



The following *draft* Minutes of the meeting of the Toronto Police Services Board held on September 18, 2003 are subject to adoption at its next regularly scheduled meeting.

The Minutes of the meeting held on August 14, 2003 previously circulated in draft form were approved by the Toronto Police Service Board at its meeting held on September 18, 2003.

MINUTES OF THE PUBLIC MEETING of the Toronto Police Services Board held on **SEPTEMBER 18, 2003** at 1:30 PM in the Auditorium, 40 College Street, Toronto, Ontario.

PRESENT:

- Gloria Lindsay Luby**, Councillor & Acting Chair
- A. Milliken Heisey, Q.C.**, Member
- Benson Lau, M.D.**, Member
- Allan Leach**, Member
- Frances Nunziata**, Councillor & Member

ALSO PRESENT:

- Michael Boyd**, Acting 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 SEPTEMBER 18, 2003**

#P234. MOMENT OF SILENCE

A moment of silence was observed in memory of Mr. C. Dennis Flynn, former Chairman of Metropolitan Toronto and a member of the Toronto Police Services Board from 1977 to 1988 and vice-chair of the Board from 1990 to 1993. Mr. Flynn passed away suddenly on Tuesday, August 19, 2003. He will be remembered for his significant contribution to the work of the Toronto Police Services Board.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

#P235. OUTSTANDING REPORTS - PUBLIC

The Board was in receipt of the following report SEPTEMBER 09, 2003 from Gloria Lindsay Luby, Acting Chair:

Subject: OUTSTANDING REPORTS - PUBLIC

Recommendations:

It is recommended that:

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

Background:

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

The Board approved the foregoing.

Reports that were expected for the September 25, 2003 meeting:

| Board Reference | Issue - Pending Reports | Report Status | Recommendation Action Required |
|---|---|--|---|
| #P524/00 | <p>Annual Report</p> <ul style="list-style-type: none"> • <u>Issue:</u> an annual report to the Board report is required under the adequacy standards regulation • to be submitted in June each year • <u>Issue:</u> the Board is required to publish the Governance Plan, listing the Board's goals and accomplishments, as part of the Annual Report • Board to forward to Council through Policy & Finance Cttee. | <p>Next Report Due: June 19/03 Extension Reqs'd: Extension Granted: Revised Due Date: Status:.....outstanding</p> | <p>Chief of Police</p> <p>Chairman, Police Services Board</p> |
| #P529/00 #P91/01 #P167/01 #P119/02 #P338/02 | <p>CIPS enhancements – Searches of Persons</p> <ul style="list-style-type: none"> • <u>Issue:</u> to provide 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 | <p>Report Due: Sept. 25/03 Extension Reqs'd: Extension Granted: Revised Due Date: Status:.....outstanding</p> | <p>Chief of Police</p> |
| Memo – dated July 30/03 | <p>Enforcement Measures Related to the Removal of Graffiti</p> <ul style="list-style-type: none"> • <u>Issue:</u> to provide a report, together with the City Solicitor, on enforcement measures that can be taken by the City of Toronto regarding graffiti removal | <p>Report Due: Sept. 25/03 Extension Reqs'd: Extension Granted: Revised Due Date: Status:.....outstanding</p> | <p>Chief of Police</p> |

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#P236. ACTION TAKEN BY THE TORONTO POLICE SERVICE TO ADDRESS THE 2003 OPERATING BUDGET VARIANCE AND TO BRING THE BUDGET BACK IN LINE WITH THE COUNCIL APPROVED BUDGET

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

Subject: CITY POLICY AND FINANCE COMMITTEE REQUEST FOR ACTIONS TO ADDRESS 2003 OPERATING BUDGET VARIANCE FOR THE TORONTO POLICE SERVICE

Recommendation:

It is recommended that:

- (1) the Board receive this report; and
- (2) the Board forward this report to City Council in response the request by the City Policy and Finance (P&F) Committee.

Background:

At its meeting of September 11, 2003 the City Policy and Finance Committee had before it the 2003 operating budget variance report for the period ending April 30, 2003. The City Policy and Finance Committee has now requested that the Acting Chair of the Toronto Police Services Board submit a report to Council for its meeting scheduled to be held September 22, 2003, advising what action is being taken to bring the Toronto Police Service budget back in line within the Council approved 2003 budget.

As at April 30, 2003 the projected year-end shortfall was \$0.3M. As at June 30, 2003 (the most recent reported to the Board) the projected year-end shortfall was \$0.6M. Current projections indicate that the projected year-end unfavourable variance is \$0.7M.

The current variance is comprised o the following items:

| | |
|--|----------|
| Rolling Stones Concert (revised downward from the June estimate of \$0.5M) | (\$0.2M) |
| Costs associated with Anti War Demonstrations and SARS | (\$0.3M) |
| Overtime and equipment costs associated with the Blackout | (\$0.4M) |

| | |
|---|-----------------|
| Overtime expenses related to large scale investigations such as the child abduction and murder in Toronto's west end and the plane crash in the Toronto Harbour | (\$0.5M) |
| Fringe Benefit Savings | \$0.5M |
| Other Net Savings | <u>\$0.2M</u> |
| | |
| Total Projected Year-end Shortfall | <u>(\$0.7M)</u> |

All of the above expenditures were incurred to ensure the public safety. It should be noted that if the impact from the Rolling Stones Support Toronto event and the blackout were to be removed, then the projected year-end unfavourable variance would be \$0.1M.

To address the projected shortfall, the Service has requested reimbursement of costs where possible. Examples include costs associated with the Rolling Stones Support Toronto event (the Service has requested that the federal government fund the shortfall), costs associated with the Blackout (co-ordinated at the City) and Service costs incurred as a result of the recovery of the aircraft in the Toronto Harbour.

To further address the projected shortfall, the Service has delayed all discretionary expenditures and delayed hiring of non critical positions.

I am committed to delivering an effective and efficient policing operation and will make every possible attempt to control costs and defer discretionary expenses where possible in an attempt to offset the above variance.

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

The Board received the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

**#P237. TORONTO POLICE SERVICE 2004-2008 CAPITAL PROGRAM
SUBMISSION**

The Board was in receipt of the following report SEPTEMBER 12, 2003 from Julian Fantino, Chief of Police:

Subject: TORONTO POLICE SERVICE 2004-2008 CAPITAL PROGRAM
SUBMISSION

Recommendation:

It is recommended that:

- 1) The Board approve the 2004-2008 Capital Program as reflected in this report, with a 2004 request of \$33.3 million (M) (excluding cash flow carry forwards from 2003), and a total of \$188.8M for 2004-2008;
- 2) The Board authorise the Acting Chair to approve, subject to ratification by the Board, changes to the capital budget submission during the time between meetings of the Board; and
- 3) The Board forward a copy of this report to the City Chief Financial Officer and Treasurer.

Background:

Attachment A provides a financial summary of the Toronto Police Service's 2004-2008 Capital Program submission and a summary of the requests for the years 2009-2013, as per City of Toronto instructions. Details of this submission are outlined in this report.

Business cases have been prepared for each new capital project. These have been evaluated and prioritised to reflect Service goals and objectives. The Command and I have conducted a review of all projects to identify that the Capital Program reflects legitimate, bona fide needs of the Toronto Police Service (TPS) for the effective delivery of services. TPS is aware that the City continues to experience significant budget pressures and as a result, projects have been deferred, deleted or phased in wherever possible.

City Guideline:

City staff has provided a preliminary guideline of \$30M for the 2004 year. The amount has not been approved by the Budget Advisory Committee. This guideline includes funding to continue the new 43 Division and complete the new Traffic Services and Garage facilities.

The City guideline is based on no new debt being incurred by the City.

2004-2008 Submission:

The 2004-2008 submission can be broken down into two categories:

- A. On-going projects: Projects which have been approved by City Council in previous years; and
- B. Projects with no funding approval: Projects that are to begin in 2004 or future years, and have no funding approval from City Council.

Each project in the Capital submission must be submitted into one of five category definitions provided by the City:

- Health and Safety
- Legislated/City Policy
- State of Good Repair
- Service Improvement and Enhancement
- Growth Related

These categories will be used by the City to establish capital priorities; however, only the first three were considered by the City in developing the 2004 guideline. All projects proposed in the capital program have been evaluated and categorised according to these categories.

A. On-going Projects

There are thirteen projects in this category. These are listed below, by City category:

State of Good Repair:

1 51 Division (\$18.6M)

This Project was initiated in 2001 and construction is expected to be completed by end of 2003 and move in by 1st quarter of 2004. There is a \$1.0M cashflow carry forward into 2004 to complete the project.

It provides for the construction of a new 51 Division at Parliament and Front. The building has been acquired and is being renovated. Historical restoration is in progress and new construction for the parking structure and an extension to the existing structure is completed.

2 State of Good Repair – Police (\$6.5M over 5 years)

This project provides funds for the on-going maintenance and repair of Police-occupied buildings, which is managed by TPS' Facilities Management. The scope of Facilities Management work includes flooring replacement, window coverings, painting, and occupational Health & Safety issues.

3 Firearms Defensive Tactics /Applicant Testing Facility (\$47.4M)

This project provides for the construction of a new single site for a new Police College at Birmingham Drive, which also provides a training facility for Firearms / Defensive Tactics. The site will provide classroom training, firearms training and an applicant testing facility.

Funding for this project includes the Police Vehicle Operations (PVO), including a skid-pad, which will be housed in a Fire Department-owned building (at 40-50 Toryork Drive), and costs are included for accommodation requirements at that site. Due to timing of the project there is a cashflow carry forward of \$1.5M into 2004.

4 23 Division (\$13.3M)

This project was initiated in 2003, and is expected to be completed by 2006. This project provides for the construction of a new 23 Division (with a central lock-up) at Finch and Kipling.

Land was purchased in May 2003 and the design phase is expected to be completed by January 2004. The construction is expected to commence by April 2004.

5 11 Division (\$15.7M)

This project was initiated in 2001 and is expected to be completed by 2007. It provides for the construction of a new 11 Division. A TTC site meeting the established criteria has been identified (at 640 Lansdowne Ave.) and the City Real Estate has initiated the process of acquiring the property. As a result of ongoing site negotiation, there is a \$0.8M cashflow carry forward into 2004.

6 Boat Replacement(\$1.4M)

This provides for the replacement of two vessels, MU22 and MU23, in 2004 as a part of a lifecycle plan that was developed in 1998.

By the end of 2003, the Service will have replaced seven boats, which include two seadoos. There are two boats that are scheduled for 2004 replacement and two in 2005 at which time the lifecycle replacement program will be complete.

7 43 Division (\$12.7M)

This is a City-initiated project and provides funds for the construction of a new division on City-owned land at Manse Road, which has been transferred to the Service. This project is expected to be completed by 2005 and \$2.0M will be cashflow carry forward to 2004.

8 Traffic Services and Central Garage Facilities (\$2.35M Service's share plus \$2.75M Parking)

The relocation of the current facilities and construction of a new facility is required due to the proposed Front Street expansion, resulting from the Waterfront Development Program. City Council in July 2003 approved the acquisition and renovation of a facility at 9 Hanna Street.

The full cost of this project is \$31.9M and the City and the Waterfront Redevelopment Program will fund the replacement value of these facilities at the new location. However, discussions with the City have concluded that the Waterfront Development project should cover only those costs required to establish "the same" facility at a new site. Any costs related to upgrading the facility would be a TPS cost. The Service's share in the replacement of Traffic Services and Garage facility is \$2.35M for the enhanced portion of the facility. The \$2.75M required for the parking area has been included in the 2004 guideline provided.

Service Improvement and Enhancement Projects:

9 Video Tape Storage and Processing (\$3.1M)

This project provides for the acquisition of hardware and software for digital storage of tapes (evidence), which would reduce the hard copy storage requirement and allow quick access to video data. This project addresses the current space shortage for storing videotapes.

This project is divided into two major components:

1. Digital Repository- determining the amount of data required for storage, image resolution for the satisfactory input to a court case and how the number of VHS tapes translate to digital storage media.
2. Digital Video Capture.

The estimated spending for this project in 2003 is \$1.0M with a cashflow carry forward of \$2.1M to 2004.

10 Emergency Generators (\$2.4M)

This project was initiated in 2000 and is expected to be completed by October 2003. It provides for the installation of emergency generators at 18 front-line Police facilities to ensure that the Service's operations are not interrupted during power outages. There are five more facilities to be completed by October 2003.

11 Livescan Fingerprinting System (\$5.0M)

This project was initiated in 2002 and is expected to be completed by 2004. It provides for the replacement of the present manual system with an inkless electronic system. It allows for the exchange of information with various regional police services, and provincial and federal agencies.

The Board approved a contract, which was awarded to Printrak, a Motorola company in July 2002. We required an interface with our mugshot system, which is supported by Comnetix. We could not proceed with a contract with Comnetix until we had a contract with Motorola. Since then we have been finalizing the details of the Requirement Document for the System to present to Comnetix in order to have a contract with them to interface with the new System. We anticipate to have this contract signed by October 2003.

12 Police Integration Systems (Internal & External) (\$5.3M)

This project was initiated in 2002 and is expected to be completed by 2005. It provides for the creation of network connections between various systems (internally and externally). It allows for the internal exchange of information between RICI, AFIS, MCM, as well as external exchange of information between other regional police services, and provincial and federal agencies.

13 TPS Headquarters Renovation (\$1.9M)

This project provides funds for required renovations within Headquarters as a result of organization realignment and to maximize the efficient use of space. The planned 2004 renovation includes Human Resources, Professional Standards, and some work at the Duty Desk.

B. Projects with no funding approval

There are eight projects in this category. These are listed below in priority sequence and identified as to which City category they reflect:

1 Mobile Data Network Conversion – State Of Good Repair (\$1.3M)

There are coverage issues with the existing 800 MHz radio frequency where TPS mobile can not communicate in some areas. To remedy the situation, the TPS must now move its data network to the recommended 450 MHz range. This will involve the replacement of the current radio modems in each vehicle and the replacement of the data network base stations enabling the network to operate over the 450 MHz range.

2 Voice Logging Recording System - State Of Good Repair (\$0.8M)

This project would provide for replacement of Communication Centre Voice Logging System at both 703 Don Mills and 4330 Dufferin sites due to lifecycle factors. Integrity of continuous recordings for 9-1-1 calls is essential, along with all other phone communications, as well as the Voice Radio System. The new system architecture would allow for long term archiving from both sites, immediate retrieval, increased access points for multiple users and the potential for further expansion.

3 Lawfully Authorized Electronic Surveillance - State Of Good Repair (\$1.85)

Lawfully Authorized Electronic Surveillance is an essential component of investigating organized crimes. The telephone industry is constantly changing and making current technology obsolete. The system is currently in need of upgrade or replacement.

4 Investigative Voice Radio System - State Of Good Repair (\$3.6M)

This project would provide for the migration of investigative services users from the existing investigative services radio system to the new emergency services voice radio network as they are approaching their life expectancy. The existing radios will be used for other frontline operations where encryption capability is not required.

5 Operational Health & Safety Furniture Lifecycle Replacement – Health & Safety (\$3.0M)

This project would provide funding for the on-going management of the furniture replacement program currently adopted by the Service.

This would reduce the burden on the operating budget while at the same time allow the Service to be proactive in providing proper furniture to members of the Service, to avoid Occupational Health & Safety issues.

It also includes the replacement of chairs and workstations at the Communication Centre.

6 Mobile Command Post Vehicle - Service Improvement and Enhancement (\$0.75M)

A Mobile Command Vehicle (MCV) provides a readily available forward command post for police and related emergency services personnel to congregate in order to facilitate command and control of site operations and management. A MCV also provides support to both police and joint emergency operations at the site. This vehicle is expensive due to its fabricated body along with a suitable propulsion system that enables the vehicle to manoeuvre in diverse metropolitan geography. It is also equipped with state of the art technology to allow Police Incident Commanders to operate effectively under the Incident Management System. The current command vehicle (ETF8) is approaching its life expectancy. TPS requires a technologically modern Mobile Command Vehicle that would be compatible with other similar vehicles from other emergency services.

7 Police Command Centre - State Of Good Repair (\$0.73M)

This project would provide funds for the renovation and equipping of a Police Command Centre at 703 Don Mills, in the same building as the City of Toronto's Emergency Operations Centre. This location would be equipped with state-of-the art technology, with sufficient space to accommodate government officials, police personnel and other agencies.

This facility would also be used to manage and direct the security of the inhabitants of the City/Community in the event of a massive event/disaster. Training of personnel with respect to managing events/disasters would be conducted at the facility.

8 Facility Fencing - Service Improvement and Enhancement (\$3.7M)

This project will address some site security deficiencies by upgrading existing fencing to an acceptable standard, installing new fencing, where required, to an acceptable standard, installing automatic gates to TPS parking areas, integrating the gate system(s) into the existing security system to provide TPS personnel secure access, and installing appropriate signage.

Operating Budget Impacts

Many capital projects incur subsequent operating costs such as maintenance costs. Each year the operating budget impact is reviewed and updated as part of the annual capital process.

The following table identifies the net operating budget impact in future years, if the 2004-2008 capital budget is approved as submitted.

Net Operating Budget impact of on going and new 2004 projects in future years (\$000's)

| Impact | 2005 | 2006 | 2007 | 2008 |
|----------------------------------|-------------|-------------|-------------|-------------|
| Incremental change, year to year | 839 | 250 | 412 | 1,662 |

It is the Service's expectation that City Council would recognise these costs in the respective operating budgets for the above years. Total operating impact for 2004-2008 is \$10.2M.

Summary

Attachment A summarises the 2004-2008 Capital program. The 2004 projects based on the City categories are as follows:

| | (\$000's) |
|-------------------------------------|---------------|
| State of Good Repair | 19,498 |
| Service Improvement and Enhancement | 13,067 |
| Health & Safety | 750 |
| Total 2004 Request | 33,315 |

The 2004 portion of the 5-year program can be further broken down as follows:

| 2004 portion of the Capital submission (000's) | |
|---|---------------|
| On-going projects | 25,240 |
| 2004 projects with no funding approval | 8,075 |
| Total 2004 Request | 33,315 |

It is recommended that the Board approve the 2004-2008 Capital Program as reflected in this report, with a 2004 request of \$33.3 million (M) (excluding cash flow carry forwards from 2003), and a total of \$188.8M for 2004-2008.

Although the guideline calls for a funding of \$30M, it is important for the Board to recognize the Service's justification for these needs and assist the Service staff to work with City staff and Council to acquire the necessary funds to address these requests.

As discussions with the City and its Committees progress, decisions may be required regarding the capital budget during the time between meetings of the Board. It is recommended that the Board authorise the Acting Chair to approve, subject to ratification by the Board, changes to the capital budget submission during the time between meetings of the Board.

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

Mr. Frank Chen, Chief Administrative Officer, was in attendance and provided a presentation to the Board on the recommended 2004-2008 capital program submission for the Toronto Police Service.

The Board indicated that it would like an opportunity to review the recommended capital submission in greater detail and approved the following Motion:

THAT the Board receive the foregoing report and forward a copy to the City Chief Financial Officer and Treasurer for consideration subject to further detailed review by the Board, and any amendments, such as, the order of priority of the new 2004 projects and subject to a final report to be considered by the Board.

