



The following *draft* Minutes of the meeting of the Toronto Police Services Board held on August 21, are subject to adoption at its next regularly scheduled meeting.

The Minutes of the meeting held on July 24, 2008, previously circulated in draft form, were approved by the Toronto Police Service Board at its meeting held on August 21, 2008 with the exception of Minute No. P198/08 which was amended. Details of the amendment are noted in Minute No. P198/08.

MINUTES OF THE PUBLIC MEETING of the Toronto Police Services Board held on **AUGUST 21, 2008** at 1:30 PM in the Committee Room 1, Toronto City Hall, Toronto, Ontario.

PRESENT:

Dr. Alok Mukherjee, Chair
Ms. Pam McConnell, Councillor & Vice-Chair
Ms. Judi Cohen, Member
Mr. Frank Di Giorgio, Councillor & Member
Mr. Hamlin Grange, Member
The Honourable Hugh Locke, Q.C., Member

ABSENT:

Mr. David Miller, Mayor & Member

ALSO PRESENT:

Mr. William Blair, Chief of Police
Mr. Albert Cohen, City of Toronto - Legal Services Division
Ms. Deirdre Williams, Board Administrator

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

**#P220. NOTIFICATION PROCEDURE: COMMUNICATING WITH A CITY
COUNCILLOR FOLLOWING A MAJOR INCIDENT**

The Board was in receipt of a report dated June 24, 2008 from William Blair, Chief of Police, about communications between divisional unit commanders and city councillors following a major incident. A copy of the report is on file in the Board office.

The Board deferred consideration of the foregoing report to its October 16, 2008 meeting.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

**#P221. REVIEW OF THE CITY OF TORONTO PANDEMIC PLANNING AND
PREPAREDNESS REPORT**

The Board was in receipt of the following report dated July 08, 2008 from William Blair, Chief of Police:

Subject: REVIEW OF THE CITY OF TORONTO PANDEMIC PLANNING AND
PREPAREDNESS REPORT

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

There are no financial implications relating to the recommendation contained within this report.

Background/Purpose:

At its meeting of April 17, 2008, the Board received the 2007 Annual Report - Enhanced Emergency Preparedness (Min. No. P105/08 refers). The Board also noted that, at its meeting on April 22, 2008, the City of Toronto – Audit Committee would consider a report by the Auditor General entitled “*Review of City of Toronto Pandemic Planning and Preparedness*”.

In light of this information, the Board asked Chief Blair to review the report and advise the Board on any matters that may impact the police service.

In response to this request from the Board, the following report is submitted.

Discussion:

The primary function of Public Safety and Emergency Management is to oversee the internal emergency preparedness of the Toronto Police Service (TPS), and the capability of the TPS to mitigate, plan/prepare, respond to, and facilitate the recovery from, all emergencies and disasters that may affect Toronto.

In order to ensure this situation exists, it is imperative for members of the TPS to work in partnership with our immediate partners from Toronto Fire Services and Toronto Emergency Medical Services, along with broader external agencies including Toronto Transportation, Toronto Water and Toronto Public Health, in collaboration with Provincial and Federal agencies to provide a coordinated and effective emergency preparedness capability equivalent to any level of emergency in Toronto.

Auditor General's Report - Review of City of Toronto Pandemic Planning and Preparedness:

The purpose of the Auditor General's Report is to provide an overview of the measures that the City of Toronto has undertaken in the event of a pandemic emergency. The audit also touches upon additional measures which need to be completed in order to finalize their preparation. The audit reported on the city's planning and preparedness efforts up to and including July of 2007.

In the event of a pandemic emergency, the City of Toronto has three vital responsibilities;

1. **Public Health:** Toronto Public Health is responsible for implementing public health measures to protect human health by preventing and controlling the spread of disease.
2. **Continuity of Operations:** The city's agencies, boards, divisions and commissions are responsible for maintaining critical city services such as policing.
3. **Employee Health and Support:** The city is responsible for the health and safety of its employees and has an obligation to assist them through a pandemic emergency.

Issues Impacting the Toronto Police Service:

There are 2 major issues contained in this audit which impact the day to day operations of the TPS. These are the Continuity of Operations and Employee Health and Support. The following are the measures that have been undertaken by Public Safety and Emergency Management to ensure the continued operability of the TPS in the event of a pandemic emergency or other disaster;

Operational Continuity Plans

The public has an expectation that the police service will continue operations, especially in times of an emergency or crisis. That being said, the core business function of the TPS is the operational delivery of front-line policing services to the community.

Individual units create and maintain unit specific "Operational Continuity Plans" to ensure they are prepared for unforeseen eventualities, and are able to maintain the delivery of police service. The intention of these plans is to provide guidance for actions and activities that are within the scope of the plan. Personnel within the affected unit should be deployed as the Officer in Charge of that unit deems appropriate at the time.

It is the responsibility of each unit commander to develop and maintain the site-specific portion of this plan in a current and ready state. In addition, it is also the responsibility of the unit commander to arrange for information sessions and the appropriate training of personnel within the unit to ensure the timely, accurate and efficient application of this unit specific operational plan.

The actual impact on unit staffing will be dependent upon the magnitude and duration of the emergency. The exact staffing model to be implemented will be determined by Command at the time and will be based upon severity, duration, location, nature of the emergency etc.

Once the initial operational response to an emergency is over, the time needed for the TPS and the community to return to a state of normalcy will likely extend for a much longer period of time. Recovery is a critical component of the overall emergency response and as such will require the continued commitment of police resources.

The aim of the Operational Continuity Plan is to ensure that an acceptable and optimized level of police service can be delivered, irrespective of risks that may impact directly or indirectly on facilities and/or technology systems in use by the TPS.

Public Safety and Emergency Management will continue to refine the information contained within the Operational Continuity Plan template to ensure the functionality of frontline units is maintained, irrespective of the challenges confronting the TPS.

Employee Health and Support

One of the greatest assets that the TPS possesses when dealing with a crisis situation is our human resources. The members of the TPS are among the most capable police and civilian personnel in North America. In an effort to ensure the health and well-being of our members in the event of a pandemic emergency, Public Safety and Emergency Management are working in cooperation with Occupational Health and Safety to identify strategies to protect our employees.

These strategies include:

- Liaison with Toronto Public Health in order to mitigate any public health emergencies, including pandemic influenza;
- Provide information for first responders in relation to public health emergencies on the Public Safety and Emergency Management intranet site; and
- Reproducing and distributing internally, printed materials provided by the provincial Ministry of Health and Toronto Public Health.

In addition, Public Safety and Emergency Management and Occupational Health and Safety are nearing completion of a Public Health and Pandemic Response Plan, Procedure and Vaccination Strategy for members of the TPS. Selection, approval and acquisition of Personal Protective Equipment (PPE) and the associated logistics are the only remaining issues to be clarified. The City of Toronto has established a budget and will soon begin accumulating logistical supplies, including Anti-Virals, to be made available to all city employees through their agencies, boards, commissions and divisions.

Public Safety and Emergency Management have also obtained permission to distribute a thirty minute training video dealing with the subject of pandemic influenza. This video entitled “Bird Flu – Preparation Not Panic” was produced by a local television station in Lakewood, Colorado in cooperation with the State of Colorado Department of Health. The video is intended to inform

viewers on the current state of the disease. The video also features “best health practices” to be utilized when dealing with this disease. Many of the best practices featured in this video would be applicable for use as guidelines by TPS members in the event of a pandemic emergency in Toronto. This video will be shown to TPS members as a component of the outreach training delivered by field training supervisors. In an effort to ensure that all members of the Service receive this training, a SWE (Service Wide Event) code will be assigned and the training will be recorded on the Time and Resource Management System (TRMS). The video will also be made available on the Public Safety and Emergency Management intranet site; thereby affording interested members the opportunity to review the video at a later date should they wish to do so.

Conclusion:

The TPS recognizes the importance of emergency preparedness to the organization, other emergency service providers and our network of external stakeholder agencies. The overall goal of the TPS emergency preparedness strategy is to provide the framework within which extraordinary arrangements and measures can be undertaken to protect the health, safety and welfare of the citizens of Toronto and our employees, should an emergency situation occur.

The TPS will continue to work with our partners in emergency preparedness to find new and innovative methods to mobilize our available resources in the most effective manner possible in the event of an emergency situation.

Deputy Chief A.J. (Tony) Warr, Specialized Operations Command will be in attendance to answer any questions that the Board may have regarding this report.

Inspector Bill Neadles, Public Safety and Emergency Management, was in attendance and provided an overview of the Service’s internal emergency preparedness and the Service’s relationships with other critical emergency responders.

Chair Mukherjee asked Chief Blair to comment upon the Service’s emergency response to the August 10, 2008 explosions and fires that occurred at the Sunrise Propane facility in North York.

Chief Blair said that all the emergency responders deserve great compliments but that the members of Toronto Fire Services should be specifically commended for their extraordinary response. The combination of explosions and fires created a very dangerous situation. The expertise and courage of the firefighters drew the critical situation to a close very quickly.

Chief Blair also said that the response by emergency services and the City of Toronto worked well because all the partners had previously participated in extensive emergency planning.

The Board noted that it had received a presentation on interoperability at its meeting on July 24, 2008 (Min. No. P192/08 refers) and asked if the various groups of emergency responders were able to communicate with each other at the scene of the explosions and fires.

Deputy Chief Kim Derry said that they had to rely on cellular phones because they were not able to communicate via radio. Deputy Chief Derry also said that the Service continues its work in this area in order to be able to achieve radio communications among emergency responders in the future.

The Board received the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

**#P222. CLARIFICATION IN THE 2007 ANNUAL REPORT ON RECRUITMENT
INITIATIVES IN THE LESBIAN, GAY, BISEXUAL AND
TRANSGENDER COMMUNITY**

The Board was in receipt of the following report dated June 16, 2008 from William Blair, Chief of Police:

Subject: CLARIFICATION TO ANNUAL REPORT – 2007 RECRUITMENT
INITIATIVES IN THE LESBIAN, GAY, BISEXUAL AND TRANSGENDER
COMMUNITY (LGBT)

Recommendation:

It is recommended that the Board receive the following report.

Financial Implications:

There are no financial implications relating to the recommendation contained within this report.

Background/Purpose:

At its meeting of May 21, 2008, the Board received a report entitled “Annual Report – 2007 Recruitment Initiatives in the Lesbian, Gay, Bisexual and Transgender Community (LGBT)”. At the meeting, the Board asked for clarification of a passage in the report pertaining to gathering information from candidates about their status as members of the LGBT community (Min. No. P134/08 refers). The following is provided to clarify the statement in the earlier report.

Discussion:

Recruiting Statistics

The current Toronto Police Service employment application forms ask applicants to identify their gender and visible minority status. It does not ask for characteristics such as religion or LGBT status.

Subsection 23(2) of the *Ontario Human Rights Code (Code)* states that the right under Section 5 to equal treatment with respect to employment is infringed where a written or oral inquiry is made of an applicant, that directly or indirectly classifies a prohibited ground of discrimination.

Subsection 14(1) of the *Code* states that a right under Part I is not infringed by the implementation of a special program designed to relieve hardship or economic disadvantage or to assist disadvantaged persons or groups to achieve or attempt to achieve equal opportunity or that is likely to contribute to the elimination of the infringement of rights under Part I.

However, the Service is sensitive that some applicants may be transitioning or not ready to disclose their LGBT status and might be afraid that they will appear evasive or deceptive if they decline to disclose. This anxiety might discourage some candidates from applying, or compel others to withdraw. While it would be helpful to know the LGBT status of applicants when evaluating its hiring program, the Service respects the rights of candidates to keep their status private. Consequently, the Service has, to date, not instituted an inquiry process.

Conclusion:

Within this context, therefore, data on hires from this community is limited to self-disclosure. One known application was received from a member of the LGBT community, in 2007. This individual was hired in 2008.

Deputy Chief Keith Forde, Human Resources Command, will be in attendance to answer any questions that the Board may have regarding this report.

The Board received the foregoing report.

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**#P223. 2007 ANNUAL REPORT: ONTARIO HUMAN RIGHTS PROJECT
CHARTER**

The Board was in receipt of the following report dated July 17, 2008 from William Blair, Chief of Police:

Subject: ANNUAL REPORT: ONTARIO HUMAN RIGHTS PROJECT CHARTER

Recommendation:

It is recommended that the Board receive the following report.

Financial Implications:

There are no financial implications relating to the recommendation contained within this report.

Background/Purpose:

On May 17, 2007, the Toronto Police Services Board, Toronto Police Service and the Ontario Human Rights Commission signed a Human Rights Project Charter document which formalized a three-year collaborative approach to incorporate human rights and anti-racism perspectives in all policing activities.

Attached is the first annual status report that provides an outline of the progress to date of the project.

Staff Superintendent Corrie, the Service Project Leader assigned to this project, will be in attendance to answer any questions that the Board may have.

The Board received the foregoing report.



