movement• Allowance for earpiece
Shields and Batons
<ul style="list-style-type: none">• Riot or crowd control design easily manipulated with one hand• Clear construction• One per member• Spares available• 24 – 26" non-collapsible baton (personal issue)
FOREIGN AGENT PROTECTION
Chemical Masks
<ul style="list-style-type: none">• CS chemical agent protection• Filtration canister suitable for an extended period of use• Capable of wide range of vision• Filter canister system for ambidextrous shoulder-firing of weapon
COMBUSTION PROTECTION <i>combine with clothing section</i>
Flame Resistance Protection
<ul style="list-style-type: none">• Flame retardant clothing offering outer surface protection

Fire Extinguishers
<ul style="list-style-type: none"> • <i>Minimum available, one per squad</i> • Spares available • portable
CLOTHING
POU Uniform
<ul style="list-style-type: none"> • Fatigues in heavy-duty, fire-retardant material • Allow for maximum ease of movement • Rain, moisture and cold weather protection, which is situationally and environmentally appropriate
Foot Wear
<ul style="list-style-type: none"> • Reinforced heavy-duty boots (steel shank & instep protection) with toe impact protection • Situationally and environmentally appropriate • Chemical and puncture resistant sole
Gloves
<ul style="list-style-type: none"> • All weather and impact protection
Body Impact Protection
<ul style="list-style-type: none"> • Body impact protection/deflection for arms, elbows, shoulders, groin, thighs, knees and shins
OTHER SAFETY EQUIPMENT
First Aid
<ul style="list-style-type: none"> • Members' emergency medical information (vital information for rapid medical information sharing in emergency situation) • Multi-purpose kit with wide assortment of bandages, disinfectant, etc.
Chemical Munitions Decontamination
<ul style="list-style-type: none"> • Water eyewash gear for OC decontamination
Arrest or Restraint Devices
<ul style="list-style-type: none"> • Handcuffs • Temporary hand and foot restraints
ILLUMINATION
<ul style="list-style-type: none"> • Flashlight
RADIO EQUIPMENT
Portable Radios
<ul style="list-style-type: none"> • Dedicated channel capability (or access to OPC common tactical channel) • With ear-pieces or similar devices • Capable of use with foreign agent protection, as set out in this equipment list
Power Source
<ul style="list-style-type: none"> • Extra batteries



OTHER COMMUNICATIONS	
	Loud Hailing System
• Portable	
TACTICAL OPTIONS <i>as identified in use of force standard</i>	
	Oleoresin Capsicum
• Spare s available	
	CS Agent
• Canister system designed to be thrown	
• 37 mm delivery system	
	Impact Weapons
• 37 mm impact projectiles designed to accurately fired directly at a threat	
ADMINISTRATION	
	Records
• administrative area for storing training and operational records	



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TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P77. SPECIAL FUND REQUEST: TORONTO POLICE SERVICE – 2003
UNITED WAY CAMPAIGN**

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

Subject: 2003 UNITED WAY CAMPAIGN

Recommendation:

It is recommended that: The Board approve an expenditure from the Special Fund for \$8,000.00 to support the Toronto Police Service's 2003 United Way Campaign.

Background:

The Toronto Police Service's 2002 United Way Campaign was an extraordinary success raising over \$480,000 which was \$120,000 over the set goal. The special incentives offered to participants enabled the Service to achieve its greatest success yet. In recognition of its achievement, the TPS won two awards at the United Way Celebration dinner...The Public Service Employee Campaign Award, and the Employee Campaign Co-ordinator of the Year Award. Other TPS nominations earned the Service three commemorative plaques.

The United Way Committee is requesting \$8,000 to run the 2003 Campaign, and any excess funds will be returned to the Board's Special Fund. Last year the Board approved an expenditure of \$7,500.00 (BM#P103/02 refers). There are still expenses outstanding from the 2002 Campaign, and it is anticipated that there will be no funds remaining to return to the Board. In fact, there may be an over expenditure and this will be covered by any funding received for this year's Campaign.

Continued financial assistance from the Police Services Board will allow the Service to continue to build on its successes to encourage participation not only from Service members but also from the general public. The high profile of the Service in Toronto's United Way campaign benefits both the citizens of Toronto and the police officers who utilize the services provided by United Way in their daily duties.

Deputy Chief Steve Reesor has agreed to remain as Chairman of the 2003 Campaign, and he and Jennifer Kane, Campaign Co-ordinator (and winner of the 2002 Award) will be in attendance at the Board meeting to make a brief presentation.

Deputy Chief Steve Reesor and Ms. Jennifer Kane were in attendance and discussed the foregoing report with the Board.

The Board also viewed a video tape containing personal accounts expressed by several members of the Service who have benefited, or close members of their families who have benefited, from various home and health-care services offered by the United Way program.

The Board approved the foregoing report and the following Motion:

THAT, in future, all reports containing requests for expenditures from the Board's Special Fund include a budget identifying estimated costs and, if applicable, the amount of funds approved and actual costs from the previous year(s).

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TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P78. AMENDMENTS TO THE *CRIMINAL CODE OF CANADA* WITH
REGARD TO FIREARM-RELATED CRIMES AND THE
ADMINISTRATION OF THE LEGISLATION RELATING TO
FIREARMS**

The Board was in receipt of a report, dated March 13, 2003, from Julian Fantino, Chief of Police, with regard to the *Criminal Code of Canada* as it pertains to firearm-related crimes and the administration of the legislation relating to firearms.

The Board deferred consideration of the foregoing report to its April 24, 2003 meeting.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

#P79. BOARD GOVERNANCE RETREAT – JANUARY 24, 2003

The Board was in receipt of the following report MARCH 07, 2003 from Gloria Lindsay Luby, Acting Chair:

Subject: BOARD GOVERNANCE RETREAT – JANUARY 24, 2003

Recommendations:

It is recommended that:

- (1) The attached Communications Protocol (Appendix A) be approved;
- (2) The Chairman, Toronto Police Services Board, be considered the Board spokesperson for all media inquiries;
- (3) The email addresses for all Board members be provided to the Corporate Communications Unit in order that members receive all Service generated news releases in a timely fashion;
- (4) The Chief provide the Board with the meeting schedules of the various CPLCs;
- (5) Board staff be requested to monitor the Corporate Calendar for ceremonial and Service initiated special events and further that that information be communicated to Board members as soon as practical;
- (6) Briefing notes continue to be prepared by Board staff, in consultation with Service staff if necessary, and further that a copy of the briefing notes be provided to the Chief; and
- (7) The Chief be requested to provide Service presentations to the Board when reports are brought forward that involve significant or new initiatives.

Background:

At its meeting on December 11, 2002, the Board considered a report from the Chairman dated November 12, 2002, entitled Board Governance Retreat – October 11, 2002 (Board Minute P331/02 refers). Within the approved report was a recommendation to hold a retreat and invite the Chief, Deputies and the Chief Administrative Officer (CAO).

On January 24, 2003, a third Board governance retreat was held. In attendance were Chairman Norman Gardner, Councillor Gloria Lindsay Luby, Councillor Frances Nunziata, Dr. Benson Lau, Mr. A. Milliken Heisey, Mr. Allan Leach and Board staff. Also in attendance were Chief Fantino, Deputy Chief Boyd, Deputy Chief Reesor, CAO Mr. Chen, Superintendent Cotgreave and Inspector Witty.

The Board members had previously identified the issues to be addressed at the Board Governance Retreat. The Chief was also provided the opportunity to submit any issues he deemed merited discussion. Listed below are a summary of the issues addressed and any recommendations that resulted from the discussions.

Ensuring that the Board receives more comprehensive and concise information

The Board members discussed the need to have more comprehensive and concise information, information that can be used to form a basis for policy making and decision making. The Board members indicated that a number of Board agenda reports fail to contain the historical background of the issue. This information is deemed critical to fully understand the complexities of the issue and to make an informed decision. In addition, because of the limited time members can serve on the Board, this can put them at a disadvantage for continuity of information.

The Chief advised the Board that an average of 52 reports are prepared and submitted to the Board each month.

It was suggested that upon receipt and review of the Board agendas, Board members would contact Board staff if they require clarification, historical background, or further information on any agenda item.

Establishing a protocol for a communications plan

At the October 11, 2002 retreat, the Board members discussed the lack of a formal protocol to advise members when the Toronto Police Service was involved in a major incident. In response, a draft protocol, prepared by Board staff in consultation with the Board Liaison Officer, was submitted to the January 24, 2003 retreat for consideration. The members discussed the draft and requested that staff amend the draft to reflect their comments. A copy of the amended draft protocol is attached for approval (*Appendix A*).

Also at the October 11, 2002 retreat, the Board members discussed the media profile for the Board. The members agreed that the Chairman should be considered the spokesperson for the Board. At the January 24, 2003 retreat, the Board members reaffirmed their previous position. The Board members also discussed protocols when inquiries are made regarding sensitive or confidential matters such as Statements of Claims or other legal matters. Board members were advised that they should (a) not comment on any legal matter and (b) advise the Chairman or Board staff of the inquiry. In most instances, the inquirer would be referred to staff at the City of Toronto Insurance and Risk Management Division or Legal Services for an appropriate response.

As indicated above, the Board members recommended that:

The Chairman, Toronto Police Services Board, be considered the Board spokesperson for all media inquiries.

In addition, the Board members discussed the communication tools currently available to advise members of police-related current events. Any member of the public can request to receive Service news releases by way of the Internet simply by providing their email address to the Service's Corporate Communications Unit. Therefore, the Board members recommended that:

The email addresses for all Board members be provided to the Corporate Communications Unit in order that members receive all Service generated news releases in a timely fashion.

Providing the meeting schedules of the CPLCs to the Board

At its meeting on December 11, 2002, the Board considered a report from the Chairman dated November 12, 2002, entitled Board Governance Retreat – October 11, 2002 (Board Minute P331/02 refers). The Board approved the report with the exception of recommendation no. 1 and no. 3, which were referred to the Board's January 24, 2003 retreat for consideration. Recommendation 1 read as follows:

- (1) The Chief be requested to advise the Board of the meeting schedules of the various Community Police Liaison Committee's (CPLC's) and the mid-year meeting held between the CPLC's and the Community Police Support Unit (CPSU).**

The Chief advised the Board members that a review is currently being undertaken to further define the role of the CPLCs. The Chief further advised that the level of public participation among the CPLCs varies throughout the divisions. The Chief undertook to do the following:

The Chief provide the Board with the meeting schedules of the various CPLCs.

Ceremonial Events Protocol

Board members discussed the lack of advance notice given to members when they are invited to ceremonial and Service initiated special events. The Chief indicated that difficulties do occur when events are sponsored by, or invitations are received from, external agencies. However, most Service events are posted on the Corporate Calendar, which is available on the Intranet. The Board members recommended that:

Board staff be requested to monitor the Corporate Calendar for ceremonial and Service initiated special events and further that that information be communicated to Board members as soon as practicable.

Briefing Notes

At its May 2002 governance retreat, Board members discussed the briefing notes that were being prepared by Board staff. At its meeting on June 27, 2002, the Board agreed that the briefing notes would continue to be provided to Board members only and that it would re-consider Chief Fantino's request for copies of the briefing notes at the October 2002 governance retreat (Board Minute C139/02 refers). Following the October 2002 retreat, a report was considered by the Board at its December 11, 2002 meeting wherein the Board approved the following motion:

Briefing notes continue to be prepared for Board members only and further that it re-consider Chief Fantino's request for copies of the briefing notes at the January 2003 retreat.

At the January 2003 retreat, the Chief indicated that he would undertake to provide the Board with concise board reports that would include historical background and references to previous Board Minutes.

The Board members recommended that:

Briefing notes continue to be prepared by Board staff, in consultation with Service staff if necessary, and further that a copy of the briefing notes be provided to the Chief.

Requesting formal Service presentations on new initiatives

At its meeting on December 11, 2002 the Board considered a report from the Chairman dated November 12, 2002, entitled Board Governance Retreat – October 11, 2002 (Board Minute P331/02 refers). The Board approved the report with the exception of recommendation no. 1 and no. 3, which were referred to the Board's January 24, 2003 retreat for consideration. Recommendation 3 read as follows:

(3) The Chief be requested to provide formal Service presentations to the Board when reports are brought forward that involve new initiatives and further that these presentations be made at least one month prior to requesting the Board consider the report for information or approval.

Board members indicated that they traditionally receive documentation about significant issues with the regular Board agenda and are expected to consider the matter without delay. The Chief agreed to undertake to provide presentations to the Board as required. The Board members recommended that:

The Chief be requested to provide Service presentations to the Board when reports are brought forward that involve significant or new initiatives.

Board members also advised the Chief that they require appropriate lead-time to consider reports and requested that only critical time-sensitive items be submitted as agenda walk-on items. The Chief advised the Board that the number of walk-on reports has been significantly reduced since becoming Chief and that he will continue to ensure that the number of walk-on reports be held to a minimum. The Chairman advised the members that all reports submitted to him for inclusion on the walk-on agenda must meet required conditions. An electronic version is provided to Board members in advance if the report is received prior to the Board meeting date.

Confidential vs. public briefings/agenda items

Board members discussed the criteria for confidential reports, Section 35(4) of the *Police Services Act*. They indicated that there are times when reports are included on the confidential agenda when they do not meet the criteria. It was agreed that the Chief would endeavour to provide the Board with parallel agenda reports (a public and a confidential report) wherever possible.

The Chief's succession plan

The matter was discussed in-camera. No minutes were recorded.

Deputations at Board meetings

The Board members discussed the issue of receiving public deputations at Board meetings and reviewed the current protocol. No changes to the current practice were recommended.

Conclusion

The Board members and the Chief agreed that holding a retreat between the Board and the Service was a valuable exercise and an excellent forum for dialogue and discussion. While no formal recommendation was made, it is anticipated that the Board will host a similar retreat in the near future.

The Board approved the foregoing.

“Appendix A”

Toronto Police Services Board - Communications Protocol

It is the policy of the Board that the Chief or designate be requested to advise the Chairman and all Board members (regardless of the time of day) if the following occurs:

- Officer injured and hospitalized while on duty;
- Officer killed while on duty;
- A member of the public seriously injured or killed by a Service member;
- Major occurrence such as a riot, terrorist act, or evacuation; or
- Any other event that would generate significant public interest and/or media attention.

Board members are requested to indicate what form they wish to receive this information, for example; by way of email, cell phone, home phone and shall provide that information to the Board office.

March 2003

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P80. ADEQUACY STANDARDS REGULATION – POLICE SERVICES
BOARD POLICIES**

The Board was in receipt of the following report MARCH 07, 2003 from Gloria Lindsay Luby, Acting Chair:

Subject: ADEQUACY STANDARDS REGULATION - POLICE SERVICES BOARD
POLICIES

Recommendation:

It is recommended that:

- (1) The Board approve the following Adequacy Standards Regulation Policies: LE-045, Suspect Apprehension Pursuits and LE-046, Sex Offender Registry;
- (2) The Chief of Police provide the Board with the Service Procedures that implement the aforementioned policies; and
- (3) The Chief of Police provide the Board with an updated Service Procedure Index.

Background :

The Ministry of Public Safety and Security provides the Board with occasional updates of the Policing Standards Manual. In the most recent update, two policies have been identified namely, Suspect Apprehension Pursuits and the requirement for a Sex Offender Registry. Each policy will require that the Chief of Police develop one or more procedures to implement the policies.

I am recommending that the Board approve the attached policies.

I am further recommending that, to demonstrate compliance with the above-mentioned Board policies, the Chief of Police submit a confidential parallel report to the Board identifying the Services' operational procedures that implement these two new policies and all current Adequacy Standards Regulation Policies.

The Board approved the foregoing.

**ADEQUACY STANDARDS REGULATION
LAW ENFORCEMENT**

TPSB LE-045

Suspect Apprehension Pursuits

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

New

Board Authority: BM###/yyyy.mm.dd

Amended

Board Authority:

Reviewed – No Amendments

BOARD POLICY

It is the policy of the Toronto Police Services Board with respect to Suspect Apprehension Pursuits that the Chief of Police shall:

- a) establish procedures consistent with the requirements of the *Suspect Apprehension Pursuits Regulation*;
- b) ensure that police officers, dispatchers, communications supervisors and road supervisors receive training accredited by the Ministry of Public Safety and Security on suspect apprehension pursuits;
- c) ensure that police officers receive training about the intentional contact between vehicles consistent with the requirements of the *Suspect Apprehension Pursuits Regulation*;
- d) address the use of tire deflation devices and officer training;
- e) ensure that the particulars of each suspect apprehension pursuit are recorded on a form and in the manner provided by the Ministry of Public Safety and Security; and
- f) enter into agreements with neighbouring police services to determine under what circumstances decision making responsibility for a pursuit will be, and will not be, transferred from one jurisdiction to another.