**CAPITAL PROJECTS – 2004-2008 SUBMISSIONS
(000'S)**

| Project Name | Plan to end of 2003 | 2003 C/F C/F | 2004-2008 Plan | | | | | 2004-2008 Total Plan | 2009-2013 Total Plan | Total Project Plan | |
|--|---------------------|--------------|----------------|--------|--------|--------|-------|----------------------|----------------------|--------------------|----|
| | | | 2004 | 2005 | 2006 | 2007 | 2008 | | | | |
| On-going Projects: | | | | | | | | | | | |
| Video Tape Storage & Processing | 3,131 | 2,131 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,131 | SI |
| Emergency Generators | 2,410 | -500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,410 | SI |
| 51 Division (Parliament & Front) | 18,580 | 1,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18,580 | SG |
| Livescan Fingerprinting System | 1,463 | 0 | 3,517 | 0 | 0 | 0 | 0 | 3,517 | 0 | 4,979 | SI |
| Police Integration Systems (internal & external) | 2,050 | -300 | 1,650 | 1,550 | | 0 | 0 | 3,200 | 0 | 5,250 | SI |
| State-of-Good-Repair – Police | 4,260 | 0 | 1,770 | 1,340 | 1,140 | 1,140 | 1,140 | 6,530 | 5,700 | 16,490 | SG |
| Firearms Def.Tactics/Applicant Testing Facility- (Birmingham Dr) | 2,300 | 1,500 | 2,600 | 14,000 | 14,100 | 14,400 | 0 | 45,100 | 0 | 47,400 | SG |
| 23 Division (Kipling and Finch) | 624 | 0 | 2,500 | 8,750 | 1,426 | 0 | 0 | 12,676 | 0 | 13,300 | SG |
| 11 Division (640 Lansdowne Ave.) | 800 | 782 | 250 | 3,150 | 6,750 | 4,750 | 0 | 14,900 | 0 | 15,700 | SG |
| TPS Headquarters Renovation | 825 | 0 | 575 | 263 | 250 | 0 | 0 | 1,088 | 0 | 1,913 | SI |
| Boat Replacements | 500 | 0 | 368 | 500 | 0 | 0 | 0 | 868 | 0 | 1,368 | SG |
| 43 Division | 4,790 | 2,000 | 6,910 | 1,000 | 0 | 0 | 0 | 7,910 | 0 | 12,700 | SG |
| Traffic Services and Garage facility | 0 | 0 | 5,100 | 0 | 0 | 0 | 0 | 5,100 | 0 | 5,100 | SG |
| Total On-going Projects: | 41,733 | 6,613 | 25,240 | 30,553 | 23,666 | 20,290 | 1,140 | 100,888 | 5,700 | 148,321 | |

| Project Name | Plan to end of 2003 | 2003 C/F C/F | 2004-2008 Plan | | | | | 2004-2008 Total Plan | 2009-2013 Total Plan | Total Project Plan | |
|--|---------------------|--------------|----------------|-------|-------|-------|-------|----------------------|----------------------|--------------------|----|
| | | | 2004 | 2005 | 2006 | 2007 | 2008 | | | | |
| 2004 Projects: (Priority) | | | | | | | | | | | |
| Mobile Data Network Conversion | 0 | 0 | 1,300 | 0 | 0 | 0 | 0 | 1,300 | 0 | 1,300 | SG |
| Voice Logging Recording System | 0 | 0 | 400 | 273 | 131 | 0 | 0 | 804 | 0 | 804 | SG |
| Lawfully Authorized Electronic Surveillance | 0 | 0 | 1,850 | 0 | 0 | 0 | 0 | 1,850 | 0 | 1,850 | SG |
| Investigative Voice Radio System | 0 | 0 | 1,200 | 1,200 | 1,200 | 0 | 0 | 3,600 | 0 | 3,600 | SG |
| Operational H&S Furniture Lifecycle Replacement | 0 | 0 | 750 | 750 | 750 | 750 | 0 | 3,000 | 0 | 3,000 | SG |
| Mobile Command Post Vehicle | 0 | 0 | 750 | 0 | 0 | 0 | 0 | 750 | 0 | 750 | SI |
| Police Command Centre | 0 | 0 | 605 | 120 | 0 | 0 | 0 | 725 | 0 | 725 | SG |
| Facility Fencing | 0 | 0 | 1,220 | 1,220 | 1,220 | 0 | 0 | 3,660 | 0 | 3,660 | SI |
| Total 2004 Capital submission | 0 | 0 | 8,075 | 3,563 | 3,301 | 750 | 0 | 15,689 | 0 | 15,689 | |
| Projects beginning after 2004: | | | | | | | | | | | |
| 52 Division | 0 | 0 | 0 | 1,800 | 2,200 | 2,550 | 0 | 6,550 | | 6,550 | SG |
| Digital Photography Conversion | 0 | 0 | 0 | 613 | 0 | 0 | 0 | 613 | 200 | 813 | SI |
| Reporting Tools | 0 | 0 | 0 | 500 | 0 | 0 | 0 | 500 | 0 | 500 | SI |
| Replacement of Call Management Tools | 0 | 0 | 0 | 500 | 1,075 | 550 | 0 | 2,125 | 0 | 2,125 | SI |
| Strong Authentication- Computer Security | 0 | 0 | 0 | 500 | 206 | 0 | 0 | 706 | 0 | 706 | SI |
| HRMS additional functionality | 0 | 0 | 0 | 988 | 488 | 0 | 0 | 1,476 | 0 | 1,476 | SI |
| TRMS additional functionality | 0 | 0 | 0 | 1,250 | 300 | 0 | 0 | 1,550 | 0 | 1,550 | SI |
| Mobile Personal Communication to Police Information System | 0 | 0 | 0 | 200 | 900 | 1,000 | 1,000 | 3,100 | 0 | 3,100 | SI |
| Automated Vehicle Location System Expansion | 0 | 0 | 0 | 650 | 650 | 0 | 0 | 1,300 | 0 | 1,300 | SI |
| 14 Division | 0 | 0 | 0 | 2,250 | 5,850 | 7,050 | 1,050 | 16,200 | 0 | 16,200 | SG |
| 41 Division | 0 | 0 | 0 | 350 | 3,100 | 5,950 | 4,250 | 13,650 | 0 | 13,650 | SG |
| Detective Support Services | 0 | 0 | 0 | 0 | 500 | 5,500 | 0 | 6,000 | 14,000 | 20,000 | SG |
| 54 Division | 0 | 0 | 0 | 0 | 0 | 350 | 3,900 | 4,250 | 10,050 | 14,300 | SG |
| 32 Division | 0 | 0 | 0 | 0 | 0 | 4,000 | 2,465 | 6,465 | 900 | 7,365 | SG |
| FIS Printer | 0 | 0 | 0 | 0 | 0 | 240 | 0 | 240 | 0 | 240 | SG |

| Project Name | Plan to end of 2003 | 2003 C/F C/F | 2004-2008 Plan | | | | | 2004-2008 Total Plan | 2009-2013 Total Plan | Total Project Plan | |
|-------------------------------------|---------------------|--------------|----------------|--------|--------|--------|--------|----------------------|----------------------|--------------------|----|
| | | | 2004 | 2005 | 2006 | 2007 | 2008 | | | | |
| Additional Facilities | 0 | 0 | 0 | 0 | 0 | 7,500 | 0 | 7,500 | 96,800 | 104,300 | SG |
| 13 Division | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 14,300 | 14,300 | SG |
| Total after 2004 Capital submission | 0 | 0 | 0 | 9,601 | 12,151 | 15,873 | 22,127 | 59,276 | 110,900 | 170,176 | |
| TOTAL CAPITAL SUBMISSION | 41,733 | 6,613 | 33,315 | 43,717 | 42,236 | 55,730 | 13,805 | 188,803 | 141,950 | 372,485 | |

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

**#P238. AMENDMENTS TO THE TORONTO TRANSIT COMMISSION (TTC)
SPECIAL CONSTABLE AGREEMENT**

The Board was in receipt of the following report SEPTEMBER 02, 2003 from Julian Fantino, Chief of Police:

Subject: AMENDMENTS TO THE TORONTO TRANSIT COMMISSION (TTC)
SPECIAL CONSTABLES AGREEMENT

Recommendation:

It is recommended that, subject to the approval of the Ministry of Public Safety and Security (the Ministry), the Board:

- (1) approve the following changes to the equipment used by TTC special constables:
 - (i) the redesign of the TTC special constables' badge and shoulder patch;
 - (ii) the change in colour of the TTC uniform shirt from the current grey colour to light blue;
 - (iii) the inclusion of an authorized shoulder carrier for expandable batons and handcuffs for plainclothes TTC special constables;
- (2) authorize the Acting Chair, on behalf of the Board, to execute an agreement with the TTC, in a form satisfactory to the City Solicitor, amending the current special constables' agreement to reflect the changes in terminology identified in this report and the recommended equipment changes identified above; and

It is also recommended, that subject to Board approval of the TTC's requested changes, the Board forward the request to the Ministry for approval.

Background:

Pursuant to the *Police Services Act* (the Act), the Board has the authority to appoint special constables subject to the approval of the Ministry.

At its meeting held on January 23, 1996, the Board approved an application by the TTC to have its Transit Security Investigators appointed as special constables pursuant to the provisions of the Act (Board Minute 39/96 refers).

The Board and the TTC entered into an agreement dated May 9, 1997 to set out the powers, duties, and responsibilities of the TTC special constables and to address related matters.

Section 3 of the agreement contemplates the possibility of amendments to this agreement being made from time to time with the written consent of the parties and upon prior notification to the Ministry.

Section 37 of the agreement provides that no substantial change or modification in any equipment used by the TTC Special Constables will be made without the approval of the Board and the Ministry.

At its meeting held on September 18, 1997, the Board designated the Chief of Police as the Board's agent with regard to the performance of certain administrative functions regarding the TTC special constables' agreement (Board Minute 385/97 refers). This included the responsibility to approve the initial equipment to be used by the Special Constables, review requests for changes to the equipment and report on any such proposed equipment changes to the Board with recommendations.

Discussion:

The TTC has conducted a review of its operational effectiveness and is seeking approval to make changes to establish an improved uniform and professional image consistent with the role and authority of Transit Special Constables, while ensuring compliance with the Ministry of Public Safety and Security guidelines entitled *Special Constables – A Practitioner's Handbook*, dated April 2003.

Appended to this report is a letter dated August 12, 2003, from Mr. Lynn Hilborn, Deputy General Manager – Corporate, TTC, advising that the TTC is making some name and terminology changes in its security department and seeking approval for some special constable equipment changes.

As noted above, the proposed changes to the equipment require Board approval. Both the equipment changes and the changes in names and terminology require amendments to the current agreement between the TTC and the Board.

The proposed equipment changes are as follows:

- (i) Redesign of TTC Badge and Shoulder Patch

Subject to the name change to TTC "Special Constable Services" and pursuant to section 37 of the agreement, the TTC is proposing a redesign of its special constable badge and shoulder patch.

The Ministry guidelines require that should an employer of special constables issue a badge, it should be different from that of the police officers in the jurisdiction served by the special constables and bear the words “Special Constable”. Similarly, the Ministry guidelines require that the uniform of a special constable display the words “Special Constable”.

The TTC’s proposed badge and shoulder patch are different from that of the Toronto Police Service and will display the words “Special Constable”, in compliance with the Ministry guidelines.

Appended to this report is a copy of a prototype of the TTC’s new badge and shoulder patch and a copy of the current badge and shoulder patch for the Board’s consideration.

(ii) Shirt Colour Change

Pursuant to section 37 of the agreement, the TTC is requesting a change to the colour of its uniform shirt from the current grey colour to a light blue in order to establish an improved uniform and professional image consistent with the role and authority of Transit Special Constables.

The Ministry guidelines require that the uniform of a special constable be readily distinguishable from the uniform of police officers in the jurisdiction and display the words “Special Constable”.

The TTC’s request to change the uniform shirt colour from the current grey to light blue complies with the Ministry guidelines. The light blue uniform shirt worn by TTC special constables will be readily distinguishable from the dark blue uniform shirt worn by Toronto Police Service .

(iii) New Shoulder Carrier for Plainclothes TTC Special Constables

Pursuant to section 37 of the agreement, the TTC is requesting a shoulder carrier for expandable batons and handcuffs to be worn by plainclothes TTC special constables as part of their approved equipment. At present, the agreement allows for an appropriate carrying case for one set of standard handcuffs and one expandable baton.

The Service’s Officer Safety Section, Training and Education Unit, examined the prototype of the proposed shoulder carrier and has no concerns with this equipment being added to the list of approved equipment for plainclothes TTC special constables.

Conclusion:

It is therefore recommended that, subject to the approval of the Ministry, the Board:

- (1) approve the following changes to the equipment used by TTC special constables:
 - (i) the redesign of the TTC special constables’ badge and shoulder patch;

- (ii) the change in colour of the TTC uniform shirt from the current grey colour to light blue;
 - (iii) the inclusion of an authorized shoulder carrier for expandable batons and handcuffs for plainclothes TTC special constables;
- (2) authorize the Acting Chair, on behalf of the Board, to execute an agreement with the TTC, in a form satisfactory to the City Solicitor, amending the current special constables' agreement to reflect the changes in terminology identified in the report and the recommended equipment changes identified above; and

It is also recommended, that subject to Board approval of the TTC's requested changes, the Board forward the request to the Ministry for approval.

The Services Special Constable Liaison Officer has consulted with the Manager, Selection Systems & Appointments Unit of the Ministry regarding the TTC's proposed changes and provided prototypes of the redesigned shoulder patch, badge and shoulder carrier for handcuffs and expandable baton. The Ministry Manager has reviewed the TTC's proposed changes and has no concerns.

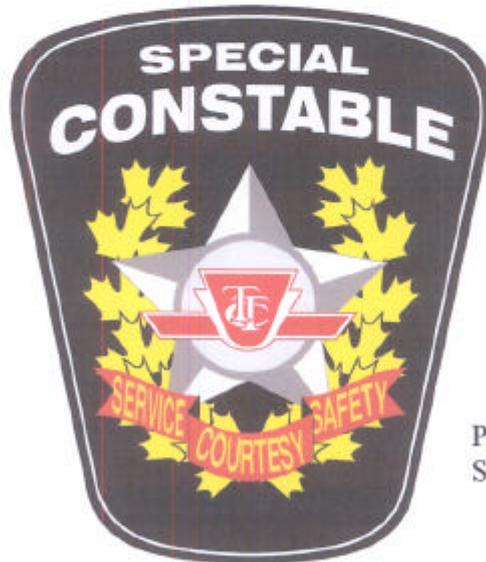
This report has been reviewed by staff members at the City Legal Division who are satisfied with its content.

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

The Board approved the foregoing.



Current
Shoulder Patch



Proposed
Shoulder Patch



Current
Badge



Proposed
Badge



TORONTO TRANSIT COMMISSION



HOWARD MOSCOE
CHAIR
SHERENE SHAW
VICE-CHAIR

BRIAN ASHTON
JOANNE FLIN
NORM KELLY
PETER LI PRETI
DAVID MILLER
DENZIL MINNAN-WONG
DAVID SHINEK
COMMISSIONERS

RICHARD C. DUCHARME
CHIEF GENERAL MANAGER

VINCENT RODO
GENERAL SECRETARY

TORONTO POLICE SERVICE
OFFICE OF THE CHIEF OF POLICE

REGISTER # 2225/2003

PROCESSED BY # JB

DATE 03/08/14

August 12, 2003

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

Dear Chief Fantino:

As per our discussions with the Toronto Police Service Special Constable Liaison Section, please be advised the Toronto Transit Commission's Corporate Security Department will be changing its name to *Special Constable Services*. The Chief Security Officer title will be changed to Chief Special Constable.

As a result of the above we will be redesigning our badge and shoulder patch. In addition, we will be changing the colour of our uniform shirts from the current grey colour to a light blue.

All of these changes are in compliance with the Ministry of Public Safety and Security guidelines for Special Constables.

As outlined in clause 37 of our agreement, we are requesting that the Board approve the issue of a new shoulder carrier to our plainclothes officers for the collapsible baton and handcuffs. A prototype was sent to your Training and Education Unit for assessment, and they advised that they have no concerns with the holder.

Sincerely,

Lynn Hilborn
Deputy General Manager - Corporate

28.10

Copy: Mr. Gordon Barratt, Staff Sergeant
Special Constable Liaison Officer
Toronto Police Service



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

#P239. DIGITAL VIDEO ASSET MANAGEMENT SYSTEM (DVAMS)

The Board was in receipt of the following report JULY 30, 2003 from Julian Fantino, Chief of Police:

Subject: DIGITAL VIDEO ASSET MANAGEMENT SYSTEM (DVAMS)

Recommendations:

It is recommended that:

(1) The Board approve the acquisition of hardware and software from IBM Canada Ltd. for the deployment of the Digital Video Capture phase of a Digital Video Asset Management System (DVAMS) at a cost of \$972,107.00 (including taxes)

(2) The Board approve the services of Fujitsu Consulting for the Project Management component of the deployment of the Digital Video Capture phase of a Digital Video Asset Management System (DVAMS) at a cost of \$423,720.00 (including taxes)

Background:

The Toronto Police Service proposes to augment its technology services by providing a full multi-media facility for the efficient and secure collection, storage and retrieval of digital video information.

The Toronto Police Service gathers video information, which is used for intelligence, video monitoring, and investigation and ultimately for criminal prosecution in court. Currently, the Toronto Police Service satisfies these requirements using VHS video recorders, players and videotape. It has become a cumbersome problem to create, collect, catalogue and retrieve this vast quantity of physical media. This reliance on physical media and the manual intensive creation and distribution process does not satisfactorily address the ongoing requirements to support the timely and reliable access to this information and support of police investigations.

The bulk of the current video captured is from the following sources:

1. Applicant Testing - This is the videotaping of police constable applicants during the interview process. This represents approximately 2,000 videotapes annually.
2. Breath Testing - There are five breath test facilities at Toronto Police Service. This is the recording of intoxilyzer test proceedings for accused persons who have failed a roadside test. This represents approximately 5,000 videotapes annually.

3. Booking - There are sixteen booking sites at the Toronto Police Service where persons in custody are processed and videotaped. This represents approximately 5,000 videotapes annually.
4. Detention Area Monitoring System - Cell monitoring is done presently in sixteen detention sites, representing a potential load of 29,000 VHS tapes.
5. Interview Tapes – The videotaping of elements of an investigation concerning victim/witness and accused statements. This represents approximately 7,000 VHS tapes annually.

To achieve options, a tender was issued through the City of Toronto Purchasing (Quotation No. 3412-03-7068). The tender was divided into two major components: Digital Video Capture in the above areas and a Digital Repository for long term storage of the digital video files.

Vendors were invited to bid on specific, or all components of the Digital Video Asset Management System Quotation.

Five (5) vendors responded to the Request for Quotations.

- AZCAR – Digital Video Capture and Project Management
- Bell Canada – Digital Video Capture, Digital Repository and Project Management
- Fujitsu Consulting – Project Management
- IBM Canada Ltd. - Digital Video Capture, Digital Repository and Project Management
- StorageTek – Digital Repository

A Committee made up of representatives from Video Services and Information Technology Services evaluated all quotations.

Digital Repository

Toronto Police Service does not have a means for determining the amount of data required for storage. For example, it is not clear what image resolution will be needed to provide satisfactory input to a court case. Nor is it clear, how the numbers of VHS tapes translate to digital storage media. As a result, the Evaluation Committee decided that the Digital Repository aspect of Digital Video Asset Management System would need to be re-tendered after Toronto Police Service has gained more experience in retrieving and storing digital data.

The bid from StorageTek only concerned the Digital Repository and was therefore excluded from consideration for this award. They will be invited to reply to the Digital Repository tender when it is re-issued.

Digital Video Capture

The following three (3) Vendors responded to the Digital Video Capture component of the Digital Video Asset Management System (DVAMS):

- AZCAR - \$1,787,603.00 (including taxes)
- Bell Canada - \$1,581,217.00 (including taxes)
- IBM Canada Ltd. - \$972,107.00 (including taxes)

For this component of the tender the proposals were assessed on the following criteria:

- Compliance with specifications - 50%
- Cost - 30%
- Bidder's Record of Performance and Stability – 20%.

Based on the above criteria IBM Canada Ltd. (partnered with Virage Inc.) scored the highest in compliance.

Project Management

Project Management includes the ongoing management of the Digital Video Asset Management System project, linking with other image management projects at Toronto Police Service (for example, digital still cameras at the Forensic Information, Scene of Crime and Traffic Units), and focusing on return of desired business benefits.

The following four (4) Vendors responded to the Project Management portion of the Digital Video Asset Management System (DVAMS):

- AZCAR – Did not specify cost for Project Management.
- Bell Canada - \$1,049,670.00 including taxes
- Fujitsu Consulting - \$423,720.00 including taxes
- IBM Canada Ltd. - \$420,510.00 including taxes

IBM Canada Ltd. proposed, as part of their bid, Project Management services to guide the Digital Video Asset Management System project implementation. IBM Canada Ltd. were the lower bid by \$3,210.00, however, a decision was made by the Evaluation Committee that third party Project Management would provide better objective guidance. In this regard, the Committee recommends award of the Project Management element of the project to Fujitsu Consulting.

Conclusion:

It is requested that the Board approve the acquisition of hardware, software and project management services for the deployment of the Digital Video Capture phase of a Digital Video Asset Management System to IBM Canada Ltd and Fujitsu Consulting.

Mr. Frank Chen, Chief Administrative Officer, has certified that such funds are available in the 2003 Capital Budget, and he will be in attendance at the Board meeting to respond to any questions in this respect.

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

The Board approved the foregoing subject to a further report from the Chief of Police that would quantify the anticipated operational cost-savings, such as facilities, staff resources and equipment, as the result of this new capital project.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

#P240. QUOTATION FOR FOOTWEAR

The Board was in receipt of the following report AUGUST 14, 2003 from Julian Fantino, Chief of Police

Subject: QUOTATION FOR FOOTWEAR

Recommendation:

It is recommended that: the Board approve Gordon Contract as the supplier of footwear from October 1, 2003 to June 30, 2005, at an estimated annual cost of \$450,000 for an estimated total of \$750,000, including taxes, with an option to renew for an additional one (1) year period.

Background:

Quotations have been received for the supply and delivery of footwear requirements for the Service's uniform officers. Three responses were received to the footwear request for quotation. The three submissions have been reviewed for compliance to specifications and attached are the results of the review. Based on the analysis, Gordon Contract has submitted the lowest quote meeting specifications for each of the five categories of footwear required. The estimated annual requirements for footwear are \$450,000, including taxes. The total estimated requirements over the term of the contract are \$750,000. The estimated annual requirement is included in the Service's 2003 operating budget and will be maintained in the base budget for the future years.

Therefore, it is recommended that the Board approve Gordon Contract as the supplier for footwear requirements commencing from October 1, 2003 to June 30, 2005, with an option to renew for an additional one year.

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

The Board was advised of a typographical error in the attachment identifying the quotation provided by Gordon Contract in Category 5 - Ankle High Leather Shoe with Nylon Panels. It should have indicated "Viper 911/912 at \$48.00 per pair" rather than "Hi-Tec Magnum #5200 at \$48.00 per pair".