Ontario
Human Rights Commission
Commission ontarienne des
droits de la personne



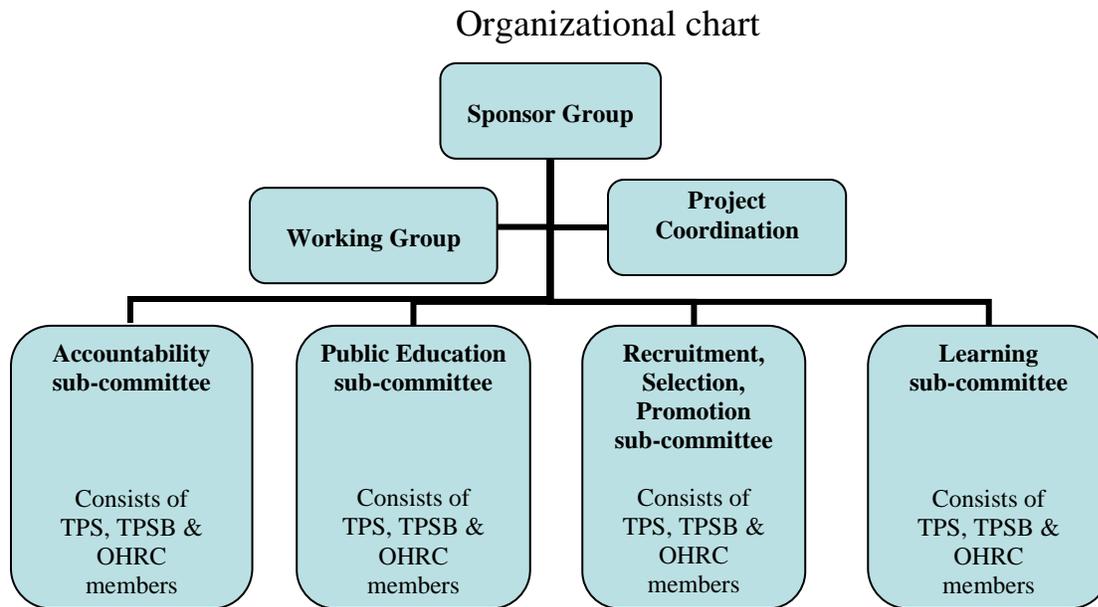
Ontario Human Rights Commission
Toronto Police Service Board
Toronto Police Services

First Annual Status Report

July 2008

On May 17, 2007, the Toronto Police Service Board (TPSB), Toronto Police Services (TPS) and Ontario Human Rights Commission (OHRC) signed a Human Rights Project Charter document which formalized a three-year collaborative approach to incorporate human rights and anti-racism perspectives in all policing activities. The Human Rights Project (HRP) further aims to develop tools and processes in identifying and eliminating discrimination from the recruitment to the retirement of TPS members, and in the delivery of services by the TPS to the larger community.

The HRP defines the goals, the approach, structure of committees, information flow, and reporting structure, as well as sets out the project's three phases.



The project is divided into three phases: Phase 1: identifying and prioritizing issues, Phase 2: developing and prioritizing strategies, and Phase 3: implementation with monitoring. Phase 1 lasted from May 2007 to May 2008 and looked at developing and identifying strategies to address issues of discrimination, marginalization and cultural change. Phase 2 will extend from July 2008 to July 2009 and will look at incorporating and implementing the strategies developed. Phase 3 (the final phase) will be from August 2009 to May 2010 and will evaluate and review the implemented strategies.

The four sub-committees have completed numerous meetings in which they identified issues and concerns, and developed strategies to address these concerns. They are now working on an intervention plan for implementation and monitoring. They are 67 participants involved in this project.

The following provides an outline of the work completed by each of the four sub-committees:

Accountability sub-committee report

The Accountability sub-committee was established to review the TPS's procedures, processes, programs and practices that support the achievement of the HRP's goals and objectives. This sub-committee consists of members from the TPSB, TPS and OHRC and reflects the diversity of the communities in Toronto. This facilitates the long-term project objectives of improving the organization's delivery of service within a leadership role pertaining to human rights.

The sub-committee developed several strategies for each of the four prioritized issues. These include looking at reviewing and amending the TPS governance related to human rights issues; reviewing/reinforcing TPS governance dealing with individual, management and corporate accountability surrounding human rights issues; developing a central repository of sensitive information related to human rights; and researching into race based data collection.

An example of the work of this sub-committee is that a working group has been created to actively review TPS procedures and systems respecting Human Rights issues.

Public Educations sub-committee report

The Public Education sub-committee was established to look at how the TPS communicates internally and externally using a human rights and anti-racism lens. Sub-committee members reflect not only the broad spectrum of the TPS (uniform, civilian, field and specialized units), but also reflect numerous cultures and diverse groups. The sub-committee felt it was very important to seek the participation of an outside community representative and has included a member of the TPS's Black Community Consultative Committee.

The sub-committee then began identifying the major issues within the framework of the subcommittee's change objectives and identified five issues for strategy development. These include: looking at language and messaging; communications outreach; community consultative committees; website content, and affirmation of TPS commitment to human rights, internally and externally.

An example of the work of the Public Sub-committee is to be involved and promote events within the service and the community through various internal and external communication processes such as the internet, the TPS's internal publication (the "Badge"), mainstream and local media outlets

Recruitment/Selection/Promotion/Retention Sub-committee report

The Recruitment, Selection, Promotion and Retention sub-committee consists of representatives from the TPSB, the OHRC, and TPS officers and civilians of various ranks. In 2007 the sub-committee met and identified issues connected with Phase 1 of the Project Charter. The group selected the top five issues. They dealt with the TPS human resources database, workplace quality-of-life issues, recruitment of designated groups, promotion of designated groups, and the exit survey (which affects employee retention).

During the first quarter of 2008, the sub-committee met several times to develop and prioritize the strategies to address these issues. Focusing on human rights and anti-racism, but recognizing that many of the changes being proposed were good business even outside these perspectives, the sub-committee has built on ongoing TPS initiatives and recommended new ones to remove human barriers and to ensure both the fact and perception of fairness, equity, and validity of TPS human resource processes, practices and policies.

The sub-committee is confident that, through the partnership with the OHRC, the recommended changes will help the TPS achieve its goal of becoming an employer of choice through sound human resource practices, while reflecting the community at all levels and in all functions.

Learning sub-committee report

The Learning sub-committee was established to enhance current TPS training and educational initiatives using a human rights and anti-racism lens. This sub-committee consists of members from the TPS, TPSB and OHRC and reflects the diverse make-up of the Service.

This sub-committee is committed to working with the TPS Diversity Management Unit, the Ontario Police College and the OHRC to review and build upon the learning opportunities, to ensure the issues and strategies are consistent and relevant. The sub-committee has identified no barriers that would interfere with these goals. With consultation from all named stakeholders, six high level issues were chosen in priority sequence. These training and educational issues include reviewing and updating the evaluation process, developing tools to evaluate 'gaps', looking at various options in learning programs, developing delivery mechanisms, and evaluating additional learning support.

Workshops & Training Seminars

A vital part of the project is to provide training and learning in using a human rights and anti-racism lens for all project members. The first seminar was held in November 2007, with presentations from the three project partners, providing insight into the structure, relevant policies/procedures, culture and perceptions of each organization. In March 2008, all members attended a one-day interactive workshop at Humber College that expanded and defined human rights, anti-racism and racial profiling. Additional workshops and seminars are in the planning stage, with the next session scheduled for September 2008.

Next Steps

The implementation and monitoring phase will now start with a quality-assurance component to ensure tangible results. Two further public reports will be provided on an annual basis. Regular project reporting and review will continue, to ensure achieving the project goals of identifying and eliminating any possible discrimination in the hiring and employment of TPS members and in the delivery of services by the TPS.

This is the beginning of a long, detailed, and comprehensive process that represents a significant commitment of the three parties, showing excellent progress, with a clear understanding that much work remains.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
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**#P224. LEASE AGREEMENT BETWEEN THE TORONTO POLICE SERVICES
BOARD AND THE ROYAL CANADIAN RIDING ACADEMY**

The Board was in receipt of the following report dated July 08, 2008 from William Blair, Chief of Police:

Subject: LEASE AGREEMENT BETWEEN THE TORONTO POLICE SERVICES
BOARD AND THE ROYAL CANADIAN RIDING ACADEMY

Recommendation:

It is recommended that:

- (1) the Board authorize the Chair of the Toronto Police Services Board to enter into an agreement with the Royal Canadian Riding Academy on behalf of the Board to lease space for carrying out the Toronto Police Service Mounted Unit's emergency Operational Continuity Plan; and
- (2) the Board authorize the Chair to sign the attached agreement on behalf of the Board, for a term commencing on September 1, 2008 and concluding on December 31, 2010, subject to approval as to form by the City Solicitor.

Financial Implications:

There are no financial implications relating to the recommendations contained within this report unless there is a need to implement the emergency plan, in which case costs for the use of the facility identified in the attached agreement will arise.

Background/Purpose:

Toronto Police Service (TPS) Procedure 19-10 "Unit Operational Continuity Plan" directs that each unit have an Operational Continuity Plan in order that the TPS can continue to deliver core policing services under adverse circumstances. This procedure recognizes that unforeseen events may occur that could result in the evacuation of specialized units, equipment and animals from their principle base of operations. In the case of the Mounted Unit this would involve relocation from Mounted Unit Headquarters at Exhibition Place.

This agreement with the Royal Canadian Riding Academy ensures that the Mounted Unit will have a suitable, pre-identified location available to relocate its horses and personnel should the decision be made to evacuate Mounted Unit Headquarters. The agreement will only become active, and costs will only be incurred, if an evacuation of the Mounted Unit Headquarters takes place.

Discussion:

The Royal Canadian Riding Academy is a full service facility complete with on site blacksmith and veterinary service. The academy is the largest facility of its kind in Southern Ontario and as such is capable of accommodating the emergency requirements of the TPS in addition to any other contractual obligations they may have.

This agreement fulfils the requirements of TPS Procedure 19-10 as outlined in this report. The City Solicitor has approved the lease as to form. Upon the approval of the Board, arrangements will be made for the landlord to be included under the TPS liability insurance policy and for execution of the agreement by both parties.

Conclusion:

The Mounted Unit represents an important component of the emergency preparedness strategy employed by the TPS. It is imperative that measures be undertaken to ensure the continued operation of this unit in the event that evacuation from Mounted Unit Headquarters became necessary. The agreement between the Toronto Police Services Board and the Royal Canadian Riding Academy accomplishes this operational necessity.

Deputy Chief Anthony Warr, Specialized Operations Command will be in attendance to answer any questions that the Board may have regarding this report.

The Board approved the foregoing report.

Agreement between

The Royal Canadian Riding Academy

(hereinafter referred to as the "Landlord")

-and-

Toronto Police Services Board

(hereinafter referred to as the "Tenant")

The Tenant will lease from the Landlord the areas of space referred to hereunder as the "Facility", located at 4252 Davis Drive, Cedar Valley, Ontario from time to time as needed for carrying out the Toronto Police Service Mounted Unit's Emergency Plan.

The Tenant will pay unto the Landlord:

1. A stabling fee based on \$18.00/stall/day (excluding the first four (4) days that the stall is used in any one continuous period, which will be at no charge) to a maximum of \$250/stall/calendar month for any stall used for a horse/tack/feed, hay and bedding storage/grooming or other related use, plus G.S.T..
2. The Tenant may purchase the Landlord's shavings for bedding and will pay unto the Landlord \$6.00 per bag plus G.S.T. Shavings purchases by the Tenant are to be made in writing during the Facility's office hours of 8:00 am to 5:00 pm. The Landlord will deliver shavings each morning only according to a list provided by the Tenant. One representative from the Tenant is to be appointed and responsible for shavings orders.
3. A damage deposit of \$500.00 to be paid within five (5) days of arrival of the Tenant at the Landlord's facility. Any damage to the Landlord's equipment, buildings or property caused by the Tenant not covered by the damage deposit will be the financial responsibility of the Tenant. The Landlord will reimburse this damage deposit, or any balance remaining after damages are repaired, within thirty (30) days of the Tenant vacating the Facility.
4. The Tenant will pay such other costs as are agreed to in writing, in addition to the herein mentioned costs.

In the event of default, the Landlord may pursue all remedies that would be available to it in a standard commercial lease.

"Facility":

- Stalls in Barn 3 as needed by the Tenant to a maximum of thirty (30). The stalls will be allocated by the Landlord in the north side aisle of Barn 3. The Landlord will provide exclusive use of the allocated stall area and gives permission for the Tenant to block off, by temporary measures, non-Tenant traffic from the area of the north aisle used by the Tenant, other than the north-south aisle to access to the north side exit/entrance which must not be blocked.
- Space for a tack room as designated by the Landlord, for exclusive use of the Tenant. Tenant may install a lock for the room door at its own expense.
- Arenas 2 or 3 and/or an outside riding ring when not in use by the Landlord for its riding school and competitions, or by another tenant of the Landlord for a competition or special event.

- Use of a paddock(s) when not in use by the Landlord.
- Meeting room/lounge space (non-exclusive) as designated by the Landlord.
- A washroom with two showers, as designated by the Landlord.
- Wash stalls in Barn 3 (non-exclusive).
- Laundry room and related equipment (non-exclusive).
- Common areas of the premises (non-exclusive) including indoor washrooms.

Landlord will provide:

- The Tenant exclusive use of areas as outlined in the section entitled "Facility" from the day the Tenant notifies the Landlord of the need to use the Facility, until the Tenant vacates the Facility, excluding the portion of the Facility designated as non-exclusive.
- An area for dumping manure removed from the Tenant's stalls. The Landlord is responsible for periodic bulk removal of manure from this area at no additional cost to the Tenant.
- A source of water which may be used to fill water buckets for the Tenant's horses, at no additional cost to the Tenant.
- General maintenance of the riding rings, common areas, washrooms, showers, barn, stall, and tack room areas occupied by the Tenant at no additional cost to the Tenant.
- A parking area (non-exclusive) for Tenant staff supplied at no additional charge. Parking may only occur in areas designated by the Landlord.