REPORTING:

LEGISLATIVE REFERENCE

Act	Regulation	Section
Police Services Act R.S.O. 1990 as amended	Ontario Regulation 3/99, Adequacy and Effectiveness of Police Services. Regulation on Suspect Apprehension Pursuits	Section 6

SERVICE PROCEDURES

Refer to Service Procedure Index

**ADEQUACY STANDARDS REGULATION
LAW ENFORCEMENT**

TPSB LE-046

Sex Offender Registry

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

New

Board Authority: BM###/yyyy.mm.dd

Amended

Board Authority:

Reviewed – No Amendments

BOARD POLICY

It is the policy of the Toronto Police Services Board with respect to the Sex Offender Registry that the Chief of Police shall:

- a) designate and maintain a registration site(s);
- b) establish procedures and processes consistent with the requirements of Christopher's Law (Sex Offender Registry), 2000; and
- c) ensure that appropriate member(s) receive training on the Sex Offender Registry, consistent with the role and responsibility assigned to them.

REPORTING:

LEGISLATIVE REFERENCE

Act	Regulation	Section
Police Services Act R.S.O. 1990 as amended	Ontario Regulation 3/99, Adequacy and Effectiveness	
Christopher's Law (Sex Offenders Registry) 2000	Ontario Regulation 69/01	

SERVICE PROCEDURES

Refer to Service Procedure Index

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P81. 2003 CIVILIAN LONG-SERVICE RECOGNITION – PURCHASE OF
COMMEMORATIVE PINS**

The Board was in receipt of the following report MARCH 06, 2003 from Norman Gardner, Chairman:

Subject: 2003 CIVILIAN LONG-SERVICE RECOGNITION – PURCHASE OF
COMMEMORATIVE PINS

Recommendations :

It is recommended that:

- (1) the Board approve the purchase of 91 commemorative pins from Corona Jewellery Company at an approximate total cost of \$5,355.00 (excluding taxes) and that the expenditure be paid from the Board's Special Fund; and
- (2) the Service be responsible for costs associated with the Civilian Long-Service Awards reception.

Background :

It has been customary for the Board to recognize long-service employment by civilian members of the Toronto Police Service by presenting them with a lapel pin containing two sapphires, two rubies and two diamonds upon the completion of 20, 30 and 40 years service respectively. In the past, commemorative pins have been presented to civilian members at a special ceremony followed by a reception.

The number of civilian members who will be presented with commemorative pins in 2003 based upon the long-service achieved during the period between January 1, 2002 and December 31, 2002 is outlined below:

20 Years Service	71
30 Years Service	20
40 Years Service	<u>0</u>
Total:	91

A request for quotations was issued by Purchasing Support Services for 91 commemorative pins. The lowest bidder, Corona Jewellery Company, was selected. The cost of the pins is \$55.00 each excluding taxes. There is an additional charge of \$350.00 (excluding taxes) to produce casting molds containing the Toronto Police Service crest for the 20 and 30 year pins. A

summary of the bids is appended to this report for information. Funds are available within the Board's Special Fund to cover this expenditure in accordance with the Board's Recognition Program and I recommend that costs associated with the awards reception continue to be paid by the Service (Min. No. P63/95 refers).

Presentations of the long-service pins will be held on Wednesday, October 8, 2003 and Wednesday, October 15, 2003 in conjunction with the Police Exemplary Service Medal, the Canadian Peacekeeping Service Medal and the Ontario Auxiliary Police Medal.

The Board should continue to honour our civilian members in this manner and therefore it is recommended that:

- (1) the Board approve the purchase of 91 commemorative pins from Corona Jewellery Company at an approximate total cost of \$5,355.00 (excluding taxes) and that the expenditure be paid from the Board's Special Fund; and
- (2) the Service be responsible for costs associated with the Civilian Long-Service Awards reception.

The Board approved the foregoing.

SUMMARY SHEET

Quantity	Description	Corona Jewellery	Bond Boyd	Canadian Spirit	Strathcraft	Dalgas & Unique
71	20 Year Service Pins	\$55.00 ea \$3,905.00	\$62.00 ea \$4,402.00	\$86.50 ea \$6,141.50	\$102.00 ea \$7,242.00	NO BIDS
20	30 Year Service Pins	\$55.00 ea \$1,100.00	\$62.00 ea \$1,240.00	\$89.50 ea \$1,790.00	\$102.00 ea \$2,040.00	NO BIDS
	Casting Molds	\$350.00	N/C	-	-	-
	Total (<i>net</i>)	\$5,355.00	\$5,642.00	\$7,931.50	\$9,282.00	-
	Total (<i>incl. taxes</i>)	\$6,158.25	\$6,488.30	\$9,121.23	\$10,674.30	NO BIDS
	Delivery	2 weeks	30 days	4-5 weeks	6 weeks	-

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P82. REQUEST FOR FUNDS – SEVENTH ANNUAL TORONTO CRIME
STOPPERS' DINNER**

The Board was in receipt of the following report MARCH 05, 2003 from Norman Gardner, Chairman:

Subject: REQUEST FOR FUNDS - SEVENTH ANNUAL TORONTO CRIME
STOPPERS' DINNER

Recommendation:

It is recommended that the Board approve the purchase of individual tickets for Board members, Board staff and other guests, to a maximum of 20 tickets at a cost of \$250.00 each for the purposes of providing sponsorship to the Seventh Annual Toronto Crime Stoppers Dinner.

Background:

In recognition of the Toronto Police Service's longstanding participation in Crime Stoppers programs, the Board has been invited to consider sponsorship of the Seventh Annual Toronto Crime Stoppers' Dinner which will be held at the Liberty Grand on Thursday, May 22, 2003.

The Board has had a long history of supporting Crime Stoppers initiatives by providing sponsorship for luncheons or dinners at Crime Stoppers' Conferences or the purchase of dinner tickets to the Chief's Annual Dinner.

The following is a brief outline of the Board's past sponsorship:

- 1985 Conference - sponsored a luncheon (Board Minute No. P576/85 refers)
- 1986 Conference - purchased dinner tickets (Board Minute No. P226/86 refers)
- 1988 Conference - sponsored a dinner (Board Minute No. P86/88 refers)
- 1994 Conference - sponsored a luncheon or dinner (Board Minute No. P252/94 refers)
- 1996 Chief's Annual Dinner - purchased dinner tickets (Board Minute No. P432/96 refers)
- 1998 Chief's Annual Dinner - purchased dinner tickets (Board Minute No. P91/98 refers)
- 1999 Chief's Annual Dinner - purchased dinner tickets (Board Minute No. P136/99 refers)

- 2001 Chief's Annual Dinner - purchased dinner tickets (Board Minute No. P88/01 refers).

The Seventh Annual Toronto Crime Stoppers' Dinner is an excellent way to honour the Toronto Police Service and to further promote this initiative that serves to ensure Toronto is the best and safest place to be. With that in mind, it is recommended that the Board continue to support the Toronto Crime Stoppers Program with its approval of this report.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

#P83. COMMUNITY DONATION – COMPUTER OPERATING SYSTEMS

The Board was in receipt of the following report MARCH 07, 2003 from Julian Fantino, Chief of Police:

Subject: DONATION OF COMPUTER OPERATING SYSTEMS

Recommendation:

It is recommended that: the Board accept a donation of computer operating systems and software valued at \$57,883.00 (plus \$8,682.45 PST & GST for a total value of \$66,565.45) from Microsoft Canada to support computer forensic examination and internet investigation of child sexual exploitation through internet luring, child sexual pornographic exploitation, and child sexual assaults by adults.

Background :

The Toronto Police Service, Intelligence Support has established the Intelligence Support, Technological Crime Section to provide technical computer investigative expertise for Service field and squad investigators. In the first quarter of 2003, a two year joint funding proposal by the Technological Crime and Sex Crimes Unit, Child Sexual Exploitation Section of the Ontario Ministry of the Attorney General's Office, Victims of Crime Fund was successful, adding six (6) computer forensic examiners and three (3) child sexual exploitation investigators for child sexual related investigation initiatives.

Seventy-five percent (75%) of all calls for service to Intelligence Services, Technological Crime are for the investigation, seizure, recovery and examination of digital evidence and computers related to sexual offences against child victims. The Service is committed to educating the public through the media, public and private meetings as to what child pornography actually is. Child pornography is graphic images of child sexual interaction with adults and other children depicting horrific sexual assault, bondage, torture, even murder and also includes written stories describing the same.

In February, 2002, Microsoft Canada launched "I Can" Community Programs, which is focused on empowering Canadian children and youth to realize their potential, through technology, learning, community and the support of Microsoft Canada employees. They are also committed to ensuring the well being of children and youth through a number of internet safety and technology initiatives.

One of the ways Microsoft Canada provides support is through their software donation program. Microsoft Canada has offered to donate the following computer software:

20	Windows 2000 Pro Operating System
20	Windows XP Pro Operating System
1	Small Business Server 2000 Operating System
4	Small Business Server (5) Clients Operating System
2	Windows 2000 Server Operating System
3	Windows 2000 Server (10) Clients Operating System
20	Office XP Pro Business Productivity Software

Acquisition of this software will enhance the protection of children and the prosecution of sexual predators, deviants and entrepreneurs who benefit from the victimization of our youngest and most vulnerable citizens.

Members of Intelligence Support have consulted with Helen Curtin, Manager of Customer Support, Information Technology Services and she suggested that a Software Assurance Licence be included in the package. This licence is not included by Microsoft, however, their policy is to review the licences from year-to-year. Intelligence Support is prepared to purchase the Software Assurance Licence, if required, at a cost of \$3,131.00 before taxes.

Operational Uses

The Microsoft Windows Operating System is the necessary platform to run the computer forensic examination software. Twenty Windows operating system licences are required for the computer forensic examiner's workstations and acquisition laptops. The Windows Server operating systems are required to support a number of core investigative functions. Large amounts of data are seized for examination. The Windows Server operating systems provide a means of moving, managing and storing this evidence data. The Windows network management tools provide a secure means to ensure the integrity of the data, manage network resources, monitor usage and provide back ups.

Some of the Windows Operating Systems will support secure, covert web services for investigators. The Internet is the preferred domain of child predators and investigators will securely observe, identify and trace on-line offenders. Investigators will be able to interact with suspects and potential victims from behind strong firewall protection with tools to manage, monitor and identify network intrusions, hacks and virus infection.

The donated software will not be used on any Toronto Police Service network computer system. It will be used on a solely independent network dedicated to computer forensic examination and Internet workstations used for the investigation of child sexual offences. This independent network will be exclusively operated, maintained and repaired by the members of Intelligence Services, Technological Crime. These officers are specially trained and qualified in on-line covert investigative technique, security and computer forensic examination, divergent from the Information Technology field.

This donation is in accordance with the Service Policy (18-08) governing “Donations” and is consistent with the overall Service goals and objectives, specifically the 2002-2004 Services Priority of, “Youth Violence and Victimization of Youth.”

The donation is directly from Microsoft Canada and not from the usual suppliers of software to the Service.

Microsoft Canada has requested a tax receipt for the donation.

This donation does not compromise the integrity, objectivity or impartiality of the Service.

It is beneficial to the community as a whole and without conditions of use or preference to the donor.

Deputy Chief Michael Boyd, Policing Support Command will be in attendance to answer any question 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 MARCH 27, 2003**

**#P84. SECTION 65 OF THE *ONTARIO MUNICIPAL BOARD ACT* WITH
REGARD TO FINANCIAL COMMITMENTS BEYOND THE TERM OF
THE CURRENT CITY COUNCIL**

The Board was in receipt of the following report FEBRUARY 28, 2003 from Albert H. Cohen, Director, Litigation, City of Toronto – Legal Services Division:

Subject: Section 65 of the *Ontario Municipal Board Act*

Recommendation:

It is recommended that the Board formally adopt the resolution attached as Appendix “B” to this report acknowledging the requirements of section 65 of the *Ontario Municipal Board Act* and stating that approval of any work, as defined in section 65 of the *Ontario Municipal Board Act*, by the Board shall, to the extent that that the cost of any such work is to be raised after the current term of Council, be subject to the approval of:

- (a) the Council of the City of Toronto; or,
- (b) where such approval function has been delegated by the Council, the approval of the appropriate City official.

Background:

I have prepared this report to advise the Board of the effects of section 65 of the *Ontario Municipal Board Act* (the “Act”) on the Board’s ability to make financial commitments for matters beyond the term of the current City Council. A copy of section 65 is attached to this report as Appendix “A” for the convenience of the Board.

City Council at its meeting held during the weeks of February 4 and 10, 2003 approved a report addressing the provincial requirements for prior approval by City Council for local board spending commitments. A copy of the report, as amended by Council, is attached as Appendix “C” to this report.

Discussion:

Subsection 65(1) of the Act essentially provides that a local board may not authorize or proceed with any work of any sort if any portion of the cost of the work will, or may be, raised after the term for which the council was elected. Clause 65(3)(1) creates an exception to this general prohibition when the by-law or resolution of the board that authorizes the work contains a provision to the effect that the by-law or resolution shall not come into force until the approval of the municipality has been obtained.

“Work” is defined very broadly in subsection 65(5) of the Act as “any undertaking, project, scheme, act, matter or thing”. This would, therefore, appear to apply not only to large capital projects, but also multi-year supply arrangements that will continue beyond the current term of City Council.

The practical effect of subsection 65 is to require the Board, as a local board of the City, to obtain City Council approval for any undertaking where the next council would be required to raise funds to pay for the undertaking. The section does not affect the situation where funds are raised during the term of the current council even if the funds may be spent after the term of that council.

Given the potentially wide ranging effects of this requirement and that the end of the current term of City Council is fast approaching, it is my recommendation that the Board address this requirement by passing a general resolution in the form attached as Appendix “B” to this report which will render all commitments made by, or on behalf of, the Board subject to the requirements of section 65 to the extent that it may be applicable.

The Board should note that the report adopted by City Council attached as Appendix “C” is intended to address any “bottleneck” problem by delegating Council’s approval authority under section 65 of the Act to the City’s Chief Financial Officer & Treasurer. The Treasurer can give approval where:

- (a) the expenditure or commitment is within the City of Toronto’s debt and financial obligation limit; and
- (b) such expenditure or commitment is consistent with the budgets of the local board as then approved by Council.

In light of the recommendation contained in this report and City Council’s recent action, it is essential that the Board and third parties entering into multi-year commitments by the Board are made aware of this approval requirement.

The Board approved the foregoing.

APPENDIX “A”

ONTARIO MUNICIPAL BOARD ACT

65. (1) Despite any general or special Act, a municipality or board to which this subsection applies shall not authorize, exercise any of its powers to proceed with or provide money for any work or class of work if the cost or any portion of the cost of the work is to be or may be raised after the term for which the council or board was elected. 1996, c. 32, s. 81 (1).

Application of subsection (1)

(2) Subsection (1) applies to,

(a) a county, a metropolitan, regional or district municipality, the County of Oxford and a city, town, village or township;

(b) Repealed: 1997, c. 31, s. 162 (1).

(c) a local board, other than a board as defined in subsection 1 (1) of the Education Act, that is entitled to apply to the council of a municipality mentioned in clause (a) to have money provided by the issue of debentures of the municipality. 1996, c. 32, s. 81 (1); 1997, c. 31, s. 162 (1, 2).

Matters not requiring Board approval

(3) Subsection (1) does not apply to,

(a) anything done with the approval of the Board, if the approval is,

(i) provided for by another Act or by another provision of this Act, and

(ii) obtained in advance;

(b) a bylaw of a municipality containing a provision to the effect that it shall not come into force until the approval of the Board has been obtained;

(c) the appointment of an engineer, land surveyor or commissioner under the Drainage Act;

(d) anything done by a municipality as defined in section 147 of the Municipal Act that does not cause it to exceed the limit prescribed under clause 147 (4) (b) of that Act;

(e) Repealed: 1997, c. 31, s. 162 (3).

(f) Repealed: 1997, c. 31, s. 162 (3).

(g) a by-law or resolution of a local board mentioned in clause (2) (c) containing a provision to the effect that it shall not come into force until the approval of the municipality has been obtained. 1996, c. 32, s. 81 (1); 1997, c. 31, s. 162 (3).

Approval of Board

(4) The approval of the Board mentioned in clause (3) (a) means and, despite the decision of any court, shall be deemed always to have meant the approval of the work mentioned in subsection (1). 1996, c. 32, s. 81 (1).

Definition

(5) In this section,

"work" includes any undertaking, project, scheme, act, matter or thing. 1996, c. 32, s. 81 (1); 1997, c. 31, s. 162 (4).

APPENDIX “B”

DRAFT RESOLUTION

IT IS HEREBY RESOLVED THAT:

The approval of any “work”, as defined in section 65 of the *Ontario Municipal Board Act*, by or on behalf of, the Board shall, to the extent that that the cost of any such work is to be raised after the current term of Council, be subject to the approval of:

- (a) the Council of the City of Toronto; or,
- (b) where such approval function has been delegated by the Council, the approval of the appropriate City official.

The Toronto Police Services Board hereby adopts the foregoing Resolution this 27th day of March 2003.

Norman Gardner
Chairman

APPENDIX "C"



CITY CLERK

Clause embodied in Report No. 1 of the Policy and Finance Committee, as adopted by the Council of the City of Toronto at its regular meeting held on February 4, 5 and 6, 2003.