Mr. Frank Chen, Chief Administrative Officer, and Mr. Joe Martino, Manager, Purchasing Support Services, were in attendance and responded to questions by the Board about this report.

The Board deferred the foregoing and requested that a further report be provided to the Board containing the following additional information:

- **a copy of the specifications provided to prospective bidders by the Service;**
- **the names of the all the bidders and the quotes they submitted; and**
- **the quotation response spreadsheet.**

The Board also requested that future reports submitted by the Service regarding purchases be presented in a format consistent with the format developed by the City of Toronto.

REQUEST FOR QUOTATION 0114-03-0131

SUPPLY AND DELIVERY OF FOOTWEAR

Category 1 – POLICE DRESS BOOT

| R. Nicholls Distributors | Gordon Contract |
|---|--|
| <p><u>Skip Buster #105</u> at \$83.50 per pair Low bid not acceptable based on the following:</p> <p>3.1 Style: height of boot offered is 4.5” not 5.5” as specified 3.4 Heel Seat Piece: sample is leather, but sewn not nailed as specified 3.7 Outsole: sample is one piece construction with no lug nylon-corded full length stitching as specified 3.10 Heel Pad: Quotation indicated Unit heel not leather as specified 3.11 Eyelet Row: Sample has four (4) eyelets and one (1) “D” loop not nine (9) eyelets as specified 3.17 Lining: Sample has Cambrelle lining not English Kip Leather as specified</p> | <p><u>Cove #10 and #11</u> at \$122.50 per pair Low bid meeting specifications is acceptable.</p> |

Category 2 – POLICE DRESS OXFORD

| R. Nicholls Distributors | Gordon Contract |
|--|--|
| <p><u>Hi-Tec #1224R</u> at \$62.90 per pair Low bid not acceptable based on the following:</p> <p>4.6 Midsole: specifications provided indicate black composition foam rubber not black nuron crepe as specified 4.11 Laces: quotation indicates black tubular cotton laces not nylon waxed laces as per specification. 4.16 Width: shoe offered is unisex style and quotation indicates only a standard width shoe is available not in various widths as requested in specification.</p> | <p><u>Can Run #1610</u> at \$66.20 per pair Low bid meeting specifications is acceptable.</p> |

Category 3 - NON-WATERPROOF INSULATED UNIFORM BOOT

| R. Nicholls Distributors | Gordon Contract |
|--|---|
| <p><u>Hi-Tec Magnum #5142 and #5143</u> at \$102.20 per pair Low bid not acceptable based on the following:</p> <p>The sample offered is tagged "Completely waterproof". The quotation is for a non-waterproof insulated uniform boot.</p> <p>5.3 Upper: The sample offered is full grain leather with 1150 denier nylon panels, not full grain leather as specified.</p> <p>5.8 Tongue: The sample offered is nylon, Dupont Cordura not full grain leather as specified.</p> <p>5.9 Eyelet Row: The sample offered does not have eyelets. Sample has nine (9) loop fasteners instead of nine (9) extra large hexagon metal eyelets.</p> <p>5.15 Quotation and sample have Workhorse dri-lex lining with sympatex waterproof membrane instead of cambrelle lining as specified.</p> <p>5.16 Sizes: Specification sheet provided by vendor indicates this item is available in sizes 7 to 15 for male officers not 3 to 15 as specified.</p> <p>5.17 Width: Quotation does not state if widths are available.</p> <p>5.18 Collar: Inside of collar on sample is Nylex as per the specification sheet provided by vendor not padded leather as specified.</p> | <p><u>STC #4563</u> at \$125.00 per pair Low bid meeting specifications is acceptable.</p> |

Category 4 – WATERPROOF BREATHABLE INSULATED UNIFORM BOOT

| R. Nicholls Distributors | Gordon Contract |
|--|--|
| <p><u>Hi-Tec Magnum #1210</u> at \$148.95 per pair Second low bid not acceptable based on the following:</p> <p>6.1 Style: height of boot offered is 9 1/4" not 10 1/2" as specified</p> <p>6.9 Eyelet Row: sample boot has nine (9) loop fasteners plus two eyelets not ten (10) black enamel eyelets as specified</p> <p>6.16 Width: Boot offered is only available in a "EE" width, no range of widths as per specification</p> <p>6.17 Collar: Sample boot measures 2 1/8" at the back, specification calls for 1 3/4". Collar material is suede leather not Aquaflex as specified</p> <p><u>Indeka Prospector 14459</u> at \$152.25 per pair Third low bid not acceptable based on the following:</p> <p>6.1 Style: height of boot offered is 10" not 10 1/2" as specified..</p> <p>6.3 Upper: Sample offered has "Prospector" logo stamped into leather on side of boot and the "Gortex" label is sewn onto the outside seam of the boot, not as specification.</p> <p>6.16 Width: Boot offered is only available in an "EE" width, no range of widths as per specification.</p> | <p><u>Can Run Ultimate Viper 915</u> at \$139.80 per pair Low bid not acceptable based on the following:</p> <p>6.3 Upper: Sample has two rows of stitch binding, not three as specified. Vendor quotation states the upper part of the quarter upper is not lined with foam sponge as per specification</p> <p>6.13 Back strap: Sample does not have a pull tab at top as per the specification.</p> <p>6.17 Collar: per vendor quotation, the collar is full grain leather - not padded as specified</p> <p><u>Indeka Prospector 14459</u> at \$158.50 per pair Fourth low bid no acceptable based on the following:</p> <p>6.1 Style: height of boot offered is 10" not 10 1/2" as specified..</p> <p>6.3 Upper: Sample offered has "Prospector" logo stamped into leather on side of boot and the "Gortex" label is sewn onto the outside seam of the boot, not as specification.</p> <p>6.16 Width: Boot offered is only available in an "EE" width, no range of widths as per specification.</p> <p><u>STC #14459</u> at \$178.50 per pair Fifth low bid meeting specifications is acceptable.</p> |

Category 5 - ANKLE HIGH LEATHER SHOE WITH NYLON PANELS

| R. Nicholls Distributors / M.D. Charlton Co. Ltd. | Gordon Contract |
|--|---|
| <p><u>Hi-Tec Magnum Response #5272</u> at \$41.75 (R. Nicholls) Low bid not acceptable based on the following:</p> <p>7.3 Upper - Quarter: Sample offered has 900 Denier Codura Nylon panels not 1150 as specified.</p> <p>7.6 Midsole: Specifications provided with sample show midsole to be "Board lasted reinforced midsole" not ethyl vinyl acetate (EVA) as specified.</p> <p>7.15 Sizes: Specifications provided with sample indicate sizing available is: Male - Full and half sizes from 7 to 12 and full sizes 13,14, 15. Specification calls for sizes 6 1/2 through 15 including half sizes.</p> <p><u>Original Duty Deputy Lo #L121</u> \$44.00 per pair (MD Charlton) Second low bid not acceptable based on the following:</p> <p>2.9 Facilities: This vendor does not currently have a facility within the boundaries of Toronto as specified.</p> <p>7.1 Style: Height of sample offered is 6" not 5 3/4" as specified. Quarter Sample offered is 1200 denier cordura nylon not 1150 as specified.</p> <p>7.4 Outsole: Vendor indicates there is no channel stitch at heel as specified.</p> | <p><u>Hi-Tec Magnum #5200</u> at 48.00 per pair Third low bid meeting specifications is acceptable.</p> <p>Note: R. Nicholls Distributors also offers the Hi-Tec Magnum #5200 at \$58.85 per pair.</p> |

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

**#P241. AWARD OF “VENDOR OF RECORD” STATUS FOR THE SUPPLY OF
ELECTRICAL SERVICES**

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

Subject: AWARD OF “VENDOR OF RECORD” STATUS FOR THE SUPPLY OF
ELECTRICAL SERVICES

Recommendation:

It is recommended that: the Board approve the award of a “Vendor of Record” status to F. A. Clarke Electric Limited for the exclusive provision of electrical repairs, renovation and modification services for a period commencing October 1, 2003 and terminating September 30, 2006. The agreement includes two 1-year extensions at the discretion of the Chief of Police.

Background:

On July 30, 2003, the City of Toronto, Management Services, Purchasing and Materials Supply Division, on behalf of the Toronto Police Service (TPS), issued a “Request for Proposal” (RFP #1201-03-5197) for the provision of electrical repairs, renovations and modification services. A mandatory meeting for firms interested in providing these services was held on July 18, 2003. Eight firms attended the meeting, and of those in attendance, six companies submitted proposals.

The appropriate TPS personnel have reviewed the proposals received. The proposals were evaluated independently using a weighted matrix format. The evaluations were based on the following criteria:

- (i) staff qualifications,
- (ii) wage rates submitted,
- (iii) experience with jobs of this nature,
- (iv) past history with the TPS and the City,
- (v) supply resources,
- (vi) hours of service, and
- (vii) company resources

The final average ranking of the various proponents was:

| | |
|-------------------------------|-------|
| F.A Clarke Electric | 208.0 |
| Gridd Electric | 186.0 |
| Montgomery Technical Services | 177.0 |
| Kudlak-Baird Electric | 165.5 |
| Octagon Electric | 160.0 |
| Canada Electric | 71.5 |

F.A. Clarke Electric was the successful firm based on the evaluation. The “Vendor of Record” status to F.A. Clarke Electric applies to annual requirements for work done primarily within the TPS Operating Budget and the State-of-Good-Repair account. The “Vendor of Record” status does not apply to capital projects. Funding is included in the TPS Operating Budget and the State-of-Good-Repair account.

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

Mr. Frank Chen, Chief Administrative Officer, and Mr. Michael Ellis, Manager, Facilities Management, were in attendance and responded to questions by the Board about this report.

The Board approved the following Motions:

- 1. THAT the Board approve the foregoing report with the following amendment: “the decision to exercise two one-year extensions of the agreement will be determined by the Board rather than the Chief of Police”; and**
- 2. THAT, in future, all reports recommending vendors of record include the total estimated value of the agreements.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

#P242. PURCHASE OF UNISYS MAINFRAME

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

Subject: PURCHASE OF UNISYS MAINFRAME

Recommendation:

It is recommended that:

- 1) the Board approve the purchase of a mainframe computer with two years of required software licenses from Unisys Canada at a total cost of \$500,400 (including all taxes), and, maintenance costs for two years at a total cost of \$95,200 (including all taxes);
- 2) the Board authorize the Acting Chair to execute the agreement on behalf of the Board subject to approval by the City Solicitor as to form.

Background:

The Service currently has two Unisys mainframes to support its mainframe applications. These Unisys mainframes are at the point where support is an issue due to the age of the equipment and software licensing costs are very expensive for these high end mainframes. The Information Technology Services Unit (ITS) has been actively converting these applications to its standard UNIX platform with the ultimate intent of reducing costs by retiring the Unisys mainframes by the end of 2003. A significant application workload has been migrated away from these mainframes to date. In some cases, the mainframe applications have or are being displaced by newer and more beneficial systems. These include time resource management, police records, street checks, and pawn shop transactions. In the case of the court scheduling system (CASC), the Service is still awaiting a decision by the City and Province on how this process will operate in the future. Rather than spend hundreds of thousands of dollars to convert applications which already have alternate planned disposition options, the Service has identified a strategy which will accommodate the schedules of other initiatives, while achieving the planned cost savings and addressing technology support issues.

The essence of this plan is to purchase a much smaller mainframe rather than to retain either of the existing mainframes. The software licensing costs will be significantly lower, the maintenance costs are also lower and the support issues will be eliminated. The remaining applications are planned to be migrated over the next two years, at which time the Unisys platform will no longer be required.

To this end, ITS has negotiated the purchase of a smaller mainframe and two years of software licenses and maintenance with Unisys Canada for the continuance of this platform. Unisys is the manufacturer and sole supplier of this equipment and services in Canada.

The detail costs are as follows (\$,000):

| <u>Item</u> | <u>Purchase Cost</u> | <u>Maintenance Costs</u> | | |
|--|----------------------|--------------------------|-------------|--------------|
| | | <u>2004</u> | <u>2005</u> | <u>Total</u> |
| Production Platform | | | | |
| LX7100 2 CPM Rack (Mainframe) | 113.7 | 30.7 | 20.5 | 51.2 |
| Software License (Year 1) | 124.0 | | | |
| Software License (Year 2) | 53.9 | | | |
| Concurrent User License (104 Year 1) | 50.9 | 17.9 | | 17.9 |
| Concurrent User License (48 Year 2) | 35.4 | | 11.9 | 11.9 |
| Development Platform | | | | |
| EAE LINC Dev Rack (Laptop) | 4.6 | | | |
| Software License (2 Years) | 6.3 | | | |
| MCP Source Code (2 Years) | 1.3 | 0.1 | 0.1 | 0.2 |
| LINC Dev Licenses (2 Years) | 5.0 | 0.8 | 0.8 | 1.6 |
| <u>Setup, Configuration, Certification</u> | <u>40.0</u> | | | |
| Total | 435.1 | 49.5 | 33.3 | 82.8 |
| With Tax | 500.4 | 56.9 | 38.2 | 95.2 |

These are projected to be the final costs for the Unisys platform which is planned to be retired by the end of 2005. The above equipment includes a reduced licensing requirement in 2005 as additional planned migrations are implemented next year.

Leasing the equipment is not a beneficial option, in that, the bulk of the costs are for software licenses and, from a market perspective, it is extremely remote that any leasing company would take a sizeable residual on a two year lease for this uncommon market equipment. As well, the LX7100 can be used as a Microsoft Windows server on the Service's standard platform once all the mainframe applications are migrated.

Funding is available for these purposes from the 2003 Capital budget and the future maintenance costs will be included in the Service's base operating budget for the next two years.

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

cont...d

Mr. Larry Stinson, Director, Information Technology Services, was in attendance and discussed this report with the Board.

The Board approved the following Motions:

- 1. THAT the Board approve the foregoing report on the basis that the reference to the maintenance costs noted in recommendation no. 1 should have also indicated that the maintenance agreement is between the Board and Unisys Canada; and**
- 2. THAT all future reports containing financial commitments where section 65 of the *Ontario Municipal Board Act* apply, include a confirmation of the intent of the Chief, or his designate, to notify the City CFO and Treasurer of the specific recommendation(s) contained in the applicable report, pursuant to the requirements of section 65 of the *Ontario Municipal Board Act* and Minute No. P84/03.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

#P243. COMPUTER AIDED DISPATCH SYSTEM UPGRADE

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

Subject: COMPUTER AIDED DISPATCH SYSTEM UPGRADE

Recommendation:

It is recommended that:

1. the Board approve entering into an Agreement with Intergraph Canada Ltd, for a total of \$2,096,900 (including all taxes) for the supply of software and services for an enhanced Computer Aided Dispatch system. This capital cost to be leased over five years;
2. the Board approve the acquisition of computer equipment for a total of \$943,100 (including all taxes) from NexInnovations, the Service's Vendor of Record for this equipment. This capital cost to be leased over five years;
3. the Board approve a five-year lease with Nexcap Finance Corporation for financing of the above capital costs at an annual lease cost of \$674,800 (including all taxes), for a five year total cost of \$3,374,000;
4. the Board approve a five-year maintenance plan for support of the above equipment and software at a first year cost of \$505,600 (including all taxes), for a five year total cost of \$2,811,700; The maintenance for the hardware will be provided by NexInnovations, while the maintenance and support for the CAD system will be provided by Intergraph Canada Ltd.;
5. the Board authorize the Acting Chair to execute all documents, including contracts, on behalf of the Board, subject to approval by the City Solicitor as to form.

Background:

The Service's current Computer Aided Dispatch (CAD) system, from Intergraph Canada Ltd., was installed in 1999. The CAD system is an integrated package of hardware and software providing Call Taking, Dispatching and historical recording of information, allowing timely handling and recording of 9-1-1 and other Police related calls for service. The CAD system is comprised of three major environments: a Primary Site, a Backup Disaster Recovery site and Testing/Training facilities.

The version of the Intergraph CAD system, which the Service is currently using, is obsolete and is approaching the end of its support commitment from the vendor. This proposal plan for a complete upgrade of hardware and software components to both support the latest version of the software, as well as accommodating planned future enhancements to this critical service. The expected life of this upgrade is five years, at which point the system will require an upgrade.

The computer hardware required for this project will be acquired from NexInnovations, which is the Service’s Vendor of Record for the provision of this equipment. The CAD computer system and the expert services required in configuring, certifying and supporting the software can only be accomplished by Intergraph, which is the owner and sole supplier of the software and services.

This is a complex system to configure, install and support. Due to its critical nature, it also requires careful planning, thorough testing, enhanced training and staged implementation to ensure the system is working properly and reliably prior to the Service using the system in production. The new system must co-exist with the old system for a period of time to ensure the Service always has a system available to perform these functions. As in the past, the Service will work closely with the vendor to ensure these concerns are addressed in all phases of the implementation.

The overall capital costs (including all taxes) for this project are itemized as follows:

| | <u>Hardware</u> (\$,000) | <u>Services</u> (\$,000) | <u>Software</u> (\$,000) | <u>Remarks</u> |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|--|
| Environment | | | | NexInnovations (Vendor of Record) |
| Primary Site | 537.2 | | | Equipment for 34 Call Takers, 21 Dispatchers, 4 Supervisors, 4 Servers |
| Backup Site | 328.2 | | | 18 Call Takers, 12 Dispatchers, 2 Supervisors, 3 Servers |
| Training/testing | 77.7 | | | 2 Supervisors, 2 Servers |
| Upgrade Services | | | | Intergraph Canada (Sole Source) |
| System Conversion | | 368.0 | | Conversion of data/set-up of basic system |
| Training | | 29.5 | | Train the Trainers |
| System Configuration | | 409.8 | | Configuration of equipment for all sites |
| Enhanced Support | | 155.5 | | Enhanced support for critical phases |
| AVL Configuration | | 78.8 | | Configuration of AVL (Automated Vehicle Location) components |
| CAD – added software | | | | Intergraph Canada (Sole Source) |
| I/TDD | | | 18.4 | TDD: Telephone Device for the Deaf – Call Taker facilities for dealing with the hearing impaired |

| | | |
|--------------------------------------|--------------|---|
| I/MARS | 64.4 | MARS: Management Analysis and Reporting System for Communication Services |
| AVL Phase II - added software | | Intergraph Canada (Sole Source) |
| I/MDT | 73.6 | MDT: Mobile Data Terminal - Mobile/AVL Integration Software |
| I/Mobile | 920.0 | AVL Mobile mapping, voiceless dispatch and messaging software |
| I/Tracker | 46.0 | AVL Tracking software |
| I/NetViewer | 92.0 | Remote CAD/AVL information display |
| I/NetDispatcher | 46.0 | Decentralized Dispatching |
| AVL Discount | -205.1 | Quantity discount |
| <hr/> | | |
| TOTALS | 943.1 | 1,041.6 1,055.3 |

The total cost of hardware, services and software is \$3,040,000.

The contract with Intergraph Canada for the above software and services defines specific milestones with corresponding payments. Milestone completion and payments are dependent on Service staff acceptance. Following are the major milestones for this project:

Major Milestones

- Nov. 2003 Conversion of Basic CAD system to Service specifications with Service acceptance is being performed on the Test/Training system.
- Dec. 2003 Factory acceptance of the system configuration. Hardware will be setup and configured by Intergraph at their location.
- Feb. 2004 Service acceptance of CAD interfaces at the Intergraph location.
- May 2004 Service acceptance of the installation of the system at the TPS locations.
- Jun. 2004 Service acceptance of the basic CAD system after 30 days of continuous operation.
- Aug. 2004 Service acceptance of added components to basic CAD system after 30 days of continuous operation.
- Oct. 2004 Service acceptance of AVL Phase II components after 30 days of continuous operation.

The total capital cost for this project is \$3,040,000, including all taxes. As in the past, the Service has accommodated these costs as a lease and a maintenance item in its base-operating budget. Due to the complex nature of this lease and the staged payments over several months, the Service engaged a financial consultant to validate the lease structure, multiple schedules to the lease and the lease costs. Pivotal Technologies Inc. was hired for these purposes to advise on the lease tender, the evaluation of the replies and to ensure the final contracts for the tender would be acceptable to the City Legal Department.

A tender was issued through the City of Toronto Purchasing (Quotation #3406-03-3165) on May 26, 2003. Due to the extended implementation and rollout period for the CAD upgrade, the tender required interest rates quotations to be easily benchmarked on two year Government of Canada Bond Yields. Basing the lease interest rates under the agreement with the lessor on the GOC Bond Yield provides an independent guarantee that leasing costs follow market debt conditions over time. Each proponent complied with the mandatory method stipulated in the tender in order to deal with this variable financing component over time. This is the most common acceptable practice in the industry to accommodate large-scale projects that require committed periodic financing over extended implementation periods. All other terms and conditions of the tender remain in place unchanged and committed for the duration of the financing relationship.

There were four respondents to this tender: GE Capital, IBM Global Financing, Maxium Financial Services Inc. and Nexcap Finance Corporation. The capital lease bid from Nexcap Finance Corporation was the lowest cost of the proposals received. The analysis from Pivotal technologies is included in Appendix A.