The Landlord warrants and confirms:

- The Landlord will not use the Tenant's name in any promotion or in affiliation with any event without prior consent of the Unit Commander of the Toronto Police Service Mounted Unit.

The Tenant warrants and confirms:

- The Tenant will pay all outstanding amounts by cheque to the Landlord within thirty (30) days of receipt of an invoice from the Landlord for use of the Facility in the previous calendar month.
- The Tenant will provide one representative to coordinate with the Landlord.
- The Tenant will provide at its own expense all day to day care of the Tenant's horses including, but not limited to, feeding, watering, mucking out, blanketing, paddock turn out, exercising, and will be providing all equipment and machinery needed to fulfill same.
- The Tenant will ensure all manure is placed in the area designated by the Landlord.
- The Tenant will provide at its own expense all hay, bedding, feed, and other related products needed for the care and well being of the Tenant's horses
- The Tenant will provide at its own expense any equipment needed for the Tenant's tack room.
- The Tenant will provide proof of a negative coggins test for all horses moved to the Facility on request by the Landlord.
- The Tenant will provide a copy of the Tenant's liability insurance policy as specified below.
- The Tenant will ensure all of the Tenant's staff and representatives involved with riding and handling the Tenant's horses sign the Landlord's Waiver Form, as specified below, on arrival at the Facility.
- The Tenant will comply with the Landlord's strict no-smoking policy in barns, arenas, offices, lounges and connection buildings.
- The Tenant will not bring any alcohol acquired from outside the premises on to the premises.

- The Tenant will abide by all of the Landlord's Rules of Conduct and will make reasonable efforts to ensure that its entrants, members, invitees and guests also so abide.
- No other business than that of the Toronto Police Service Mounted Unit will be permitted in the Facility.
- The Tenant will not undertake any illegal business in the Facility.
- All of the Tenant's representatives, entrants, members, invitees and guests will be permitted to park in designated areas only, i.e. either in the main parking areas in front of the facility or as designated by the facility. After unloading, the Tenant shall not allow vehicles, equipment, machinery or any other objects over which it has control to block any laneway, fire access route or other roadway in the Facility.
- The Tenant shall ensure that all of its officers and employees who operate motorized vehicles, golf carts, four-wheelers, and similar vehicles of any kind, in the Facility, are insured, licensed drivers.
- The Tenant will make arrangements with the Landlord's on-site restaurant for all food services. No other food vendors are allowed in the Facility

Insurance and Indemnity

Liability Insurance

The Tenant shall at its cost during the entire period it is using the Landlord's Facility, including move-in and move-out periods, keep in full force and effect a policy of public liability and property damage insurance with insurers qualified to do business in the Province of Ontario with respect to the Facility for the Facility and the business operated by the Tenant and any licensees, concessionaires and sub-tenants of the Tenant in the Facility in which the limits of public liability shall not be less than \$5,000,000 per person and \$5,000,000 per accident. **The Tenant must include The Royal Canadian Riding Academy and B.G. Schickedanz (York) Inc. as additional insureds with a minimum of \$5,000,000 liability insurance. The insurance policy must be presented to the Landlord in advance of the use of the Facility in order to be approved by Landlord's insurance company.**

Insurance

The Tenant shall pay its total cost of insurance for the Tenant's improvements, contents, equipment, fixtures and machinery, such insurance to be in an amount sufficient to cover the full replacement value of those items.

Release Forms

The Tenant will ensure all of the Tenant's staff and representatives involved with riding and handling the Tenant's horses sign the Landlord's Waiver Form on arrival at the Facility.

Mutual Indemnification

The Tenant shall indemnify the Landlord and save it harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury and/or damage to property arising from or out of any occurrence in, upon or at the, Facility, the occupancy or use by the Tenant of the Facility or any part thereof, or occasioned wholly or in part by any act or omission of the Tenant, its agents, contractors, employees, servants, licensees, concessionaires, invitees or guests. In case the Landlord, without fault on its part, be made a party to any litigation

commenced by or against the Tenant, then the Tenant shall protect and hold the Landlord harmless and shall pay any costs, expenses and solicitors' and counsel fees on a solicitor and his client basis incurred or paid by the Landlord in connection with such litigation.

The Landlord shall indemnify the Tenant and save it harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury and/or damage to property arising from or out of any occurrence in, upon or at the, Facility, occasioned wholly or in part by any act or omission of the Landlord, its agents, contractors, employees, servants, licensees, concessionaires, invitees or guests. In case the Tenant, without fault on its part, be made a party to any litigation commenced by or against the Landlord, then the Landlord shall protect and hold the Tenant harmless and shall pay any costs, expenses and solicitors' and counsel fees on a solicitor and his client basis incurred or paid by the Tenant in connection with such litigation.

Term of this Agreement

September 1, 2008 to December 31, 2010.

Accepted by:

Toronto Police Services Board

The Royal Canadian Riding Academy

Date_____

Date_____

Name_____

Kathy Tindale

Position_____

General Manager

Address_____

4252 Davis Drive, RR # 1

Cedar Valley, ON, L0G 1E0

Telephone_____

905-898-7743 ext 228

Email_____

info@rcra.ca

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

**#P225. INDEMNIFICATION RELEASE FOR DEMOLITION COMPANIES –
USE OF THEIR SITES FOR EMERGENCY TASK FORCE, PUBLIC
SAFETY AND EMERGENCY MANAGEMENT TRAINING EXERCISES**

The Board was in receipt of the following report dated July 16, 2008 from William Blair, Chief of Police:

Subject: INDEMNIFICATION RELEASE FOR DEMOLITION COMPANIES - USE OF
THEIR SITES FOR EMERGENCY TASK FORCE, PUBLIC SAFETY AND
EMERGENCY MANAGEMENT TRAINING EXERCISES

Recommendation:

It is recommended that the Board authorize the Chair to execute indemnification releases on behalf of the Board in relation to training exercises conducted at demolition sites.

Financial Implications:

There are no financial implications related to the recommendation contained within this report.

Background/Purpose:

In the past, members of the Emergency Task Force (ETF), Explosive Disposal Unit (EDU) and the Police Dog Services (PDS) have used abandoned buildings or demolition sites for training purposes. This specialized training includes dynamic explosive entry, execution of search warrants, and orientation of new members and canines.

The City of Toronto Heavy Urban Search and Rescue (HUSAR) Team, which consists of search specialists from the Public Safety and Emergency Management (PS&EM) and canine search specialists from Police Dog Services (PDS), would also benefit from this type of practical training. The officers and dogs assigned to the HUSAR Team require training sites in various stages of demolition in order for instructors to conceal victims and personal items before providing the dogs an opportunity to seek them out. Regular exposure to a variety of different scenarios increases the skill and performance level of the Team, and the availability of diverse construction styles would challenge the members' skills in locating, accessing and recovering victims.

Once a building is slated for demolition and providing that there is sufficient time to accommodate training for TPS units, the following specialized training could occur:

- PDS could conduct searches for missing or wanted persons. The building would provide a new and different environment for the handler and canine to conduct training. The building would not have to be in any state of demolition for this training to be undertaken.
- The ETF could practise new and challenging methods to gain access to barricaded persons or the execution of search warrants. The EDU could continue to practise explosive entry and breaching methods to enter fortified premises.
- When a building is in the various stages of demolition, the HUSAR Team could work on the debris pile and practise search and recovery methods for trapped persons.

Discussion:

A template indemnification release has been drafted and approved as to form by the City Solicitor. The release will effectively limit the Board's exposure to liability, while taking into account the position of the demolition companies and the Toronto Police Service's interest in securing unique locations and environments in which to conduct specialized training.

The template indemnification release has been reviewed by Legal Services to ensure that the legal and operational requirements of the Toronto Police Service are adequately protected.

Conclusion:

There are enormous benefits to this type of training. These complex situations and scenarios allow members to experience training opportunities that cannot be duplicated in a classroom environment or existing TPS facilities.

The members of Specialized Operations Command are among the best equipped and tactically trained police officers in North America. In order to maintain the standards of excellence established by these units, it is important that the TPS continue to utilize such sites for training and development purposes.

It is recommended that the Board authorize the Chair to execute indemnification releases on behalf of the Board in relation to training exercises conducted at demolition sites.

Deputy Chief A.J. (Tony) Warr, Specialized Operations Command, will be in attendance to answer any questions that the Board may have.

The Board approved the foregoing report with an amendment indicating that the execution of the releases will be subject to approval, as to form, by the City Solicitor.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

#P226. NEW FACILITY PROJECTS – BOARD ROLE

The Board was in receipt of the following report dated July 28, 2008 from William Blair, Chief of Police:

Subject: NEW FACILITY PROJECTS - BOARD ROLE

Recommendation:

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

Financial Implications:

There are no financial implications related to the recommendation contained in this report.

Background/Purpose:

The Board, at its meeting of March 27, 2008, received a report on the status and project management plan for the New 11 Division capital project. Further to the receipt of that report, the Board also approved the following motion (Min. No. P69/08 refers):

“THAT, given that the Board has a direct interest in overseeing building projects, and should have a meaningful leadership and participatory role in such projects, that with respect to the new No. 11 and 14 Division facilities, the Board direct the Chair and the Chief to establish a process which provides the Board with a decision-making role at major steps of development from the inception.”

This report provides the Service’s response to the above request.

Discussion:

In responding to the Board’s request, it is important to identify the Board’s current level of participation and decision-making in the Service’s process for constructing a new facility. The table below provides the major tasks and responsibilities in that process.

Process for Construction of a New Facility

Major Tasks	Service Involvement	Board Involvement
Business Case for new facility project	Prepare and submit request in Capital Program	Review and approval of project and budget
Site Acquisition	Work with City Facilities & Real Estate (F&RE) to identify suitable site	Service report to Board on details of site

Project Planning	Develop project charter, and establish steering committee for project	Project plan and charter provided to the Board for information
Selection of Architect	Conduct procurement process (RFP), identify suitable firm and recommend to Board	Board approves selection of Architect
Selection of Construction Manager	Conduct procurement process (RFP to Board approved pre-qualified firms), identify suitable firm and recommend to Board	Board approves selection of Construction Manager
Facility Design	Work with Architect, Facility Design Committee (which includes community representative(s)) to develop design for facility; Command approval obtained to ensure operational requirements satisfied	Approved design for facility presented to Board, along with information on process followed to allow Board to exercise its oversight role (i.e. to ensure community involvement in design process, LEED Silver certification, etc)
Construction	Overall responsibility to ensure project deliverables are met within budget and by scheduled completion date	Advised of progress and any issues requiring escalation
Monitoring and Control	Verification of estimate with Construction Manager, approving expenditures, preparing projections, identifying issues of concern, variance reporting	Receive periodic updates through capital variance reports which highlight project progress and financial status, approve scope/budget changes if required
Project Close	Conduct move-in, ensure building systems are working, conduct debriefing and prepare close-out report	Project close-out report provided to Board

In addition to the above, the Service will advise the Board on an ad hoc basis of any issue which could have an impact on the budget or schedule, and request the Board's assistance, if required, to resolve issues.

Conclusion:

The current Service process for the construction of a new facility involves the Board from inception to completion. The Board approves the project, budget and the contract awards for the Architect and Construction Manager. Any changes (e.g. scope, schedule) that impact the budget also require Board approval.

The design of a new facility involves an exhaustive design process led by the architectural firm selected and approved by the Board. The architect is responsible for designing a facility that meets the operational requirements of the Service, blends into the area the facility will be situated in, and meets any other requirements of the Service, the Board (e.g. LEED Silver certification) and the City (e.g. site plan). The architect achieves these objectives through a

facility design team that is established for every new facility project, and that includes representatives of the community, the Service and the City.

Commencing with the new 11 and 14 divisions, the Service will also provide the Board with the final design for the facility, key design, architectural and environmental features, and an artist rendering of the facility, for the Board's information prior to the start of construction.

The Board's oversight role in the design and construction of the new facility involves ensuring that the facility design process is followed by the Service, that other Board direction (e.g. LEED Silver certification) is adhered to, and that construction is progressing satisfactorily and on budget. The Service provides the Board assurance in this regard through the submission of a project management plan, identifying key processes, activities, assumptions and requirements, before the project commences. Further assurance is provided through regular variance reports and ad hoc reports, if necessary, that provide information on the project from a schedule, budget and scope perspective, and that identify any significant issues to be addressed.

The Board received the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

**#P227. POLICE TOWING AND POUND SERVICES CONTRACTS – DISTRICT
NO 3 AND DISTRICT NO. 5**

The Board was in receipt of the following report dated July 16, 2008 from William Blair, Chief of Police:

Subject: POLICE TOWING AND POUND SERVICES CONTRACTS DISTRICT No. 3
AND DISTRICT No. 5

Recommendations:

It is recommended that:

- (1) the Board award the District No. 3 towing and pound services contract to 1512081 Ontario Ltd. o/a Abrams Towing Service Ltd. for the term October 1, 2008 to May 31, 2011; and
- (2) the Board re-issue the towing and pound services quotation request for Towing District No. 5.

Financial Implications:

There are no financial implications relating to the recommendations contained within this report.

Background:

At its meeting of January 22, 2008, the Board approved the issuance of a Request For Quotation (RFQ) for the police towing and pound services contracts (Min. No. P4/08 refers). As a result, an RFQ was prepared and issued on February 11, 2008, requesting bids to be submitted for each of the six towing districts. The Board received seven responses as of 10:00 a.m. on March 12, 2008, the closing date and time for the RFQ.