14

Section 65 of the Ontario Municipal Board Act

(City Council at its regular meeting held on February 4, 5 and 6, 2003, amended this Clause by adding thereto the following:

"It is further recommended that the Chief Administrative Officer and the Chief Financial Officer and Treasurer be requested to submit a further report on this matter to the first regular meeting of the new term of City Council.")

The Policy and Finance Committee recommends the adoption of the following joint report (January 10, 2003) from the City Solicitor and the Chief Financial Officer and Treasurer:

Purpose:

The purpose of this report is to seek Council approval for an efficient process to address the requirements for local boards to obtain municipal approval for their commitments and expenditures the costs of which will be raised beyond the term of Council, as provided for in section 65 of the *Ontario Municipal Board Act (the "Act")*.

Financial Implications and Impact Statement:

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

Recommendations:

It is recommended that:

- (1) the Chief Financial Officer and Treasurer be authorized to approve, on behalf of the City, an expenditure or commitment by a local board for which the costs, or any portion of the costs, may be raised beyond the term of the then current City Council provided that the following conditions are met:
 - (a) the expenditure or commitment is within the City of Toronto's debt and financial obligation limit; and

- (b) such expenditure or commitment is consistent with the budgets of the local board as then approved by Council; and
- (2) the Chief Financial Officer and Treasurer be authorized to advise local boards of the requirement that any board authorization of the relevant expenditure or commitment is subject to the approval contained in Recommendation No. (1).

Background:

Subsection 65 (1) of the Act essentially provides that a local board, as defined in that section, may not authorize or proceed with any work of any sort if any portion of the costs of the work will, or may be, raised after the term for which City Council or the board was elected.

Clause 65(3)(g) of the Act creates an exception to that general prohibition in respect to by-laws or resolutions of local boards that authorize such work but contain a provision to the effect that the by-law or resolution does not come into force until the approval of the municipality has been obtained.

Subsection 65(5) of the Act defines “work” very broadly as any undertaking, project, scheme, act, matter or thing.

Comments:

The basic effect of section 65 of the Act is to create a technical requirement for some local boards to obtain current City Council approval for an expenditure or commitment where a future Council will be required to raise funds to pay for that expenditure or commitment. The section does not affect the situation where funds are raised during the term of the current Council, even if the funds may be spent after the term of that Council.

Thus, in situations where funds are to be raised within a single term of Council, a local board can enter into a commitment in a single budget year where the funds may be raised in a subsequent budget year, without an obligation to seek Council approval under section 65 of the Act. Clearly, the costs of any such commitment would have to be reflected in the budget submitted by the local board in subsequent budget years in order to ensure that the costs of the commitment are addressed.

Up until 1992, section 65 of the Act contained a similar provision requiring municipalities to seek Ontario Municipal Board (“OMB”) approval. At that time, the provincial government amended the Act so as to remove the obligation for municipalities to seek OMB approval provided that the commitment by the municipality did not exceed the debt and financial obligation limit updated annually by the municipality. Although the provincial government changed its approach to allowing municipalities to commit for expenditures in situations where the funds would be raised beyond the term of the current Council, it retained an obligation on local boards to seek municipal approval in similar situations.

The practical difficulty with the application of the technical wording of section 65 is that it imposes a significant administrative burden on a local board which has already received City Council approval for its annual budget, and gone through its own internal process for approval of a relevant individual undertaking, to then seek municipal approval for the individual undertaking. This can lead to additional delay in carrying out the local board's administrative functions for

many typical and minor commitments. For example, if a local board were to purchase a photocopier in the last year of the term of the current Council out of funds from its Council approved budget, there would be no need for the local board to seek municipal approval under section 65 of the Act. However, if, for good business and cost reasons, the purchase of the photocopier also involved the purchase of ongoing annual support and maintenance services for the copier for a small annual cost over a five year period, and the funds to pay for those services would have to be raised beyond the term of the then current Council, the local board could not enter into a commitment for both the photocopier and the supporting maintenance without municipal approval.

Therefore, in order to ensure compliance with the principles of section 65 of the Act while avoiding an administratively complex and cumbersome municipal approval process, it is recommended that City Council authorize the Chief Financial Officer and Treasurer to provide municipal approval for expenditures and commitments within the scope of section 65 of the Act provided that such expenditures are within the City's debt and financial obligation limit. This authority should also be made subject to the relevant local board establishing to the Treasurer's satisfaction that the expenditure or commitment is consistent with any budgetary approvals given by Council.

Conclusion:

In order to ensure compliance with requirements with section 65 of the Act and simultaneously provide an efficient process for the approval of a local board's commitments coming within the scope of that section, it is recommended that the Chief Financial Officer and Treasurer be authorized to approve any such local board commitments that meet the criteria identified in this report.

Contact:

Martin Willschick, Manager, Treasury Services
Tel. No. (416) 392-8072, Fax No. (416) 397-555

Jim Anderson, Director, Municipal Law
Tel. No. (416) 392-8059, Fax No. (416) 397-5624

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P85. AWARD TO CLIFFORD MASONRY LIMITED FOR THE MASONRY
WORK AT THE NEW No. 51 DIVISION**

The Board was in receipt of the following report MARCH 04, 2003 from Julian Fantino, Chief of Police:

Subject: AWARD TO CLIFFORD MASONRY LIMITED FOR THE MASONRY
WORK AT THE NEW 51 DIVISION

Recommendation:

It is recommended that: the Board approve the award for the masonry work at the new 51 Division to Clifford Masonry Limited in the amount of \$1,471,223.25, inclusive of all taxes.

Background:

The construction of a new 51 Division is an approved project within the Toronto Police Service's Capital Program. Work is proceeding on the project, and it is expected to be completed in the Fall of 2003. The selection of a masonry contractor is required, and the following process was initiated.

On October 22, 2002 at the request of the Toronto Police Service (TPS), the City of Toronto, Management Services, Purchasing and Materials Supply Division issued a "Request for Quotation" (RFQ 3907-02-5393). The tender closed on December 11, 2002. The RFQ invited one hundred ten (110) firms to bid but only two (2) quotations were received. Some reasons for the low response to this RFQ include the reluctance to submit proposals because of the historical nature of the work, the magnitude of the project, and the availability of resources to complete the job.

Clifford Masonry Limited being the lowest bidder was found to be in compliance with the tender documents. Clifford Masonry has extensive experience in all aspects of masonry construction. They have completed a number of historical projects including Old City Hall, TCC Round House and the University Theatre.

Funding is available in the 51 Division Capital Project Program for this work. Therefore, it is recommended that the Board approve the award of the masonry work for the new 51 Division to Clifford Masonry Limited.

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

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P86. EXTENSION OF THE VENDOR OF RECORD STATUS AGREEMENT
FOR JOHNSON CONTROLS LIMITED**

The Board was in receipt of the following report MARCH 04, 2003 from Julian Fantino, Chief of Police:

Subject: EXTENSION OF THE VENDOR OF RECORD STATUS AGREEMENT FOR
JOHNSON CONTROLS LIMITED

Recommendation:

It is recommended that: the Board approve the extension of Johnson Controls Limited Vendor of Record Status Agreement until December 31, 2003 under the existing terms and conditions of the original agreement.

Background:

The Board, at its meeting of June 18, 1998, approved the award of a Vendor of Record Status Agreement to Johnson Controls Limited (BM#270/98 refers) for the provision of facility security access systems from July 1, 1998 to June 30, 2003. This program provided for the installation of entry access controls on all TPS facilities, as well as the replacement of police identification cards. The agreement was subsequently amended, with no change to the contract term, to include the provision of the detention area monitoring system, as this utilises similar technology as the security access system.

The decision was made to harmonise the two projects as much of the work would occur in the same physical area, and would avoid disrupting operations any more than necessary. However, due to time delays experienced during the implementation of the security access and detention area monitoring projects, the installations are not yet complete. As a cost control measure, the schedule was reviewed to ensure both systems could be installed at the same time. The final four installations are currently underway, however, they will not be completed prior to the expiration of the Vendor of Record agreement on June 30, 2003. It is expected that the remaining four installations will be completed by year-end. It is therefore requested that the current agreement be extended until December 31, 2003 which will provide enough time to complete the projects with no funding impact.

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

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P87. SPECIAL CONSTABLES – TORONTO TRANSIT COMMISSION –
TERMINATION OF SPECIAL CONSTABLE STATUS: MS. SHARI HANLEY**

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

Subject: TORONTO TRANSIT COMMISSION (TTC) – TERMINATION OF SPECIAL
CONSTABLE STATUS OF SHARI HANLEY.

Recommendation:

It is recommended that:

- (1) the Board receive the notice advising that Shari Hanley will no longer require special constable status with the TTC effective November 21, 2002; and
- (2) that the Board notify the Ministry of Public Safety and Security (the “Ministry”) of the termination.

Background :

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

At its meeting on May 30, 2002, the Board approved a request to appoint Shari Hanley as a special constable with the TTC (Board Minute P152/02, refers).

Appended to this report is a letter dated February 12, 2003, from Ms. Terry Andrews, Acting Chief Security Officer, Corporate Security Department TTC, advising that Shari Hanley will no longer require special constable status effective November 21, 2002.

It is therefore recommended that the Board receive the notice advising that Shari Hanley will no longer require special constable status and that the Board notify the Ministry of the termination of her special constable status.

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

The Board approved the foregoing.



TORONTO TRANSIT COMMISSION



BETTY D'ISERO
CHAIR
SHERENE SHAW
VICE-CHAIR

BRIAN ASHTON
JOANNE FLINT
NORM KELLY
PETER LI PRETI
DAVID MILLER
HOWARD MOSCOE
DAVID SHINER
COMMISSIONERS

RICHARD C. DUCHARME
CHIEF GENERAL MANAGER
VINCENT RODO
GENERAL SECRETARY

February 12, 2003

Julian Fantino, Esq.
Chief of Police
Toronto Police Service
40 College Street
Toronto, Ontario
M5G 2J3

TORONTO POLICE SERVICE	
OFFICE OF THE CHIEF OF POLICE	
REGISTER #	422/2003
PROCESSED BY #	js
DATE	02/02/17

Dear Chief Fantino:

Please be advised that Transit Special Constable Shari Hanley, #30099, with the Toronto Transit Commission's Corporate Security Department, has transferred to the position of Protective Services Officer, effective November 21, 2002.

Accordingly, please advise the Board and the Solicitor General that Ms. Hanley will no longer require "Special Constable" status.

If you have any question regarding this, please call me at 416-393-3007.

Sincerely,

Terry Andrews
Acting Chief Security Officer
Corporate Security Department

28.13

Copy: TPS Staff Sergeant Gord Barrett



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P88. SPECIAL CONSTABLES – TORONTO TRANSIT COMMISSION –
TERMINATION OF SPECIAL CONSTABLE STATUS: MR. ROB BROWN**

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

Subject: TORONTO TRANSIT COMMISSION (TTC) – TERMINATION OF SPECIAL
CONSTABLE STATUS OF ROB BROWN

Recommendation:

It is recommended that:

- (1) the Board receive the notice advising that Rob Brown will no longer require special constable status with the TTC effective January 20, 2003; and
- (2) that the Board notify the Ministry of Public Safety and Security (the “Ministry”) of the termination.

Background:

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

At its meeting on May 17, 2002, the Board approved a request to appoint Rob Brown as a special constable with the TTC (Board Minute P128/02, refers).

Appended to this report is a letter dated January 9, 2003, from Ms. Terry Andrews, Acting Chief Security Officer, Corporate Security Department TTC, advising that Rob Brown resigned from his employment with the TTC effective January 20, 2003, at which time his special constable status automatically terminated.

It is therefore recommended that the Board receive the notice advising that Rob Brown will no longer require special constable status and that the Board notify the Ministry of the termination of his special constable status.

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

The Board approved the foregoing.



TORONTO TRANSIT COMMISSION



HEIDI DUBERK
CHAIR
SHERENE SHAW
VICE-CHAIR

BRIAN ASHTON
JOANNE TULLOCH
NORMA KELLY
MICHELLE PIRELLI
DAVID MILLER
HOWARD MORTIMER
DAVID SHINDLER
COMMISSIONER

RICHARD C. DUCHARME
CHIEF CENTRAL MANAGER
VINCENT ROJOU
CENTRAL SECRETARY

2003.009

January 9, 2003

Julian Fantina, Esq.
Chief of Police
Toronto Police Service
40 College Street
Toronto, Ontario
M5G 2J3

COMMUNITY POLICING SUPPORT UNIT	
Date Received:	03.01.13
Return By:	03.01.24
Assigned To:	A/Sgt. Barnatt
	<i>Shawn A. Insp.</i> Unit Commander

Dear Chief Fantino:

Please be advised that TTC Transit Special Constable Rob Brown #30030 has resigned from the Toronto Transit Commission's Corporate Security Department effective Monday January 20, 2003.

Accordingly, please advise the Board and the Solicitor General that Rob Brown will no longer require "Special Constable" status,

Any questions regarding this, please contact me at 416-393-3007.

Sincerely,

Terry Andrews
Acting Chief Security Officer
Corporate Security Department

28.13

Copy: TPS Staff Sergeant Gord Barrett ✓

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P89. ANNUAL REPORT – 2002 TRAINING PROGRAMS & REQUEST TO
REVISE REPORTING STRUCTURE**

The Board was in receipt of the following report FEBRUARY 24, 2003 from Julian Fantino, Chief of Police:

Subject: TRAINING PROGRAMS - 2002

Recommendation:

It is recommended that:

- (1) the Board receive the following report for information, and
- (2) the Board approve the submission of all future reports be changed from the first quarter to the second quarter of each year.

Background:

At the meetings of August 24, 1995 and January 20, 1999, the Board requested that the Chief of Police provide annual reports that assess the effectiveness of training programs. This report will address training delivered by the Toronto Police Service during the year 2002. (Board minutes 333/95 and 66/99 refer).

Response:

The Toronto Police Service continues to meet the training needs of its police officers and civilian members by providing quality learning opportunities both internally and externally. Comprehensive evaluation methodologies are undertaken to ensure high quality and effective training occur on a timely basis.

Quality of Training

Pursuant to Provincial Adequacy Standards Regulation 3/99 the Ministry of the Solicitor General must accredit certain highly critical police training. There are nine courses within this criteria, and the Toronto Police Service has been accredited to deliver all nine.

Further to Ontario Regulation 33/99 the regulation requires every police service to have a skills development and learning plan. The Toronto Police Service skills development learning plan is fully in place and describes the skills or training requirements for various positions within the Toronto Police Service and assists members and supervisors to acquire the skills development and learning opportunities they need to meet the necessary standards.

The Toronto Police Service evaluates training based on the four-level Kirkpatrick Hierarchy of Evaluation:

- **Reaction:** Did participants find the program positive and worthwhile? This question has many sub-parts relating to the course content including: format, the approach taken by the facilitator, physical facilities and audio-visual aids.
- **Learning:** Did participants learn? Training focuses on increasing knowledge, enhancing skills, and changing attitudes. To answer the question of whether participants learned involves measuring skill, knowledge and attitude on entry and again on exit in order to determine changes.
- **Transfer of Learning:** Did the learning translate into changed behaviours in the 'real-world'? This question asks if learners have been able to transfer their new skills back to the workplace or community. Often it is in this area of transfer that problems occur. There may not be opportunity or support to use what was learned. This may reflect on the course itself, but it may also be due to other variables. Methods used to measure transfer may include: participant course surveys at the six-month mark; interviews with training co-ordinators and supervisors; and in-field training session observance of students by co-ordinators.
- **Impact of Learning:** Did the program have the desired impact? Assuming that the training program was intended to solve an organizational problem, this question asks, "Was the problem solved"?

The four categories of evaluation are carried out at different times during and after the program:

- **Reaction:** occurs during and after the program.
- **Learning:** occurs prior to, during, and at the end of a training program.
- **Transfer:** occurs back in the 'real-world' within six to eight weeks.
- **Impact:** cannot be measured for at least six months and may not occur for considerable time after the delivery of a program.

Effectiveness of Training

Measuring the effectiveness of training is a complex and difficult process. Many external and internal variables affect the performance of any organization. While inferences may be drawn that performance improvement is due to training, it is often difficult to prove cause and effect. The Toronto Police Service is, however, developing methods to improve these measures.

For example, a recent Service wide survey contains three questions pertaining to the effectiveness of training. While this survey has not yet been analyzed, the results will be reported in the next annual report on training.

During 2002, the Training and Education Unit conducted surveys and focus groups with recruits at the end of their field training. The recruits indicated that there were few gaps, overlaps or inconsistencies in the training conducted at the Ontario Police College, Training and Education, and in the divisions. They also indicated that the classroom instruction was a very good preparation for front-line policing as was the Field Training Program.

Training and Education also held four meetings with the training supervisors from divisions and units. At each of these meetings, there was a discussion of the adequacy and effectiveness of Toronto Police Service training. The feedback received was generally positive.

Two highly critical areas, namely use of force and suspect apprehension pursuits, are subject to ongoing reporting and analysis as required by Ontario regulations. A key part of the analysis is determining the effectiveness of training.