Subsequent to the issuance of the tender, the Service revised its requirements for this project with the addition of the I/Mobile software on all of its in-car mobile workstations. The Intergraph I/Mobile product fully integrates the mobile workstations with the CAD and AVL systems providing additional reporting features, more reliable transmissions and a map based interface allowing officers, supervisors and Communication Services staff to accurately review the locations and activities of police vehicles. It was decided that this feature of the system should be included as part of this project. This resulted in an increase of \$544,000 (excluding taxes) in the software capital costs as stated in the tender. This change does not impact the proposed lease financing relationship nor the cost structures proposed by the vendors.

The estimated final operating costs are itemized as follows.

Estimated Final Operating Impact (\$,000)

| Item | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|----------------------|----------------|----------------|----------------|----------------|----------------|
| Lease | 674.8 | 674.8 | 674.8 | 674.8 | 674.8 |
| Hardware Maintenance | 6.3 | 6.3 | 6.3 | 16.9 | 16.9 |
| Software Maintenance | 499.3 | 524.3 | 550.5 | 578.0 | 606.9 |
| Total | 1,180.4 | 1,205.4 | 1,231.6 | 1,269.7 | 1,298.6 |

This compares to the current CAD annual operating budget of \$1,166,800 (\$620,900 annual payment for a four-year lease and \$545,900 for annual maintenance).

Funding is available for these purposes in the Service's base operating budget, and, future budgets will reflect the increases as stipulated in the final contracts.

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

It should be noted that, with respect to the copy of the analysis conducted by Pivotal Technologies Inc. referred to in the abovenoted report and attached in the form as "Appendix A", the Service only provided specific portions to the Board for information (pages one, three and four).

Mr. Larry Stinson, Director, Information Technology Services, and Mr. John Macchiusi, Manager, Communications & Systems Operations Services, were in attendance and responded to questions by the Board about this report.

The Board noted that the report did not indicate the rate of interest that would be applicable during the five-year term of the lease. The Board inquired about the rate of interest and Mr. Stinson and Mr. Macchiusi both indicated that they did not know the amount that would be charged.

The Board deferred the foregoing matter and requested a further report for its October 16, 2003 meeting containing a summary of the five-year plan and complete details of the proposed financial arrangements such as, interest rates, capital costs and debt service costs.

The Board also approved the following Motion:

THAT Board staff prepare a report for the Board as to how to conduct an independent audit of Toronto Police Service information technology projects/programs - to determine whether the Service is receiving value for the projects/programs - and identify the most cost-effective manner in which an audit of this kind could be conducted.

Toronto Police Service

Computer Aided Dispatch Upgrade Project

**Report, Evaluation and Recommendations on Bidders Response to
Request for Quotation**

3406-03-3165

Computer Aided Dispatch (CAD) Equipment, Software and Services Financing

Submitted by:

Pivotal Technologies Inc.

Greg Dorbeck

July 29, 2003

Executive Summary for this Lease Financing

RFQ Number 3406-03-3165
RFQ Release Date May 26, 2003
RFQ Closing Date June 12, 2003
Number of Bid Responses Four (4)

**Summary of Five Year Lease Term Total Cost of Financing
 Comparison of Blended (Capital and Operating Lease) Lease Structure to Capital Lease Only**

| BIDDER | Blended Lease Structure (\$ 620 K Equip + \$ 1.34 M Software & Services) | | | | | Capital Lease Only (\$ 2.16 M) | | |
|-------------|--|------------------------------------|------|-------------------------------------|------|-------------------------------------|----------------|------|
| | Total Lease Cost \$ | Equipment Buyout Option (up to) \$ | RANK | Potential Lease Cost with Buyout \$ | RANK | Total Lease Cost \$ | Buyout Cost \$ | RANK |
| MAXIUM | 251,650 | 7,705 | 2 | 259,355 | 1 | 253,134 | 1.00 | 2 |
| NEXCAP | 236,033 | 41,002 | 1 | 279,035 | 2 | 236,033 | 1.00 | 1 |
| GE CAPITAL* | - | - | - | - | - | 326,351 | 1.00 | 4 |
| IBM GLOBAL | 274,853 | 11,481 | 3 | 286,334 | 3 | 272,666 | 1.00 | 3 |

Note:
 GE Capital did not submit an Operating Lease Quotation; therefore GE cannot participate in the "Blended" lease type analysis.
TOTAL COST OF FINANCING = TOTAL LEASE COST OVER TERM MINUS CAPITAL COST

The RFQ required bidders to provide an Operating Lease Financing Option to refresh (return) the equipment portion of the CAD Upgrade to the Lessor at the end of the five year lease term. The table above reveals the evaluated outcome of potentially using this blended financing option versus the Capital Lease Only costs.

The Equipment Buyout Option cost under the *Blended Lease Structure* represents the risk differential above the *Capital Lease Only* structure. The cost of retaining the option to return the equipment at the end of the lease term to the lessor is the potential Equipment Buyout Option cost as quoted by each bidder. This cost becomes payable if the TPS ultimately do not return the equipment to the lessor. In this scenario, when compared to the Capital Lease Only cost structure, it does not make sense for the TPS to undertake this cost for any reason.

In the table above, the Five Year Total Cost of Financing proposed by Nexcap under both lease cost structures are equivalents, as well as the lowest term cost overall. The Capital Lease Only structure with the \$1.00 buyout will yield no financial risk on the equipment portion of the CAD project at the end of the lease term to the TPS. This is in comparison to the equipment buyout option risk associated with the Blended Lease structure. Therefore it is recommended that the Capital Lease Only structure with the \$1 .00 purchase option as proposed by Nexcap be considered for contract award.

Recommendation Summary:

Due to the length of the lease term desired by the TPS, the cost and associated risk(s) associated with the option to return the equipment to the Lessor may be avoided altogether, by selecting the Capital Lease Only structure for the total capital cost of the CAD Upgrade, where the purchase cost is one dollar at the end of the term;

NEXCAP represents the lowest cost of financing with the Capital Lease Only structure at \$ 238,033.

Alternatively, the TPS may accept the risk(s) associated with the option to return the equipment, and choose the Blended Lease structure. The financial risk therefore, to the TPS, of ultimately not returning the equipment to the Lessor at the end of the term is **\$19,680.00**. This is the difference between Rank 1 and 2 of the Potential Lease Cost with the Buyout option in the above table.

| | |

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

**#P244. COMMUNITY DONATION: COMPUTER AND SOFTWARE FOR No. 32
DIVISION CRIME PREVENTION**

The Board was in receipt of the following report AUGUST 21, 2003 from Julian Fantino, Chief of Police:

Subject: DONATION OF COMPUTER AND SOFTWARE

Recommendation:

It is recommended that: the Board accept a donation of a desktop computer system and associated software valued at \$3,201.39 (including taxes) from the Fairlawn Neighbourhood Association to be used by members of the Toronto Police Service for community policing and crime prevention in No. 32 Division.

Background:

The Toronto Police Service's No. 32 Division is actively involved in community based policing with all the components of our community and is committed to improving the delivery of personal safety information, home and business security information and crime alerts, to our community.

The efficient delivery of this information and knowledge will assist members of the public in making themselves less vulnerable to victimization.

The Fairlawn Neighbourhood Centre (FNC), located in the Lawrence Avenue and Yonge Street area has been in operation for 6 years. This non-profit charitable organization relies on two full time employees and three part-time members to co-ordinate neighbourhood programs. The FNC provides a variety of educational and recreational services to 2,200 active members and their families.

In consultation with members of No. 32 Division, the FNC have proposed a community-police information system involving e-mail and fax notices. A computer with a fax modem and internet connection would be used. To facilitate the distribution of messages to the residential and business community, No. 32 Division's Crime Prevention Officer would use the computer system to create regular reports to be distributed to the identified community. Information regarding crime trends, crime prevention and other police-community initiatives would be made available to those that voluntarily subscribe to this initiative.

An e-mail system using Microsoft Outlook Express, and Business Fax System using Microsoft Win Fax Software, will permit a rapid dissemination of current and accurate information on crime trends, community-police initiatives and as crime prevention measures. A similar system is in operation in No. 31 Division that has proven to be successful. The Fairlawn community has

researched this initiative and contacted other community groups in Toronto to determine the most efficient method of communicating with crime prevention officers.

This project will initially involve the Fairlawn Community of Toronto, but once it is established, it will expand to include the remainder of the community within No. 32 Division.

This computer workstation is stand alone, independent of any Toronto Police Service network. Information Technology Services has given their approval for this initiative.

The No. 32 Division Community Police Liaison Committee (CPLC) is in support of this initiative and will assist with its introduction to the community. A link will be established from the CPLC website (www.interlog.com/~32cplc) to the No. 32 Division Community Information website (www.torontopolice.on.ca/d32) to increase public awareness. A link will also be established to the Divisional web site. An on line registration form will be available for those interested in enrolling in the program.

The donation involves the following:

| | |
|-------------------------------------|-----------------|
| Computer (P3 with bundled software) | 1,612.39 |
| CD Burner | 130.00 |
| Printer/Scanner | 300.00 |
| Acrobat Reader | 400.00 |
| Anti-Virus | 60.00 |
| Technical Support (Installation) | 400.00 |
| Taxes | 299.00 |
| Total | 3,201.39 |

Operational Uses

The Toronto Police Service Priority, 'Community Safety and Satisfaction' addresses the issue of increasing the community's awareness of crime prevention and effective policing oriented to the needs of the community. An e-mail and business fax system is an effective tool to increase the delivery of safety related information. Targeting victims that are considered "at risk" is very important to the members of No. 32 Division. Effectively delivering tailored messages and meeting the needs of our different communities can be accomplished via e-mail and fax programs. Those residents who do not have computers or fax machines will continue to receive information through currently established methods that include Neighbourhood Watch and police-community meetings. The following sections describe how this may be accomplished and contains examples of which communities can be targeted for delivery:

Seniors are all too frequently vulnerable to being victimized and as a result they are often targeted by criminals. Educating and alerting senior members of our community is a high priority for members of No. 32 Division. The challenge for members of No. 32 Division is to reach as many seniors as possible. Along with traditional methods, many seniors are now connected to the internet and they use this medium as an important source of up to date information.

When dealing with children, police are able to reach a large number of families via schools. Local community newspapers can be provided with information on crime trends and safety bulletins. Politicians are to be included in the distribution list to ensure that they are cognisant of policing issues. Police related events can be publicized using this system to increase public participation.

An aggressive enrolment program will be commenced using Auxiliary officers, community organizations and agencies that we currently communicate with, to sign-up as many residents as possible. Messages will be created specifically for each neighbourhood, business area and for groups at risk (e.g. children, women, the elderly), that have been enrolled in our email list.

Regular reports generated by the crime prevention officer will be provided to the business community. These reports are primarily distributed by fax communication for crime prevention measures and crime trends.

Other Planned Uses:

This program can assist No. 32 Division in delivering many different types of information to the community quickly and efficiently. The following are just a few examples:

- For residents
 - break and enter, and vehicle theft trends occurring in their neighbourhoods
 - descriptions of serial offenders or stalkers
 - announcing community meetings, or other police related events and programs
- For businesses
 - information regarding break and enters & thefts
 - information regarding commercial crime trends
 - notification of upcoming police-community events
- For community organizations
 - efficient distribution of police related messages
- For schools
 - up to date information on safety initiatives/concerns
- For politicians and local media
 - information regarding policing concerns and initiatives
- For police officers
 - increased response from the community on crime and safety concerns

Conclusion

Acceptance of this donation would enable sub-units within No. 32 Division to improve their response to Service goals and objectives. It would open another channel of communication to communities in No. 32 Division, demonstrating our commitment to the historic ideals of the Toronto Police Service.

This donation meets all Service Guidelines. It is in accordance with Service Policy (18-08) addressing “Donations” and is consistent with the overall goals and objectives of the Service, and with the Service Priority: “Community Safety and Satisfaction”.

It does not compromise the integrity, objectivity, or impartiality of the Service. It is beneficial to the community as a whole and without condition as to its use or preference to the donor.

The FNC does not require a tax receipt.

Deputy Chief Steven Reesor of Policing Operations Command will be in attendance to answer any questions which may arise.

The Board approved the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

**#P245. TERMS OF REFERENCE FOR THE ESTABLISHMENT OF A
CENTRAL JOINT HEALTH AND SAFETY COMMITTEE**

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

Subject: TERMS OF REFERENCE FOR THE ESTABLISHMENT OF A CENTRAL
JOINT HEALTH AND SAFETY COMMITTEE

Recommendation:

It is recommended that:

- (1) the Toronto Police Services Board approve and adopt the attached Terms of Reference for the establishment of a Central Joint Health and Safety Committee; and
- (2) that the Acting Chair be authorized to sign the Terms of Reference on behalf of the Board.

Background:

The fundamental principle of the Occupational Health and Safety Act (R.S.O. 1990 c 0.1), is the principle of the Internal Responsibility System, which is accomplished through co-operative interaction between the workplace parties, which are the employer and the workers. Successful co-operative interaction is the spirit of the legislation.

For the purposes of the Occupational Health and Safety Act (the Act) the Toronto Police Services Board is considered to be the “employer” of the members of the Toronto Police Service. As such, the duties of an employer as prescribed in the Act apply to the Board.

Among other duties, the Act requires all employers in Ontario to establish health and safety committees in every workplace where twenty or more people are regularly employed (Section 9(2)(a)). The Toronto Police Association represents the workers, and is the other workplace party.

There are presently 25 local health and safety committees, some with multi-site jurisdiction, operating within the Service. Each committee conforms to the requirements of the Act with respect to composition and oversight of local health and safety matters.

A committee in each workplace is considered a “traditional” committee structure, where local committees are responsible for local issues. A “non-traditional” committee exists where the workplace parties agree to establish a committee that has some authority to act in more than one workplace. A non-traditional committee is also referred to as a multi-site committee.

In October 2001, it became apparent that while the local committees were managing most matters effectively, there was no central health and safety committee to deal with Service-wide issues or to provide a forum for review of issues addressed by local committees. Negotiations between the Service and the Toronto Police Association ensued over a period of 18 months following which the first draft Terms of Reference for the Central Joint Health and Safety Committee were created in April 2003. Mr. Peter Brady of the law firm Hicks, Morley assisted throughout the negotiations.

Attached is the final version of the Terms of Reference, which has been reviewed and approved as to form by Mr. Brady. These Terms of Reference establish the structure, function, expectations and objectives for a non-traditional health and safety committee having limited jurisdiction over more than one workplace.

The Terms of Reference and Central Joint Health and Safety Committee are not designed or intended to replace local committees or eliminate their control over local matters. The Central Joint Health and Safety Committee will provide a forum for review of issues that have the potential for service-wide impact as identified by either local committees or members of the Central Joint Health and Safety Committee themselves.

The Committee will oversee the functioning of local committees in certain areas that are specifically identified in the terms of reference, by reviewing minutes of those committees. It will also provide a process to be followed where resolution of a concern from either a local committee or the Central Joint Health and Safety Committee cannot be achieved.

Once approved and adopted by the Board, the Terms of Reference will be provided to the Ministry of Labour for approval under Section 9(3) of the Act, which allows the Minister to approve a non-traditional committee upon agreement of the workplace parties.

It is therefore recommended that:

- (1) the Toronto Police Services Board approve and adopt the attached Terms of Reference for the establishment of a Central Joint Health and Safety Committee; and
- (2) that the Acting Chair be authorized to sign the Terms of Reference on behalf of the Board.

Mr. Frank Chen, Chief Administrative Officer, Corporate Support Command, and Mr. William Gibson, Director of Human Resources, will be available to respond to any questions the Board may have.

The Board approved the foregoing and the following Motions:

- 1. THAT the Board send correspondence to the Ministry of Labour recommending the approval of the foregoing Terms of Reference for the establishment of a non-traditional committee in accordance with section 9(3) of the *Occupational Health and Safety Act*;**
- 2. THAT the Chair of the Board be designated to participate on behalf of the Board and that the Vice-Chair participate as the alternate when the Chair is unable to attend the meetings;**
- 3. THAT a new section be added to each confidential Board meeting agenda to provide the Chair or Vice-Chair an opportunity to seek any direction from the Board on any Committee issues that may be required; and**
- 4. THAT a copy of the Minutes from each Committee meeting be placed upon the Board meeting agenda for information.**

With respect to Motion No. 2, during the period of time that the current Vice-Chair, Councillor Gloria Lindsay Luby, is fulfilling the responsibilities of Acting Chair and there is no Acting Vice-Chair, the Board designated Mr. A. Milliken Heisey, Q.C., to act as the alternate on the occasions when the Acting Chair is unable to attend the committee meetings. Mr. Heisey verbally indicated acceptance of this role.



TERMS OF REFERENCE

FOR THE STRUCTURE AND FUNCTION OF

THE CENTRAL JOINT HEALTH AND SAFETY COMMITTEE

AS AGREED BETWEEN

THE TORONTO POLICE SERVICES BOARD

AND THE TORONTO POLICE ASSOCIATION

JUNE 2003

PREAMBLE

1. It is a requirement of the *Occupational Health and Safety Act* (the Act) to establish a program and policy which will encourage the active participation of all employees in the prevention of accidents and the promotion of health and safety in the workplace.
2. It is our belief that through education programs and joint investigations and the resolution of concerns, those workplaces will be made safe and healthy for all employees.
3. The parties acknowledge that the proper functioning of joint health and safety committees can only be achieved when everyone in the workplace is committed to, and meets, their health and safety responsibilities. The parties undertake to co-operate in ensuring that these terms of reference and the full spirit and intent of the Act will be carried out by the respective organizations.
4. The parties hereto adopt these terms of reference in good faith and agree to promote and assist the local joint health and safety committees and committee members by providing such information and assistance as may be required for the purpose of carrying out their responsibilities.

STRUCTURE OF COMMITTEE

The Central Joint Health and Safety Committee (the Committee) shall consist of an equal number of representatives of the Toronto Police Service and Toronto Police Services Board and the Toronto Police Association. At a minimum there shall be:

- One representative of the Toronto Police Service Command, and one representative of the Toronto Police Services Board, hereinafter referred to as Management Representatives. At least one Management Representative shall be a certified member.
- Two Toronto Police Association Executive members. At least one Association representative shall be a certified member.

There shall be two Co-Chairs, one being a Management Representative and one being an Association Executive, who shall chair alternate meetings.

A Co-Chair may, with the consent and approval of his/her counterpart, invite any additional person(s) to attend the meeting to provide pertinent additional information and comment. Those persons may remain present during the meeting to provide advice or counsel to the person(s) who invited them, but shall not participate in any decision making.

The Committee shall meet on a regularly established schedule as follows:

One time per month, dates to be established by the Co-Chairs, with changes approved by the Co-Chairs. Meeting dates during the months of July and August may be suspended.

FUNCTION OF THE COMMITTEE

To attain the spirit of the Act, the functions of the Committee shall be:

1. To review all issues arising as a result of recommendations from the local Joint Health and Safety Committees.
2. The review of all health and safety issues which may potentially impact the Service as a whole, arising from local Joint Health and Safety Committees.
3. The review of local Joint Health and Safety Committee investigations into deaths or critical injuries (as defined in Ontario Regulation 834).
4. The review of any other investigations into incidents which have the potential to cause a critical injury, but where no critical injury occurred.

5. To ensure adequate education and training programs are provided in order that all employees are knowledgeable in their rights, restrictions, duties and responsibilities under the Act.
6. To identify, evaluate and recommend a resolution on matters pertaining to health and safety in the specific workplace to the Chief of Police, who in turn will report to the Chair of the Police Services Board.
7. To address legislative compliance issues related to all health and safety and associated regulations affecting the workplace.
8. To deal with any other health and safety matter the Committee deems appropriate.

INSPECTIONS

It is jointly agreed that the Committee is not:

1. Responsible for workplace inspections as defined in Section 9(23) of the Act.
2. Required to be present during testing as described in Section 9(18)(e) of the Act, except where such testing may reasonably be expected to have Service-wide implications.

RECOMMENDATIONS OF THE COMMITTEE

The Employer, which is agreed to be the Toronto Police Services Board, or its designate, shall respond within 21 days with regard to written or Minuted recommendations received from the Committee, provided such recommendations are deemed to represent the consensus of the Committee. The written response shall indicate the employer's assessment of the recommendation and specify what action will or will not (with explanations) be taken as a result of the recommendation. Any proposed action by the employer shall include details of who will be responsible for such action and a proposed time frame. Failure by the employer or its designate to respond to the written recommendations of the Committee will be referred to the Ministry of Labour.

MEETINGS

The location of meetings to alternate between the Toronto Police Service Headquarters and the Toronto Police Association Building, or any other mutually agreed location.

MINUTES OF MEETINGS

It is the responsibility of the Co-Chair chairing each meeting to take Minutes or cause Minutes to be taken. The Co-Chairs are responsible for having the Minutes typed and circulated to each member in a timely fashion.

QUORUM

The Committee shall have an equal number of Management and Association members present in order to conduct business.

MEETING AGENDA

The Co-Chair of the meeting will prepare an agenda and forward a copy of the agenda to all Committee members at least one week in advance of the meeting.

The Committee may accept any item as proper for discussion and resolution that pertains to health and safety, except to amend, alter, subtract from or add to any terms of the Collective Bargaining Agreements. All items raised from the agenda in meetings will be dealt with on the basis of consensus rather than by voting. Formal motions will not be used.