No bids were received for District No. 5. In District No. 3, 1512081 Ontario Limited, operating as Abrams Towing Service Limited, was the sole bidder and was deemed to be non-compliant due to a clause contained in the lease agreement for its pound which provided the landlord with the contractual right to end the lease unilaterally if certain conditions were met. As a result, Abrams Towing could not demonstrate that as of the date of the RFQ closing, it had an unrestricted right to occupy and lawfully operate the specified pound at the designated location for the full period of the contract.

At its meeting of April 17, 2008, the Board approved the awarding of the police towing and pound services contracts in Districts No. 1, 2, 4, and 6. (Min. No. P98/08 refers).

At the same meeting, the Board also approved a motion to re-issue the towing and pound services quotation request for Towing Districts No. 5 and 3 under the same terms and conditions as the previous RFQ.

On May 1, 2008, a second request for quotation was issued with a closing date of June 4, 2008. Towing operators were permitted to submit a response in respect to District No. 3 and District No. 5; however, the quotation request specified “the Board will not award contracts for more than one district to the same towing operator.”

The contracts for these districts are scheduled to commence on October 1, 2008 and are to be in effect until May 31, 2011. There is also an option to extend the contracts for a further year at the sole discretion of the Board. The expiry date of this contract will coincide with the expiry date of the contracts for the other four towing districts previously awarded.

Discussion:

Tow operators were instructed to submit a bid that did not exceed a total price of \$188.00, being the combination of the towing fee and the fees for one day of storage, excluding any applicable taxes. The following bids were received in response to the RFQ:

District	Bidder	Towing Charge	Storage Charge	Total Bid
3	1512081 Ontario Ltd. o/a Abrams Towing Service Ltd.	\$123.00	\$65.00	\$188.00

District	Bidder	Towing Charge	Storage Charge	Total Bid
5	Towtal Roadside Solutions Inc. (NON-COMPLIANT)	\$124.00	\$50.00	\$174.00
5	FM Towing Inc. and 1505378 Ontario Ltd. (NON-COMPLIANT)	\$115.00	\$60.00	\$175.00

During the month of June, members of the TPS Purchasing Support Services and Traffic Services reviewed the quotations submitted by each of the bidders. Members of Traffic Services conducted a site inspection of the equipment and facilities of each of the bidders. In addition, members of Toronto City Legal Division reviewed all the leases for the proposed pounds submitted by the bidders and reviewed the quotations of the bidders who have been identified as non-compliant to evaluate the basis for their respective non-compliance.

As a result of the review of the three bids received, one bidder was found to be compliant with the requirements of the RFQ, and a contract award is, therefore, being recommended for Towing District 3. The two bidders for District 5 were deemed to be non-compliant for the reasons outlined below.

Reasons for Disqualification

District 5 – Towtal Roadside Solutions

Section 2 of the RFQ, General Conditions and Requirements, states the following;

- (d) *Bidders must have, and must continue to maintain throughout the term of the contract, a record in good standing with the Municipal Standards and Licensing Division of the City of Toronto.*
- (w) *In addition to information to be completed on the Schedules included in this quotation, the following must also be submitted with the quotation:*
 - (i) *Copy of the bidder's City of Toronto, Municipal Licensing and Standards Division, Public Garage Licence with storage endorsement for over 10 cars.*

Upon inspection of the documents submitted by Towtal Roadside Solutions Inc. (TRS), it was determined that it was non-compliant with the requirements set out in the above noted section of the RFQ.

TRS provided with its submission copies of a valid Toronto Municipal Licensing and Standards Division licence for a public garage with endorsements for oil, repairs, and car sales up to five. The licence lacked the required endorsement for car storage over 10. It has been confirmed that as of 10:00 am on June 4, 2008, the closing date and time for the RFQ, the endorsement had not been issued.

District 5 – FM Towing Inc and 1505378 Ontario Inc operating as FM Towing Services

Section 3 of the RFQ, Pound Requirements, states the following;

Bidders must own or lease, or have an option to own or lease, an existing pound operation. Bidders must produce proof, at the time of closing of this RFP, that, as of September 30, 2008, they will have an unrestricted right to occupy and lawfully operate the specified pound at the designated location for the full period of the contract. Such proof may take the form of an executed agreement of purchase and sale, a lease or option to lease, the only condition of which may be awarding of the contract. These agreements must be irrevocable under all other conditions.

Upon inspection of the documents submitted by FM Towing Services, it was determined that it was non-compliant with the requirements set out in the above noted section of the RFQ.

FM Towing Services provided a lease agreement with the City of Toronto Economic Development Corporation (TEDCO) for a pound property situated at 151–171 Cherry Street, which will terminate on April 30, 2009. Section 3.2(ii) of the lease also provides that the lease may be terminated by the landlord “on six (6) months notice on any anniversary of the term in the event the landlord requires the land for redevelopment purposes.” Thus on the face of the

lease, it ends in less than a year and the landlord has the contractual right to end the lease unilaterally if the landlord chooses to redevelop the property. Given these terms, the bidder would not have demonstrated, as of the date of closing of the RFQ, that it has an unrestricted and irrevocable right to occupy the property for the duration of the contract.

In light of these issues with the lease, the bidder provided with the RFQ a letter from the landlord's property manager, dated June 3, 2008, which stated as follows:

“TEDCO Management is prepared to recommend to our Board an extension of the term for four (4) years to 2013 provided that the Downtown Group is successful in securing the police towing contract. Basic rent for the extension term shall be adjusted to market rent for comparable premises in the subject area. TEDCO Management will revise the Lease by deleting Section 3.2(ii).”

Section 3.2(ii) refers to the termination for redevelopment clause, identified above. The Downtown Group appears to be the business name for 1505378 Ontario Inc., one of the partners in the bid, although that has not been conclusively determined.

Although it would appear that TEDCO Management is willing to recommend to its Board a four year extension of the lease and the removal of the termination clause, such a recommendation would require the approval of the TEDCO Board, which could elect to reject the recommendation. Therefore, as of the date of closing of the RFQ, the bidder has failed to show that it has an unrestricted and irrevocable right to occupy the property for the duration of the contract. Theoretically, the Police Services Board could award the contract to the bidder and the TEDCO Board could refuse to extend the lease or remove the relevant clause. This would effectively mean that the bidder could not comply with the RFQ requirements as of the contract commencement date.

Conclusion:

The procurement process for towing and pound services contracts is structured to ensure that it is fair and transparent to all bidders, and results in acceptable levels of service to both the community and the Toronto Police Service.

The evaluation of bids received has resulted in contract award being recommended for 1512081 Ontario Ltd. o/a Abrams Towing Service Ltd. in District No. 3.

Although neither bidder for District No. 5 was ultimately compliant with all aspects of the RFQ, the RFQ process has demonstrated that there is significant interest in the process and the strong potential exists for receiving an acceptable bid if the RFQ for District No. 5 was reissued under the same terms and conditions. To facilitate the RFQ process, the contracts of the current operators covering District No. 5 need to be extended for the period from October 1, 2008 to December 31, 2008, subject to the present agreements.

The results of this further procurement process, either recommending a contract award to a compliant bidder, or in the absence of such a bidder, recommending options to deal with the towing and pound services for District No. 5 on an ongoing basis will be reported to the Board in due course.

A copy of this report has been reviewed by staff in the Toronto City Legal Division who are satisfied with its content.

Deputy Chief A.J. (Tony) Warr, Specialized Operations Command, will be in attendance to answer any questions the Board may have concerning this report.

Mr. Jeffery Lyons, Lyons Group, was in attendance and delivered a deputation to the Board on behalf of FM Towing Inc. and 1505378 Ontario Ltd. Mr. Lyons also provided a written submission; copy on file in the Board office.

Mr. Tony Veneziano, Chief Administrative Officer, was in attendance and responded to questions about this report.

The Board approved the following Motions:

- 1. THAT the Board receive Mr. Lyons' deputation and his written submission;**
- 2. THAT the Board approve the foregoing report; and**
- 3. THAT the contracts of the current operators covering District No. 5 be extended for the period from October 1, 2008 to December 31, 2008, subject to the present agreements.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

#P228. PRISONER MEALS – VENDOR SELECTION

The Board was in receipt of the following report dated June 25, 2008 from William Blair, Chief of Police:

Subject: PRISONER MEALS – VENDOR SELECTION

Recommendation:

It is recommended that the Board approve Pegasus Lunchbreak as the vendor for the supply and delivery of prisoners' meals at cost (excluding taxes) of \$1.19 per meal for the period January 1, 2009 to December 31, 2010, with the option to extend at the Chief's discretion for two (2) separate and additional twelve (12) month periods at a cost (excluding taxes) of \$1.24 and \$1.29 per meal respectively.

Financial Implications:

Based on the cost per meal and the estimated annual meals required, the 2009 and 2010 estimated cost for prisoner meals is \$280,000 (including taxes) each year. This amount will be included in the operating budget requests for those years.

Background/Purpose:

The current contract for the supply and delivery of prisoners' meals is with Pegasus Lunchbreak which expires on December 31, 2008. This report provides information on the results of the Request for Quotation (RFQ) process conducted to select a vendor to provide this service.

Discussion:

A quotation for the supply and delivery of prisoner meals was issued by the Service with a closing date of June 4, 2008 (RFQ 1102264-08). These meals are required for persons detained at the various Provincial court lockups within Toronto. Two vendors submitted quotations as per the summary below and were reviewed by appropriate Service personnel.

The following are the quotations submitted from the two vendors:

RFQ #: 1101603-08 *Meal Service*

Pegasus Lunchbreak

			Unit Price	Option Year 1	Option Year 2
Item No.	Annual Meals Required	Description of Meal	January 1, 2009 to December 31, 2010	January 1, 2011 to December 31, 2011	January 1, 2012 to December 31, 2012
1	203,000	Adult Meal	\$1.19	\$1.24	\$1.29
2	5,000	Youth Meal	\$1.19	\$1.24	\$1.29
Total			\$247,520.00	\$251,720.00	\$261,870.00

Skor Culinary Concepts Inc.

			Unit Price	Option Year 1	Option Year 2
Item No.	Annual Meals Required	Description of Meal	January 1, 2009 to December 31, 2010	January 1, 2011 to December 31, 2011	January 1, 2012 to December 31, 2012
1	203,000	Adult Meal	\$5.90	\$6.55	\$6.95
2	5,000	Youth Meal	\$6.15	\$6.70	\$7.13
Total			\$1,228,450.00	\$1,363,150.00	\$1,446,500.00

Conclusion:

Based on the evaluation of the responses to the RFQ, Pegasus Lunchbreak is the recommended vendor for the supply and delivery of prisoners' meals for the period January 1, 2009 to December 31, 2010, with the option to extend two separate and individual twelve (12) month periods at the discretion of the Chief.

Deputy Chief Anthony Warr, Specialized Operations Command, will be in attendance to answer any questions that the Board may have.

Mr. Joe Martino, Purchasing Support Services, Mr. Angelo Cristofaro, Finance and Administration, and Superintendent Mike Farrar, Court Services, were in attendance and responded to questions about this report.

The Board inquired about the reasons for the wide range in the unit prices submitted by the two bidders. Mr. Martino was not aware of any specific reasons for the range difference and said that the unit price is submitted at the bidders' discretion. Each bidder provides a quotation based upon the same food requirements. Mr. Martino said that the sandwich portion of the meal includes one quarter pound of deli meats.

Noting the level of supply and delivery costs, including the rising cost of fuel, the Board expressed concern about the quality of a meal that is supplied at a unit cost of \$1.19. The Board emphasized the importance of having a quality control process to ensure that the meal that is supplied is consistent with the requirements under the contract.

Mr. Cristofaro said that, if the vendor is not meeting the requirements, the Service can deal with the matter at any time during the term of the contract.

The Board approved the foregoing report subject to the following:

THAT, prior to extending the contract, if applicable, for two separate and additional 12 month periods, the Chief of Police provide the Board with a report on the results of the Service's quality control review of the meals provided by Pegasus Lunchbreak.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

**#P229. ARCHITECTURAL DESIGN SERVICES FOR THE NEW NO. 11 AND
NO. 14 DIVISION FACILITIES – PRE-QUALIFIED VENDORS**

The Board was in receipt of the following report dated August 01, 2008 from William Blair, Chief of Police:

Subject: ARCHITECTURAL DESIGN SERVICES FOR THE NEW 11 AND 14
DIVISION FACILITIES – PRE-QUALIFIED VENDORS

Recommendation:

It is recommended that the Board approve the four (4) pre-qualified vendors listed below for the provision of architectural design services for the new 11 Division and 14 Division facility projects:

1. Stantec Architecture Ltd.;
2. Atkins Group Corporation, Architects;
3. CS&P Architects; and
4. Shore Tilbe Irwin & Partners.

Financial Implications:

There are no financial implications related to the recommendations contained in this report.

Background/Purpose:

The Toronto Police Service (TPS) has, as part of its 2008-2012 Capital Program, approved funding to replace the existing 11 Division and 14 Division facilities. In order to expedite the process, the TPS has issued a Request for Expression of Interest (REOI) to enable the short listing of qualified firms, for the provision of architectural design services for both projects. The prequalified vendors will subsequently be invited to competitively bid through a future Request for Proposal (RFP) process to be conducted on each project separately.