Effectiveness of Use of Force Training

In the course of their duties, police officers are required to use force to protect the public and themselves. Officers are granted special powers by the *Criminal Code of Canada* to use the least force necessary to carry out their duties. In turn, police officers are accountable, under both the *Criminal Code* and the *Police Services Act*, for the appropriate use of force. Prescribed Standards issued by the Ministry of the Solicitor General, Policing Services Division specifically addresses use of force in the performance of policing duties. The primary focus of these standards is sufficient and appropriate training - the development of appropriate training courses and the delivery of a standard training level to all police officers. Reporting requirements are aimed at identifying and evaluating training requirements, in general or specific to an individual.

Use of Force information is gathered, maintained and reported in a system designed specifically for the Use of Force reporting requirements, as included in related Prescribed Standards and legislation. Information is drawn from the provincial Use of Force Report form (UFR Form 1) and entered to this centrally maintained system. The initial data entry includes unique identifiers as to the subject officers (i.e. name, badge number) only if the report is entered within thirty days of the incident; after thirty days, personal data is purged. The current system allows only restricted inquiry capabilities and provides no analytical tools.

Between 1993 (when the Ontario Use of Force legislation was enacted) and the present, the overall trend has been an increase in the number of Use of Force reports submitted each year. During the same period, the severity of force used by police has declined.

The Training and Education Unit believes that enhanced firearms and crisis intervention training has significantly enhanced public and officer safety. Numerous unsolicited reports from frontline officers indicate that the training received has provided the knowledge, skill and confidence to successfully resolve the types of high-risk situations encountered by our members.

Statistical information gathered for “officer involved shootings” clearly has decreased as training in this area has increased. During the years 1987 to 1997 inclusive, before the start of crisis intervention training, there was an average of five such incidents per year. For the years 1998 to 2002 inclusive, the average is 1.4 per year.

Recent training has placed an extreme emphasis on firearms safety, especially in relation to proper loading and unloading procedures. Officers are taught to keep the finger off the trigger until the decision to actually fire has been made. As a result, the number of unintentional discharges has been significantly reduced to an average of two per year with only one minor injury resulting. In 2002 there were only two cases of unintentional discharge, neither incident resulting in injury.

Effectiveness of Suspect Apprehension Pursuit Training (S.A.P.)

On January 1, 2000 the provincial government mandated that all police officers and communications personnel receive training in suspect apprehension pursuits. To comply with this mandate, the Training and Education Unit created a one-day course to teach front-line officers and dispatchers procedures and methods for preventing and/or terminating such pursuits.

As of December 31, 2002, 2,549 Toronto Police Service police officers and all communications personnel have received suspect apprehension pursuit training.

The following analysis shows positive trends that could be attributed to the increased suspect apprehension pursuit training. All statistics have been obtained from the Professional Standards Pursuit database.

Pursuit Reports Submitted

Year	Number of Reports
2002	180
2001	183
2000	154
1999	135
1998	215
1997	257

Although the numbers vary, there has been a decrease in the number of pursuits reported between 1997 and 2002.

Officers are restricting pursuits to more serious matters. In the past, the most common reason for officers initiating a pursuit was a breach of the Highway Traffic Act. The S.A.P. course discourages officers from pursuing in these instances and encourages them to pursue only in cases where the cause is a serious criminal offence. The statistics for 2002 show that in 70% of Toronto Police Service pursuits, the reason for initiating the pursuit is that a criminal offence has been or is about to be committed.

The S.A.P. course encourages officers to effectively use their emergency lights and sirens during pursuits. It also discourages the use of unmarked vehicles in pursuits as per Service Procedure 15-10.

Statistics for 2002 show that:

- Only 8% of pursuits are initiated by officers in unmarked vehicles
- Emergency lights were activated in 95% of pursuits
- Sirens were activated in 89% of pursuits

Officers are encouraged during training to terminate any pursuit when they feel that the risk to public safety outweighs the need to apprehend the offender. Road Sergeants are also encouraged to closely monitor pursuits and to order the pursuit “abandoned” if circumstances warrant this action.

The proportion of pursuits ordered abandoned by supervisor has increased from 9% in 1996 to 20% in 2002. In 2002, 15% of pursuits were terminated by the officer involved who cited “public safety” as the reason for abandoning the pursuit.

The S.A.P. course teaches officers to be very mindful of and to constantly assess road and weather conditions. They are encouraged not to engage in a pursuit in unsafe road and/or weather conditions. In 2002 almost nine in ten pursuits were initiated on dry roads.

Officers are strongly discouraged from pursuing motorcycles during S.A.P. training. In 2002, motorcycles represented less than 2% of pursued vehicles.

Future Reports on Effectiveness of Training

During 2003 the Training and Education Unit will implement additional methods to better determine the effectiveness of Toronto Police Service training. New training record software implemented at the end of 2002 provides significantly enhanced analysis capabilities. The unit is working closely with Professional Standards, Corporate Planning and Human Resources to improve the information available. The City of Toronto Auditor General is conducting evaluations of the Policing and Diversity and Sexual Assault Investigation training as part of the Jane Doe Audit process. The information derived will be used to improve training and keep the Command and Toronto Police Services Board informed.

Improved analysis will however require additional time. For this reason it is requested that the annual reports on training be moved from the first to the second quarter in future years.

Training Trends

Training requirements for the Toronto Police Service have never been higher, partly due to the greater levels of workforce renewal caused by increases in retirements. This has multiplied the training requirements for their replacements. Not only do these new members require basic officer recruit training, but in time also all the necessary specialized training that has been accumulated by the retiring officers in the past years. These pressures along with increasing demands placed on training due to the mandated requirements and adequacy regulations has all impacted on the Service's ability to provide adequate training.

To address these training obligations the Training and Education Unit is using the following priorities (high to low) to allocate training resources:

1. training required by law or Toronto Police Service standard,
2. training required to enhance safety,
3. training required to allow members to perform current duties more effectively,
4. training that is desirable to develop members for future probable work assignments,
5. personal development of member.

To further address these pressures the Training and Education Unit has developed an integrated learning system for our Service members.

This learning system includes:

1. A systematic Service wide training needs assessment;
2. A training design and approval system to ensure that training needs are addressed by course offerings;
3. A comprehensive and consistent evaluation system for training programs;
4. A reporting system to allow management to assess the value and relevance of all training initiatives.

This system utilises all of our training resources in a highly efficient and systematic process. From the full utilisation of a concentrated Advanced Patrol Training syllabus to "Live-Link", "Roll Call" and to the field units' training sergeants, the Training and Education Unit performs the necessary needs assessments and gap analysis to meet our training needs.

Review of the Advanced Patrol Training Course

The review of the 2001 Advanced Patrol Training Course was included in the "Training Programs – 2001" Board Report received at the Toronto Police Service Board meeting of March 27, 2002 minute #P82. In 2002, a total of 2,498 front line police officers each received the four ten-hour day Advanced Patrol Training Course.

Summary of Toronto Police Service Training

a. Toronto Police Service Training and Education Unit

The 87 instructional staff are organized into six teaching teams based on the type of training offered. The Unit completed a skills inventory of all training staff in August 2000. The training staff are well qualified in their subject areas and as trainers. In addition to training delivery, the Unit is responsible for supporting and administering training delivered by all other Toronto Police Service Units.

Sub-Unit	No. of Courses	No. Trained
Investigative Training Section	50	1171
Leadership Training Section	37	721
Traffic & Provincial Statutes	304	2290
Officer Safety Training Section/Tactical Section	438	6346
Outreach	90	3684
Recruit Training Section	17	832
Tactical Training Section	51	466
Information Technology	85	677
TOTAL	1072	16187

Appendix "A" is a detailed list of the training delivered by the Training and Education Unit. In addition, considerable training is delivered in the field with the support of the Training and Education Unit through Roll Call and Live-Link.

b. Training Delivered by Other Units of the Toronto Police Service

The following Units deliver significant amounts of training to police officer and civilian members of the Service. This training is specific to members of that Unit, or falls within the particular expertise of members of that Unit. Each Unit has a training co-ordinator and instructors who have considerable operational and training expertise. There are about 30 trainers working within these Units.

Unit	No. of Courses	No. Trained
Communications Centre	88	1739
Mounted and Police Dog Services	40	115
Marine Unit	42	325
Emergency Task Force	273	3846
Court Services	150	981
Forensic Identification	58	643
Public Safety Unit	36	920
Parking Enforcement Unit	129	2519
TOTAL	822	11088

Appendix "B" is a detailed list of training delivered by these Units.

c. Outside Police Training

During the year 2002, a total of 64 members attended 404 days of training courses at the Ontario Police College, Canadian Police College and Criminal Intelligence Service of Ontario. The Training and Education Unit has established mutually beneficial partnerships with each of these institutions to increase the quantity while reducing the cost of this training. This training is subject to ongoing thorough evaluation.

d. Tuition Reimbursements

The Toronto Police Service reimburses members for 50% of the cost of tuition for designated university or college courses and approved seminars. During the year 2002, 216 course tuition fees were reimbursed for a total expenditure of \$80,127.62.

Conclusion:

The Toronto Police Service devotes considerable resources to meeting the learning requirements of police officers and civilian members. Training is carried out in a systematic and thorough manner to ensure it meets all legislative requirements and the needs of Service members. Ongoing evaluation and continuous improvement of curricula and training delivery ensure quality and relevance. This training increases our members' competence and confidence to make them more effective and responsive to community needs. The over-all goal is to make the City of Toronto a safe place to live and work.

It is recommended that the Board receive this report for information. It is also recommended that the Board change the annual reports on training from the first to the second quarter in future years to allow time for improved analysis of the effectiveness of training.

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

The Board approved the foregoing report and requested that future annual reports be submitted for the Board meeting held in June each year.

Appendix A: Training Delivered by the Training and Education Unit

Section	Course	No. of Courses	Course Term (Days)	No. Trained	Non-TPS
Investigative Training	Sexual Assault Child Abuse	6	10	159	8
	Death Investigation	2	5	44	2
	Interview	4	5	96	
	Advanced Fraud Investigator	3	10	41	3
	Domestic Violence Investigator	4	3	94	6
	Major Incident Rapid Response	2	10	54	
	General Investigator	8	10	183	7
	Major Case Management	8	10	177	12
	Drug Investigators	2	5	47	
	Domestic Violence Protection Act	1	3	68	
	Domestic Violence Investigator, Train the Trainer	1	5	13	
	M.C. U. / Drug Supervisors	1	4	17	
	Proceeds of Crime	1	5	29	
	Behavioral Risk Assessment	2	5	14	7
	Plainclothes	5	5	89	1
	TOTAL	50	95	1125	46
Leadership Training	Uniform Management Level 1	6	15	128	
	Civilian Professional Development	5	5	109	
	Civilian Management Level 1	4	10	59	
	Civilian Coaching & Mentoring	1	3		5
	Non Uniform Policing and Diversity	7	3	214	
	Civilian Diversity Course	6	3	106	
	Effective Presentation	3	4	37	
	Instructional Techniques Course	4	5	55	
	Human Rights Inv.	1	2	8	
	TOTAL	37	50	716	5

Unit	Course	No. of Courses	Course Term (Days)	No. Trained	Non-TPS
Traffic and Provincial Statutes	At Scene Collision	4	10	63	
	Technical Collision	2	10	56	3
	Provincial Statues	4	5	97	
	Traffic Generalist	8	4	162	
	Collision Reconstruction	1	15	21	5
	Communications Dispatch SAP	1	1	20	
	Suspect Apprehension	64	1	912	
	Police Vehicle Operations	220	*variable length	951	
	TOTAL	304	46	2282	8
Officer Safety and Tactical Training	Advanced Patrol Training	35	4	2498	
	Use of Force Annual Re-qualification	242	1	1894	
	Auxiliary Recruit Training	4	3	106	
	Auxiliary Use of Force	8	.5	162	
	Expandable Baton	43	.5	955	
	Use of Force Court Officer	96	1	469	
	TTC Use of Force	5	1	65	
	Booking Hall Safety	5	2	197	
	TOTAL	438	13	6346	
Outreach Training	Standard First Aid	36	2	512	
	CPR Re-certification	20	.5	90	
	APT CPR Re-certification	34	.5	3082	
	TOTAL	90	3	3684	
Information Systems Training	Workstation Orientation	11	1	97	
	Word Level 1	1	1	7	
	Excel Level 1	2	1	20	
	CIPS	11	1	137	
	Lotus Notes	21	1	164	
	Communications Sup. SAP	1	1	20	
	Mainframe	18	1	148	
	MWS	17	1	73	
	SAP	3	1	11	
	TOTAL	85	9	677	

* - Courses vary in length depending on the type of vehicle and licensing requirements

Unit	Course	No. of Courses	Course Term (Days)	No. Trained	Non-TPS
Recruit Training	Community Policing Seminar	2	1	97	
	Basic Constable Recruit	3	28	441	
	Lateral Entry Police Officers	4	10	22	
	Crime Prevention Level 1	1	5	26	
	Crime Prevention Level 2	1	5	26	
	Uniform Coach Officers	6	4	220	
	TOTAL	17	53	832	
Tactical Training	Glock 27	6	1	50	
	Squad Advance Training 1	3	1	8	
	Squad Advance Training 2	4	1	19	
	MP 5 Operators	1	4	9	
	Shotgun Instructors	1	4	7	
	Shotgun Re-Qualification	36	1	373	
	TOTAL	51	12	466	

Appendix B: Training Delivered by Other Units

Unit	Course	No. of Courses	Course Term (Days)	No. Trained	Non-TPS
Communications Centre	Call Taker Training	1	25	22	0
	Dispatch Training	2	25	41	0
	Coaching & Mentoring	2	3	40	16
	Radio Training - Auxiliary	5	1	167	0
	Radio Training – PC Recruit	27	1	466	6
	In Service Training	50	1	957	8
	General Communicator	1	9	8	8
	TOTAL	88	65	1701	38
Police Dog Services	Basic Training	2	63	2	
	Basic Training Re-Cert.	10	4	24	9
	Narcotic Detector Basic Training				
	Narcotic Detector Training Re-Cert.	4	4	2	3
	Explosive Detector Basic Training				
	Explosive Detector Training Re-Cert	1	4	1	
	PDS Quarry	13	2	43	
	TOTAL	30	77	72	12
Mounted Unit	Truck & Trailer A License	2	5	2	
	2 Horse Truck & Trailer License	5	2	5	
	Basic Equitation	1	75	8	
	Introduction to Basic Equitation	2	10	16	
	TOTAL	10	92	31	

Unit	Course	No. of Courses	Course Term (Days)	No. Trained	Non-TPS
Marine Unit	Airboat	4	.5	33	0
	Ice Rescue Specialist	1	4	08	0
	Ice Rescue Specialist - Refresher	4	3	32	0
	Ice Rescue Specialist - Trainer	2	5	0	15
	River Rescue	2	5	15	0
	River Rescue Refresher	4	3	30	0
	Level 1 Coxwain's	5	10	16	30
	Basic Trauma Life Support	3	2	18	2
	Defibrillation	4	1	17	0
	Defibrillator Refresher	4	.5	32	0
	First Aid CPR Instructor	4	1	32	0
	Cardio Pulmonary Resuscitation	4	.5	33	0
	Marine Emergency Duties	1	4	12	0
	TOTAL	42	39.5	278	47

Unit	Course	No. of Courses	Course Term (Days)	No. Trained	Non-TPS
Emergency Task Force	Police Explosive Technician Assistant	1	5	6	
	Nuclear/Biological/Chemical Hazards	6	5	180	140
	Night Exercises	6	1	100	16
	Explosive Forced Entry	6	3	60	12
	Bus/Subway/GO Exercises	6	1	60	
	Dynamic Entry	12	1	120	
	Less Lethal force	12	1	120	
	Rapid Deployment	1	1	60	
	Taser	11	1	70	50
	Rappel Instructor	2	5	15	8
	Advanced Rappel Instructor	2	5	15	8
	Basic Tactical Orientation	2	25	30	15
	Dynamic Entry	3	5	43	31
	Sniper Orientation	2	.5	30	15
	Incident Commander	2	5	43	37
	Hostage Negotiator	5	5	93	93
	Hostage Rescue				
	Close Protection	6	3	60	
	Perimeter Control Containment	1	1	19	
	Sniper/Observer	1	5	11	6
	High Risk Vehicle Takedown/Stops	6	1	60	
	Negotiator Refresher	8	3	174	170
	Commander Refresher	1	3	12	12
	911/Dispatcher	3	1	70	16
	MP-5 Full Auto	12	1	120	
	Advanced Sniper Course	1	5	7	1
	E.D.P. Scenario Training/Forensic/CSS	12	1	120	
	Hostage Rescue Training	48	1	480	
	Stealth Maintenance Training	48	1	480	
	Accuracy/Combat Shooting	45	1	480	
	Use of Force/Taser Re-Certification	8	1	78	
	TOTAL	279	97.5	3216	630

Unit	Course	No. of Courses	Course Term (Days)	No. Trained	Non-TPS
Court Services	Court Officer Recruit	4	25	88	
	DNA Data Bank Training	2	3	27	
	2002 Use of Force Training	63	.5	433	
	First Aid and CPR	63	.5	433	
	Location Training Refreshers	18	.625	Numerous	
	TOTAL	150	29.625	981+	
Forensic Identification Services	Scenes of Crime Officer	7	25	110	
	Crime Scene Management Recruits	22	1	396	
	Numerous seminars, lectures, including FIS seminar for specialists	numerous	varied	+	
	RICI Fingerprint Course	29	2	137	
	TOTAL	58	28	643	
Public Safety	Basic Tactical	1	5	50	25
	ARWEN 37/TL1 Gas Launcher and Grenade Training	1	2	20	5
	Public Order Firefighters Training	4	2		80
	Mass Training	4	1	160	20
	Modular Training	12	1	170	30
	Helmet & Shield Awareness	1	1	40	
	Incident Management System	5	1	17	78
	Intro. to Emergency Management	2	1	7	23
	Community Policing Support- Crowd Theory	2	1	60	
	Auxiliary Crowd Theory Training	1	1		15
	Auxiliary Search Training	3	1	120	
	TOTAL	36	17	644	276

Unit	Course	No. of Courses	Course Term (Days)	No. Trained	Non-TPS
Parking Enforcement	Parking Enforcement Officer Recruit	3	26	95	
	Police Vehicle Operations Training	48	1	95	
	PEO Refresher	2	2	2	
	Supervisory Development Workshop	2	2	50	
	Front-line PEO and Supervisor Update	10	.1875	345	
	Front-line PEO and Supervisor Update	10	.125	345	
	Police Officer (51 Division) Private Property Towing Disputes	6	.125	120	
	Police Officer (33 Division) Private Property Towing Disputes	6	.125	120	
	Police Officer (23 Division) Private Property Towing Disputes	6	.125	120	
	Traffic Generalist	3	.125	60	
	Municipal Law Enforcement	25	1		900
	Toronto Parking MLEO New Car Parks Bylaw Update	3	.5		42
	Municipal Law Enforcement Re Certification – New Bylaws	2	1		60
	MLE Agency Manager Training	3	1		50
	TOTAL	129	35.3125	1352	1052

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P90. MINISTER'S RESPONSE TO BOARD'S RECOMMENDATION TO
AMEND THE *POLICE SERVICES ACT* REGARDING SUSPENSIONS**

The Board was in receipt of the attached correspondence, dated February 24, 2003 from The Honourable Robert Runciman, Minister of Public Safety and Security, containing a response to the Board's earlier recommendation to amend the *Police Services Act* in relation to suspensions.