Items discussed, both resolved and unresolved, will be reported in the Minutes. Unresolved items will be placed on the agenda for the next meeting. Should either of the parties be of the firm conviction that no resolution is attainable on a specific item, they shall have the option of inviting the intervention of the Ministry of Labour; but only after providing one month's written notice to the other party of their intention to do so along with an explanation for the decision to so proceed.

GENERAL

The Terms of Reference are adopted in good faith and without prejudice. The members of the Committee agree with the objective of enhancing the health and safety of the members of the Toronto Police Service. The overall goal of the Committee is to promote health and safety among the members of the Service.

Committee members will thoroughly investigate all issues to get all the facts and will exchange these facts when searching for a resolution to an issue.

All Committee members will keep medical information strictly confidential.

The Terms of Reference are subject to revision from time to time to accommodate changes to the structure of the Toronto Police Service, the Toronto Police Association, the provisions of the Act or any Regulations, or to address new concerns.

Any amendments, deletions or additions to these Terms of Reference must have the consensus of the total Committee and shall be set out in writing and incorporated in or attached as an Appendix to these Terms of Reference.

Signed at Toronto, Ontario, this _____ day of _____ 2003.

Toronto Police Services Board

Toronto Police Association

Toronto Police Association

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

**#P246. TORONTO TRANSIT COMMISSION (TTC) – TERMINATION OF
SPECIAL CONSTABLE STATUS OF RICZARD WOJTULEWICZ**

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

Subject: TORONTO TRANSIT COMMISSION (TTC) – TERMINATION OF SPECIAL
CONSTABLE STATUS OF RICZARD WOJTULEWICZ

Recommendation:

It is recommended that:

- (1) the Board receive the letter advising the Service that the Toronto Transit Commission (TTC) no longer requires special constable status for Riczard Wojtulewicz; and
- (2) that the Board notify the Minister of Public Safety and Security of this 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 June 29, 2000, the Board approved a request to appoint Riczard Wojtulewicz as a special constable with the TTC (Board Minute #294, refers).

Appended to this report is a letter dated July 31, 2003, from Ms. Terry Andrews, Chief Security Officer, TTC Corporate Security Department, advising that Riczard Wojtulewicz resigned from the TTC effective August 5, 2003.

The appointing document specifies that the appointment is valid for a specific period or until the individual is no longer in the employ of the TTC.

It is therefore recommended that the Board receive the letter advising the Service that the TTC no longer requires special constable status for Riczard Wojtulewicz and that the Board notify the Minister of Public Safety and Security of this termination.

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

The Board approved the foregoing.



TORONTO TRANSIT COMMISSION



HOWARD MOSCOE
CHAIR
SHERENE SHAW
VICE-CHAIR

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

RICHARD C. DUCHARME
CHIEF GENERAL MANAGER
VINCENT RODO
GENERAL SECRETARY

July 31, 2003

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

Dear Chief Fantino:

Please be advised that TTC Transit Special Constable Riczard Wojtulewicz #30002 has resigned from the Toronto Transit Commission's Corporate Security Department effective Tuesday, August 5, 2003.

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

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

Sincerely,

FAA Terry Andrews
Chief Security Officer
Corporate Security Department

28.13

Copy: TPS Staff Sergeant Gord Barrett
Acting Staff Sergeant Kevin Stubbs

| | |
|-------------------------------|----------------|
| TORONTO POLICE SERVICE | |
| OFFICE OF THE CHIEF OF POLICE | |
| REGISTER # | 2093 / 2003 |
| PROCESSED BY # | DS |
| DATE | 2003 / 08 / 06 |



THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003

#P247. REQUEST FOR REVIEW OF COMPLAINT ABOUT POLICE SERVICE (TPS FILE No. 2002-EXT-0477) – POLICE RESPONSE TO CALLS FOR SERVICE

The Board was in receipt of the following report AUGUST 26, 2003 from Julian Fantino, Chief of Police:

Subject: REQUEST FOR REVIEW OF A COMPLAINT ABOUT POLICE SERVICE (TPS FILE NO. 2002-EXT-0477)

Recommendation:

It is recommended that:

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

Background:

The Toronto Police Services Board has received a request to review my disposition of a complaint about the service provided by the Toronto Police Service.

Legislated Requirement:

The *Police Services Act* establishes that the Chief of Police is responsible for adjudicating complaints with respect to policies and service of the Toronto Police Service. Once the Chief of Police has determined that no further action will be taken regarding a complaint, the complainant must be notified and provided with the reason for the decision. The complainant must be further advised that an opportunity exists to request that the Board review the decision of the Chief.

In reviewing a policy or service complaint, the Board has procedural options. The Board may:

- Review the complaint and take any action, or no action, in response to the complaint, as it considers appropriate; or
- Appoint a committee of at least three Board members who will review the complaint and provide recommendations to the Board; or

- Hold a public meeting with respect to the complaint.

Nature of the Complaint and Discussion

The nature of the complainant's allegations are summarized below:

- On Wednesday March 20th, 2002 the complainant was assaulted and robbed by an unknown male. This offence took place in the complainant's own apartment. The complainant had met the assailant earlier in the downtown Toronto area and had invited the male back to his residence.
- Once inside the apartment, the complainant was asked for money and when he responded that he had none, the suspect punched and kicked him to the head. The suspect then fled the scene. The complainant was knocked unconscious but was later able to get himself to the hospital on foot.
- Police were called to attend Women's College Hospital where they met the complainant and commenced an investigation. The complainant provided the officers with the necessary information to generate an occurrence report and supplied the officers with a description of the suspect.
- The complainant alleges that a thorough investigation was not carried out, the police failed to fingerprint his apartment, he was not given the opportunity to view photographs or provide a composite sketch. Furthermore, the investigating officer assigned to the case failed to conduct a proper follow-up investigation and the complainant was not kept apprised of the status of the investigation.
- The officers that initially attended at the hospital to interview the complainant are attached to number 52 Division. At the time the officers took the initial report, the complainant was in extreme discomfort from his injuries and could not provide a very good description of the suspect. Due to his injuries, arrangements were not immediately made for him to view photographs. However, he later attended to view photos with negative results.
- The investigating officer assigned to this case is also attached to 52 Division. The investigator contacted the complainant at the beginning of April. The complainant advised the officer that a videotape of the lobby area was retained by the building management for his viewing. The officer subsequently seized the tape but there was no useful information contained on the video.
- The investigating officer did in fact attend and speak with the complainant on several occasions regarding his case but no further investigative leads were forthcoming. The case was subsequently filed as active pending further information.

- In respect to the fingerprinting of the complainant's apartment, a Scenes Of Crime Officer (SOCO) did in fact attend the scene early the next morning. The officer determined that the suspect's exposure to the apartment was limited to the entrance area and the surfaces were too dusty and dirty to be suitable for fingerprinting.

The Chief's Decision and Reason

The service complaint was investigated by Detective John Liska (1605), 52 Division Unit Complaints Co-ordinator and the findings were reported through the appropriate chain of command to the complainant and myself. On May 16, 2003, the Service corresponded with the complainant to advise that the complaint had been reviewed and that no further action would be taken. The Service gave the following reason for the decision:

As a result of the investigation and careful review of the facts, I have found insufficient evidence to support the allegations you have made. Therefore, based on the information available, it is my decision that no further action is taken in this matter.

Conclusion

Pursuant to the notification of the status and determination of the complaint from the Service, the complainant requested that the Board review my decision. It is the Board's responsibility to review my reason and determine whether it is satisfied that my decision to take no further action is reasonable.

I, therefore, recommend that the Board determine whether to concur with my decision that no further action is taken with respect to the complaint and that the complainant and myself be notified of the outcome of the Board's review.

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

The Board received the foregoing report and concurred with the decision of the Chief of Police that no further action be taken with respect to this complaint.

A copy of the Service's letter to the complainant which contains the Chief's decision and the results of the investigation was provided to the Board during the in-camera meeting (Min. No. C184/03 refers).

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

**#P248. 2003 OPERATING BUDGET VARIANCE FOR THE TORONTO POLICE
SERVICES BOARD AS AT JULY 31, 2003**

The Board was in receipt of the following report AUGUST 27, 2003 from Gloria Lindsay Luby, Acting Chair:

Subject: 2003 OPERATING BUDGET VARIANCE FOR THE TORONTO POLICE
SERVICES BOARD, AS AT JULY 31, 2003

Recommendation:

It is recommended that:

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

Background:

Toronto City Council, at its meeting of February 24 to 28 and March 3, 2003, approved the 2003 Toronto Police Services Board Operating Budget at a net amount of \$1,354,300, an increase of \$63,300 or 4.9% over the 2002 Net Operating Budget. The Toronto Police Services Board, at its meeting of November 21, 2002 (Board Minute # P313/02 refers) approved the amount of \$1,308,100; however, this amount did not include the salary settlement for Senior Officers and Excluded staff.

2003 Operating Budget Variance

As at July 31, 2003, the Board is projecting a zero variance.

STAFFING

The staffing budget for the Board office is \$783,900, or 57.9% of the total net budget. At this time the position of Research assistant is vacant.

NON-SALARY ACCOUNTS

The non-salary budget for the Board office is \$570,400. The majority of the Board's costs are related to arbitration and grievance hearings. No variance is anticipated in these accounts at this time.

The Board received the foregoing and agreed to forward a copy to the City Chief Financial Officer and Treasurer.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

**#P249. 2003 OPERATING BUDGET VARIANCE REPORT FOR THE TORONTO
POLICE PARKING ENFORCEMENT UNIT AS AT JUNE 30, 2003**

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

Subject: 2003 OPERATING BUDGET VARIANCE REPORT FOR THE TORONTO
POLICE PARKING ENFORCEMENT UNIT AS AT JUNE 30, 2003

Recommendation:

It is recommended that:

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

Background:

Toronto City Council, at its meeting held on February 24 to February 28 and March 3, 2003, approved the Parking Enforcement Operating Budget at a net amount of \$29.9 Million (M) which is the same amount approved by the Toronto Police Services Board at its meeting of November 21, 2002 (Board Minute # P313/02 refers). The Council-approved budget provides sufficient funding to maintain current services, fund the annualized impact of the staggered hire of 48 Parking Enforcement Officers during 2002 and also provides additional funding for the 2002 to 2004 Toronto Police Association salary settlement.

As at June 30, 2003 no variance is projected.

Salaries & Benefits

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

Parking Tag Revenue

Budgeted revenue from parking tags is \$70.6M, which includes annualized revenue of \$6.7M due to the additional 48 Parking Enforcement Officers hired during 2002. As of June 30, 2003 no variance is projected.

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

The Board received the foregoing and agreed to forward copies to the City Chief Financial Officer and Treasurer and to the Policy and Finance Committee.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

**#P250. 2003 OPERATING BUDGET VARIANCE REPORT FOR THE TORONTO
POLICE PARKING ENFORCEMENT UNIT AS AT JULY 31, 2003**

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

Subject: 2003 OPERATING BUDGET VARIANCE REPORT FOR THE TORONTO
POLICE PARKING ENFORCEMENT UNIT AS AT JULY 31, 2003

Recommendation:

It is recommended that:

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

Background:

Toronto City Council, at its meeting held on February 24 to February 28 and March 3, 2003, approved the Parking Enforcement Operating Budget at a net amount of \$29.9 Million (M) which is the same amount approved by the Toronto Police Services Board at its meeting of November 21, 2002 (Board Minute # P313/02 refers). The Council-approved budget provides sufficient funding to maintain current services, fund the annualized impact of the staggered hire of 48 Parking Enforcement Officers during 2002 and also provides additional funding for the 2002 to 2004 Toronto Police Association salary settlement.

As at July 31, 2003 no variance is projected.

Salaries & Benefits

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

Parking Tag Revenue

Budgeted revenue from parking tags is \$70.6M, which includes annualized revenue of \$6.7M due to the additional 48 Parking Enforcement Officers hired during 2002. As of July 31, 2003 no variance is projected.

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

The Board received the foregoing and agreed to forward copies to the City Chief Financial Officer and Treasurer and to the Policy and Finance Committee.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

**#P251. 2003 CAPITAL BUDGET VARIANCE REPORT FOR THE TORONTO
POLICE SERVICE AS AT JUNE 30, 2003**

The Board was in receipt of the following report JULY 25, 2003 from Julian Fantino, Chief of Police:

Subject: 2003 CAPITAL BUDGET VARIANCE REPORT FOR THE TORONTO
POLICE SERVICE AS AT JUNE 30, 2003

Recommendation:

It is recommended that:

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

Background:

Toronto City Council, at its meeting held on February 24 to February 28 and March 03, 2003, approved the Toronto Police Service's 2003 Capital Budget, at a total expenditure of \$27.8 million (M). The 2003 expenditure includes \$19.3M for on-going projects with commitments, \$5.5M for new projects and \$3.0M for 43 Division which is funded separately by the City.

At its September 26, 2002 meeting (Board Minute #P238/02 refers), the Board approved the 2003 capital program request of \$25.5M (excluding cash flow carry forward from 2002 and \$3.3M request for 43 Division). Following the Board's approval of the 2003 capital request, the City's Executive Management Team (EMT) recommended a 2003 target amount of \$20.8M which was supported by the Budget Advisory Committee (BAC) at its meeting of December 04, 2002. Also, \$3.9M was added to the target amount for IT Lifecycle Replacement as well as \$3.0M for 43 Division for a total of \$27.8M. This report provides details regarding the capital budget variance for the year 2003 as of June 30, 2003.

Summary of Capital Projects:

The following table provides a summary of the twenty-one projects in the Service's capital program in 2003, of which eighteen projects are continuing from 2002, and three projects are commencing in 2003. 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 2003, not included in the \$27.8M, is \$10.3M and therefore, the available expenditure for 2003 is \$38.1M.

| (\$000s) <u>Project Name</u> | <u>Available to Spend in 2003</u> | <u>2003 Projected Actual</u> | <u>Year-End Variance (Over)/ Under</u> |
|---|---|--------------------------------------|--|
| | (1) | (2) | (3)=(1)-(2) |
| <u>Continuing Projects with Cash flow Carry forward</u> | | | |
| Long Term Facility - 51D | 12,053.1 | 11,053.1 | 1,000.0 |
| Security Control | 25.8 | 25.8 | 0.0 |
| State of Good Repair-Police | 1,634.9 | 1,634.9 | 0.0 |
| State of Good Repair-Corporate | 2,910.4 | 2,910.4 | 0.0 |
| Emergency Generators | 387.4 | 887.4 | (500.0) |
| Professional Standards Information System | 383.8 | 383.8 | 0.0 |
| Time Resource Management System | 1,791.5 | 1,791.5 | 0.0 |
| E-Mail Replacement | 4.4 | 4.4 | 0.0 |
| Video Tape Storage & Processing | 2,936.6 | 805.6 | 2,131.0 |
| Automated Vehicle Location System | 986.2 | 986.2 | 0.0 |
| Centralized Drug Squad/Study | 1,093.7 | 1,093.7 | 0.0 |
| Long Term Facility - 43 D | 3,000.0 | 1,000.0 | 2,000.0 |
| Emergency Services Video Dist. System | 5.0 | 5.0 | 0.0 |
| Livescan Fingerprinting System | 1,462.7 | 1,462.7 | 0.0 |
| Police Integration System | 1,470.3 | 1470.3 | 0.0 |
| Firearms Def. Tactics-Applicant Testing | 1,813.5 | 313.5 | 1,500.0 |
| Long Term Facility -11 D | 788.3 | 6.0 | 782.3 |
| TPS Headquarters Renovation Program | 318.9 | 318.9 | 0.0 |
| Projects Commencing in 2003 | 0.0 | 0.0 | 0.0 |
| Boat Replacement | 500.0 | 500.0 | 0.0 |
| IT Lifecycle Replacement | 3,900.0 | 3900.0 | 0.0 |
| 23 Division | 624.0 | 624.0 | 0.0 |
| TOTAL: | 38,090.5 | 31,177.2 | 6,913.3 |

2003 Capital Budget Variance

Based on the above, the Service is projecting a year-end expenditure of \$31.2M against the \$38.1M available spending amount. This provides projected under-expenditure of \$6.9M that would be carried forward to 2004.

Variiances

The following explanations are provided for 2003 projects that show a variance when compared to the available spending amount.

- Long Term Facility – 51 Division

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 early 2004. Surplus of \$1.0M will be carried forward to 2004.

- Emergency Generators

This project is ahead of schedule and it shows an over-expenditure of \$0.5M in 2003; however, it remains within the total project cost. The additional expenditure in 2003 is offset by lower spending in other projects.

- Video Tape Storage and Processing

The completed Request for Proposal (RFP) for the project has been recently received and is currently being reviewed. The project will be carried out in phases with an estimated \$1.0M spending in 2003 and \$2.1M will be carried forward to 2004.

- 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 Service has been working with the Ambulance Department to make the new 43 Division a joint TPS/Ambulance facility. Currently, this project is well underway as 98% of the drawing phase is completed. Facilities Management is currently in the process of acquiring the services of a Construction Manager. Construction will immediately follow. Due to timing delays, it is expected that \$1.0M will be spent in 2003 and the remaining amount will be carried over to 2004.

- Firearm Defensive Tactics – Applicant Testing

This project provides for the construction of a new Police College (replacing C.O. Bick), as well as a training facility for Firearms/ Defensive Tactics. It is anticipated that only \$0.3M of \$1.8M available funding will be utilised during 2003. The remaining amount will be carried forward to 2004 to complete the construction of the driver training track.

- Long Term Facility - 11 Division

City Real Estate has initiated the process of acquiring a property.

Update

The following are updates of the progress of specific projects.

- Professional Standards Information System

The project will be completed in 2003. In the second quarter of 2003 the planning phase was conducted, followed by providing the contract award and the purchase of the hardware. The third quarter of 2003 will be comprised of the development phase, customisations and HR interface. The last quarter of 2003 will constitute software licensing and final acceptance.

- Time Resource Management System

This is an on-going project that will go live in August 2003 and will conclude by year-end.

- Livescan Fingerprinting System

A contract is signed with Printrak, a Motorola Company. Another contract signing with Comnetix (vendor for the RICI mugshot system) is anticipated. This is a requirement to enable an interface between the two systems. The funding is expected to be utilised in 2003.

SUMMARY

As at June 30, 2003 the Toronto Police Service is projecting under-expenditure of \$6.9M for the 2003 capital program. This under-expenditure will be carried forward into 2004. 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.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

#P252. IMPACT OF THE NEW DUNDAS SQUARE ON POLICE OPERATIONS

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

Subject: IMPACT OF DUNDAS SQUARE ON POLICE OPERATIONS

Recommendation:

It is recommended that the Board receive this report for information

Background:

In early 1998, Toronto City Council approved the concept of creating a Civic Square at the intersection of Yonge and Dundas. The lead proponent of the project was the local City Councillor, Mr. Kyle Rae. Dundas Square was completed in late 2002, although it was not officially opened. During the first quarter of 2003 several anti-war protests unofficially used the square as a formation area and it became known as "Protest Square" for that period of time.

A volunteer Board of Management appointed by Toronto City Council controls the activities at Dundas Square. Members of the Board include local business and community leaders, City of Toronto representatives and a representative from the Toronto Police Service. Currently the Toronto Police Service representative to the Board of Management is Superintendent Paul Gottschalk, Unit Commander of 52 Division.

Dundas Square also employs four full time staff members. These four positions include a General Manager, a Manager of Facilities and Events, a Business Development Associate and a Bookkeeper.

Contracted private security officers provide a limited security presence on the square itself on a 24-hour basis. Although this security is topped up for events it is far from adequate for policing the square.

On Friday, May 30, 2003 Dundas Square was officially opened with a Gala event hosted by Mayor Mel Lastman and Councillor Kyle Rae. The event featured several musical acts covering the spectrum from classical to funk/rap and the evening was capped off by a spectacular fireworks display.

At the June 19, 2003, Police Service Board meeting, Chief Fantino advised the Board that there would be significant impacts on police resources resulting from the opening of Dundas Square. He advised the Board he would bring forward a report at a future meeting with specific detail and the budget implications. (Board Minute P176 refers).

Impact on Policing

In preparation for the opening of Dundas Square, the Central Field Special Events Planning Office in conjunction with the 52 Division Community Response Office developed three models to be used when planning police response to any event on the square. Design elements of Dundas Square are listed by the Board of Management of the Square to range from 1,000 persons seated (in temporary indoor structure) to 8,000 persons with no seating. Board of Management anticipates that if crowds spill out onto Dundas Street East and Yonge Street the assembled crowds could exceed 20,000 people.

Level One response has been developed for the small festivals or events that will be totally contained within the Square at a level below the square capacity of 1,000 people seated or 8,000 people standing. The police response will be handled entirely by the 52 Division Community Response Office. Twenty-six officers (including supervisors) are required to staff this model.

Level Two response has been developed for the medium size festivals or events where it is expected that the crowd will achieve or slightly exceed the square capacity of 1,000 people seated or 8,000 people standing on the square. Officers from the Community Response Offices of 52 Division and three other divisions will handle police response to the event with the assistance of the Mounted Unit. The officers will attempt to keep traffic moving on both Yonge Street and Dundas Street during the event. Forty-nine officers (including supervisors) are required to staff this model.