Discussion:

On March 18, 2008 the Service's Purchasing Support Services Unit issued REOI #1099865-08 in order to select a minimum of four (4) pre-qualified vendors for the provision of architectural design services for the new 11 Division and 14 Division Facility Projects. The REOI closed on April 9, 2008 and the TPS received eight (8) responses. One of the responses was disqualified by Purchasing Support Services (PSS) for being non-compliant to mandatory requirements noted in the REOI. The remaining seven were deemed appropriate for evaluation.

The seven qualified responses were reviewed by the members of an evaluation committee using the criteria identified in the REOI. The committee's evaluation resulted in four of the seven vendors scoring over 70%. As a result, the evaluation committee recommended a selection of four (4) pre-qualified vendors.

Conclusion:

As a result of the evaluation of responses received to the REOI for architectural design services, four (4) vendors are being recommended as the pre-qualified list of vendors for the new 11 Division and 14 Division facility projects. The recommended pre-qualified vendors are:

- Stantec Architecture Ltd.;
- Atkins Group Corporation, Architects;
- CS&P Architects; and
- Shore Tilbe Irwin & Partners.

Architectural design services required for the 11 Division and 14 Division projects will be tendered separately to the pre-qualified vendors. Consequently, the work will still be subject to a competitive procurement process.

Mr. Tony Veneziano, Chief Administrative Officer, Administrative Command, will be in attendance to answer any questions from the Board.

The Board approved the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

**#P230. WIRELESS PARKING TICKET ISSUANCE SOLUTION – ASSIGNMENT
OF AGREEMENT BETWEEN THE TORONTO POLICE SERVICES
BOARD AND EPIC DATA INC.**

The Board was in receipt of the following report dated July 16, 2008 from William Blair, Chief of Police:

Subject: WIRELESS PARKING TICKET ISSUANCE SOLUTION - ASSIGNMENT OF AGREEMENT BETWEEN THE TORONTO POLICE SERVICES BOARD AND EPIC DATA INC.

Recommendation:

It is recommended that the Board approve the assignment of the agreement between the Toronto Police Services Board and Epic Data Inc. (the “Agreement”) retroactive to June 14, 2007, to facilitate the continuing support and maintenance of the Wireless Parking Ticket Issuance Solution and that the Board execute an Assignment Agreement to give effect to this approval.

Financial Implications:

This recommendation has no financial impact beyond what has already been approved in the current year’s budget.

Background/Purpose:

The purpose of this report is to approve the assignment of the Agreement between the Toronto Police Services Board and Epic Data Inc. to permit the continuing support and maintenance of the Wireless Parking Ticket Issuance Solution.

Epic Data Inc. is divesting itself of its Ticket Manager Solution for which the TPS acquired licenses from Epic Data Inc. in 2006. Epic Data Inc. would like to assign the Agreement to a company known as Checker Wireless Inc. which has been recently acquired by APARC Systems Ltd. This company has experience in the field of electronic parking systems and based upon research to other municipalities utilizing the services of this company for a similar purpose, members of the Parking Enforcement Unit are confident they possess the skills and expertise necessary to address the needs of the TPS.

Discussion:

On December 21, 2005, the Board entered into an agreement with Epic Data Inc. to provide a wireless parking ticket issuance solution. The business objectives can be summarized as streamlining the ticket issuance process and contributing to the overall efficiency of parking enforcement operations thereby providing enhanced operational support to the TPS. This was achieved through more cost effective ticket processing practices, more timely two-way management of information and the provision of real-time intelligence to Parking Enforcement Officers performing their duties in the field.

Epic Data Inc. provided a solution based on its TicketManager™ software. The solution has been operating successfully since July 24, 2006. The wireless parking ticket issuance solution has been delivered in full and has been in operation since implementation.

Epic Data Inc. and its parent company have since internally restructured their operations. As part of this restructuring, Epic Data Inc. would like to transfer its TicketManager™ software and related business services, including the Agreement, to Checker Wireless Inc. (“Checker”) retroactive to June 14, 2007. In 2008, APARC Systems Ltd. (“APARC”) acquired Checker through a 100% share purchase.

Technical support and maintenance of the solution is provided for in Schedule “C” to the Agreement. As the subcontracts for technical support and maintenance of the hardware have been assigned directly to the TPS, the vendor’s remaining obligations under the Agreement are to support the software.

The vendor has also been bound by a source code escrow agreement which must be assumed by APARC. Toronto City Legal is tasked with completion of this obligation which will transfer with the assignment to Checker/APARC.

When Epic Data Inc. was chosen as the vendor for this solution, staff conducted a very thorough review of its ability to deliver the solution, its financial stability, reference checks and the necessary security background checks. Being satisfied with the results, Epic Data Inc. was selected as the vendor of choice.

TPS staff have performed the same due diligence with respect to Checker’s ability to provide the necessary support as it did with Epic Data Inc. and is satisfied that Checker has the ability required. In addition, key personnel at Checker have satisfied all of the security requirements. The purchase of Checker’s shares by APARC is relatively recent. The same due diligence has been performed for APARC to the satisfaction of TPS staff and the security background checks for key personnel are underway. The Senior Technical Programmer who was previously employed by Epic Data Inc. and Checker Inc. was absorbed by APARC as part of the acquisition and his security clearance is in good standing.

Conclusion:

As the Agreement stipulates that any assignment of the Agreement requires the consent of the Board, it is recommended that the Board direct the City of Toronto Legal Division to prepare an Assignment Agreement in a form satisfactory to the Board. Members of the TPS, in consultation with Toronto City Legal Division, have conducted all due diligence in ensuring that the Legal obligations concerning Epic Data Inc., Checker Wireless Inc. and APARC have been satisfied.

This report has been prepared in consultation with staff from the Toronto City Solicitor's office.

Deputy Chief A.J. (Tony) Warr, Specialized Operations Command will be in attendance to answer any questions the Board may have.

The Board approved the foregoing report with an amendment indicating that the assignment of the agreement between the Toronto Police Services Board and Epic Data Inc. will be to APARC Systems Ltd.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

**#P231. TORONTO POLICE SERVICE – 2008 CAPITAL BUDGET VARIANCE
REPORT ENDING JUNE 30, 2008**

The Board was in receipt of the following report dated July 25, 2008 from William Blair, Chief of Police:

Subject: 2008 CAPITAL BUDGET VARIANCE REPORT FOR THE TORONTO
POLICE SERVICE – PERIOD ENDING JUNE 30, 2008

Recommendations:

It is recommended that:

- (1) the Board ratify the action taken by the Chair to approve a transfer of \$100,000 from the Computer Assisted Scheduling of Courts (CASC) project to the Time Resource Management System (TRMS) project; and
- (2) the Board forward a copy of this report to the City's Executive Committee, for approval.

Financial Implications:

Capital projects are managed within a total approved project amount that can span over several years. Any unspent budget allocation in a particular year can be carried forward for one year. The approved gross available funding for 2008 is \$99.7 million (M) comprised of \$57.2M (debt-funded) and \$42.5M (reserve funded), including \$24.6M debt and reserve funding carried forward from 2007.

As of June 30, 2008, the Service is projecting a total gross expenditure of \$95.4M, compared to \$99.7M in available funding (a spending rate of 95.7% for 2008). From a net debt-funded perspective, the Service is projecting total expenditures of \$46.0M, compared to \$49.8M in available funding (a spending rate of 92.4%). The projected (net) under-expenditure for 2008 is \$3.8M.

Background:

The Toronto Police Services Board at its meeting of October 8, 2007 approved the Toronto Police Service's (TPS) 2008-2012 Capital Program of \$256.6M, which included a 2008 request of \$99.7M comprised of new debt, reserve funding and cashflow carryover (Min. No. P339/07 refers). Toronto City Council, at its meeting of December 11, 2007 approved the TPS 2008–2012 Board-approved Capital Budget.

The Service's 2008-2012 approved Capital Program averages \$30.9M in annual debt funding over the five-year period.

Discussion:

Summary of Capital Projects:

This capital variance report provides the status of project spending as at June 30, 2008.

Appendix 1 provides a status summary of the on-going projects from 2007 as well as those projects that started in 2008. Any significant issues or concerns have been highlighted below in the "Key Highlights/Issues" section of this report. Appendix 2 provides the 2008-2012 approved Capital Program for reference.

Key Highlights/Issues:

As part of its project management practices, the Service has adopted a colour code (i.e. green, yellow or red) to reflect the health status of capital projects. The overall health of each capital project is based on budget, schedule and scope considerations. The colour codes are defined as follows:

- Green – on target to meet project goals (scope/functionalities), and on budget and schedule;
- Yellow – at risk of not meeting certain goals, some scope, budget and or schedule issues, and corrective action required; and
- Red – high risk of not meeting goals, significant scope, budget and or schedule issues, and corrective action required.

The following provides summary information on key projects within the Capital Program.

- New Training Facility (Gross \$75.8M, net \$66.0M)

Overall Project Health Status	
Current	Previous Variance Report
GREEN	GREEN

Construction of the new training facility started on February 19, 2007, with a scheduled substantial completion date of November 6, 2008. However, due to labour disruptions, harsh winter conditions, frequent freeze and thaw conditions on site and structural steel manufacturing and delivery delays, the substantial completion date has been extended to January 2009. The planned move-in for the fourth quarter 2009 remains unchanged.

The excavations, foundations and the structural steel work are 100% complete and the metal decking is complete on the roof of the Range and Academic buildings. Mechanical, electrical and security system work is progressing as per schedule. Precast concrete panels are

substantially completed and the tender drawings and specifications for telephone and data connections are complete.

Despite the increased costs resulting from the harsh winter conditions and material delivery delays, the project is still projected to be completed on budget at this time.

- Intelligence / Special Investigation Facility (\$4.6M)

Overall Project Health Status	
Current	Previous Variance Report
GREEN	GREEN

This project provides funding for upgrades and renovations to the existing Special Investigation Services (SIS)/ Intelligence facility. The project is under a very aggressive timeline to meet the planned December 2009 completion date. The installation of a “Dry” Fire Suppression System in the computer room has been completed. Design work to complete the remaining renovations of the Intelligence facility is complete, and working drawings and specifications are being developed for tender issuance in September 2008. At this time, the Service expects that this project can be completed within the remaining funds available. However, the results of the tender process will confirm whether the funds allocated to this project for 2008 and 2009 are sufficient for the planned work.

- 11 Division (\$25.5M)

Overall Project Health Status	
Current	Previous Variance Report
YELLOW	YELLOW

This project is for the construction of a new 11 Division. A surplus school site owned by the Toronto District School Board (TDSB), and located at 2054 Davenport Road, has been approved for purchase. City Legal Services and City Facilities and Real Estate are currently in the process of completing the real estate transaction. City Staff have commissioned an environmental consultant to prepare the necessary documents that will form part of the due diligence process for the acquisition of the property. The sale transaction should be closed by September 2008, and the \$8.7M cost for the property will be funded from the City’s Land Acquisition Reserve Fund (LARF).

A project plan for the 11 Division project was provided to the Board at its March 2008 meeting (Min. No. P69/08 refers). The total cost estimate will be updated in the capital program to reflect any changes in the construction cost index or other assumptions, and as the project progresses through the design, site plan, permit approval and procurement processes.

In the March 31, 2008 capital variance report (Min. No. P137/08 refers), the Board was advised that City Heritage Preservation Services was recommending that City Council include the existing building (the former Carleton Village Public School) on the site on the City's inventory of heritage properties, and designate the property under Part IV of the Ontario Heritage Act.

In considering this matter at its meeting on June 23 and 24, 2008, City Council did not approve the recommendation from the Toronto Preservation Board to include the property in the City's Inventory of Heritage Properties. However, Council did decide that an Advisory Working Group be established "to work closely with the Architect of record for the project, including Heritage Architects, as required, and the Toronto Police Service on the design of the building at 2054 Davenport Road, and the preservation of important building features where possible." Further, Council requested the Service to retain, if possible, the entrance and any other significant historical aspects of the building and incorporate them into the plans for the site.

The Service will incorporate the Advisory Working Group into the design process. We will also make every effort to retain certain heritage attributes of the current building, provided this can be achieved within the overall budget estimate for this project.

- TRMS Upgrade and Additional Functionality (\$3.6M)

Overall Project Health Status	
Current	Previous Variance Report
YELLOW	YELLOW

The Service's Time Resource Management System (TRMS) was upgraded on May 16-18, 2008, as scheduled. This technical upgrade represented completion of Phase 1 of the project. Phase 2, which encompassed the upgrading of reports, the implementation of a reporting environment, and the launching of the automated Court Kiosk, was originally scheduled to start immediately after the upgrade. However, several issues arose out of the technical upgrade that required the immediate attention of the project team, delaying Phase 2 work by approximately one month.

The automated Court Kiosk is to be launched Service-wide on July 28, 2008, and the TRMS project had been scheduled to shut down as of July 31, 2008. This shut down is currently occurring. Consultants from Infor (the TRMS vendor) are still on site completing some of the work for which they were contracted. This work is within Infor's not-to-exceed budget contract for the upgrade, and is not costing the Service any more than was originally anticipated.

Work remains to be done to upgrade several management reports. After an extensive analysis of the current situation, it was determined that the most efficient and effective approach to complete this work is to extend the contract of an external consultant who assisted with the TRMS upgrade. The cost to complete this work is \$66,000.

There have also been other unanticipated pressures on the project, the largest of these being the requirement to pay provincial sales tax (PST) on the professional services contracted to upgrade TRMS. Infor and its former entity, Workbrain, did not charge the Service PST until an internal audit conducted by Infor determined that such charges were applicable. Charges began in the fall of 2007, after the revised budget had been set for the project. This has resulted in unexpected costs of just over \$90,000. Other cost over-runs have been experienced in the area of hardware / software acquisitions and premium pay for project team members, exceeding estimates. These cost over-runs have been offset by savings in the areas of court kiosk programming, project management expenses, and the cost to backfill internal project members.