The Board received the foregoing.

**Ministry of Public Safety
and Security**

Office of the Minister

25 Grosvenor Street
18th Floor

Toronto ON M7A 1 Y6
Tel: 416-325-0408
Fax: 416-325-6067

**Ministère de la Sécurité
et de la Sécurité publique**

Bureau du ministre

25^e rue Grosvenor
18^e étage

Toronto ON M7A 1 Y6
Tél.: 416-325-0408
Télééc.: 416-325-6067



CM03-00501

FEB 24 2003

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

Dear Mr. Gardner:

Thank you for your letter of January 20, 2003, proposing an amendment to the *Police Services Act* (PSA) that would provide a Chief of Police with the authority to suspend police officers with or without pay. I am pleased to respond.

I note the concern of the Toronto Police Services Board about suspending a police officer with pay, particularly for a lengthy period of time. We are fortunate that lengthy suspensions with pay are still a relatively rare occurrence in Ontario. I appreciate receiving the background information on this issue you provided from other Canadian jurisdictions.

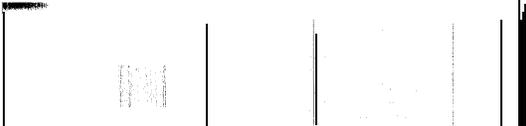
The ministry is not currently planning any amendments to either the PSA or any of its regulations. I can assure you, however, that we will continue to monitor this situation. If, in future, the PSA is amended, the ministry will consult fully with all its stakeholders prior to making any changes.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Runciman".

Robert W. Runciman, MPP
Leeds-Grenville
Minister



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P91. RESPONSE TO ANTI-TERRORISM, EMERGENCY PREPAREDNESS
PROGRAMS AND THE ESTABLISHMENT OF A “SECURITY AND
PREVENTION COMMITTEE”**

The Board was in receipt of the following report FEBRUARY 24, 2003 from Julian Fantino, Chief of Police:

Subject: CORRESPONDENCE FROM CITY COUNCILLOR MICHAEL WALKER
REGARDING ANTI-TERRORISM, EMERGENCY PREPAREDNESS
PROGRAMS, AND THE ESTABLISHMENT OF A ‘SECURITY AND
PREVENTION COMMITTEE’

Recommendation:

It is recommended that: the Board receive this report and forward a copy of this report to the Policy and Finance Committee for its information.

Background:

On December 9, 2002 Toronto City Councillor Michael Walker authored correspondence (attached) to Mayor Mel Lastman and Ms. Shirley Hoy, Chief Administrative Officer, regarding anti-terrorism measures, emergency preparedness programs and the establishment of a ‘Security and Prevention Committee’.

On January 23, 2003 Chairman Norman Gardner forwarded that correspondence to me, as well as Ms. Hoy’s reply of January 9, 2003, for my review and consideration.

I have reviewed Ms. Hoy’s reply (attached) to Councillor Walker and I concur with its content. In particular, the existing Emergency Planning Committee has been supplemented with a Joint Operations Steering Committee to further increase the integration and joint operations among the five municipal response organizations (Emergency Medical Services, Toronto Fire Service, Public Health, Emergency Management, and the Toronto Police Service). As a result, Ms. Hoy and staff do not see a need for the formation of a ‘Security and Prevention Committee’.

Councillor Walker requested that the Mayor and Ms. Hoy ensure that the elected City Council representatives are comprehensively briefed on the present status of the City’s anti-terrorism measures and emergency preparedness program.

The report currently before the Board entitled, Counter-Terrorism and Emergency Management, and the report entitled, Quarterly Report: October – December 2002: Enhanced Emergency Management Plan (Board Minute #P19/03 refers), detail the current status of our Service on these issues. Enhanced Emergency Management reports have been submitted to the Board quarterly, since April 2002. The next report will be submitted at the April 24, 2003 Board meeting.

It is recommended that the Board receive this report and forward a copy of the report to the Policy and Finance Committee for its information.

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

The Board received the foregoing.



INTERNAL CORRESPONDENCE

#38/2003

03/01/27

BH

TPS 649 1998/011

TO: Julian Fantino FROM: Norman Gardner
Chief of Police Toronto Police Services Board
Toronto Police Service DATE: 2003/01/23
YYYY/MM/DD

RE: Correspondence - Councillor Michael Walker

Please find attached copies of correspondence for December 9, 2002 from Councillor Michael Walker to Mayor Lastman and Ms. Shirley Hoy, Chief Administrative Officer for the City of Toronto and Ms. Hoy's reply of January 9, 2003, with respect to Emergency Management and Anti-Terrorism Measures.

I am forwarding the correspondence for your review and consideration. I have had the opportunity to meet with Councillor Walker and would appreciate any comments you may have and request they be submitted in a report for the Board at its meeting, no later than April 24, 2003.

Thanking you in advance for your anticipated report on this matter.

Norman Gardner
Chairman

attachs.

cc. Ms. D. Williams, Board Administrator
Insp. E. Witty, Liaison Officer

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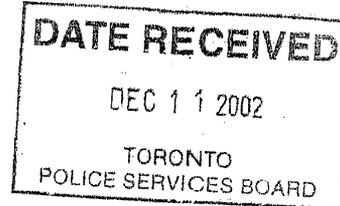
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**TORONTO****Michael Walker**

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councillor_walker@city.toronto.on.ca



December 9, 2002

T O : Mayor Lastman
And
Ms. Shirley Hoy, Chief Administrative Officer

FROM: Councillor Michael Walker

RE: Anti-Terrorism Measures, Emergency Preparedness Program and
Establishment of 'Security and Prevention Committee'

Dear Mr. Lastman and Ms. Hoy,

I am writing to restate my strong belief in the present urgency surrounding the City's security and event-prevention readiness. The notice of motion I presented to our last meeting of Council (*Re: Anti-Terrorism Measures, Emergency Preparedness Program and Establishment of a Security and Prevention Committee*) outlined this prime urgency clearly. I have not been convinced that the important essentials such as the City's water reservoirs, transit system, or the nearby Pickering nuclear plant are adequately safe beyond compromise. Also, current information clearly indicates children will be targets in daycare programs in synagogues and churches,

The question still remains unanswered: *Have we, as elected officials and appointed officials, done enough to prevent and respond to potential crisis, whether such crisis be a deliberate terrorist act or accidental malfunction/failure of a vital city service? Are we on guard "24/7/365"?*

The fact that this question has not been sufficiently answered within the year since September 11, 2001 is alarming. The fact that a special meeting of Council has not been called to treat these issues is inexcusable; on October 3, 2001, the Mayor was directed by Council to call a special meeting after his Worship had met with the Prime Minister and the Premier, to inform all City Councillors of the present and future status of the security and prevention initiatives of the City — this has *not* occurred. Has the Mayor met with said officials? Have we installed new surveillance or "I.D." technology anywhere?

Similarly, as outlined in the preamble of my recent motion to Council mentioned above, the Chief Administrative Officer was directed by the Policy and Finance Committee (October 25, 2001) to report on my communications (October 1 and 10, 2001) in a forthcoming report; it has been suggested that this requirement has been satisfied by the short joint report from the CAO and the Works Commissioner dated October 17, 2001, before the Policy and Finance Committee meeting itself. That joint report attempted to dismiss the recommendations of my communications. As you may know, my recommendations were primarily proactive, *preventative measures*, whereas that joint report mainly referred to response measures that are in place. I find that the City's existing plan focuses on *response* much more than *prevention*.

On behalf of the residents of St. Paul's, I respectfully request that you both, as the Chief Magistrate and the Chief Administrative Officer, ensure the elected City Council representatives are comprehensively briefed on the present status of the City's anti-terrorism measures, emergency preparedness program, and the comparable relevance of a "Security and Prevention Committee" versus the existing, unchanged "Emergency Planning Committee". For example, would it be sensible to improve such an existing emergency committee by adding a CSIS representative and a Provincial security official? Would, it be sensible to increase the number of times per year this committee meets?

International terrorism is even more serious now than one year ago. If such a terrorist act occurs where we could have mitigated the risks or even prevented such an act, partial blame for the consequences of that terrorist act will fall on those delinquent of their mandated responsibilities. That means you, me and the other elected officials here in Toronto.

Since this is such an urgent matter, I look forward to your timely reply.

Yours sincerely, .



Michael Walker
Councillor - Ward 22

November 14, 2002

NOTICE OF MOTION
TORONTO CITY COUNCIL
November 26 – 28, 2002

***RE: ANTI-TERRORISM MEASURES,
EMERGENCY PREPAREDNESS PROGRAM
AND
ESTABLISHMENT OF A "SECURITY AND PREVENTION COMMITTEE"***

WHEREAS over one year ago, the Policy and Finance Committee at its meeting of October 25, 2001, had before it communications (October 1 and 10, 2001, see *attached*) from Councillor Michael Walker, St. Paul's, advising that a formalized framework for City Council and those officials who are charged with the protection of the City and its people should be established to minimize the impact of any possible acts of terrorism or crisis; and,

WHEREAS the Policy and Finance Committee referred the communications (October 1 and 10, 2001) from Councillor Walker to the Chief Administrative Officer for consideration and report thereon to the Policy and Finance Committee in her forthcoming report; and,

WHEREAS the Chief Administrative Officer's report referred to above is still outstanding; and,

WHEREAS Canada was specifically named along with five other allied countries of the United States on a terrorist audiotape that was released November 12, 2002; and,

WHEREAS Toronto has been identified as a target by the F.B.I., with the CN Tower, the TTC subway system and the nearby Pickering nuclear plant among twenty-two (22) potential terrorist targets in Canada; and,

WHEREAS Councillor Walker's October 1 and 10, 2001 communications to the Policy and Finance Committee contained specific recommendations for the protection of the Pickering nuclear plant, TTC subway system and water systems, among other areas; and,

WHEREAS Toronto is the largest city in Canada and is the financial centre of Canada; and,

WHEREAS New York is the U.S. financial centre, the largest city in the US. and the first mainland victim of terrorism; and,

WHEREAS it is alleged that the City's vital systems (i.e. Water reservoirs, Hydro plants, Nuclear plants, TTC subway system) are not adequately protected in relation with the context of the present political and social climate; and,

WHEREAS the federal government has allocated \$7 billion dollars for anti-terrorism measures; and,

WHEREAS the provincial government has committed \$400,000 annually to strengthen Toronto's emergency response program; and,

WHEREAS public opinion is in favour of the strengthening of security and protection measures against terrorism and crisis; and,

WHEREAS it would be consequently irresponsible for City Council to ignore the grave seriousness of potential threats to Toronto's 2.5 million residents; and,

NOW THEREFORE BE IT RESOLVED THAT City Council hereby instructs the Chief Administrative Officer to present Council members with a comprehensive overview of the City's Emergency Preparedness Program and Anti-Terrorism Measures to date, to be presented in camera if appropriate;

BE IT FURTHER RESOLVED THAT City Council immediately establish a permanent *Security and Prevention Committee* to ensure protection for the City's vital services and its citizens;

BE IT FURTHER RESOLVED THAT City Council hereby instructs the Chief Administrative Officer to ensure that all the communication systems of all levels and departments of Toronto's Police, Fire, Emergency Medical Services (EMS) and other related services are fully compatible with each other;

AND BE IT FURTHER RESOLVED THAT the appropriate City officials be requested to take any action necessary to give effect to the foregoing, including the introduction in Council of any Bills that may be required.

Moved By: Councillor Michael Walker

Seconded By: Councillor Gerry Altobello



TORONTO Michael Walker

St. Paul's, Councillor
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councillor_mvwalker@city.toronto.on.ca

October 1, 2001

TO: Chair and Members -- Policy and Finance Committee
FROM: Councillor Michael Walker
RE: **Protection from Terrorism**

Dear Chair and Members,

The recent tragic destruction of the World Trade Centre in New York, on Sept 11th, should serve as a wake up call to all major cities with 'standout' structures, utilities and concentrations of high rise buildings.

Up to now we have all taken it for granted that such acts of terrorism could not happen. But now all that has changed with the death of 6,000 innocent people on that sunny autumn morning in the bustling centre of Manhattan.

I would like to formalize a framework for City Council and those officials who are charged with the protection of the City and its people so that the impact of any possible acts of terrorism is minimized.

Buildings: There is no doubt that our high rise buildings are designed by professional engineers to be structurally sound and under design parameters as required by the Ontario Building Code. Buildings are not designed to withstand the intense heat generated by the impact and explosion of tens of thousands of litres of aviation fuel. The Trade Centre disaster has shown that those above the point of impact had little chance of escape and the intense heat of over 1,000° C gradually weakened and buckled the structural steel, resulting in the collapse of the structures. The 110-storey north tower was struck first and remained standing for 90 minutes while the south 110-storey tower collapsed 62 minutes after its impact.

Planning: There must be a re-thinking of city planning. There is no need to construct buildings over 25 or 30 stories. European cities have not adopted our North American 'reach for the sky' system and their city planning has worked well. Buildings - either commercial or residential - should not stick out as potential 'targets'. City Council should direct our planners to report on this suggestion to the first meeting of Council in 2002.

Air Supply: The location, design and operation/management of all heating, ventilation & air conditioning (HVAC) systems for all structures - especially buildings over four stories - should be reviewed by building specialists with input from the Building Owners and Managers Association (BOMA)

Water Supply: City Council should be briefed by Works Department officials on the security of our filtration plants, pumping stations, reservoirs and distribution systems and any extra precautions needed to ensure that our water supply is not poisoned.

Subway System: Recent attempts to use poison gas in the Tokyo subway system should act as an added warning to increase our safety programmes for the subway system

Pickering Nuclear Power Station: Although there has been no terrorist attacks on any of the world's 400-plus nuclear power plants (NPPs), the US has begun to tighten security around their 103 plants. Here, at our doorstep, in Pickering, the 4,120 MW nuclear power plant - the oldest such plant in Canada - is well past its middle age with enormous amounts of spent fuel stored on site. To date there has been no decision on the final storage arrangements for the spent fuel. Since the mid 1970s, it has been piling up and there seems to be no end in sight.

Power Grid: Power lines have been targets for terrorists in the past - not in Canada - but in other less stable countries. But the fear is that attacks on the power grid may soon become a fact of life and an easy target for terrorists. Are we prepared?

Biological War: It is impossible to 'second guess' where terrorists would strike or what biological weapons they would use. But there is always the possibility that these weapons may be available in many forms to some terrorists. Anthrax, Pneumonic Plague, Botulism and even deadly virus like smallpox could be available to those who plan terrorism.

The most expeditious way to prepare a defense against terrorist acts is to set up a working group to begin planning on how to defuse, foil and combat terrorist acts.