Level Three response has been developed for the large size events where there is a possibility of traffic disruption or civil disobedience. Police response will involve officers from all sixteen divisions with assistance from the Mounted Unit, Traffic Services Enforcement Group, and Public Property Bureau. Traffic flow on both Yonge Street and Dundas Street will be lost causing a disruption to the private vehicle and TTC streetcar service. One hundred and four officers (including supervisors) are required to staff this model. Should circumstances dictate additional resources would be assigned.

During the planning of the opening ceremonies for Dundas Square, event organizers applied for and were granted road closure permits around the square. This was to accommodate a high wire act, pyrotechnics and other scheduled acts. With a full road closure being implemented, a Level Three model was implemented.

A report from the Data Entry Control System (DECS) showed that officers at the location spent a total of 538.5 hours of on duty time. There was also an additional 82 hours of overtime and 9 hours of call back utilized during the opening (overtime occurs when time is spent in addition to regularly scheduled hours, call back occurs when officers on days off or off duty are called in to work). The cost associated to the event was a total of \$20,555.09.

This is the cost for police response to just one large City sponsored event. There have been 70 dates set aside for City sponsored events. All the City events may not require a Level Three response, but if they did it would mean the costs to the Service could be as high as \$1.4 million dollars annually.

During the opening day, thirteen different units supplied staffing to this event. These included eight divisions of Central Field, three divisions of Area Field and two Operational Support Units. This meant officers were taken from their communities to be re-deployed to the downtown core during the event.

DECS reporting is not programmed to capture residual overtime costs at the divisions and specialized units that may have resulted from the re-allocation of resources to the opening ceremonies. As a result, residual overtime would be extremely difficult to monitor. A process will be developed to assess these aspects in the near future.

Conclusion

The full effect that activities at Dundas Square will have on policing may take a number of years to identify. This year 70 dates have been set aside for City sponsored events and this number could grow. Based on our initial experience, the costs of policing events on the square could be as high as 1.4 million annually for just these 70 City sponsored events.

However, a problem is now arising where portions of the public believe that Dundas Square is a public space. Anti-war demonstrators in the first quarter of 2003, and organizers of the demonstrations utilized the square as a meeting point without proper authorization. The estimates given above do not cover the costs associated to these types of events.

The Service must strive to ensure that hard dollar and soft dollar costs associated to policing Dundas Square are kept at a minimum. Cost recovery through the use of paid duty officers at these events is a consideration.

The Toronto Police Services Board may wish to recommend to City Council that all events scheduled for Dundas Square requiring police participation have percentages set. as Paid Duty officers. This would include any private events that are endorsed by a City Councillor.

The seventy (70) dates established for the City events would have a similar percentage of paid duty and on duty officers. Any increases to this number must be considered to be paid duty, even if they are sponsored by City Council. The paid duty requirements for any event on Dundas Square must also include the external traffic points associated to any expected road closures.

Further evaluation of the policing cost to Dundas Square may require the Service to include additional funding request in the budget process.

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

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

Deputy Chief Steven Reesor, Policing Operations Command, was in attendance and responded to questions by the Board about this report. He noted that the flow of traffic is disrupted when Yonge and Dundas Streets are closed and streetcars that would normally travel along Dundas Street are re-routed due to large crowds at Dundas Square.

Deputy Reesor reiterated that officers from No. 52 Division can adequately police small events and festivals at Dundas Square but when the size of the crowd reaches or exceeds the capacity of the Square (8000 persons with no seating), officers from other divisions and units are called upon to provide assistance.

Given that event organizers are required to apply for a permit to hold an event at Dundas Square and that City staff will consider the application based upon established criteria, the Board discussed the feasibility of recommending to the City that when it is anticipated that the number of participants attending the event could exceed the capacity of the Square, the City not approve the application request and recommend an alternate location which would better accommodate a crowd of that size.

The Board approved the following Motions:

- 1. THAT, given that the Board has been advised that the total cost of policing the 70 City-sponsored events scheduled for 2003 could be as high as \$1.4 Million, the Board forward a copy of this report to the City of Toronto–Budget Advisory Committee for information and to recommend that a specific percentage of the total police resources that may be required at future City-sponsored events at Dundas Square be designated as paid duty assignments or that an increase in the budget allocation be allowed; and**
- 2. THAT the Board send a request to the City of Toronto recommending that upon receipt of an application for a permit to hold an event at Dundas Square which indicates that the total anticipated number of participants attending the event exceeds the capacity of Dundas Square (8000 persons with no seating), the City not approve the application and, if possible, recommend an alternate location in the City of Toronto which can better accommodate a crowd over 8000 persons.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

#P253. 11.5 HOUR PILOT SHIFT PROJECT

The Board was in receipt of the following report AUGUST 26, 2003 from Julian Fantino, Chief of Police:

Subject: 11.5 HOUR PILOT SHIFT PROJECT

Recommendation:

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

Background:

The 2002-2004 negotiated settlement between the Toronto Police Services Board and the Toronto Police Association (TPA) included an agreement to conduct a pilot project on a new shift schedule (Board Minute # C141/02 refers). The new shift schedule required members to work four shifts of 11.5 hours followed by four days off versus the current Compressed Workweek (CWW) schedule. The pilot was conducted in three divisions (i.e. 23, 42 and 55) and Forensic Identification Services (FIS). The pilot commenced on January 1, 2003. As per the contractual agreement, between the Board and the TPA, members of the pilot units were required to vote on acceptance or rejection of the new shift schedule by no later than June 30, 2003.

At its meeting of June 19, 2003 (Board Minute # P185/03 refers) the Board was informed that the majority of members, from the pilot units, voted to reject the new shift schedule. Therefore, members in this pilot would be returned to their previous shift schedules effective a date to be negotiated with the TPA. As a result, an agreement has been reached between Board and the TPA, to return members on the pilot to their previous shift schedules effective October 13, 2003.

At the Board meeting of June 19, 2003 the Board also requested:

“...Chief Fantino to provide a report on any future financial or operational implications upon the Service as the result of returning to the previous shift schedules as assigned.”

The following provides a response to the above Board request.

Operational Impacts

At its meeting of May 29, 2003 the operating and financial impacts of the pilot project were outlined to the Board (Board Minute # C103/03 refers). Reversion to the compressed workweek (CWW) schedule will result in the loss of the operational benefits of the pilot accord. However,

there will be no significant net operational impact in the three pilot divisions as many of the long term benefits of the pilot accord (e.g. increased platoon strength, better matching of primary response officers to workload) were partially offset by the short term implementation issues (e.g. shift overlaps, training) and therefore the benefits were not yet fully realized.

The selected end date of the pilot project coincides with the end of a pilot work cycle and start of a CWW work cycle. In most cases members will be returned to their former platoons along with appropriate support staff and the majority of the 2003 annual leave draw will have been utilized. In addition, members are accustomed to working the CWW schedule and therefore will be returning to a familiar work environment. All of the above factors should help minimize the operational impacts of reverting to the CWW schedule.

Elimination of the accord will have an operational impact on FIS. During the pilot FIS was able to delay requested increases to staffing levels due to the operational benefits of the pilot schedule. FIS was able to meet an increased demand for service, even with the short-term problems associated with the pilot schedule. With the return to the CWW schedule, FIS will be requesting an increase in staffing levels as part of the 2004 budget process.

Financial Impacts

Financial impacts will be confined to the three pilot divisions and FIS. During the pilot project, premium pay costs increased in the three pilot divisions due to the lag in synchronizing Computer Assisted Scheduling Court (CASC) with the pilot schedule and the increased lieu time credits to make up for the change in gross hour requirements. To year-end these costs are expected to amount to approximately \$0.6 million. This cost includes the lag in synchronizing CASC back to the CWW schedule. This impact will be included in the Service's overall variance report.

Deputy Chief Steven Reesor, Policing Operations Command, and Mr. Frank Chen, Chief Administrative Officer, Corporate Support Command, will be in attendance to answer any questions the Board may have.

The Board received the foregoing.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

**#P254. 14TH ANNUAL MEETING AND CONFERENCE OF THE CANADIAN
ASSOCIATION OF POLICE BOARDS (CAPB)**

The Board was in receipt of the following report SEPTEMBER 08, 2003 from Gloria Lindsay Luby, Acting Chair:

Subject: 14th ANNUAL MEETING AND CONFERENCE OF THE CANADIAN
ASSOCIATION OF POLICE BOARDS (CAPB)

Recommendation:

It is recommended that:

- (1) the Board receive the following report; and
- (2) Appendix A be referred to the Chief with a request that he report back to the Board with respect to the resolutions and their impact (if any) on the Toronto Police Service.

Background:

I attended the 14th Annual Meeting and Conference of the Canadian Association of Police Services Boards in Halifax, Nova Scotia from August 20 to 23, 2003. Also in attendance were Board members Mr. A. Leach, Mr. A. Milliken Heisey and Dr. B. Lau.

The theme of this year's event was *Charting A Course For The Future*. The conference began with the keynote speaker, Dr. Christopher Murphy, who discussed trends and challenges facing police services now and in the future. Delegates received updates from both the Honourable Wayne Easter, Solicitor General of Canada and Mr. Douglas Keefe, Deputy Minister of Justice for the Province of Nova Scotia. In addition, breakout sessions were held for small, medium and large boards, which provided an opportunity for board members to share ideas and discuss issues of specific concern with their colleagues representing police services of a similar size.

Concurrent workshops, with topics such as (i) *Principles and Practices of Board Governance* (ii) *Planning for Future Needs: Ottawa's Strategic Staffing Initiative* (iii) *Conflict Resolution & True Colours: Fostering Effective Communications* and (iv) *The Board's Role in Budgeting and Financial Control* offered avenues for interactive dialogue and the sharing of ideas. The material handed out by the panel speakers is on file in the Board office.

One of the most interesting sessions I attended was the panel discussion on lawful access entitled, *Technology Trend: Lawful Access*. Current legislation governing police access to private communications (e.g. wiretaps) was drafted long before the days of cellular telephones, email and the Internet. We received an overview of the issues currently under review by the Department of Justice Canada followed by presentations by several stakeholders including the CACP, privacy advocates and Internet service providers, all with varied and interesting viewpoints. Resolution 03-15, which was approved at the annual meeting, urged the Federal Government to make it a top priority to update the legal framework for lawful access so that police maintain the ability to lawfully intercept communications and search and seize data in order to investigate and support prosecution of crimes. The material handed out by the panel speakers is on file in the Board office and I encourage Board members to review it.

One important component of each year's conference is the annual meeting when resolutions are considered and approved setting the priorities for the coming year. Attached as *Appendix A* is copies of the resolutions passed and includes the following topics:

- **Information Registration Act/National Sex Offender Registry**

Requesting the Federal Government to revisit the functionality of the proposed national registry and expand its capabilities to meet or exceed the functionality of the Ontario Sex Offender Registry prior to the passage of legislation.

- **Home Grows & Clandestine Lab Operations**

Requesting the Federal Government join with its respective Provincial counterparts in developing harmonious strategies, including joint forces operations, federal and provincial funding, standards, public education and medial concerns.

- **CAPB Ethical Framework**

The CAPB adopted an ethical framework to assist all police board members in fostering a professional ethical environment. The ethical framework is attached to this report as *Appendix B*.

- **National Counter-Terrorism Strategy Regarding Risk Mitigation By First-Responders**

The CAPB will aggressively pursue the establishment of a comprehensive national counter-terrorism strategy regarding risk mitigation by municipal first-responders, that includes a national needs assessment, initiates independent assessment of local mitigation measures, and ultimately address all counter-terrorism gaps with appropriate needs-driven national and provincial funding provided directly to municipal first-responders.

- **Integrated Child Exploitation Investigation Units**

Requesting the Federal Government support the creation of provincial Integrated Child Exploitation Investigation units to aggressively investigate child pornography and sexual exploitation of children offences and establish a mechanism to promote a timely and co-ordinated response involving municipal, provincial and federal police agencies.

The Canadian Association of Police Board's 14th Annual Meeting and Conference was an excellent opportunity to listen to presentations on a variety of topics pertinent to our Board from a countrywide perspective. I am recommending that *Appendix A* of this report be referred to the Chief with a request that he report back to the Board with respect to the resolutions and their impact (if any) on the Toronto Police Service.

The Board approved the foregoing.

APPENDIX A

RESOLUTIONS

APPROVED AT THE 2003
CANADIAN ASSOCIATION OF POLICE BOARDS' ANNUAL MEETING
FRIDAY, AUGUST 22, 2003

RESOLUTION 03-1: INCARCERATION IN MINIMUM SECURITY FACILITIES

(previously approved as Resolution 01-1)

WHEREAS there are insufficient controls to prevent criminals convicted of first degree murder from being incarcerated in minimum security facilities; and

WHEREAS some of these criminals have simply walked away from these institutions to become a serious risk to society as well as a tremendous drain on police resources in seeking out the return of these offenders; and

WHEREAS the escape of these criminals from these insecure facilities causes serious public alarm;

THEREFORE BE IT RESOLVED THAT the Canadian Association of Police Boards express its concern to the Solicitor General of Canada about criminals convicted of first degree murder being incarcerated in minimum security facilities, and request that immediate corrective action through changes to corrections policy be taken to prohibit the incarceration of criminals convicted of first degree murder in minimum security facilities.

RESOLUTION 03-2: EXTRA-JURISDICTIONAL POLICE AUTHORITY

WHEREAS police in Canada need the ability to perform police duties outside of the jurisdiction in which they are sworn; and

WHEREAS the Federal, Provincial and Territorial mechanisms which are currently in place for the conferring of police officer status on out-of-province police officers are often cumbersome and time consuming; and

WHEREAS there is an ever-increasing need for police to investigate serious crimes, organized crime and outlaw motorcycle gangs within other jurisdictions in Canada; and

WHEREAS given the advent of the threat of terrorism, police will now be required to conduct counter terrorism investigations within other jurisdictions in Canada; and

WHEREAS the Uniform Law Conference of Canada has been asked by the Government of Canada to develop a solution to this concern; and

WHEREAS the Canadian Police Association, the Canadian Association of Police Boards and the Canadian Association of Chiefs of Police have worked in partnership with the Uniform Law Conference of Canada and the Canadian Association for the Civilian Oversight of Law Enforcement to develop draft model legislation;

THEREFORE BE IT RESOLVED THAT:

- a) The Canadian Police Association, the Canadian Association of Police Boards and the Canadian Association of Chiefs of Police are jointly committed to endorsing the draft model legislation prepared by the Uniform Law Conference of Canada;
- b) The Canadian Police Association, the Canadian Association of Police Boards and the Canadian Association of Chiefs of Police will continue to work together with the Uniform Law Conference of Canada and the Canadian Association for the Civilian Oversight of Law Enforcement to further the implementation of the proposal;
- c) The Canadian Police Association, the Canadian Association of Police Boards and the Canadian Association of Chiefs of Police will seek opportunities to inform and encourage Federal, Provincial and Territorial officials with respect to the importance of this proposal.

RESOLUTION 03-3: LAWFUL ACCESS - FEES FOR COURT ORDERS

WHEREAS Canadian police, in carrying out their duties to protect life and property and apprehend criminals frequently receive, obtain and execute orders made by the courts pursuant to the *Criminal Code* and other federal and provincial statutes; and

WHEREAS failure to comply with an order of the court can result in civil and criminal sanctions including criminal contempt of court; and

WHEREAS it is vital to the administration of justice and the protection of the public that orders of the courts made during the course of a criminal investigation such as search warrants and assistance orders be effectively and efficiently executed; and

WHEREAS the growth in modern information technologies means that very often the subject matter of the court order or evidence being sought can only be acquired with the help or expertise of the person or agencies to which the order is directed; and

WHEREAS there is a growing trend in Canada for some corporations and organizations to endeavor to impose a fee or fees upon police agencies as a prerequisite to compliance with the court order; and

WHEREAS this growing trend with respect to the attempt to impose fees on law enforcement agencies as a prerequisite to compliance with court orders diminishes the authority of the courts and compromises the rule of law; and

WHEREAS the Canadian Association of Police Boards believes that it is in the interests of all Canadians that the authority of the courts remain unchallenged and that all citizens, corporate or otherwise, be required to comply with court orders made in the course of a criminal investigation without attempting to impose extrajudicial conditions such as a fee for service;

THEREFORE BE IT RESOLVED THAT the Canadian Association of Police Boards call upon the Minister of Justice to amend the *Criminal Code of Canada* to prohibit the imposition of a fee by any person in relation to an order made pursuant to a criminal investigation.

**RESOLUTION 03-4: SEX OFFENDER
INFORMATION REGISTRATION ACT / NATIONAL SEX OFFENDER REGISTRY**

WHEREAS the Government of Canada has given second reading to Bill C-23, the Sex Offender Information Registration Act, which allows for the creation of a National Sex Offender Registry; and

WHEREAS this proposed legislation, although supported in principle by police services across Canada, falls short of the scope and effectiveness envisioned by the policing community, namely:

- No photograph is required, even though this tool is most effective in identifying offenders
- The proposed database fields are restricted to only the most basic information such as name, address, physical description, scars, marks, tattoos and postal code which falls far short of the investigative value of the Ontario model
- The proposed national database search capabilities are restricted to postal code and address queries which do not allow for immediate, accurate geo-mapping radius searches
- The proposed non-compliance first conviction penalty of \$10,000 or six months in jail is far too low
- Sex offenders only have to register at the nearest police facility to their residence – not necessarily with the local police service responsible for their residence
- The Registry is not retroactive - meaning existing sex offenders in custody will not be entered. Since records would only be entered from the “Go Live” date, this tool could take years before it builds a critical mass; and

WHEREAS the Ontario Sex Offender Registry has proven to be a very effective tool since its inception in April of 2001 for police to investigate, monitor, prevent and solve crimes of a sexual nature; and

WHEREAS the Ontario model has consistently maintained in excess of a 92% compliance rate and is considered the world leader;

THEREFORE BE IT RESOLVED THAT the Government of Canada revisit the functionality of the proposed national registry and expand its capabilities to meet or exceed the functionality of the Ontario Sex Offender Registry prior to the passage of legislation.

RESOLUTION 03-5: HOME GROWS & CLANDESTINE LAB OPERATIONS

WHEREAS hydroponics operations that are designed to grow and harvest marijuana continue to pose a significant problem, and

WHEREAS methamphetamine labs have now migrated into Canada from the United States and are becoming an overwhelming problem, and

WHEREAS cocaine continues to be a drug of choice and is synonymous with firearms and organized criminal groups, and

WHEREAS the vast majority of drugs are tied directly to and provide the fuel for gang activity resulting in disputes over customers and territory, many times culminating in homicides and serious injury,

THEREFORE BE IT RESOLVED THAT the Canadian Association of Police Boards present these concerns to the Departments of Justice Canada and Solicitor General Canada and that the Federal Government join with its respective Provincial and Territorial counterparts in developing harmonious strategies, including but not restricted to, joint forces operations, federal and provincial funding, standards, public education, and medical concerns.

**RESOLUTION 03-6:
COST BENEFIT ANALYSIS OF GUN REGISTRATION LEGISLATION**

WHEREAS gang activity does not appear to comply with legislation governing gun registration; and

WHEREAS debate respecting gun registration has not abated; and

WHEREAS the cost for implementing, maintaining and sustaining gun registration in Canada will exceed more than one billion dollars;

THEREFORE be it resolved that the Canadian Association of Police Boards go on record and urge the Federal Government to revisit gun registration, do a cost benefit analysis and prove beyond any shadow of doubt that gun registration legislation is more than public safety and more than a financial drain on the public purse.

RESOLUTION 03-7: CBRN FUNDING FOR MUNICIPAL POLICE FORCES

WHEREAS society has placed significant emphasis on crisis and consequence management capacity in response to terrorist acts based on Chemical, Biological, Radiological and Nuclear (CBRN) events; and

WHEREAS police services, and other first responders, will be the first to attend CBRN incidents within their local jurisdictions; and

WHEREAS the lives of citizens will be directly impacted on the capacity of those first responders; and

WHEREAS the acquisition and maintenance of these capabilities is very expensive; and

WHEREAS the current method of obtaining CBRN funding for municipal police services is through the Joint Emergency Preparedness Program (JEPP) grant, disbursed by the Office of Critical Infrastructure Protection and Emergency Preparedness (OCIPEP) after Provincial and Municipal government approval; and

WHEREAS this present method of obtaining extraordinary funding has proven to be inadequate, time consuming and cumbersome;

THEREFORE BE IT RESOLVED THAT the Canadian Association of Police Boards urge the Federal and Provincial governments to provide increased and streamlined funding opportunities for crisis and consequence management of Chemical, Biological, Radiological and Nuclear events directly to municipal police services (based on their current and identified police responsibilities).

RESOLUTION 03-8: CAPB ETHICAL FRAMEWORK

WHEREAS at the 2002 Annual General Meeting, the CAPB membership approved a resolution requesting that the CAPB assess the Canadian Association of Chiefs of Police (CACP) Ethical Framework for the policing profession, with the objective of adopting the Code of Conduct as is, or with modifications, as the Code of Conduct on Ethics for the Canadian Association of Police Boards; and

WHEREAS in accordance with the direction given at last year's Annual General Meeting, the CACP Ethical Framework has been reviewed and adapted to make it relevant for police services board members; and

WHEREAS it is incumbent upon members of the CAPB to safeguard the public trust by acting ethically and to work diligently in support of Canadian democratic values that are enshrined in the Constitution and the Charter of Rights and Freedoms;

THEREFORE BE IT RESOLVED THAT the Canadian Association of Police Boards adopt the CAPB Ethical Framework to assist all police board members in fostering a professional ethical environment.