The various cost overruns and savings will result in the overall budget for this project being exceeded by \$100,000. In order to ensure that completion of the outstanding work continued uninterrupted, the Chair's approval was obtained (in accordance with By-law 147) to transfer \$100,000 from the CASC project (which was completed this year under budget) to the TRMS project, thereby enabling the commitment to an external consultant to complete the work before year end. As required by the By-law, ratification by the Board, of the Chair's approval, is being requested. A project close-out report for TRMS will be prepared and reported to the Board before the end of the year. This report will include the final costing for this project.

- Police Community Automated Notification System (PCANS) (\$0.9M)

Overall Project Health Status	
Current	Previous Variance Report
YELLOW	GREEN

This project provides funding for the acquisition and implementation of a fully automated community notification system capable of reaching citizens through various platforms such as e-mail, text messaging, voice and Personal Digital Assistants (PDAs).

The project has faced challenges with respect to the selection of a qualified vendor. The first Request for Proposal (RFP) was issued in January 2008. Three proposals were received; one was disqualified, and the remaining two did not meet the mandatory requirements in the RFP. As a result, the requirements of the RFP were reviewed and adjusted, the RFP re-issued in March, 2008, and Semotus Solutions was selected as the vendor to supply the system (Min. No. P136/08 refers).

The contract with the vendor is currently in the process of being finalized. The project's health status has changed from Green to Yellow, as there is some risk that the contract with the vendor will not be executed in time to fully complete the project in 2008. Funding for this project was approved in 2007, and cannot be carried forward to 2009 due to the City's one-year cashflow carryforward rule. Every effort is being made by Service staff to mitigate this risk and complete the project this year.

- In-Car Camera (\$8.7M)

Overall Project Health Status	
Current	Previous Variance Report
YELLOW	YELLOW

Funding for this project was reduced in the 2007-2011 Capital Program (from \$11M to \$8.7M) due to capital funding pressures. This project initially experienced significant technical challenges, but is now proceeding well. At its January 2008 meeting, the Board approved Panasonic as the Vendor of Record (VOR) for In-Car Cameras (ICCs) and authorized the Service to move ahead with the implementation of 168 ICC systems (Min. No. P8/08 refers).

The Board was provided with a status report on this project at its April 17, 2008 meeting (Min. No. P109/08 refers). Given the VOR agreement, the Service will now be able to install 168 cameras (increased from the previously approved 140 cameras), using the available funding. The Service is still committed to installing as many of the originally targeted 460 cameras as possible within the reduced funding approved for this project, and taking into account the necessary infrastructure required for the ICC system. The planning and design phases are proceeding as planned and the set up of the ICC system in a test lab development environment is in progress.

- Digital Video Asset Management System (DVAMS) (\$5.7M)

Overall Project Health Status	
Current	Previous Variance Report
GREEN	GREEN

The vision of the Digital Video Asset Management program I (DVAM I) was to eventually eliminate the use of physical video evidence media within the organization. Digital Video Asset Management II extends network-based digital video data file technology to evidence management for interviews, booking and breath tests. Two of five phases are complete (project initiation and project planning).

The project is currently in phase 3 (solution development), with project tasks that include DVAMS functional requirements analysis and system design. The functional requirements have been developed and the final design sign off is planned for August 2008. Final user acceptance and training is scheduled for March 2009, and solution implementation is scheduled for April 2009. This project is currently on schedule and on budget.

- Radio Replacement (\$35.5M)

Overall Project Health Status	
Current	Previous Variance Report
GREEN	GREEN

This project provides funding for the replacement of the Service's current communication radios which are obsolete, and to ensure operability on the new platform being implemented through the City-managed Radio Infrastructure Replacement project. The replacement of the radios commenced in 2006 and will be completed in 2011. While the majority of this project is debt-funded, \$6M is being borrowed from the Service's Vehicle and Equipment Reserve, to fund the purchase of radios in 2008 and 2009.

Conclusion:

The Service is projecting a total gross expenditure of \$95.4M, compared to \$99.7M in available funding (a spending rate of 95.7% for 2008). The projected (net) under-expenditure for 2008 is \$3.8M, of which \$3.0M would be carried forward to 2009.

Most projects are on budget and on schedule, and are proceeding well. The TRMS upgrade project is expected to be completed \$100,000 over budget, largely due to the application of PST for professional services contracted to complete the upgrade, that was previously not charged by the vendor, and therefore not included in the project budget. The funding short-fall in the TRMS project can be funded by a transfer from the CASC project, which was completed earlier this year under budget.

Mr. Tony Veneziano, Chief Administrative Officer, Administrative Command will be in attendance to answer any questions from the Board.

The Board approved the foregoing and agreed to forward a copy to the City of Toronto – Executive Committee for approval.

2008 Capital Budget Variance Report As At June 30, 2008 (\$000s)

Project Name	Available to Spend in 2008	2008 Projected Actual	Year-End Variance - (Over)/ Under	Total Projected Cost (Life of Project)	Total Projected Cost (Life of Project)	Project Variance - (Over)/ Under	Comments	Overall Project Health
Facility Projects:								
23 Division	340.8	150.7	190.1	17,665.0	17,474.1	190.9	Move was completed on May 7, 2007. \$110,000 to cover final grading and landscaping requirements.	Green
Traffic Services and Garage Facility	19.9	19.9	-	7,350.0	7,350.0	-	Move was completed on April 2, 2007. This project will be closed off in 2008.	Green
New Training Facility	42,933.3	41,000.0	1,933.3	75,804.4	75,804.4	-	Please refer to the body of the report.	Green
Intelligence/Special Investigation	1,219.9	1,219.9	-	4,565.0	4,565.0	-	Project is on budget and on schedule.	Green
11 Division	365.6	20.0	345.6	25,474.9	25,474.9	-	Please refer to the body of the report.	Yellow
Information Technology Projects:								
Geocoding Engine	457.0	440.0	17.0	457.0	457.0	-	Project is on budget and on schedule.	Green
CASC System	1,046.3	482.3	564.0	1,500.0	936.0	564.0	Project is complete, below budget.	Green
TRMS additional functionality	1,195.0	1,295.0	- 100.0	3,648.0	3,748.0	- 100.0	Please refer to the body of the report.	Yellow
PCANS	927.0	927.0	-	927.0	927.0	-	Please refer to the body of the report.	Yellow
In Car Camera	3,015.1	2,648.5	366.6	8,662.0	8,662.0	-	Please refer to the body of the report.	Yellow
Automated Vehicle Location System	615.2	250.0	365.2	1,590.0	1,590.0	-	Project is on budget but slightly behind schedule (will be completed by Q3,2009).	Green
Digital Video Asset Management II	2,015.0	2,015.0	-	5,665.0	5,665.0	-	Please refer to the body of the report.	Green
Replacements / Maintenance / Equipment Projects								
State-of-Good-Repair - Police	2,100.6	2,100.6	-	on-going	on-going	n/a	Project is on budget and on schedule.	Green
Facility Security	237.2	209.2	28.0	3,660.0	3,660.0	-	Project is complete.	Green
Furniture Lifecycle Replacement	51.4	51.4	-	3,000.0	3,000.0	-	Project is on budget and on schedule.	Green
Power Supply-Fire/EMS/TPS	618.0	618.0	-	618.0	618.0	-	City-managed project.	n/a
Reserves								
Vehicle Replacement (lifecycle)	5,033.0	5,033.0	-	on-going	on-going	n/a	Projects are on budget and on schedule.	Green
IT-Related Replacements (lifecycle)	17,487.9	17,077.9	410.0	on-going	on-going	n/a	Projects are on budget and on schedule.	Green
Other Equipment (lifecycle)	5,354.6	5,239.6	115.0	on-going	on-going	n/a	Projects are on budget and on schedule.	Green
Land Acquisition Reserve Fund	14,650.0	14,650.0	-	n/a	n/a	n/a		
Total Gross Expenditures:	99,682.8	95,448.1	4,234.7					
Less Reserve funding:	- 27,875.6	- 27,350.5	- 525.0					
Less LARF funding:	- 14,650.0	- 14,650.0	-					
Less DND funding:	- 7,374.0	- 7,374.0	-					
Total Net Expenditures:	49,783.3	46,073.6	3,709.7					

REVISED 2008-2012 CAPITAL BUDGET REQUEST (\$000s)

Appendix 2

Proj. #	Project Name	Plan	2007	2008-2012 Request						2008-2012	2013-2017	Total
		to end of 2007	Carry forward	2008	2008 Total Request	2009	2010	2011	2012	Proj. Total	Proj. Total	Project Cost
Facility Projects												
1	New training Facility (Replacement of C.O. Bick College)	32,069.0	4,270.2	38,663.0	42,933.2	5,072.4	0.0	0.0	0.0	43,735.4	0.0	75,804.4
2	11 Division - Central Lockup	0.0		365.6	365.6	7,398.0	11,957.0	5,754.3	0.0	25,474.9	0.0	25,474.9
3	14 Division - Central Lockup	0.0	0.0	0.0	0.0	591.0	10,561.0	14,257.3	5,388.6	30,797.8	0.0	30,797.8
4	Intelligence / Special Investigations Facility	1,000.0	454.9	765.0	1,219.9	2,800.0	0.0	0.0	0.0	3,565.0	0.0	4,565.0
5	Property & Evidence Management Storage	258.0	8.0	0.0	8.0	0.0	0.0	0.0	1,155.0	1,155.0	21,541.0	22,954.0
6	Long Term Facility Plan	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	77,121.9	77,121.9
7	54 Division (includes land)	0.0		0.0	0.0	0.0	0.0	0.0	5,500.0	5,500.0	31,000.7	36,500.7
8	41 Division (includes land)	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	40,334.3	40,334.3
Information Technology Projects												
9	Geocoding	457.0	457.0	0.0	457.0	0.0	0.0	0.0	0.0	0.0	0.0	457.0
10	PCANS	927.0	927.0	0.0	927.0	0.0	0.0	0.0	0.0	0.0	0.0	927.0
11	Automated Vehicle Location System Expansion	1,185.0	210.2	405.0	615.2	0.0	0.0	0.0	0.0	405.0	0.0	1,590.0
12	HRMS upgrade and additional functionality	750.0	-75.574	0.0	-75.6	0.0	0.0	0.0	265.0	265.0		1,015.0
13	TRMS upgrade and additional functionality	2,453.0		1,195.0	1,195.0	0.0	0.0	0.0	0.0	1,195.0	0.0	3,648.0
14	In - Car Camera	1,662.0	715.1	2,300.0	3,015.1	2,300.0	2,400.0	0.0	0.0	7,000.0	0.0	8,662.0
15	Digital Video Asset Management II	2,350.0		2,015.0	2,015.0	1,300.0	0.0	0.0	0.0	3,315.0	0.0	5,665.0
16	Data Warehouse Establishment	0.0		0.0	0.0	0.0	0.0	0.0	1,500.0	1,500.0	5,014.0	6,514.0
17	Electronic Document Management	0.0		0.0	0.0	0.0	0.0	0.0	500.0	500.0	0.0	500.0
18	Record Management System Replacement	0.0		0.0	0.0	0.0	0.0	0.0	4,000.0	4,000.0	4,000.0	8,000.0
19	Disaster Recovery Site	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Replacements / Maintenance / Equipment												
20	State-of-Good-Repair - Police	12,430.0	302.5	1,800.0	1,800.0	1,800.0	2,000.0	2,500.0	2,553.0	10,653.0	13,047.0	36,130.0
21	Facility Security	3,145.0	-277.8	515.0	237.2	0.0	0.0	0.0	0.0	515.0	0.0	3,660.0
22	Fuel Management System	0.0		0.0	0.0	0.0	0.0	0.0	600.0	600.0	0.0	600.0
23	Power Supply - Fire/EMS/TPS	0.0		618.0	618.0	0.0	0.0	0.0	0.0	618.0	0.0	618.0
24	Radio Replacement	10,684.9		0.0	0.0	0.0	7,440.8	11,400.0	0.0	18,840.8	0.0	29,525.7
	Total Capital Budget Request	69,370.9	6,991.5	48,641.6	55,330.6	21,261.4	34,358.8	33,911.6	21,461.6	159,634.9	192,058.9	421,064.8
Other than debt expenditure (Draw from Reserve)												
25	Vehicle and Equipment Replacement	20,197.0		5,033.0	5,033.0	5,033.0	5,033.0	5,033.0	5,033.0	25,165.0	25,165.0	70,527.0
26	Workstation, Laptop, Printer - Lifecycle plan	11,399.0	2,550.2	3,774.0	6,324.2	4,785.0	4,816.0	3,774.0	3,774.0	20,923.0	20,922.2	53,244.2
27	Servers - Lifecycle Plan	4,506.0	-1,476.2	2,810.0	1,333.8	2,910.0	3,010.0	3,120.0	3,230.0	15,080.0	17,180.0	36,766.0
28	IT business resumption- Lifecycle Plan	6,923.0	260.0	0.0	260.0	0.0	1,590.0	1,640.0	1,700.0	4,930.0	9,050.0	20,903.0
29	Mobile Workstations	0.0		7,970.0	7,970.0	0.0	0.0	0.0	7,970.0	15,940.0	7,970.0	23,910.0
30	Network Equipment	0.0		1,600.0	1,600.0	970.0	480.0	500.0	520.0	4,070.0	4,610.0	8,680.0
31	Locker Replacement	550.0	54.6	550.0	604.6	550.0	550.0	0.0	0.0	1,650.0	0.0	2,200.0
32	Furniture Replacement	0.0	51.4	750.0	801.4	750.0	750.0	750.0	750.0	3,750.0	3,750.0	7,500.0
33	Radio Replacement	0.0		4,000.0	4,000.0	2,000.0	0.0	0.0	0.0	6,000.0	0.0	6,000.0
	Total - Other than debt expenditure	43,575.0	1,439.9	26,487.0	27,926.9	16,998.0	16,229.0	14,817.0	22,977.0	97,508.0	88,647.2	229,730.2
Land Acquisition Reserve Fund (LARF)												
34	14 Division	5,950.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5,950.0
35	11 Division	8,700.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	8,700.0
	Total Land Request	14,650.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14,650.0
	Total Gross Request	127,595.9	8,431.4	75,128.6	83,257.5	38,259.4	50,587.8	48,728.6	44,438.6	257,142.9	280,706.1	665,445.0
	Total - Other than debt expenditure	-43,575.0	-1,439.9	-26,487.0	-27,926.9	-16,998.0	-16,229.0	-14,817.0	-22,977.0	-97,508.0	-88,647.2	-229,730.2
	Total Land Request	-14,650.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-14,650.0
	Funding from Department of National Defence (DND)	-4,916.0	-4,916.0	-2,458.0	-7,374.0	-2,458.0	0.0	0.0	0.0	-4,916.0	0.0	-9,832.0
	Total Net Request	64,454.9	2,075.5	46,183.6	47,956.6	18,803.4	34,358.8	33,911.6	21,461.6	154,718.9	192,058.9	411,232.8