As a first step, I suggest the following -

- a) City Council *setup* a *Buildings and Systems Protection Committee* to include the Buildings Commissioner and a representative of the Fire Chief, Police Chief, Works Commissioner, Medical Officer of Health, the TTC, Ambulance and Emergency Services and at least one member of City Council.

-
- b) The terms of reference should include the matters referred to and expanded to include other items to be added by members of City Council.
- c) That the city of Pickering, Ontario Power Generation, Toronto Hydro, Enbridge Consumers Gas, the Ontario Building Code Commission, the Toronto Building Owners & Managers Association (BOMA) be invited to participate on the Committee.
- d) That the Provincial and Federal Governments be invited to participate in the deliberations of the Committee.
-

Sincerely,



Michael Walker
Councillor - Ward 22,
St. Paul's

T O "
CJS

 **TORONTO** Michael Walker

St. Paul's Councillor
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councillor_mwalker@city.toronto.on.ca

October 10, 2001

TO: Chair and Members -- Policy and Finance Committee,
FROM: Councillor Michael Walker
RE: **AMENDMENT -- Protection from Terrorism**

Dear Chair and Members,

Further to my October 1, 2001 letter, "Protection from Terrorism", to the Chair and Members of the Planning and Transportation Committee, I have been informed that it should have been addressed to your Committee and that the administrator has done so. I would like to add a further paragraph to that October 1, 2001 letter concerning a personal safety device to aid victims of fire to limit smoke inhalation.

AMENDMENT:

Emergency Response Procedures: Coupled with *crisis prevention* is *post-event emergency measures*. The City should be proactive with planning and augmenting its emergency tactics to further facilitate the removal of citizens from compromised structures. One aspect of planning for such an evacuation is protecting the citizens' ability to breathe while enveloped by smoke. The device, "Evac-U8 Smoke Hood" (see attachment to hard copy for photo), is a Canadian-designed personal air-filter solution to aid the flight of residents or employees of buildings, chiefly high-rise buildings, Every hotel room, every office desk, et cetera, or any site that has fire hazard potential should be required to be equipped with this device and other such safety devices (i.e. flash light), regardless of the height or floor plan of the structure, to ensure safe evacuation.

Sincerely,



Michael Walker
Councillor - Ward 22

"Gearing up - Security tops list of must-have travel products", by Victoria Stevens

Breathing space

The Evac-US Smoke Hood looks almost comical, but the Canadian-designed product claims to give the wearer 20 precious minutes of breathable air to get out of a burning building. You twist open the canister, bite down on the snorkel-like filter and pull the Teflon-coated hood over your head. The filter screens out toxic gases such as carbon monoxide, hydrogen cyanide, ammonia and sulphur dioxide. The hood is heat resistant to 426C. Retail for \$69 U.S.



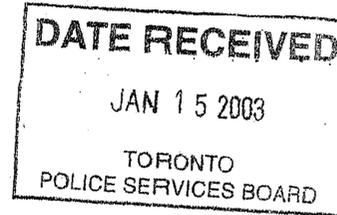
+ flashlight.



Chief Administrator's Office
Shirley Hoy, Chief Administrative Officer

City Hall, 11th Floor, East Tower
100 Queen Street West
Toronto, Ontario M5H 2N2

Tel: 416-392-3551
Fax: 416-392-1827



January 9, 2003

Councillor Michael Waker
Ward 22 St. Paul's
Suite B26
2nd Floor, City Hall
Toronto, ON M5H 2N2

Dear Councillor Walker:

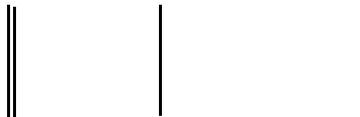
We: **Emergency Management and Ant-Terrorism Measures**

I am responding to your December 9th memorandum. The issues of intelligence-gathering and preventative security measures are largely within the purview of the Toronto Police Service. I understand that you have now had an opportunity to meet and to raise your concerns about anti-terrorism measures with Norm Gardner, Chair of the Toronto Police Services Board.

Barry Gutteridge and representatives from Toronto Public Health, Emergency -Medical Services (EMS), Fire Services and Emergency Management, met with you, and 'Chris, Sellors of your office on January 6th to provide a confidential briefing on the activities to improve the City's capability to prevent and to respond to emergencies. The briefing included:

- an overview of the current emergency plan and of the report to Community Services Committee on Bill 148 -- The Emergency Readiness Act;
- the infrastructure initiatives completed with respect to radio and CAD systems between Fire, Police and EMS as well as emergency back-up facilities;
- the various emergency management initiatives that have been included in the 2002 and 2003 budget process including Chemical, Biological, Radiological and Nuclear (CBRN), Heavy Urban Search And Rescue (HUSAR) and security measures at Water and Wastewater facilities; and,
- how hospitals deal with radioactive waste from treatment processes,

I hope that this briefing will have answered most of the questions outlined in your December 9th memorandum and in your November 14th motion to Council. Specifically the briefing covered your questions about security at water facilities, application of surveillance and "I.D." technology, security



on the transit system, and compatibility of communication systems across emergency services. Barry Gutteridge has agreed to provide follow-up information on your questions about nuclear plants as well as a report with staff comments on the "Evac-U8" smoke hood that you have requested be evaluated. Staff will be reporting to next week's Community Services Committee with the requested clarification of CBRN equipment and training requested through the budget process, including a reference to how hospitals deal with radioactive waste from treatment processes.

With regard to a "Security and Prevention Committee" including a CSIS representative and a Provincial security officer, our staff recommendation is that the existing Emergency Planning Committee works well. As discussed in the briefing, staff have supplemented this committee with a Joint Operations Steering Committee to further increase the integration and joint emergency operations among the five municipal response organizations – EMS, Fire, Health, Police and Emergency Management. Other subgroups have been established to support the specific initiatives such as CBRN and HUSAR. Co-ordination among CSIS, the OPP and Toronto Police is already in place through joint forces operations. Protocols are in place for Toronto Police to notify and to share information with the other emergency responders,

Our staff approach to emergency management has been to use the events arising from September 11th 2001 as a catalyst to improve our capabilities to anticipate and plan for all types of emergencies whether natural or intentional. Much has been done to mitigate risks and to augment response capability. We have also been working with the other levels of government and been successful in obtaining their funding and support for several initiatives. The information that you have received from your staff briefing should reassure you that much in fact has been done, with more still to come.

Yours truly,



Shirley Hoy
Chief Administrative Officer

c.c Mayor Mel Lastman
Deputy Mayor Case Ootes
Norm Gardner, Chair Toronto Police Services Board
Barry Gutteridge, Commissioner, Works and Emergency Services
Bill Crowther, Executive Director, Technical Services
Warren Leonard, Manager, Emergency Management Office
Alan Speed, Fire Chief
Ron Kelusky, EMS Chief
Sheela Basrur, Medical Officer of Health

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

#P92. POLICE VEHICLES PARKING AT THE CITY HALL GARAGE

The Board was in receipt of the following report MARCH 04, 2003 from Julian Fantino, Chief of Police:

Subject: PARKING AT CITY HALL GARAGE

Recommendation:

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

Background:

The Toronto Parking Authority (TPA), on November 26, 2002, forwarded a letter to the Service regarding the parking of police vehicles at the City Hall Garage. The letter indicated that the TPA Board had passed a motion to discontinue free parking for police vehicles at the City Hall Garage and commence charging parking fees. Subsequently, I forwarded a report to the Toronto Police Services (TPS) Board at their meeting of December 11, 2002 (BM#P346/02 refers) advising them of the issue. The TPS Board recommended to defer payment to the TPA for invoices received for the parking of police vehicles at the City Hall Garage, and further recommended that the Chairman, TPS Board, and TPS staff, meet with the TPA to discuss the parking charge. The TPA, via a letter dated December 16, 2002, was advised of the TPS Board's recommendations. Mr. Anderson, President of the TPA, on December 23, 2002, wrote to the Chief of Police (copies to the TPS Board Members and City Council Members) providing further details on the parking issue, and requesting a meeting to resolve the issue. The Chairman, TPS Board, requested that I reply to Mr. Anderson's letter.

Service staff met with TPA staff during January and February 2003 to discuss options in reaching a resolution to the problem. These meetings culminated in a solution that is acceptable to the Service and the TPA. The solution agreed to provides parking at no charge at the City Hall Garage for Service members attending court while on-duty, all other parking by Service members will be invoiced monthly (minimal budget impact) and paid by the Service effective April 1, 2003. It was also agreed that all invoices for the TPA prior to April 1, 2003 will be rescinded.

I believe that the solution reached on the parking at the City Hall Garage is fair and reasonable. Mr. Frank Chen, CAO, Corporate Support Command, will be in attendance to answer any questions the Board may have.

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

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P93. 2002 FINAL CAPITAL BUDGET VARIANCE REPORT FOR THE
TORONTO POLICE SERVICE**

The Board was in receipt of the following report FEBRUARY 20, 2003 from Julian Fantino, Chief of Police:

Subject: 2002 FINAL CAPITAL BUDGET VARIANCE REPORT FOR THE TORONTO
POLICE SERVICE

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 included \$21.1M for previously approved projects, and \$3.8M for land (43 and 23 Division) and start-up costs for 43 Division. This report provides details regarding the capital budget variance for the year ended December 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 which were scheduled to commence 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 \$24.9M, is \$11.1M and therefore, the available expenditure for 2002 is \$36.0M (\$24.9M + \$11.1M).

cont...d

(\$000s) Project Name	Available to Spend in 2002	2002 Actual	Year-End Variance (Over)/ Under
	(1)	(3)	(4)=(1)-(3)
<u>Continuing Projects with Cash flow Carry forward</u>			
Occurrence Re-Engineering	1,122.1	1,122.1	0
Long Term Facility - 51D	7,573.5	6,306.4	1,267.1
Security Control	79.6	53.8	25.8
State of Good Repair-Police	1,063.6	1,118.7	55.1
State of Good Repair-Corporate	6,684.8	6,649.4	35.4
Emergency Generators	481.8	974.4	(492.6)
Professional Standards Information System	384.1	.30	383.8
Time Resource Management System	3,111.7	1,920.2	1,191.5
E-Mail Replacement	187.2	182.8	4.4
Boat Replacement	98.8	98.8	0
Bail & Parole (Reporting Ctr.)	490.0	490.0	0
Video Tape Storage & Processing	3,033.0	96.4	2,936.6
MDT Replacement	1,355.8	1,355.8	0
TPS Headquarters Renovation Program	333.6	314.7	18.9
Automated Vehicle Location System	1,929.7	1,143.5	786.2
Centralized Drug Squad/Study	1,450.0	356.3	1,093.7
Long Term Facility -11 D	600.0	11.7	588.3
Long Term Facility - 43 D	1,790.0	487.5	1,302.5
43 Division –land cost	1,600.0	*1,600.0	0.0
Emergency Services Video Dist. System	35.8	30.8	5.0
23 Division –Land Cost	1,600.0	1,875.0	(275.0)
<u>Projects Commencing in 2002</u>			-
Livescan Fingerprinting System	300.0	0	300.0
Police Integration System	250.0	279.7	(29.7)
Firearms Def. Tactics-Applicant Testing	500.0	486.5	13.5
TOTAL:	36,055.1	26,954.8	9,100.3

* 43 Division, Land Cost - This is City owned land transferred to TPS and this amount reflects the book value.

2002 Capital Budget Variance

Based on the above, the Service incurred a year-end expenditure of \$27.0M against the \$36.0M available spending amount. This provides an under-expenditure of \$9.1M that is to be carried forward to 2003. Most of the unspent amount was due to project delays, but will be spent in 2003 and not carried over into 2004.

Variations

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

- Long Term Facility – 51 Division

This project is five months behind schedule due to old foundations that were in the ground and need to be removed. Historical restoration is in progress and new construction for the parking structure and an extension to the existing structure is completed. The project is well underway and it is expected to be completed by October 2003. The 2002 unspent amount of \$1.3M will be carried forward to the year 2003.

- Emergency Generators

This project is ahead of schedule and it shows an over-expenditure of \$0.5M in 2002; however, it remains within the total project cost.

- Professional Standards Information System

The delay in the project is due to on-going negotiations regarding statement of work. The 2002 unspent amount of \$0.4M will be carried forward to the year 2003 at which time the project will be completed.

- Time Resource Management System

This is an on-going project that will conclude in 2003. Funding of \$3.1M has been provided for the project. The project is on schedule and the completion date has not changed; however, a major vendor is being paid only on deliverables, and therefore the payment schedule has changed slightly. The 2002 unspent amount of \$1.2M will be carried forward to the year 2003.

- Video Tape Storage and Processing

During the year, the Request for Proposal (RFP) for the project had to be reissued due to revised requirements and a new tender was processed for a System Designer and the roll out of equipment. It is anticipated that half of the available funds will be spent by April 2003, and the project will be completed by the end of 2003.

- Automated Vehicle Location System

There is a three month schedule delay. The critical milestone is the signing of the Intergraph contract which has been delayed to the end of February 2003, pending clearance from Legal Services. The software component of this project cannot proceed without a signed contract with Intergraph, and other sub-system schedules will be affected by this delay. The anticipated completion date of this project is June 2003. The 2002 unspent amount of \$0.8M will be carried forward to the year 2003.

- Centralised Drug Squad/Study

The construction of the Centralised Drug Squad will be completed by February 2003. Occupancy is planned for March 2003 with some external construction to be completed by year-end. The 2002 unspent amount of \$1.1M will be carried forward to the year 2003.

- Long Term Facility - 11 Division

The property under consideration for 11 Division is a TTC site. City Real Estate has initiated the process of acquiring the property; however, the land has not been officially declared as surplus. TPS is now conducting a due diligence review of the property. The unspent amount of \$0.6M will be carried forward to the year 2003.

- Long Term Facility - 43 Division

The site for the new 43 Division is on City-owned land which has been transferred to the Service. The City has valued the land at \$1.6M. The Service has been working with the Ambulance Department to make the new 43 Division a joint TPS/Ambulance facility. 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. Thus far, the Service has spent \$0.5M of the \$1.8M in 2002.

- 23 Division- Land Cost

The property for the new 23 Division at Kipling Avenue and Finch Avenue has been approved for purchase. Spending for 2002 exceeded the budget amount by \$0.3M as the purchase price of the property was above the original estimated amount. The tentative completion date for this project is 2005.

- Livescan Fingerprinting System

The Service is in receipt of the statement of work from the vendor. A contract is to be signed with Printrak, a Motorola Company, by the end of February 2003. No funds have been used to date on this project; the total amount of \$0.3M will be carried forward in 2003 with payment of funds to be determined upon contract agreement.

SUMMARY

The final year-end Capital Budget variance report for the Toronto Police Service for 2002 is an under-expenditure of \$9.1M. This under-expenditure will be carried forward into 2003. 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 and agreed to forward a copy to the City Chief Financial Officer and Treasurer for information.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

#P94. UPDATE: 2003 OPERATING BUDGETS AND 2003 – 2007 CAPITAL PROGRAMS

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

Subject: 2003 OPERATING BUDGETS AND 2003 - 2007 CAPITAL PROGRAMS

Recommendation:

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

Background:

Toronto City Council, at its meeting of February 23, 24, 25 and 26, approved the 2003 Operating Budgets of the Toronto Police Services Board, the Toronto Police Service, and the Parking Enforcement Unit. At the same time, City Council also approved the 2003 – 2007 Capital Programs of the Toronto Police Service, and the Parking Enforcement Unit. The following are some highlights of the approved budgets.

Toronto Police Services Board 2003 Operating Budget

The approved 2003 net operating budget for the Toronto Police Services Board is \$1,354,000, an increase of \$63,000 (4.9%) over the 2002 Council approved budget. The majority of the increase is related to the impact of salary settlements. There are also some minor increases for technology requirements to improve communication tools in the Board office.

Toronto Police Service 2003 Operating Budget

The approved 2003 net operating budget for the Toronto Police Service is \$634.5M, an increase of \$30M (4.9%) over the 2002 Council approved budget. The Service's original submission, as approved by the Board, was for \$653.3M (including new initiatives). Due to the City's financial pressures, the Service was requested to work with City staff and the City's Budget Advisory Committee (BAC) to reach a more affordable 2003 operating budget. As a result of various meetings, TPS staff, City staff, and the City's BAC members were able to reach a revised level of funding for 2003 that was acceptable to all. This was achieved through reduction of discretionary expenses, adjustment to timing of our uniform hires, and use of the OMERS Type 3 surplus. The revised funding level was \$634.5M, which was ratified by the Board at its meeting of February 20, 2003, and as indicated above, also approved by City Council.

The majority of the 2003 approved increase of 4.3% (\$26M) is to fund the negotiated salary settlement with the Toronto Police Association (other outstanding salary settlements are not included in the approved budget). The remainder of the 2003 increase of 0.6% (\$4M) is to cover mandatory expenditures (e.g. annualisation costs, contractual requirements, etc.), the transfer of the internal audit function back to the Service from the City, and 11 additional Police Officers for the implementation of a new traffic enforcement safety initiative.

The approved funding level also allows the Service to continue its human resource hiring strategy, the continuation of the vehicle replacement plan, and the continuation of previously approved programs, such as the Anti-Gang Unit.