**RESOLUTION 03-9: GLOBAL STANDARDS
TO COMBAT CORRUPTION IN POLICE FORCES/SERVICES**

WHEREAS the Interpol Group of Experts on Corruption has developed *Global Standards to Combat Corruption in Police Forces/Services*; and

WHEREAS the *Standards* were ratified by the member countries at the 71st Interpol General Assembly in October 2002; and

WHEREAS Canadian police services are generally respected worldwide and the great majority of our law enforcement officials govern themselves according to the highest standards of ethics; and

WHEREAS the adoption of the *Standards* by the CAPB would represent an universal statement of our collective commitment to implementing and encouraging high standards of integrity in the international police and law enforcement community, and would reflect leadership worldwide in the advancement of ethical standards and measurements in policing and law enforcement; and

WHEREAS the *Standards* constitute a statement of principles that is in no way intended to replace existing codes of ethics and codes of conduct governing police forces in Canada;

THEREFORE BE IT RESOLVED THAT the Canadian Association of Police Boards endorse the *Global Standards to Combat Corruption in Police Forces/Services* developed by the Interpol Group of Experts on Corruption.

**RESOLUTION 03-10:
CALLING FOR A NATIONAL COUNTER-TERRORISM
STRATEGY REGARDING RISK MITIGATION BY FIRST-RESPONDERS**

WHEREAS the tragically shocking events of September 11th, 2001, have highlighted the need for effective counter-terrorism plans and capabilities in North America; and

WHEREAS the Government of Canada has since taken many new steps to counter terrorism, both domestically and internationally; and

WHEREAS there exists no comprehensive assessment of national infrastructure vulnerabilities, risks, security needs, or mitigation plans pertaining to potential terrorist threats; and

WHEREAS the burden of responsibility to respond during and immediately after a terrorist attack on national infrastructure falls upon local, municipal first-responders; and

WHEREAS municipal first responders are woefully unprepared and under-equipped to respond to the range of potential terrorist attacks on national infrastructure within municipal boundaries; and

WHEREAS several members of the Canadian Association of Police Boards appeared before the Parliamentary Sub-Committee on National Security on April 8th, 2003; and

WHEREAS the Sub-Committee acknowledged that municipal concerns embrace five (5) major themes, those being inadequacies in: planning, equipment, training, intelligence, and communications compatibility; and

WHEREAS the Sub-Committee further acknowledged that federal counter-terrorism funding has generally not been provided to municipal first-responders; and

WHEREAS the Canadian Association of Police Boards, as leaders in public safety, have a moral obligation to address these inadequacies; and

THEREFORE BE IT RESOLVED THAT the Canadian Association of Police Boards aggressively pursue the establishment of a comprehensive national counter-terrorism strategy regarding risk mitigation by municipal first-responders, that includes a national needs assessment, initiates independent assessment of local mitigation measures, and ultimately addresses all counter-terrorism gaps with appropriate needs-driven national and provincial funding provided directly to municipal first-responders.

RESOLUTION 02-11:
INTEGRATED CHILD EXPLOITATION INVESTIGATION UNITS

WHEREAS all Provinces need a timely and coordinated approach to deal with the increasing number of child pornography offences; and

WHEREAS increased internet use has resulted in international child pornography networks that require timely information to secure search warrants and additional resources to investigate these offences; and

WHEREAS the creation of uniform Provincial Integrated Child Exploitation Investigation units with the mandate to aggressively investigate child pornography offences needs to involve municipal, provincial, and federal agencies to ensure a timely and coordinated approach;

THEREFORE BE IT RESOLVED that the CAPB request that the Federal Government support the creation of provincial Integrated Child Exploitation Investigation units to aggressively investigate child pornography and sexual exploitation of children offences and establish a mechanism to promote a timely and coordinated response involving municipal, provincial and federal police agencies.

RESOLUTION 02-12:
INTEGRATED PROCEEDS OF CRIME FUNDING

WHEREAS in 1996 the Federal Cabinet approved the implementation of 13 Integrated Proceeds of Crime (IPOC) units across Canada; and

WHEREAS IPOC is mandated to investigate organized crime groups in order to seize, restrain and forfeit assets gained through criminal activity, including terrorist money laundering; and

WHEREAS IPOC is funded on a cost recovery basis, receiving a “loan” each year to operate and that this amount must be repaid from the forfeited value of seized assets; and

WHEREAS the investigation of crimes and the forfeiture of assets that do not have a third party claim are critical to the success of IPOC units and as a result, the vast majority of files that are investigated are drug targets; and

WHEREAS other organized criminal groups do not always receive the benefit of IPOC investigations as these forfeitures tend to have a third party claim; and

WHEREAS the Federal Government and the RCMP have been negotiating to change the funding of IPOC units from cost recovery to base funding. This would allow IPOC units to investigate all organized crime and enterprise crimes regardless of third party claims;

THEREFORE BE IT RESOLVED that the Canadian Association of Police Boards encourage the Federal Government and the RCMP to expedite negotiations for a change in the funding of IPOC units from cost recovery to base funding; and

BE IT FURTHER RESOLVED that the Canadian Association of Police Boards urge the Federal Government to revise its funding requirements so that municipal police forces can apply directly to the Federal Government for funding from proceeds of crime to offset municipal police department operations and to recoup funds lost by police departments via undercover operations involved in the IPOC matter.

RESOLUTION 02-13:
REQUEST TO RE-INTRODUCE CUMULATIVE SENTENCING BILL

WHEREAS in 1998 the House of Commons voted 81 to 3 in favour of a Private Members’ Bill (Bill C-251) from Mississauga East MP Albina Guarnieri to amend the *Criminal Code* and the *Corrections and Conditional Release Act* to require convicted murderers and rapists to serve sentences for each victim consecutively instead of concurrently; and

WHEREAS the Bill received third reading and was passed by the House of Commons on 7 June 1999 and was also given first reading in the Senate, but later died on the order paper when the Parliamentary Session ended on 18 September 1999; and

WHEREAS the CAPB Board of Directors in January 1999 voted unanimously to support the Private Members' Bill on Cumulative Sentencing for serious criminals such as sexual predators and multiple murderers; and

WHEREAS CAPB members have asked that this matter be re-visited;

THEREFORE BE IT RESOLVED that the Canadian Association of Police Boards write to the Federal Minister of Justice and Solicitor General of Canada urging them to re-introduce cumulative sentencing legislation that would require convicted murderers and rapists to serve sentences for each victim consecutively instead of concurrently.

RESOLUTION 02-14: RED LIGHT CAMERAS

WHEREAS the Ottawa Police Services Board has indicated that it supports the use of appropriate technologies (eg. red light cameras at intersections) by its law enforcement agencies; and

WHEREAS police forces in Canada should have access to all appropriate technologies (eg. red light cameras) as they attempt to apply the laws governing safety on our urban roadways; and

WHEREAS the use of these technologies has been shown to be cost effective in many jurisdictions throughout the world, including some in Canada;

THEREFORE BE IT RESOLVED that the Canadian Association of Police Boards urge the federal and provincial governments to work together to remove all remaining legal impediments to the routine use of red light cameras by municipal police forces.

RESOLUTION 03-15: REQUEST FOR IMMEDIATE ACTION ON LAWFUL ACCESS

WHEREAS the current provisions of the *Criminal Code* that govern the lawful interception of private communications were enacted in 1974 and have not been adapted to meet the challenges of modern technology and trends such as high speed Internet, wireless telecommunications devices, deregulation of the telecommunications industry, global and cross border criminal activity and cyber crime; and

WHEREAS the gap between the law and the reality of today's technology poses a serious threat to public safety and creates a safe zone where criminals can operate free from fear of detection and apprehension; and

WHEREAS the current situation is hampering the ability of police to investigate criminal offences and apprehend offenders; and

WHEREAS the Canadian Association of Police Boards recognizes concerns about the possible erosion of individual privacy rights;

THEREFORE BE IT RESOLVED that the Canadian Association of Police Boards urge the Federal Government to make it a top priority to update the legal framework for Lawful Access so that police maintain the ability to lawfully intercept communications and search and seize data in order to investigate and support prosecution of crimes, but that the circumstances in which police may intercept private communications and search and seize data continue to be the subject of prior court approval.

**RESOLUTION 03-16: MOTOR VEHICLE SAFETY
REGULATIONS TO MANDATE ANTI-THEFT IMMOBILIZERS**

WHEREAS vehicle theft is a serious threat to public safety, particularly in light of stolen vehicles often being used to commit other crimes and injure bystanders; and

WHEREAS the objective of Project 6116 is to reduce the incidence of vehicle theft in an effort to improve public safety; and

WHEREAS there is a Canadian National Standard (“CAN/ULC-S338-98”), recognized by the Standards Council of Canada, prescribing the minimum level of effectiveness for automotive theft deterrent systems; and

WHEREAS a resolution adopted at a meeting on February 13-14, 2002 of Provincial and Territorial Ministers Responsible for Justice called upon automobile manufacturers to work in collaboration with Transport Canada and other stakeholder, including the insurance industry, to ensure that immobilizers meet the Canadian National Standard on all vehicles as soon as practicable;

THEREFORE BE IT RESOLVED that the Canadian Association of Police Boards support the initiatives of Project # 6116: National Committee to Reduce Auto Theft, and request that Transport Canada’s Proposed Amendments to Motor Vehicle Safety Regulations requiring vehicle immobilizers in all new light vehicles follow the guideline that vehicle immobilization systems must meet the Canadian Standard (“CAN/ULC-S338-98”) and that systems which meet other technical standards or general guidelines would be required to qualify under the Canadian Standard as well.

APPENDIX B

ETHICAL FRAMEWORK CANADIAN ASSOCIATION OF POLICE BOARDS

Adopted by the CAPB Membership August 22, 2003

Preamble

There can be little question that legitimate police powers are derived from the consent of the public. As a result, it is incumbent upon the members of the Canadian Association of Police Boards (CAPB) to safeguard the public trust by acting ethically. Therefore, the primary duty of all CAPB members is to work diligently in support of Canadian democratic values that are enshrined in the Constitution and the Charter of Rights and Freedoms.

To this end, the CAPB endorses the Ethical Framework developed and adopted by the Canadian Association of Chiefs of Police (CACP) to help all police executives foster a professional ethical environment that enables police personnel to act in a manner that is consistent with Canadian democratic values. Further, the CAPB has elected to establish its own Ethical Framework to help all police board members foster a professional ethical environment.

The Ethical Framework highlights the responsibilities of CAPB members to: the public; the Police Chief, police associations and the police organization as a whole; their professional partners; and themselves personally. The Ethical Framework identifies board members' responsibilities and ethical values that are based upon the ethical foundation of justice, rule of law, moral core, human dignity and democratic principles.

Decisions made by CAPB members should be in keeping with the Ethical Framework.

Ethical Foundation

The ethical foundation of justice, rule of law, moral core, human dignity and democratic principles forms the context for ethical decision making, which must guide our decisions.

Justice

Fairness, equity and impartiality in the application of the law.

Rule of Law

Equality of access to the rights enshrined in the Constitution and the Charter of Rights & Freedoms.

Moral Core

The moral imperative to act in a manner that is consistent with what is good, right and just.

Human Dignity

Respect for human dignity and the rights of persons.

Democratic Principles

The balance of individual and personal freedoms with the concept of social order, civic responsibility and the general public good.

Recognition of the legitimate authority of office-holders and the importance of maintaining the public trust.

Ethical Values

The “rightness” of a decision can be judged on whether it is consistent with these ethical values:

- Empathy
- Courage
- Equity
- Integrity
- Honesty
- Respect
- Transparency
- Trustworthiness

Board Member Responsibilities

The key relationships for police board members are with the public, their police chief and organization, their police associations, their professional partners, their fellow board members, and themselves personally.

Public

Responsibilities of CAPB members toward the people they serve and other public officials include:

- Actively advancing the public safety agenda
- Being a wise steward of public resources
- Ensuring the provision of competent and responsive services
- Respecting the legitimate authority of municipal Council and other public office holders
- Being accountable

Police Chief, Associations and the Organization

Responsibilities of CAPB members toward their Chief of Police, police associations, employees of their police service, and the police service as a corporate entity, include:

- Setting and focusing on the strategic priorities
- Fostering a healthy and safe work environment
- Promoting continuous learning and career development
- Fostering professionalism
- Maintaining accountability
- Setting the moral tone
- Respecting the legitimate roles of the Chief of Police and the Associations
- Promoting harmonious and collaborative labour relations

Professional Partners

Responsibilities of CAPB members toward others in the policing profession, their fellow board members and others engaged in services related to the policing profession include:

- Building value-based relationships
- Sharing knowledge
- Upholding the public trust
- Being accountable
- Consulting effectively

Personal

Responsibilities of CAPB members toward themselves include:

- Maintaining focus on the strategic direction
- Modeling leadership attributes
- Managing life-work balance
- Delivering on commitments
- Persevering
- Learning about their roles and responsibilities as a board member
- Developing themselves
- Maintaining self-discipline
- Avoiding conflicts of interest and the appearance of personal gain

Considerations for Ethical Decision-Making

The following are issues for consideration and guidance in the decision-making process for board governors.

1. Consistency with the law, existing codes of conduct, board policies and by-laws
2. Consistency with the CAPB Ethical Framework
3. Identification of those potentially affected by the decision
4. Identification of the probable consequences of the decision

5. Assessment of the potential beneficial or detrimental impacts flowing from the decision, or the failure to make a decision
6. Avoidance of any real or perceived conflicts of interest or the perception of personal gain
7. Ability to justify the decision in terms of the public trust.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

**#P255. SEMI-ANNUAL REPORT: JANUARY – JUNE 2003: “60/40”
STAFFING MODEL**

The Board was in receipt of the following report JULY 11, 2003 from Julian Fantino, Chief of Police:

Subject: SEMI-ANNUAL REPORT ON THE "60/40" STAFFING MODEL

Recommendation:

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

Background:

At its meeting on October 18, 2001, the Board requested that the Chief provide regular update reports on the staffing results in each division following the implementation of the "60/40" model (Board Minute #C189/01 refers). This report represents the period between January 21, 2003 to June 30, 2003. It must be noted that the previous report (year-end 2002) included statistics up to January 20, 2003 as the last recruit class from 2002 was deployed to the field on that date.

The methodology for evaluating the deployment strength for the primary response function was created in response to the 90-Day Review Process. The "60/40" staffing model provides for a target allotment of 60% of an officer's time for calls for service response (reactive activities) and 40% toward proactive activities within the community.

As of January 21, 2003, the average divisional primary response constable strength was at 89.5% of the "60/40" target strength. Between January 21, 2003 and June 30, 2003, sixty-two primary response constables separated from the Service and two hundred and seventy-nine newly appointed 4th class constables were deployed to the sixteen divisions using the "60/40" staffing model. As a result of the separations and deployment of new recruits, the average divisional strength in June 2003 was 91.7% of the "60/40" target strength. The average divisional strength was at 99.0% of the budgeted target strength.

The "60/40" target strength for each division was not re-calculated in June 2003 as it is currently under review by Human Resources.

Mr. Frank Chen, Chief Administrative Officer, will be in attendance to respond to 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 SEPTEMBER 18, 2003**

**#P256. RESPONSE TO REQUEST FOR FEDERAL FUNDING FOR LOCAL
ANTI-TERRORISM MEASURES**

The Board was in receipt of the attached correspondence JUNE 30, 2003 from The Honourable Martin Cauchon, Minister of Justice and Attorney General of Canada, regarding the Board's earlier request for federal funding when municipalities whose emergency services, including police, are "first-responders" to acts of terrorism.

The Board received the foregoing.

Ministre de la Justice
et Procureur général du Canada



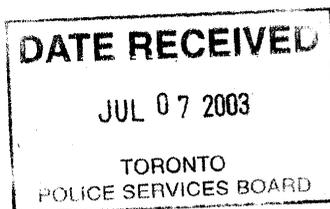
Minister of Justice
and Attorney General of Canada

23

L'honorable/The Honourable Martin Cauchon

Ottawa, Canada K1A 0H8

JUN 30 2003



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

Dear Mr. Gardner:

The Honourable Allan Rock, Minister of Industry, has forwarded a copy of your correspondence in which you request federal funding for local anti-terrorism measures. The Honourable David M. Collenette, Minister of Transport, has also forwarded to me a copy of your correspondence.

The Honourable Wayne Easter, Solicitor General of Canada, is the Minister responsible for matters relating to policing and I note that you have copied him on your original correspondence. I will leave the matter to be considered by Minister Easter.

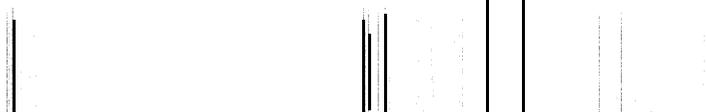
I appreciate having had your concerns brought to my attention.

Yours sincerely,

Martin Cauchon

c.c.: The Honourable Wayne Easter, P.C., M.P.
Solicitor General of Canada

Canada



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

**#P257. RESPONSE TO REQUEST FOR FUNDS FOR MUNICIPALITIES
WHOSE POLICE, FIRE AND AMBULANCE SERVICES ARE FIRST
RESPONDERS TO ACTS OF TERRORISM**

The Board was in receipt of the attached correspondence JULY 23, 2003 from Barbara Hume-Wright, Consulting Executive Coordinator, Ontario Association of Police Services Boards, regarding the Board's earlier request for federal funding when municipalities whose emergency services, including police, are "first-responders" to acts of terrorism.

The Board received the foregoing.



Ontario Association of **POLICE SERVICES BOARDS**

July 23, 2003



Councillor Gloria Lindsay-Luby
Toronto Police Services Board
40 College Street
Toronto, ON M5G 2J3

Dear Councillor,

Thank you for your correspondence regarding requests for funds for municipalities whose police, fire and ambulance services will be first responders to acts of terrorism. Please be advised that I have placed the Toronto Police Services Board communication on the agenda for the OAPSB's September Board meeting for the information and appropriate action of the Board.

I have also copied the information to Wendy Fedec at the CAPB for that organization's information.

Further, I will ensure information on the funding programs noted in the letters from Minister Allan Rock and Minister John McCallum is available on the OAPSB's web site.

Thank you for bringing this information to the attention of the OAPSB.

Yours truly,

for Barbara Hume-Wright
Consulting Executive Coordinator

cc. Wendy Fedec, CAPB

*July 31/03
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**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

**#P258. RESPONSE TO RECOMMENDATION REGARDING NEW FORM OF
SERVICE FOR PARKING INFRACTION NOTICES**

The Board was in receipt of the attached correspondence JULY 28, 2003 from The Honourable Norman W. Sterling, Attorney General, regarding the Board's earlier request to amend the *Provincial Offences Act* to allow for a new form of service for parking infraction notices.

The Board received the foregoing.

Attorney General
Minister Responsible for Native Affairs

The Hon. Norman W. Sterling

Procureur général
ministre délégué aux Affaires autochtones

L'hon. Norman W. Sterling



Ontario

Ministry of the Attorney General
11 th Floor
720 Bay Street
Toronto ON M5G 2K1
Telephone: (416) 326-4000
Facsimile: (416) 326-4016

Ministère du Procureur général
11^e étage
720, rue Bay
Toronto ON M5G 2K1
Téléphone : (416) 326-4000
Télécopieur : (416) 326-4016

Our Reference #: M03-04495

JUL 28 2003

Ms. Gloria Lindsay Luby
Acting Chair
Toronto Police Services Board
40 College Street
Toronto, ON
M5G 2J3



Dear Ms. Luby:

Thank you for your letter dated July 2, 2003, regarding the Toronto Police Services Board's recommendation for an amendment to the *Provincial Offences Act (POA)* to provide an additional form of service for parking infraction notices under Part II of the POA.

As outlined in my letter of April 4, 2003, to the former Chair of the Toronto Police Services Board, Norman Gardner, the ministry has begun the exercise of reviewing the delivery of justice services at the local level and has established the necessary working groups required to **carryout** this exercise. Changes to administrative procedures that improve local justice delivery have and continue to be implemented by the ministry.

Items such as the one put forward by the Board form part of the larger stakeholder consultation segment of the exercise and requires broader policy analysis before legislative amendments may be considered. The approach and structure for this segment is in the development stage and, at present, it is anticipated that consultations will begin in the late Fall 2003.

Thank you for writing

Sincerely,

Norman W. Sterling
Attorney General
Minister Responsible for Native Affairs

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PSB public agenda
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**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

**#P259. RESPONSE TO RECOMMENDATIONS TO AMEND THE *CRIMINAL
CODE* REGARDING DEMONSTRATIONS**

The Board was in receipt of the attached correspondence JULY 30, 2003 from The Honourable Martin Cauchon, Minister of Justice and Attorney General of Canada, regarding the Board's earlier recommendation to amend the *Criminal Code* regarding demonstrations.