2007 Carryforward is estimated at time of budget approval; Attachment A reflects year-end carryforward amounts.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

**#P232. SEMI-ANNUAL REPORT: NEW TRAINING FACILITY – PROJECT
STATUS REPORT: JANUARY TO JUNE 2008**

The Board was in receipt of the following report dated July 28, 2008 from William Blair, Chief of Police:

Subject: SEMI-ANNUAL REPORT: NEW TRAINING FACILITY - PROJECT STATUS
REPORT: JANUARY TO JUNE 2008

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

There are no financial implications relating to the recommendation contained in this report.

Background/Purpose:

The New Training Facility is a capital project in the Service's approved Capital Program, budgeted in the amount of \$75.8M gross, and \$66.0M net of the Department of National Defence (DND) contribution.

At its meeting of July 10, 2006, the Board requested that it be provided with semi-annual status updates on the new training facility project with respect to necessary approvals, schedule and cost estimates (Min. No. P209/06 refers). This report provides the Board with a status update for the period January 1, 2008 to June 30, 2008. The previous status report was provided in February 2008 (Min. No. P31/08 refers).

Discussion:

The Board, at its meeting of June 13, 2005 (Min. No. P194 refers), awarded the architectural design and consulting services for the new training facility to Shore Tilbe Irwin Architects and Engineers (STIP). At its meeting of January 11, 2006, the Board awarded the provision of construction management services for the New Training Facility to Eastern Construction Company Limited (ECCL). Under this agreement, ECCL manages the construction component of the project (Min. No. P7/06 refers).

Subsequently, the Board at its meeting of July 10, 2006 awarded the provision of construction services for the new Training Facility to ECCL (Min. No. P207/06 refers). This agreement authorizes ECCL to award contracts to the recommended sub-contractors and pay for the various

construction services provided. Since the award of these two agreements, ECCL has been actively engaged in the construction of a new training facility for the Toronto Police Service (TPS).

A status update on key components of the project is provided below.

Construction Activities and Schedule:

- Construction of the new training facility started on February 19, 2007, with a scheduled substantial completion date of November 6, 2008. Due to labour disruptions in June 2007, the substantial completion date was extended to December 31, 2008. However, due to the harsh winter conditions, frequent freeze and thaw conditions on site, and structural steel manufacturing and delivery delays, the substantial completion date has been extended to January 16, 2009. While this results in a nine (9) week extension from the originally planned substantial completion date, the planned move-in for the fourth quarter 2009 remains unchanged.
- As of June 30, 2008, structural steel, metal decking, reflective roofing and exterior precast concrete panels are substantially complete. Window framing and glazing is behind schedule due to delays in material delivery and this has had an impact on the end of June target date for building enclosure. Meetings have been held to discuss options which will allow work to continue despite the delay to the building enclosure. Interior structural studs, masonry and drywall installation is currently underway and progressing well. Electrical and mechanical rough-in is continuing throughout the facility and is approximately 60% complete.
- The LEED Silver certification process is underway and proceeding smoothly. The project team with input from the LEED consultant determined that a target of 36 points will be used as a benchmark. The LEED Silver required point range is 33-38 points. The document gathering process is underway with all consultants. Final application will be made for LEED Silver certification after completion of the project. The review process by the Canada Green Building Council is expected to take several months to complete following the final submission.

Non-Construction Components:

- As with any new facility project, there are non-construction components to the project (e.g., furniture, workstations, equipment, security, etc.). At the time of budget development, the amount required for these items was estimated. Now that a detailed design is available, TPS staff are currently evaluating the plans for these components to determine any revisions to the original requirements/assumptions and related cost implications. The preliminary revised estimate indicates that the original budget estimate for furniture and computer equipment requirements may be insufficient. Any shortfall would be funded from the overall contingency for this project. This information will be forwarded to the project Steering Committee for review and adjustment as necessary.

Project Management:

The project management framework for this project was outlined in the semi-annual report provided to the Board at its meeting of February 21, 2008 (Min. No. P31/08 refers).

Matters of Note:

- DND and City of Toronto have executed the lease agreement. DND has provided the maximum fund contribution of \$12M (excluding taxes), as per the agreement, to the City. These funds are being held in trust by the City and will be released to the Service based on the work progress as certified by STIP.
- STIP has submitted a claim for an increase in fees. This issue is being addressed by TPS staff in consultation with City of Toronto Legal. A report on this matter will be submitted to the Board at its September 2008 meeting.
- ECCL has advised the Service that additional General Condition costs (e.g. staff time and site services), have been incurred due to the schedule delay and harsh weather conditions. TPS staff are reviewing the additional costs being requested and will report to the Board on this matter at its September 2008 meeting.
- DND has requested changes to their portion of the facility. The Service has notified DND that the cost of these changes will be in addition to the minimum recovery of \$9.8M from DND, and that these changes cannot impact (from either a cost and or schedule basis) the Service's portion of the facility.

Budget:

The major construction tenders have come in under budget, and at this time work is for the most part proceeding as planned. The delay in substantial construction completion will result in a claim from ECCL for additional General Condition costs. Change orders to date have utilized approximately 50% of the project contingency. The project's exposure to significant change orders is greater in the early stages of a project due to unknown site conditions. The facility is close to being enclosed and as a result, the risk of significant change orders is reduced, and while there may be more change orders in the latter part of the project, they should be of lesser value. As a result, it is expected that the remaining 50% contingency should be sufficient to complete the project. As indicated in the previous section, there is a claim for additional fees from STIP. The project steering committee will be evaluating the impact of the STIP and ECCL claims on the project budget and will continue to review the remaining project components in order to remain within the overall approved budget.

Conclusion:

The rate of progress on the New Training Facility project is satisfactory. Construction substantial completion is currently being projected by ECCL to be nine weeks behind schedule. However, the project is still expected to be completed on budget and within the scheduled move-in date.

All issues that arise are being dealt with promptly during the weekly scheduled site project meetings and/or by the project's Steering Committee. The Board will be apprised if any significant issues arise before the next status report.

Mr. Tony Veneziano, Chief Administrative Officer, Administrative Command, will be in attendance to respond to any questions from the Board.

The Board received the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

#P233. NEW JOB DESCRIPTION – DISCLOSURE CLERK, COURT SERVICES

The Board was in receipt of the following report dated July 16, 2008 from William Blair, Chief of Police:

Subject: NEW JOB DESCRIPTION – DISCLOSURE CLERK, COURT SERVICES

Recommendation:

It is recommended that the Board approve the attached new civilian job description and classification for the position of Disclosure Clerk, Court Services (A05191).

Financial Implications:

Funding for three positions was approved by the Board in the 2007 Operating Budget Submission Update (Min. No. P174/07) and fourteen additional positions were approved in the 2008 Operating Budget (Min. No. P386/07).

Background/Purpose:

Two recent six-month pilot projects were initiated to improve the efficiency in the disclosure processes between the Service and the Office of the Crown Attorney. As a result of the success of these pilot projects, there was a need to develop and evaluate a new civilian job description for the position of Disclosure Clerk, Court Services.

Discussion:

In May 2004, an Administrative Review was conducted by the Service on the business processes that impact on the delivery of disclosure between the Service and the federal Public Prosecution Service of Canada (PPSC) to address long-standing deficiencies in this area. As a result of the review, changes to business processes were approved by the Command and tested during a six-month pilot project. The pilot project was a success.

The provincial Ministry of the Attorney General (MAG) was also experiencing similar issues with delayed disclosure and other deficiencies. As MAG Crown Attorneys had witnessed the success of the federal disclosure project, they requested that similar business processes be developed for them. Another six-month pilot was approved, by the Command, which commenced on December 1, 2006 at the Toronto East Court. This pilot was also a success and has increased the effectiveness and efficiency of the disclosure process as outlined to the Board in August of 2007 (Min. No. P272/07). It must be noted that during the pilot projects, temporary clerks were hired to perform the function of the Disclosure Clerks.

The full implementation of new disclosure business processes on a permanent basis in Federal and Provincial Courts necessitates additional staffing and a new civilian job description for the position. As indicated above, the Board has approved the funding for seventeen new positions.

The Disclosure Clerk position will act as a liaison between the Office of the Crown Attorney and police officers by performing legal administrative duties in support of case management and victim support in Toronto.

To this end, Compensation and Benefits has developed the job description and evaluated the position as an A05 (35 hour) job within the Unit "A" Collective Agreement. This classification carries a current salary range of \$41,699 to \$47,610 per annum, effective January 1, 2007.

Conclusion:

It is hereby recommended that the Board approve the new job description for the position of Disclosure Clerk, Court Services (A05191). Subject to Board approval, the Toronto Police Association will be notified accordingly, as required by the Collective Agreement, and it will be staffed in accordance with established procedure.

Deputy Chief Keith Forde, Human Resources Command, will be available to respond to any questions the Board members may have in regard to this report.

The Board approved the foregoing report.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 305
Pay Class A05

JOB TITLE:	Disclosure Clerk, Court Services	JOB NO.:	A05191
BRANCH:	Specialized Operations Command	SUPERSEDES:	New
UNIT:	Operational Services	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Court Services	NO. OF INCUMBENTS IN THIS JOB:	3
REPORTS TO:	Locational Administrator	DATE PREPARED:	18 June 2008

SUMMARY OF FUNCTION: Responsible for performing those administrative clerical duties required in support of the case management and victim support practices in Toronto.

DIRECTION EXERCISED: N/A

MACHINES & EQUIPMENT USED: Micro-computer, standard TPS workstations and associated software, and any other related office equipment, as required.

DUTIES AND RESPONSIBILITIES:

1. Retrieve, searches and/or updates information from various databases including CPIC, eCOPS, CIPS and ICON.
2. Review Crown Briefs to ensure that the required information and evidentiary materials/documents including statements, memo book notes, photographs, audio/video tapes, witness statements etc. are included.
3. Manages and coordinates requests, receipts and submissions of all disclosure between Officer In Charge and Crown Attorneys.
4. Records case and disclosure status on computerized databases, (CIPS) and the disclosure database.
5. Analyze disclosure database and report on the status of compliance of individual units in regards to established disclosure procedure.

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dg-145077

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 305
Pay Class A05

JOB TITLE:	Disclosure Clerk, Court Services	JOB NO.:	A05191		
BRANCH:	Specialized Operations Command	SUPERSEDES:	New		
UNIT:	Operational Services	HOURS OF WORK:	35	SHIFTS:	1
SECTION:	Court Services	NO. OF INCUMBENTS IN THIS JOB:	3		
REPORTS TO:	Locational Administrator	DATE PREPARED:	18 June 2008		

DUTIES AND RESPONSIBILITIES: (cont'd)

6. Notifies Officer in Charge of trial dates, disclosure deficiencies and other requirements. Provides crown envelope and related disclosure to the Crown.
7. Problem solves disclosure deficiencies with members responsible for submitting disclosure.
8. Handling, entering and updating all briefs that are processed through the Court system. Updating the disclosure database with concluded matters.
9. Prepare briefs for court in advance of court date.
10. Assist in other areas when required
11. Troubleshoot problems that arise from time to time with the disclosure database.
12. Correspond with other Courts and Liaison Officers.
13. Performs other related duties and tasks, as required.

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The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

**#P234. NEW JOB DESCRIPTION – SECURITY ADMINISTRATOR,
FACILITIES MANAGEMENT**

The Board was in receipt of the following report dated July 07, 2008 from William Blair, Chief of Police:

Subject: NEW JOB DESCRIPTION - SECURITY ADMINISTRATOR, FACILITIES
MANAGEMENT

Recommendation:

It is recommended that the Board approve the attached new civilian job description and classification for the position of Security Administrator, Facilities Management (A05192).