Parking Enforcement Unit 2003 Operating Budget

The approved 2003 net operating budget for the Parking Enforcement Unit is \$29.9M, an increase of \$2.7M (9.9%) over the 2002 Council approved budget. This funding level is the amount originally approved by the Board, and no adjustments have been made. The increase of \$2.7M is basically attributable to the impact of the Police Association salary settlement and the annualisation impact of the additional 48 Parking Enforcement Officers approved in 2002.

Toronto Police Service 2003 – 2007 Capital Program

The approved 2003 – 2007 capital program for the Service is \$24.8M in 2003 and \$201.2M for the 5 years. The original Board approved capital program was \$25.5M for 2003 and \$197.3M for the 5 years. Adjustments (through project deferrals) to the original Board approved amount were made to achieve City funding levels, and these have been supported within the Council approved program. Within the 2003 approved funding of \$24.8M, the Service is able to continue programs already in progress (e.g. new 51 Division, new 43 Division, Livescan, Automated Vehicle Location System, etc.) and to commence work on new facilities for 23 Division, Traffic Services, and Central Garage. Moreover, City Council also approved the acquisition of property for a new College/Firearms facility, and related funding is included in the capital program. Additional funding was also made available for the purchase of IT lifecycle infrastructure (servers, network, laptops, etc.).

Parking Enforcement Unit 2003 – 2007 Capital Program

The approved 2003 – 2007 capital program for the Service is \$2.4M in 2003 and \$6.3M for the 5 years. The 2003 funding provides for the implementation of handheld parking ticket devices and the relocation of the Parking East leased facility to a permanent site.

Mr. Frank Chen, CAO, 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 MARCH 27, 2003**

#P95. ANNUAL REPORT: 2002 PUBLIC SECTOR SALARY DISCLOSURE

The Board was in receipt of the following report MARCH 07, 2003 from Julian Fantino, Chief of Police:

Subject: PUBLIC SECTOR SALARY DISCLOSURE

Recommendation:

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

Background:

In accordance with the *Public Sector Salary Disclosure Act, 1996*, the Toronto Police Service is required to disclose the names, positions, salaries and taxable benefits of employees who were paid \$100,000 or more in a year. This information is submitted to the City of Toronto Finance Department to be included in a corporate report filed with the Ministry of Municipal Affairs and Housing.

In 2002, thirty-two (32) staff whose base salary is normally under \$100,000 earned over \$100,000 when their base salary is combined with premium pay (see Attachment A for details). Several factors have contributed in these personnel reaching the legislated disclosure level. These are:

- The World Youth Day (WYD) event and Queen's visit required additional premium pay to police these events. The WYD event required a significant amount of planning and the involvement of officers from across the Service to police this event. Although costs were kept at a minimum and the project was under budget, the policing required overtime and callback.
- The majority of the premium pay earned by the officers relates to court attendance. The implementation of proactive and enforcement strategies by the Service usually translates into the requirement for court attendance by an officer. Prior to the court attendance, there is a significant amount of work in case preparation, disclosure and trial preparation.

The following items highlight some of the 2003 occurrences/initiatives that generate the workload above and affect officers across the Service:

- Traffic Enforcement Safety Team pilot
- Special projects (e.g. Entertainment District, Yonge St.)
- Complex homicide cases (e.g. York University student, David Rosenzweig, 2 year old Alexis Currie)
- Gangs and Guns task force
- Child exploitation/pornography investigations

- The Solicitor General RIDE Program and Community RIDE are externally funded programs and do not impact the Service's budget. However, officers sign up to perform duties for these programs during their off duty time and as a result earn premium pay.

As part of the Chief's monitoring and control mandate, the Toronto Police Service has established aggressive strategies to control premium pay expenditures. For example, overtime incurred must be of an emergent nature, be authorized by a Supervisor and reported to the Unit Commander daily. Unit Commanders are responsible and accountable for the controllable costs such as premium pay. During the monthly variance reporting process, a review of the actuals against the budget figures is provided to each Unit Commander to assist them in identifying problems so that corrective action may be taken.

Unit Commanders receive the appropriate information to access and further control or curtail undue increases by:

- Monitoring officer court attendance;
- Reducing police witness attendance, where possible;
- Requesting staff to use lieu time to avoid large cash payouts.

However, it is difficult to foresee overtime for special events as these costs are estimated based on past experiences and are subject to change. In many cases, overtime court attendance is not within the control of TPS, but controlled by outside sources. Based on our experiences, officers appearing in court do not get to testify a majority of the time, but TPS is required to pay the callback minimum.

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

The Board received the foregoing.

RECORD OF EMPLOYEES' 2002 SALARIES AND BENEFITS

Please refer to the PSSD Guide before filling out this form

Cal Year	Sector	Employer	Surname	Given Name	Position	Salary Paid	Taxable Benefits
2002	Municipal	Toronto Police Service	Bamford	James	Superintendent	\$110,880.16	\$ 7,602.32
			Barwell	David	Detective	\$100,827.50	\$ 209.07
			Bell	Daniel	Detective	\$102,997.87	\$ 208.60
			Blair	Bill	Staff Superintendent	\$117,799.68	\$ 7,664.36
			Boyd	Michael	Deputy	\$150,305.92	\$ 7,512.67
			Breen	Robin	Inspector	\$ 94,655.01	\$ 8,633.58
			Brown	Allen	Detective	\$102,619.32	\$ 209.30
			Browning	Thomas	Staff Inspector	\$ 99,060.96	\$ 9,330.23
			Bruce	Leslie	Staff Inspector	\$ 99,060.96	\$ 7,562.75
			Bryson	Lawrence	Staff Sergeant	\$100,875.46	\$ 231.72
			Califaretti	Sandra	Manager, Financial Management	\$102,064.23	\$ 293.40
			Cenzura	Kenneth	Superintendent	\$106,268.16	\$ 8,262.08
			Chen	Francis	Chief Administrative Officer	\$150,307.48	\$ 9,055.32
			Chiasson	Marcel	Plainclothes Officer	\$101,501.40	\$ 195.32
			Ciani	Maria	Manager, Labour Relations	\$126,523.22	\$ 311.50
			Clarke	Robert	Staff Inspector	\$ 96,754.24	\$ 7,760.13
			Cleveland	Michael	Staff Superintendent	\$117,799.68	\$ 7,402.40
			Comeau	Alan	Detective Sergeant	\$109,615.93	\$ 230.85
			Corrie	Anthony	Staff Inspector	\$ 95,467.80	\$ 8,756.77
			Cotgreave	Wayne	Superintendent	\$106,268.16	\$ 305.90
			Cowling	Keith	Staff Superintendent	\$117,799.68	\$ 462.32
			Cristofaro	Angelo	Director, Finance & Administration	\$121,309.42	\$ 477.06

			Dalziel	Thomas	Staff Inspector	\$ 99,060.96	\$11,131.15
			Davis	Karl	Staff Inspector	\$ 99,060.96	\$ 9,174.23
			Dennis	John	Superintendent	\$110,594.56	\$12,601.52
			Derry	Kim	Superintendent	\$102,608.09	\$ 6,808.53
			Dick	Jane	Superintendent	\$102,777.12	\$ 8,463.88
			Dicks	William	Staff Superintendent	\$117,799.68	\$ 8,461.36
			Dunstan	Douglas	Detective	\$101,001.39	\$ 209.07
			Duriancik	Stephen	Senior Constable	\$ 99,893.06	\$ 188.17
			Ellis	Gary	Staff Inspector	\$ 96,583.81	\$ 3,628.63
			Fairclough	Samuel	Staff Superintendent	\$117,799.68	\$ 7,947.08
			Fairman	Paula	Manager, Compensation & Benefits	\$130,840.51	\$ 423.32
			Fantino	Julian	Chief of Police	\$176,993.44	\$ 722.48
			Federico	Michael	Staff Inspector	\$ 96,399.36	\$ 7,088.28
			Fernandes	Selwyn	Staff Inspector	\$ 99,060.96	\$ 5,722.12
			Forde	Keith	Superintendent	\$106,268.16	\$ 7,836.83
			Fordham	William	Staff Inspector	\$ 99,060.96	\$ 8,658.01
			Gauthier	Richard	Staff Inspector	\$ 96,399.36	\$ 7,721.71
			Gerry	Daryle	Sergeant	\$101,120.97	\$ 209.15
			Gibson	William	Director, Human Resources	\$134,034.86	\$ 8,336.77
			Gilbert	Emory	Staff Superintendent	\$117,799.68	\$ 7,077.36
			Giroux	Gary	Detective Sergeant	\$104,024.50	\$ 231.49
			Gottschalk	Paul	Superintendent	\$110,594.56	\$10,346.48
			Grant	Stephen	Inspector	\$102,384.97	\$ 3,223.13
			Grant	Gary	Superintendent	\$110,594.56	\$ 6,522.98
			Griffiths	Alan	Superintendent	\$110,594.56	\$ 8,549.04
			Grosvenor	Susan	Staff Inspector	\$ 99,060.96	\$10,574.30
			Harris	Stephen	Staff Inspector	\$ 99,060.96	\$ 8,419.31
			Harris	Debbie	Detective	\$100,378.63	\$ 208.63
			Hegney	Edward	Staff Inspector	\$ 99,060.96	\$ 6,875.95

			Henderson	Norman	Manager, Fleet and Materials Management	\$110,718.84	\$ 433.75
			Higgins	Christopher	Detective	\$101,055.66	\$ 207.92
			Hildred	Lesley	Detective	\$100,127.06	\$ 207.92
			Hoey	Stanley	Superintendent	\$110,594.56	\$10,214.56
			Holdridge	William	Superintendent	\$110,594.56	\$ 8,782.08
			Hussein	Riyaz	Detective	\$100,723.48	\$ 207.92
			Kijewski	Kristina	Director, Corporate Planning	\$110,718.84	\$ 408.13
			Kennedy	Steven	Manager, Radio and Electronics	\$103,284.14	\$ 403.29
			Kondo	Jason	Detective	\$102,064.97	\$ 207.92
			Kulmatycki	Joel	Detective	\$104,338.87	\$ 207.92
			Macchiusi	John	Manager, Systems Operations	\$102,909.14	\$ 403.29
			Maher	Aidan	Superintendent	\$110,594.56	\$ 7,078.15
			Mantle	Donald	Superintendent	\$110,594.56	\$ 8,544.04
			Marrier	Stephen	Superintendent	\$112,183.16	\$14,221.05
			Martin	Kathryn	Detective Sergeant	\$102,187.40	\$ 230.77
			Matthews	Raymond	Detective	\$108,790.29	\$ 209.30
			Mellor	John	Superintendent	\$109,163.52	\$10,191.74
			Monaghan	Cecil	Detective	\$100,657.08	\$ 209.30
			Munroe	Randal	Staff Inspector	\$ 96,399.36	\$ 8,912.25
			Page	Howard	Detective	\$106,396.05	\$ 209.07
			Paproski	Glenn	Superintendent	\$110,594.56	\$10,316.08
			Parkin	James	Superintendent	\$110,594.56	\$ 8,046.92
			Parsons	Stuart	Plainclothes Officer	\$104,258.34	\$ 195.32
			Perlstein	Dan	Program Manager, Radio & Electronics	\$102,998.23	\$ 296.39
			Philipson	Graeme	Plainclothes Officer	\$108,478.68	\$ 187.33
			Pilkington	Roy	Superintendent	\$102,777.12	\$ 7,603.06
			Pitts	Reginald	Detective Sergeant	\$106,779.24	\$ 230.87

			Preston	Brian	Detective	\$100,711.36	\$ 207.92
			Reesor	Stephen	Deputy Chief	\$150,305.92	\$ 8,734.79
			Reynolds	Douglas	Superintendent	\$110,594.56	\$10,363.28
			Scott	Gordon	Detective	\$110,153.21	\$ 208.63
			Smollet	Bruce	Staff Inspector	\$ 96,754.24	\$ 8,922.21
			Stinson	Robert	Director, Information Technology Systems	\$134,984.90	\$ 533.07
			Stewart	Edward	Staff Inspector	\$ 99,060.96	\$ 7,029.24
			Stratford	Ian	Detective	\$106,297.73	\$ 208.63
			Strathdee	Robert	Superintendent	\$110,594.56	\$ 7,549.76
			Styra	Dana	Manager, Quality Assurance	\$103,284.14	\$ 403.29
			Taverner	Robert	Superintendent	\$110,594.56	\$ 7,680.40
			Thompson	Michael	Senior Police Constable	\$105,929.14	\$ 187.67
			Tweedy	Neale	Staff Inspector	\$ 96,754.24	\$ 8,830.53
			Van Andel	Phillip	Detective	\$106,100.75	\$ 208.95
			Virani	Abdulhameed	Senior Police Constable	\$115,053.55	\$ 186.67
			Warr	Anthony	Staff Inspector	\$ 96,399.36	\$ 9,865.32
			Watson	Marlene	Staff Inspector	\$ 99,060.96	\$ 6,665.14
			Whittle	Roy	Staff Inspector	\$ 99,060.96	\$ 9,817.55
			Wiley	Jerome	Criminal and Corporate Counsel	\$132,757.22	\$ 462.10
			Woodhouse	Martin	Detective	\$110,732.93	\$ 209.07
			Wright	Reginald	Sergeant	\$100,150.75	\$ 209.53
			Wybourn	Erika	Manager, Information Systems	\$102,909.14	\$ 403.29
			Yarenko	John	Detective	\$107,236.15	\$ 209.30

I certify that the information provided on this record is correct in accordance with the <i>Public Sector Salary Disclosure Act, 1996</i> .					
This record has been approved by:					
Sandra A. Califaretti			Manager, Financial Management		
Name			Position Title		
<u>(416) 808-7912</u>			<u>February 28, 2003</u>		
Phone Number			Date		

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P96. QUARTERLY REPORT: SPECIAL FUND: OCTOBER – DECEMBER
2002**

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

Subject: TORONTO POLICE SERVICES BOARD'S SPECIAL FUND UNAUDITED
STATEMENT FOR THE PERIOD 2002 JANUARY 01 TO 2002 DECEMBER
31, INCLUDING 4TH QUARTER RESULTS

Recommendation:

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

Background:

Enclosed is the unaudited statement of receipts and disbursements with respect to the Toronto Police Services Board's Special Fund for the period 2002 January 01 to 2002 December 31. The statement also includes results for the 4th quarter of 2002 (October 1 to December 31).

For the 4th quarter of 2002, the fund recorded receipts of \$143,615 and disbursements of \$30,462.

As at 2002 December 31, the balance in the Special Fund was \$340,786. During the year, the Special Fund recorded receipts of \$423,809 and disbursements of \$192,508 for a net gain of \$231,301 over the fund balance of \$109,485 at the start of the year. The initial projection (based on estimates) indicated a net gain of only \$2,200 for the year.

The net gain was due to the increase in unclaimed money proceeds deposited by the Property and Evidence Management Unit to the Board Special Fund. In addition, the actual disbursements were slightly lower than the amount initially projected.

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

The Board received the foregoing.

THE TORONTO POLICE SERVICES BOARD SPECIAL FUND									
2002 YEAREND RESULTS WITH ADJUSTED PROJECTIONS									
PARTICULARS	2002							2001	COMMENTS
	INITIAL	ADJUSTED	JAN 01 TO	APR 01 TO	JUL 01 TO	OCT 01 TO	DEC 31/02	JAN 01 TO	
	PROJ.	PROJ.	MAR 31/02	JUN 30/02	SEPT 30/02	DEC 31/02	TOTALS	ACTUAL	
BALANCE FORWARD	109,485	109,485	109,485	136,500	307,446	227,635	109,485	90,651	2002 projected figures are based on 2001 actuals for revenue. Expenses noted were approved by the Police Services Board on April 25, 2002.
REVENUE									
PROCEEDS FROM AUCTIONS	208,000	107,392	24,187	27,972	41,766	13,467	107,392	207,949	
LESS OVERHEAD COST	(48,000)	(21,186)	(5,563)	(5,828)	(7,936)	(1,859)	(21,186)	(47,828)	Commission ranging from 15% to 23% of the gross auction proceeds were paid during the year.
LESS RETURNED AUCTION PURCHASE	0	0	0	0	0	0	0		
UNCLAIMED MONEY	33,000	280,263	4,530	126,134	19,114	130,485	280,263	33,285	
LESS RETURN OF UNCLAIMED MONEY	(100)	(3,031)	(683)	(471)	0	(1,877)	(3,031)	(44)	
EVIDENCE AND HELD MONEY	7,900	0	0	0	0	0	0	7,850	
INTEREST	3,900	5,132	605	917	1,849	1,761	5,132	3,843	
LESS ACTIVITY FEE	(100)	(57)	(25)	(9)	(14)	(9)	(57)	(32)	
LESS CHEQUE ORDER	0	(69)	0	0	(138)	69	(69)	0	
				0	0				
SEIZED LIQUOR CONTAINERS	1,800	4,944	0	1,082	2,284	1,578	4,944	1,737	

RECOGNITION OF CIVILIANS										
AWARDS	10,000	1,399	0	0	0	1,399	1,399	6,587		
CATERING	2,000	7,810	0	0	3,500	4,310	7,810	2,407		
RECOGNITION OF BOARD MEMBERS										
AWARDS	200	0	0	0	0	0	0	112		
CATERING	2,000	0	0	0	0	0	0	0		
CONFERENCES										
BOARD										
COMMUNITY POLICE LIAISON COMMITTEE	6,000	0	0	0	0	0	0	6,500		
CANADIAN ASSOCIATION OF POLICE SERVICES BOARDS	0	3,000	0	0	3,000	0	3,000			
OTHER	0	3,311	0	0	0	3,311	3,311	0		
DONATIONS										
IN MEMORIAM	14,000	300	100	0	200	0	300	50		
OTHER	0	100	0	0	100	0	100	0		
DINNER TICKETS (RETIREMENTS/OTHERS)	0	0	0	0	0	0	0	3,120		
OTHER	0	13,350	0	0	13,350	0	13,350	21		50% share paid by The Board's Special Fund in hosting the reception following the funeral of PC Laura Ellis.
GST REBATE	(1,500)	0	0	0	0	0	0	(1,495)		As the result of the new financial system, the GST rebate is taken as each expenditure is made rather than as a lump sum total at year-end.
TOTAL DISBURSEMENTS	204,200	192,508	(3,543)	28,851	136,737	30,462	192,508	187,927		
SPECIAL FUND BALANCE	111,685	340,786	136,500	307,446	227,635	340,786	340,786	109,486		

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P97. QUARTERLY REPORT: IMPLEMENTATION OF "CIPS"
ENHANCEMENTS RELATED TO SEARCHES OF PERSONS**

The Board was in receipt of the following report FEBRUARY 27, 2003 from Julian Fantino, Chief of Police:

Subject: QUARTERLY REPORT ON THE STATUS OF THE IMPLEMENTATION OF
"CIPS" ENHANCEMENTS RELATED TO THE GATHERING OF
STATISTICS FOR COMPLETE SEARCH

Recommendation:

It is recommended that the Board receive this report.