The Board received the foregoing.

Ministre de la Justice
et Procureur général du Canada



Minister of Justice
and Attorney General of Canada

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L'honorable/The Honourable Martin Cauchon
Ottawa, Canada K1A 0H5

JUL 30 2003



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

Dear Mr. Gardner:

Thank you for your further correspondence of April 16, 2003, on behalf of the Toronto Police Services Board, supporting amendments to the *Criminal Code* regarding the conduct of protestors at public demonstrations.

As I stated to Chief Julian Fantino in my response of July 24, 2002, to which you refer in your letter, I do not believe that amendments to the *Criminal Code*, as they were proposed, are a necessary or appropriate response to this issue.

However, I did indicate to Chief Fantino that I have directed my officials to review the specific issue of persons at demonstrations who are in possession of weapons while they are masked or disguised. The review is ongoing.

Thank you again for writing and sharing the views of the Board.

Yours sincerely,

Martin Cauchon

Canada



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

**#P260. RESPONSE TO CORRESPONDENCE REGARDING THE RELEASE OF
SEX OFFENDER MR. WALTER GARY JACOBSON**

The Board was in receipt of the attached correspondence AUGUST 06, 2003 from Mr. D. Ian Glen, Q.C., Chairperson, National Parole Board, and Ms. Lucie McClung, Commissioner, Correctional Service Canada, regarding the release of sex offender Mr. Walter Gary Jacobson.

The Board received the foregoing and approved the following Motion:

THAT the Board send further correspondence to the Correctional Service of Canada (“CSC”) recommending that in future when the CSC selects the community into which the newly released offender will be located, it be sensitive to any current events, such as criminal activities, that may have recently occurred in that community.



Correctional Service Service correctionnel
Canada Canada

Ottawa, Canada
K1A 0P9

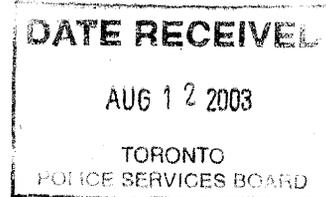


Your file Votre référence

Our file Notre référence

AUG 6 2003

Ms. Gloria Lindsay Luby
Councillor and Acting Chair
Toronto Police Services Board
40 College Street
Toronto, Ontario
MSG 2J3



Dear Ms. Lindsay Luby:

Thank you for your letter of July 10, 2003, regarding offender Walter Jacobson.

As the Correctional Service of Canada has publicly stated, the extent of the impact of offender Jacobson's presence on the community was underestimated. As you are aware, the offender has been temporarily returned to a penitentiary.

Since a key component of the safe return of offenders is the relationship between the offender and the community, please be assured that we will continue our focus to work even more closely with communities to find appropriate housing for offenders released under supervision.

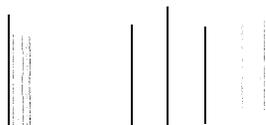
It is important to remember that a gradual release of offenders into the community does more to protect society than an abrupt release at the end of an offender's sentence. A gradual, structured release assists offenders in making the transition from prison life to street life by giving them access to community support systems while still under a form of supervision.

Yours sincerely,

D. Ian Glen, Q.C.
Chairperson, NPB

Lucie McClung
Commissioner

Canada



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

#P261. LEGISLATION GOVERNING SEARCH OF PERSONS

The Board was in receipt of the attached correspondence AUGUST 26, 2003 from The Honourable Robert W. Runciman, Minister of Public Safety and Security, regarding the Board's earlier request to meet with the Minister to discuss the guidelines governing searches of persons.

The Board received the foregoing.

**Ministry of Public Safety
and Security**

Office of the Minister

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

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

Bureau du ministre

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



CM03-03142

AUG 26 2003

Ms. Gloria Lindsay Luby
Acting Chair
Toronto Police Services Board
40 College Street
Toronto ON M5G 2J3



Dear Ms. Lindsay Luby:

Thank you for your correspondence requesting to meet with me to discuss the Toronto Police Services Board's recommendation to amend the *Police Services Act* with respect to searches of persons.

In the interest of clarity, I have referred this matter to Mr. Saäd Rafi, Deputy Minister of Public Safety and Policing Services, so that the Policing Services Division may have the Standards Committee review the Search of Persons guideline.

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

Sincerely,

Robert W. Runciman, MPP
Leeds-Grenville
Minister

c: Mr. Saäd Rafi
Deputy Minister of Public Safety and Policing Services

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

#P262. CORRESPONDENCE

The Board was in receipt of a summary of the public correspondence received in the Board office between July 24, 2003 and September 3, 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 SEPTEMBER 18, 2003**

**#P263. TORONTO POLICE SERVICE: PARKING ENFORCEMENT UNIT:
2004-2008 CAPITAL PROGRAM SUBMISSION**

The Board was in receipt of the following report SEPTEMBER 12, 2003 from Julian Fantino, Chief of Police:

Subject: PARKING ENFORCEMENT 2004-2008 CAPITAL PROGRAM SUBMISSION

Recommendation:

It is recommended that:

- 1) The Board approve the 2004-2008 Parking Enforcement Capital Program as reflected in this report, with a 2004 request of \$1.9 million (M) (excluding cash flow carry forwards from 2003), and a total of \$5.1M for 2004-2008;
- 2) The Board authorise the Acting Chair to approve, subject to ratification by the Board, changes to the capital budget submission during the time between meetings of the Board; and
- 3) The Board forward a copy of this report to the City Chief Financial Officer and Treasurer.

Background:

Attachment A provides a financial summary of Parking Enforcement's 2004-2008 Capital Program submission. Details of this submission are outlined in this report.

Business cases have been prepared for each new capital project. These have been evaluated and prioritised to reflect Service goals and objectives, each project according to predetermined criteria. The Command and I have conducted a review of all projects to identify that the Capital Program reflects legitimate, bona fide needs of Parking Enforcement for the effective delivery of services. The Toronto Police Service is aware that the City continues to experience significant budget pressures and as a result, projects have been deferred, deleted or phased in wherever possible.

City Guideline:

No specific guideline has been established for the 2004 year for Parking Enforcement.

The City guideline is based on no new debt being incurred by the City.

2004-2008 Submission:

The 2004-2008 submission can be broken down into two categories:

- A. On-going projects: Projects which have been approved by City Council in previous years; and
- B. Projects with no funding approval: Projects that are to begin in 2004 or future years, and have no funding approval from the City Council.

Each project in the Capital Submission must be submitted into one of five category definitions provided by the City:

- Health and Safety
- Legislated/City Policy
- State of Good Repair
- Service Improvement and Enhancement
- Growth Related

These categories will be used by the City to establish capital priorities.

A. On-going Projects

Handheld Parking Devices (\$2.9M)

This project started in 2004 and will be completed by 2005. It would provide funding for the implementation of Handheld Parking Devices. This would provide Parking Enforcement with more expedient data transfer, an increased ability to locate stolen vehicles, an increased rate for processing tickets and more enhanced management information.

This project would provide a return on investment in less than four years. It has cash flow carry forward of \$0.8M to 2004.

B. 2004 & Beyond Projects with No Funding

For these projects starting in 2004 or future years, the City of Toronto has not provided funding as the projects have yet to obtain approval to proceed. There are two projects under this category.

PEO West (\$0.96M)

This project is expected to start in 2004 and be completed by 2005. It would provide funding for the inclusion of Parking Enforcement West offices at the new 11 Division. Currently, PEO West is leased, and the lease expires in December 2005. Combining PEO West with 11 Division will provide on-going operating budget savings, due to the reduction in lease costs.

The capital submission reflects the inclusion of PEO West with the new 11 Division. However, a review of the best possible location for Parking Enforcement is being explored.

PEO East (\$2.4M)

This project was approved for 2003 to provide funding for the inclusion of Parking Enforcement East offices at 54 Division at East York Civic Centre. However, the location is no longer available and this project is postponed to 2005.

The lease for the current facility has been extended for a further three years to allow for the location of another site.

Operating Budget Impacts

Many capital projects incur subsequent operating costs such as maintenance costs, or result in operating savings. The following table identifies the net operating budget impact in future years, if the 2004-2008 capital budget is approved as submitted.

Net Operating Budget impact in future years (\$000's)

| Impact | 2004 | 2005 | 2006 | 2007 | 2008 |
|----------------------------------|-------------|-------------|-------------|-------------|-------------|
| Incremental change, year to year | -25 | -295 | 74 | 0 | -927 |

Note: Long-term benefits relating to the handheld parking devices are not reflected here, as these benefits will be seen in the Parking Tag revenue collected by the City.

It is the Service's expectation that City Council would recognise these costs/savings in the respective operating budgets for the above years.

Summary

Attachment A summarises the 2004-2008 Capital program request. It is recommended that the Board approve the 2004-2008 Parking Enforcement's Capital Program as reflected in this report, with a 2004 request of \$1.9 million (M), and a total of \$5.1M for 2004-2008 and a total project cost of \$6.3M.

As discussions with the City and its Committees progress, decisions may be required regarding the capital budget during the time between meetings of the Board. It is recommended that the Board authorise the Acting Chair to approve, subject to ratification by the Board, changes to the capital budget submission during the time between meetings of the Board.

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

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

Mr. Heisey noted that during an information briefing with Service staff in August 2002 to review the 2003-2007 capital program submission, he commented that parking enforcement officers were proposed to be based at three locations in the city: Parking Enforcement HQ, Parking Enforcement West and Parking Enforcement East. The Parking Enforcement Officers are required to travel to and from those locations to the areas in which they are responsible for issuing tickets. Mr. Heisey inquired at that time about the feasibility of assigning the parking enforcement officers to work from other better geographically-situated locations in order to improve operational efficiencies, such as reducing travel time to and from the divisions and reducing gasoline and other vehicle costs.

Acting Chief Boyd indicated that he was aware of the request for this information and that the Service was preparing a report that would be submitted to the Board shortly.

The Board indicated that it would like an opportunity to review the recommended 2004-2008 capital submission in greater detail and approved the following Motions:

- 1. THAT the Board receive the foregoing report and forward a copy to the City Chief Financial Officer and Treasurer for consideration subject to further detailed review by the Board, and any amendments, such as, the order of priority of the new 2004 projects and subject to a final report to be considered by the Board; and**
- 2. THAT the Service review the distribution of parking tickets issued across the city and provide a report to the Board identifying the geographical areas where the most ticketing activity occurs and, without reference to currently government-owned or controlled landholdings, recommend the best possible cost-effective geographical locations to locate its parking enforcement operations.**

ATTACHMENT A

PARKING ENFORCEMENT CAPITAL BUDGET 2004-2008 (000's)

| Project Name | Plan to end of 2003 | 2003 C/F C/F | 2004-2008 Plan | | | | | 2004-2008 Total Plan | 2009-2013 Total Plan | Total Project Plan |
|----------------------------------|---------------------|--------------|----------------|--------------|------------|------------|----------|----------------------|----------------------|--------------------|
| | | | 2004 | 2005 | 2006 | 2007 | 2008 | | | |
| Handheld Parking Ticket Device | 1,156 | 835 | 1,666 | 50 | 0 | 0 | 0 | 1,715 | 0 | 2,871 |
| PEO West (with D 11) | 0 | 0 | 250 | 712 | 0 | 0 | 0 | 962 | 0 | 962 |
| PEO East | 0 | 0 | 0 | 1,253 | 317 | 858 | 0 | 2,428 | 0 | 2,428 |
| Total Parking Enforcement | 1,156 | 835 | 1,915 | 2,015 | 317 | 858 | 0 | 5,105 | 0 | 6,261 |

**OPERATING IMPACT-PARKING ENFORCEMENT
(000'S)**

| Project Name | Plan 2004-2008 | | | | | | 2004-2008 | 2009-2013 | Total |
|---|----------------|--------------|---------------|-------------|-------------|---------------|---------------|---------------|---------------|
| | to end of | 2004 | 2005 | 2006 | 2007 | 2008 | Proj. Total | Proj. Total | Project |
| | 2003 | | | | | | Plan | Plan | |
| Parking Enforcement proposed case: | | | | | | | | | |
| Handheld Parking Ticket Device | 0 | -25 | -320 | 34 | 34 | 34 | -243 | 170 | -73 |
| PEO West (with D 11) | 0 | 0 | 0 | -280 | -280 | -280 | -840 | -1,400 | -2,240 |
| PEO East | 0 | 0 | 0 | 0 | 0 | -927 | -927 | -4,635 | -5,562 |
| Total Parking Enforcement: | 0.0 | -25.0 | -320.0 | -246 | -246 | -1,173 | -2,010 | -5,865 | -7,875 |

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

**#P264. ANNUAL REPORT: JUNE 2002 – MAY 2003: IMPLEMENTATION OF
INTERNAL AND EXTERNAL AUDIT RECOMMENDATIONS**

The Board was in receipt of the following report JULY 13, 2003 from Julian Fantino, Chief of Police, which had been moved from the in-camera meeting to the public meeting for consideration (Min. No. C178/03 refers):

Subject: ANNUAL REPORT ON IMPLEMENTATION OF INTERNAL AND
EXTERNAL AUDIT RECOMMENDATIONS FOR THE PERIOD JUNE 01,
2002 TO MAY 31, 2003

Recommendation:

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

Background:

Contained below is the annual report which tracks the implementation status of ongoing internal and external audit recommendations originating from Chief's Administrative Reviews, Coroner's Jury Inquests, Auditor General Reviews and the Ontario Civilian Commission on Police Services recommendations.

Part I: Chief's Administrative Investigations; Special Investigations Unit

The 2002 Annual Report to the Board, (Board Minute C147/2002 refers) indicated that two recommendations were ongoing. Since then, Recommendation 2001-13-P3 has been implemented. The following recommendation is still ongoing:

Recommendation - 2001-09-P1

The Unit Commander of Corporate Planning should be apprised of apparent contradictions with the warrant process and should consider amending the procedure.

This recommendation is ongoing. The arrest warrant procedures have been reviewed by Corporate Planning and the Professional Standards – Risk Management Unit. The procedures will be amended and this is anticipated to take place in the third quarter of 2003.

Between June 1, 2001 and May 31, 2002, 14 Chief's Administrative Reviews were begun but not concluded, therefore the resulting four recommendations could not be reported in the 2002 Annual Report. These investigations have now been concluded. Two of the recommendations have been implemented and the following two recommendations are ongoing:

Recommendation 2002-05-P1

That the "company property page" within HRMS be approved as the "form" for keeping the officer's firearm information and the Unit Commander of Training and Education be charged with the responsibility of ensuring that, with the implementation of the updated HRMS PeopleSoft program, members of the Armament Office enter or amend firearm information on the database at source.

This recommendation is ongoing until the Human Resource Management System (HRMS) is completed in the third quarter of 2003. Toronto Police Service firearms are issued by the Armament Office of the Training and Education Unit to units and individual members of the service. All firearms issued to a member of the service should be listed in the "Company Property" section of HRMS. The HRMS system should work in conjunction with the still necessary and more detailed armament office firearm records, which concern purchase, maintenance and disposal of all service firearms. This will eliminate double data entry. Training and Education has been working with the Corporate Assets and Inventory Project to ensure success in this area.

Although Training and Education Unit should be charged with the responsibility of entering or amending firearm information on the HRMS database at source, additional human resources would be required in the Training and Education Administrative Section. Once the HRMS implementation is complete, by the third quarter of 2003, it will be possible to determine the amount of work necessary to keep these records up to date.

Recommendation 2002-05-P2

It is anticipated that within the next six months, HRMS PeopleSoft will be enhanced to include firearm(s) election and gun locker information. The Unit Commander of Corporate Planning should amend Procedure 15-04 (Service Firearms) to compel Unit Commanders to have the HRMS system revised, at source, to list the firearm election and gun locker information for each member within the unit.

This recommendation will be implemented by the third quarter of 2003. HRMS PeopleSoft has been enhanced to include firearm(s) election and gun locker information. Testing of the system has been successfully conducted. This functionality is currently in the development stage and will be approaching production stage by the third quarter of 2003. Procedure 15-04 can then be amended to compel Unit Commanders to revise the HRMS system to list the firearm election and gun locker information for each member within their unit.

Between June 1, 2002 and May 31, 2003, there were 34 Chief's Administrative Reviews invoked. Fourteen investigations were completed and no recommendations were generated from these investigations. Recommendations, if any, resulting from the 20 remaining still ongoing investigations will be reported in the 2004 Annual Report.

Part II: Coroner's Jury

There are no ongoing Coroner's Jury Recommendations approved by the Board at this time.

Part III: Auditor General's Recommendations

There are currently two recommendations related to Auditor General's reports which are ongoing. The first recommendation pertains to the Review of Revenue Controls, which generated eight recommendations, seven of which have been implemented (BM#P168/2002 and P344/2002 refer). The following recommendation remains ongoing:

Recommendation 1(a)

That the Chief of Police implement more stringent monitoring and collection processes over accounts receivable that remain outstanding 90 days and older, including that paid duty small event customers be required to make advance payment to the Toronto Police Credit Union and/or secure payments by credit card authorization for administration fees, equipment rental and taxes, and that Unit Commanders be directed to withhold services until an outstanding account is settled.

This matter remains ongoing. Financial Management continues to send monthly statements to customers with overdue accounts. The recent approval of Board Financial By-law 147 will allow Financial Management to write off uncollectible accounts. The Police Credit Union is currently collecting payments for some large events and is prepared to collect payments from other customers. The use of credit cards and certified cheques to expedite payment of administrative and equipment rental fees has been discussed with the Central Paid Duty office and Financial Management. Although this payment method is possible, consideration must be given to added costs, such as credit card service fees, which must be borne by the Service or customer. The added costs and the effect on Service revenues or administration fees is currently under review.

The second recommendation arises from the Public Complaints Review, which generated 31 recommendations, 30 of which have been implemented (BM#P193/2003 refers). The following recommendation is ongoing:

Recommendation 26

The Chief of Police direct the Professional Standards Division to develop a time tracking system to capture the amount of time investigators spend on the investigation of public complaints, such that the resources deployed in performing these investigations can be more effectively managed.

This recommendation will be fully implemented once the new Time Reporting Management System (TRMS) is functional which is expected by the third quarter of 2003. This new system will provide a time tracking tool, which will effectively monitor officer performance. Complaint investigators currently maintain detailed log notes in respect to the investigation of all

complaints. The amount of time investigators spend on these investigations can easily be recorded in the log notes, which form an essential part of each case file. Supervisors who are tasked with reviewing these investigations can easily monitor the time spent on each investigation and ensure that investigators effectively manage their time.

Part IV: OCCPS Recommendations

The following five recommendations, originating from the 1999 Ontario Civilian Commission on Police Services report, remain ongoing.

Recommendation 2

That the Chief of Police be directed to develop a single system that captures all employment/personal data. This objective can be achieved either through an enhanced HRMS or the development of a PSIS system that fully interfaces with HRMS.

This recommendation is ongoing. A computer application by the name of IA-Pro has been selected and purchased by Professional Standards for use as the PSIS system. During the customization of this program a problem with the interface system related to tables imbedded in the program was identified and external program designers are currently working on a solution. Implementation is targeted for the third quarter of 2003.

Recommendation 6

That the enhanced HRMS system and/or PSIS system be audited once in the year 2001 and once in the year 2002.

This recommendation remains deferred until 2004 given that the PSIS system will not be fully operational until the third quarter of 2003 and that an audit will only be of benefit following a period of usage. The Auditor General has agreed to include this item in his workplan and will work with the Service to ensure that this audit is carried out appropriately.

Recommendation 9

That the Chief of Police develop guidelines for Unit Commanders to use when they impose discipline.

This recommendation is ongoing. A draft guideline has been completed and will be delivered to the Command by the third quarter of 2003. Distribution is expected to take place shortly thereafter once finalized by the Staff Superintendents and Directors.

Recommendation 10

That the Chief of Police be directed to deploy resources, from the existing budget, to ensure PSIS is developed, maintained and made fully operational.

This recommendation is ongoing. The hiring of the analyst is in the final phase. Interviews are expected to conclude by the end of August 2003 and placement is expected to occur by the end of September 2003.

Recommendation 13

That the Chief of Police revise the Professional Standards report to include:

- a) a report on the issues raised by OCCPS, and
- b) comparative statistics on internal discipline in other police organizations.

Part (a) has been previously addressed (Board Minute #P150/2003 refers).

Part (b) An expanded analysis of disciplinary charge patterns is not possible until the PSIS program is operational. In the interim, a limited analysis will continue to be conducted utilizing historical data collection.

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

The Board received the foregoing and approved the following Motions:

- 1. THAT Part IV of the foregoing report pertaining to the status of the implementation of the OCCPS recommendations be provided to OCCPS for information; and**
- 2. THAT, in future, annual reports be submitted in a format suitable for the public agenda and, if necessary, any matters which the Service determines should not be contained in a public report and which conform with section 35 of the *Police Services Act*, be provided to the Board in a separate confidential report to be considered in conjunction with the public report.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

#P265. NOVEMBER 2003 BOARD MEETING

The Board approved the following Motion:

**THAT the date of the meeting originally scheduled for Thursday, November 20 be
changed to Thursday, November 13, 2003.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON SEPTEMBER 18, 2003**

#P266. ADJOURNMENT

Gloria Lindsay Luby
Acting Chair