Background:

At its meeting on 2000.12.14, the Board directed quarterly status reports (Board Minute P529 refers). As follows:

“THAT the Chief provide the Board with quarterly reports on the implementation of CIPS enhancements into the new Records Management System and advise the Board if the Service is unable to provide electronic gathering of statistics by the third quarter of 2001.”

CIPS (Criminal Information Processing System) is the computerized case preparation system used by the Service to record all arrest information and has been identified as the best medium for collecting data relating to complete searches.

Information Technology Services (ITS) advises that CIPS functionality will be incorporated into the Service's new Records Management System called eCOPS (Enterprise Case and Occurrence Management System). eCOPS is targeted to commence rollout by the second quarter of 2003 and will take approximately six months to complete. Therefore the collection of complete search data in eCOPS is projected to begin by the third quarter of 2003, to allow for data migration. Service wide rollout of eCOPS is targeted to be completed by end of 4Q03 and full data collection will be then available.

As an interim measure, pending the deployment of eCOPS, a complete search template has been added to the CIPS application. This template allows the Service to collect complete search statistics.

It is recommended that the Board receive this quarterly status report. Mr. Frank Chen, CAO-Policing, Corporate Support Command, will be in attendance to answer questions from Board members.

The Board received the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P98. ANNUAL REPORT: 2002 EXPENDITURES OF COMMUNITY POLICE
LIAISON COMMITTEES (CPLC'S) AND CONSULTATIVE
COMMITTEES AND REQUEST FOR FUNDS FOR THE 2003 CPLC
CONFERENCE**

The Board was in receipt of the following report FEBRUARY 18, 2003 from Julian Fantino, Chief of Police:

Subject: REPORT ON THE 2002 EXPENDITURES OF COMMUNITY POLICE
LIAISON COMMITTEES (CPLC'S) AND CONSULTATIVE COMMITTEES,
AND A REQUEST FOR FUNDING FOR THE ANNUAL 2003 CPLC
CONFERENCE

Recommendation:

It is recommended that:

(1) the Board continue to provide an annual grant of \$1,000.00 to each of the seventeen divisional Community Police Liaison Committees (CPLC's) which includes Traffic Service's CPLC, six of the Chief's Consultative Committees {Black, Chinese, French, South & West Asian, Aboriginal and Gay, Lesbian, Bisexual Transgender (GLBT)}, and the Chief's Advisory Council for a total of \$24,000.00; and

(2) the Board sponsor a 7th annual conference for members of the Community Police Liaison Committees on Saturday April 26, 2003, at a cost not to exceed \$6,000.00, and that funding be provided from the Special Fund.

Background:

The Board directed in 1998 (Board Minute 65/98, refers):

That the Chief of Police provide an annual report to the Board on the activities which were funded by the police divisions using Board grants.

In addition, Board Chairman, Mr. Norman Gardner, submitted a report to the Board at its meeting on February 28, 2001 (Board Minute P51/01, refers). The Board approved the following recommendations from that report:

- 1. the Board sponsor a 6th annual conference for members of Community Police Liaison Committees on April 28, 2001, at a cost not to exceed \$6,000.00. That funding be provided from the Special Fund.**
- 2. Board members be invited to attend the CPLC conference on April 28, 2001 and be invited to participate in the Board/Community Workshop.**

3. **The Board continue to provide an annual grant of \$1,000.00 to each of the seventeen Divisional Community Police Liaison Committees, the Traffic Service’s CPLC, the five Chief’s Consultative Committees, the Chief’s Advisory Council. That funding be provided from the Special Fund.**
4. **That the Chief be requested to bring forward all future funding requests for the CPLC annual conference.**

In addition to reporting on the 2002 expenditures of CPLC’s and Consultative Committees, this report will also comply with the Board’s direction that the Chief request funding for the 7th annual CPLC conference.

Community Police Liaison Committees

For the past six years, the Board, through its Special Fund, has provided funding to each Division and to Traffic Services for the operations of the CPLC’s. In 2002, the Board provided funding to Community Policing Support for each of the Consultative Committees (Aboriginal, Black, Chinese, South & West Asian, Gay Lesbian Bisexual Transgender and French), and the Chief’s Advisory Council. Each committee was allotted \$1,000.00 for total funding of \$24,000.00.

The following table compares the income and expenses for the Community Police Liaison Committee account over the past year. All unused funds have been returned to the Board’s Special Fund as per request.

<u>Year</u>	<u>Income</u>	<u>Expense</u>	<u>Balance</u>	<u>% of Funds Spent</u>
2002	\$ 17, 000	\$ 13,585.18	\$ 4,288.37	77.0%

The attached appendix “A”, refers to the list of 2002 expenditures by CPLC and Consultative Committees

Report on the Use of CPLC Funding in 2002

The CPLC’s continually provide support to the Service and the communities they serve through these projects. The committees are proactive in community relations and are there to assist and problem solve in the local communities. The intent of the funding was to allow for expenses related to the operation of the committees, such as refreshments for meetings, rental of facilities, and supplies. The committees could also use the money to fund or partially fund community-based projects such as workshops, seminars and training opportunities.

The following are examples of funded activities in 2002:

Eglinton Hill Mega Clean-Up (12 Division)

This massive project was part of an anti-youth strategy initiated by the York Memorial Collegiate Institute. The project involved a family of six schools in the Eglinton Avenue West and Keele Street area, the Silverthorne Ratepayers Association, 12 Division members and the CPLC members.

Refreshments for CPLC Meetings

The majority of CPLC's expended a significant portion of their grants for meeting related refreshments and other supplies.

Rail Lands Clean-up, (12 Division)

The 12 Division CPLC participated in the 5th Annual Rail Lands Clean-Up. They were successful at cleaning the rail lands in the vicinity of Weston Road & Rogers Road and painting over graffiti.

Mall Walk (42 Division)

Members of the CPLC, in conjunction with Crime Prevention Officers, set-up a display and conducted a "Mall Walk", involving the Superintendent of No. 42 Division, through Woodside Square. The main purpose of the function was to speak directly with proprietors regarding the importance of Crime Prevention.

Divisional Auto-Dialer (31, 53, 54 Divisions)

Several CPLC's maintain and fund the Auto-Dialer Computer System.

Community Barbeques (11, 12 Divisions)

CPLC's across the city assisted in the hosting of their Divisional Community Barbeques. The barbeques were a great success in building positive relationships with the community and the police.

Town Hall Meetings (41, 12, 22, 33, 42, 52 Divisions)

CPLC's across the city organized Town Hall meetings to address local community issues and express appreciation to those community members who take an interest in their community.

Christmas Toy Drive (42, 12, 22, 54 Divisions)

CPLC's sponsored and participated in the Christmas Toy Drives.

Graffiti Eradication Projects (22, 12, 11 Divisions)

CPLC's became involved in graffiti eradication initiatives by providing refreshments and contributing to the purchase of supplies.

Traffic Reduction Initiatives (22, 11, 32, 12 Divisions)

During the year CPLC's have been promoting safe bicycle use in an effort to reduce traffic congestion, parking problems and accidents/collisions.

Community Picnic (42 Division)

Members of the CPLC Committees organized and participated in the 5th Annual Community Picnic held on Saturday, June 8th, 2002. Approximately 2500 members of the community attended the picnic. Approximately \$7000.00 was raised and donated to Team Titan. Team Titan enables troubled youth from the community to get involved in competitive sports and learn about teamwork and mentoring.

Youth Forum, (33 Division)

The 33 Division CPLC held a youth forum at a local high school to address community issues.

Consultative Committees

In 2002, the Board provided funds to six Consultative Committees, (Aboriginal, Black, Chinese, South & West Asian, GLBT and French), and the Chief's Advisory Council. Each committee was allotted \$1,000.00 for the year.

The following table compares the income and expenses for the Consultative Committees and the Chief's Advisory Council over the past year. All unused funds have been returned to the Board.

<u>Year</u>	<u>Income</u>	<u>Expense</u>	<u>Balance</u>	<u>% of Funds Spent</u>
2002	\$ 7, 000	\$ 3,963.16	\$3,470.21	50%

The attached Appendix "A", refers to the list of 2002 expenditures by CPLC and Consultative Committees

Consultative Committee funds were spent primarily on the administration of meetings, as well as on the purchasing of community outreach material.

Annual CPLC Conference

Since January 1997, the Board has been sponsoring an information sharing and networking workshop for members of the CPLC's. Over one hundred community and police representatives attend the conference. Evaluations of the previous conferences have been very positive.

It is requested that the Board sponsor the 7th annual CPLC conference on Saturday April 26, 2003, at a cost not to exceed \$6,000.00.

CPLC Conference Budget for 2003

Item	Expense
Room Rental	Nil
Catering for 130 people (Continental Breakfast, Lunch & Breaks)	\$3,565.00
Office Supplies, Printing	\$1,500.00
Honorarium (Each speaker receives a \$50.00 honorarium)	\$ 400.00
Total:	<u>\$5,465.00</u>

Conclusion:

The Board funding represents an essential resource for the operation of Community Police Liaison Committees, Consultative Committees, the Chief Advisory Council and the Service. The monies provided assistance in allowing the committees some autonomy to operate and be resources for community projects. The funds are also used for small projects or in conjunction with other sources of fund raising for larger events. The CPLC's are dedicated to the local communities and are working toward a safer Toronto, through education and community partnerships.

It is therefore recommended that the Board continue to provide an annual grant of \$1,000.00 to each of the seventeen divisional Community Police Liaison Committees (CPLC's) which includes Traffic Service's CPLC, six of the Chief's Consultative Committees (Black, Chinese, French, South & West Asian, Aboriginal and Gay Lesbian Bisexual Transgender), and the Chief's Advisory Council for a total of \$24,000.00. It is further recommended that the Board sponsor a 7th annual conference for members of the Community Police Liaison Committees, on Saturday April 26, 2003, at a cost not to exceed \$6,000.00, and that the funding be provided from the Special Fund.

Deputy Chief Steven Reesor, Policing Operations Command, will be in attendance to answer any questions that Board members may have.

The Board approved the following Motions:

- 1. THAT the Board approve the foregoing report and request Chief Fantino to provide a further report to the Board on the following:**
 - **explanations for the inconsistencies in the levels of expenditures by the consultative committees and division CPLC's;**
 - **the reasons why the No. 13 Division CPLC, French Consultative and Chief's Advisory Committees did not utilize any funds in 2002 and whether they have a need for funds in the future;**
 - **how the Service administered the over-expenditures by the Gay, Lesbian, Bisexual & Transgender Consultative Committee and the No. 33 Division CPLC in 2002 and whether these additional funds are to be drawn from the 2003 allocation or identify by what other means will they be absorbed, if applicable; and**

- 2. THAT, in future annual reports, if there are any inconsistencies in levels of spending or over-expenditures, these reports should include full explanations for those inconsistencies or over-expenditures as requested in Motion No. 1 pertaining to the 2002 funds.**



C.P.L.C. and Consultative Expenditures Appendix "A"

2002

Unit	CPLC		Balance	Overspent	Expenditures
	Grant	Spent			
GLBT	\$ 1,000.00	\$1,433.37	\$0.00	\$433.37	Gay Pride Day, X'mas party, meetings
Chinese	\$ 1,000.00	\$463.20	\$ 536.80		Chinese Consultative Meetings, refreshments
Black	\$ 1,000.00	\$968.11	\$ 31.89		Black History Month, Caribbean dinner, Black History award luncheon, refreshments
Aboriginal	\$ 1,000.00	\$973.60	\$ 26.40		Tobacco display, Room rental, food, Indiana Display, Frames
French	\$ 1,000.00	\$0.00	\$ 1,000.00		None
S. & W Asian	\$ 1,000.00	\$124.88	\$ 875.12		Refreshments re: meetings
Chief's Advisory	\$ 1,000.00	\$0.00	\$ 1,000.00		None
TSV	\$ 1,000.00	\$991.46	\$ 8.54		Media appreciation night, refreshments, photographs
D11	\$ 1,000.00	\$385.20	\$ 614.80		Police Appreciation day, Graffiti removal, Traffic safety, Community BBQ
D12	\$ 1,000.00	\$651.61	\$ 348.39		Photos, Graffiti, cleanups, neighbours night, Community BBQ, townhall meeting, X-mas toy drive, traffic safety
D13	\$ 1,000.00	\$0.00	\$1,000.00		None
D14	\$ 1,000.00	\$772.39	\$227.61		CPLC advertisement, CPLC meetings
D22	\$ 1,000.00	\$707.71	\$292.29		CPLC meetings, Graffiti removal, town hallmeetings, Traffic safety, x-mas toy drive
D23	\$ 1,000.00	\$1,000.00	\$0.00		"Kids Printz" kits, CPLC T-shirts
D31	\$ 1,000.00	\$995.22	\$4.78		Letterhead, Photography, Stamps, Canadian Tire BBQ, Auto Dialer
D32	\$ 1,000.00	\$786.59	\$213.41		Poster frames, Computer supplies, Lawrence Heights festival, traffic safety
D33	\$1,000.00	\$1,873.55	\$0.00	\$873.55	Police open house, Child fingerprinting, TV, Youth forum, townhall meeting
D41	\$ 1,000.00	\$968.80	\$31.20		CPLC Golf Shirts, Auxiliary Toy Drive, 6 folding tables, town hall meeting
D42	\$ 1,000.00	\$928.15	\$71.85		CPLC fundraiser dinner, CPLC Shirts, Picnic, refreshments, mall walk, townhallmeeting, X-mas toydrive
D51	\$ 1,000.00	\$634.19	\$365.81		Photocopying, games and prizes, Volunteer appreciation
D52	\$ 1,000.00	\$393.36	\$606.64		Id. badges, badge holders, AutoDial, refreshments, Townhall meeting
D53	\$ 1,000.00	\$725.56	\$274.44		Refreshments, AutoDial software, stationary, film for child Id. kits
D54	\$ 1,000.00	\$991.78	\$8.22		Toy Drive Appreciation Dinner, Appreciation gifts, refreshments, Autodialer
D55	\$ 1,000.00	\$779.61	\$220.39		Refreshments, bears for sick kids, senior bus trips, Neighborhood Watch
Totals	\$24,000.00	\$17,548.34	\$ 7,758.58	\$ 1,306.92	

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

**#P99. REQUEST FOR EXTENSION OF TIME TO SUBMIT REPORT:
 ENGAGING FORMER MEMBERS**

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

Subject: ENGAGING FORMER POLICE OFFICERS

Recommendation:

It is recommended that: the Board approve the request for a one-month extension of time to submit the report Engaging Former Police Officers.

Background:

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

The report was due for the meeting of the Board on March 27, 2003. However, it has not been possible to meet the agenda deadline because crucial information requested from the City of Toronto, Human Resources, pertaining to the City's practices, remains to be clarified.

Therefore, it is recommend that the Board approve the request for a one-month extension of time to submit the report Engaging Former Police Officers.

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

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

#P101. CORRESPONDENCE

The Board was in receipt of a summary of the correspondence received in the Board office between February 06, 2003 and March 04, 2003. A copy of the summary is on file in the Board office.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2003**

#P102. ADJOURNMENT

Norman Gardner
Chairman