Financial Implications:

There are no financial implications related to the recommendation contained in this report as an equivalent vacant (A05) position has been deleted.

Background/Purpose:

The Facilities Management unit is responsible for the administration of the Service's building security system for all police facilities. Facility security is a high priority for the Service and over the past number of years, the administration of the security system has developed into a full-time function.

Recently, PSTG Consulting completed a report titled "Management Review of Facilities Management". The report was completed with input from Facilities Management, Finance and Administration, Field Units and a user focus group. The report made a number of recommendations, one of which was the need for a full time security system administrator position.

Discussion:

Facilities Management has been able to manage the security administration within its current staffing, however, given the consultant's recommended improvements in the security system, this is no longer feasible as it impacts on other operational duties. To this extent, the position of Security Administrator in Facilities Management is being established. This position will oversee controlled access to 63 facilities, including general exterior access and security access to interior high-security areas, more than 15 security access reports per month, records of all active members, administration of a digital imaging system and 43 intrusion alarm systems.

The Security Administrator will administer the security access process for staff in Police Headquarters and other police facilities, including activating building/room access, initiating security clearances, updating existing security access in response to changes such as promotions, reclassifications and also to take photographs for activation cards.

To this end, Compensation and Benefits has developed a job description for the position. The job has been evaluated within the Service's job evaluation plan and determined to be a class A05 (35 hour) job within the Unit "A" Collective Agreement. This classification carries a current salary range of \$41,699 to \$47,610 per annum, effective January 1, 2007.

Conclusion:

It is hereby recommended that the Board approve the attached new job description for the position of Security Administrator (A05192). Subject to Board approval, the Toronto Police Association will be notified accordingly, as required by the Collective Agreement, and it will be staffed in accordance with established procedure.

Deputy Chief Keith Forde, Human Resources Command, will be available to respond to any questions the Board members may have in regard to this report.

The Board approved the foregoing report.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 324.5
Pay Class: A05

JOB TITLE:	Security Administrator	JOB NO.:	A05192		
BRANCH:	Administrative Command	SUPERSEDES:	New		
UNIT:	Finance & Administration	HOURS OF WORK:	35	SHIFTS:	1
SECTION:	Facilities Management	NO. OF INCUMBENTS IN THIS JOB:	1		
REPORTS TO:	Project Supervisor, FCM	DATE PREPARED:	17 June 2008		

SUMMARY OF FUNCTION:

Responsible for maintaining the security system throughout police facilities; co-ordinates the security access requirements for consultants, volunteers, contractors, retirees, media personnel, etc. and is accountable for maintaining the security database system.

DIRECTION EXERCISED:

N/A

MACHINES & EQUIPMENT USED:

Micro-computer, standard TPS workstations and associated security software, photo and security badge equipment and any other related office equipment.

DUTIES AND RESPONSIBILITIES:

1. Administers the security access process by employee number for staff in Police Headquarters and other police facilities; sets up files in the security system database, activates building/room access as assigned by unit commanders and takes photographs in an appropriate layout for activation cards.
2. Initiates security clearance for members, as well as consultants, volunteers, contractors, retirees, media personnel, etc.; ensures that non-police personnel submit the necessary paperwork for background checks and the appropriate follow-up.
3. Tracks transfers, separations, promotions, special assignments on routine orders, Board Minutes, etc. to ensure any required changes to existing security access levels are updated accordingly.
4. Configures selective clearance capabilities, such as for car transponders and gas pump access for specific members, who require unique security access requirements.

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The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 324.5
Pay Class A05

JOB TITLE:	Security Administrator	JOB NO.:	A05192		
BRANCH:	Administrative Command	SUPERSEDES:	New		
UNIT:	Finance & Administration	HOURS OF WORK:	35	SHIFTS:	1
SECTION:	Facilities Management	NO. OF INCUMBENTS IN THIS JOB:	1		
REPORTS TO:	Project Supervisor, FCM	DATE PREPARED:	17 June 2008		

DUTIES AND RESPONSIBILITIES: (cont'd)

5. Tracks access activities in buildings and facilities by developing and maintaining security system reports using specific data fields, such as employee number, position level, etc.
6. Overrides the security system by activating or deactivating cards, entrances, tower sites, etc. in the case of an emergency situation, such as a fire or natural disaster; identifies problems requiring resolution by the service provider.
7. Reviews and conducts checks on security inventory to ensure that the codes for entrances and door correspond with database information; maps out configurations to ensure accuracy and develops and maintains a technical user guide for users of the security system.
8. Performs other related duties and tasks, as required.

Note: Prior to submission for job evaluation, all signatures required.

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The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

**#P235. SPECIAL CONSTABLES - RE-APPOINTMENTS - TORONTO TRANSIT
COMMISSION**

The Board was in receipt of the following report dated July 16, 2008 from William Blair, Chief of Police:

Subject: RE-APPOINTMENT OF SPECIAL CONSTABLES FOR THE TORONTO
TRANSIT COMMISSION

Recommendation:

It is recommended that the Board approve the re-appointment of the individuals listed in this report as special constables for the Toronto Transit Commission, subject to the approval of the Minister of Community Safety and Correctional Services.

Financial Implications:

There are no financial implications relating to the recommendation contained within this report.

Background/Purpose:

Under Section 53 of the Police Services Act of Ontario (the Act); the Board is authorized to appoint and re-appoint special constables, subject to the approval of the Minister of Community Safety and Correctional Services (the Minister). Pursuant to this authority, the Board entered into an agreement with the Toronto Transit Commission (TTC) for the administration of special constables (Min. No. P39/96 refers).

At its meeting of January 29, 1998, the Board approved a recommendation requiring requests for the appointment and re-appointment of special constables, who are not members of the Toronto Police Service (Service), be forwarded to the Board with the Chief's recommendation, for the Board's consideration (Min. No. P41/98 refers).

The Service has received a request from the TTC to re-appoint the following individuals as special constables:

BOONE, Dale Howard (30041)
MANHERZ, Paul Thomas (30047)
NOWOTNY, Marek Dariusz (30048)
SMITH, Jody James (30049)
NORTH, David Joseph (30060)
WELK, Daniel Jacques Percy (30086)

Discussion:

The TTC special constables are appointed to enforce the Criminal Code of Canada, Controlled Drugs and Substances Act, Trespass to Property Act, Liquor Licence Act and Mental Health Act on TTC property situated within the boundaries of the City of Toronto.

The agreement between the Board and the TTC requires that background investigations be conducted on all individuals recommended for appointment and re-appointment as special constables. The Service's Employment Unit completed background investigations on these individuals and there is nothing on file to preclude them from being re-appointed as special constables.

The TTC has advised that these individuals satisfy all the criteria as set out in the agreement between the Board and the TTC for appointment as a special constable.

Conclusion:

The Toronto Police Service and the TTC work together in partnership to identify individuals for the position of special constable who will contribute positively to the safety and well-being of patrons using the transit system. The individuals currently before the Board for consideration have satisfied the criteria contained in the agreement between the Board and the TTC.

Deputy Chief A.J. (Tony) Warr, Specialized Operations Command, will be in attendance to answer any questions that the Board may have regarding this report.

The Board approved the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

**#P236. SPECIAL CONSTABLES - APPOINTMENT - UNIVERSITY OF
TORONTO**

The Board was in receipt of the following report dated July 23, 2008 from William Blair, Chief of Police:

Subject: APPOINTMENT OF SPECIAL CONSTABLE FOR THE UNIVERSITY OF
TORONTO

Recommendation:

It is recommended that the Board approve the appointment of the individual listed in this report as a special constable for the University of Toronto, subject to the approval of the Minister of Community Safety and Correctional Services.

Financial Implications:

There are no financial implications relating to the recommendation contained within this report.

Background/ Purpose:

Under Section 53 of the *Police Services Act of Ontario* (the Act), the Board is authorized to appoint special constables, subject to the approval of the Minister of Community Safety and Correctional Services (the Minister). Pursuant to this authority, the Board entered into an agreement with the University of Toronto (U of T) for the administration of special constables. (Min. No. P571/94 refers).

At its meeting on January 29, 1998, the Board approved a recommendation requiring requests for appointment and re-appointment of special constables, who are not members of the Service, be forwarded to the Board with the Chief's recommendation, for the Board's consideration (Min. No. P41/98 refers).

The Service has received a request from the U of T to appoint for the first time the following individual as a special constable:

MESSACAR, Robert

Discussion:

The U of T special constables are appointed to enforce the *Criminal Code of Canada*, *Controlled Drugs and Substances Act*, *Trespass to Property Act*, *Liquor Licence Act* and the *Mental Health Act* on U of T property within the City of Toronto.

The agreement between the Board and the U of T requires that background investigations be conducted on all individuals recommended for appointment as special constables. The Service's Employment Unit completed background investigations on this individual and there is nothing on file to preclude him from becoming a special constable for a five year term.

The U of T has advised that the individual satisfies all the appointment criteria as set out in the agreement between the Board and the U of T for special constable appointment.

Conclusion:

The Toronto Police Service and the U of T work together in partnership to identify individuals for the position of special constable who will contribute positively to the safety and well being of persons engaged in activities on U of T property. The individual currently before the Board for consideration has satisfied the criteria contained in the agreement between the Board and the University of Toronto.

Deputy Chief A. J. (Tony) Warr, Specialized Operations Command, will be in attendance to answer any questions that the Board may have regarding this report.

The Board approved the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

**#P237. QUARTERLY REPORT: OCCUPATIONAL HEALTH AND SAFETY
UPDATE: APRIL TO JUNE 2008**

The Board was in receipt of the following report dated July 16, 2008 from William Blair, Chief of Police:

Subject: OCCUPATIONAL HEALTH AND SAFETY UPDATE: APRIL 1, 2008 TO
JUNE 30, 2008

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

There are no financial implications relating to the recommendation contained within this report.

Background/Purpose:

At its meeting on January 24, 2005, the Board received an update on occupational health and safety matters relating to the Service (Min. No. C9/05 refers). In the motion, the Board requested the Chief of Police to provide quarterly updates on matters relating to occupational health and safety.

Discussion:

This quarterly update report is for the period from April 1 to June 30, 2008 and corresponds to additional information provided in the confidential agenda.

Accident and Injury Statistics

From April 1 to June 30, 2008, 375 members reported that they were involved in 409 work-related accidents/incidents resulting in lost time from work or health care provided by a medical professional. These incidents were duly reported as claims to the Workplace Safety and Insurance Board (WSIB). Furthermore, during this same period, 56 recurrences for previously approved WSIB claims were reported. Recurrences can include, but are not limited to, on-going treatment, re-injury, and medical follow-ups which could range from specialist's appointments to surgery.

It must be noted that a workplace incident may have several attributes and can be reported in more than one category. For example, an officer can be assaulted and sustain a laceration injury at the same time. Each attribute would be reported. For this reporting period, the 409 workplace or work-related accidents/incidents were categorized according to the following attributes:

- 111 arrest incidents involving suspects
- 18 vehicle incidents (member within vehicle as driver or passenger)
- 4 bicycle accidents (falls)
- 50 assaults
- 43 cuts/lacerations/punctures
- 12 traumatic mental stress incidents
- 8 slips and falls
- 62 exposures to communicable diseases
- 4 inhalations of other substances

As a Schedule 2 Employer, the Service paid \$27,716.18 in health care costs for civilian members and \$181,827.41 in health care costs for uniform members for the second quarter in 2008. The health care costs for civilian members decreased by approximately 40% compared to the first quarter of 2008. The health care costs for uniform members increased by approximately 15% compared to the first quarter of 2008.

Critical Injuries

For the second quarterly reporting for 2008, there were two “Critical Injury Incidents”. These workplace incidents must be reported to the Ministry of Labour (MOL) pursuant to Section 51 of the *Occupational Health and Safety Act*, although none of the incidents were associated with health and safety issues.

Communicable Diseases

As part of the Communicable Disease Exposure Surveillance Program (CDESP), members of Occupational Health and Safety (OHS) reviewed the following number of exposure incidents during the months indicated. It must be noted that the majority of these incidents did not result in claim submissions to WSIB; however, there is an obligation to ensure the surveillance program maintains its administrative requirements and that a communication be sent from a qualified “designated officer” from the Medical Advisory Services (MAS) team to the affected member.

Disease	April	May	June	Q2-2008
1. Hepatitis A, B & C & HIV	17	33	12	62
2. Influenza	0	2	0	2
3. Tuberculosis (TB)	5	6	17	28
4. Meningitis (All)	0	3	0	3
5. Lice and Scabies	1	10	0	11
6. Other*	60	49	44	153
Total	83	103	73	259

* This category can include, but is not limited to: exposures to infectious diseases (other than listed above), such as smallpox, severe acute respiratory syndrome (SARS), rubella, measles, respiratory condition/irritation and bites (human, animal or insect); exposures to varicella (chickenpox); exposures to Methicillin-Resistant Staphylococcus Aureus (MRSA); and exposures to bodily fluids, such as blood, spit, vomit, etc.

Ministry of Labour Orders or Charges

There were no Ministry of Labour Orders or Charges during the second quarter of 2008.

Implementation of Health and Safety Policies, Including Training Policies, by various Departments or Divisions

Currently, the Service has 322 certified members comprised of 210 worker representatives and 112 management representatives. The management representatives consist of the rank of Staff/Detective Sergeant and higher.

From June 18 to June 20, 2008, Christine Bortkiewicz, Manager, Occupational Health and Safety, attended the 6th Annual National Forum for Law Enforcement in Occupational Health and Safety in Halifax as a delegate and as a standing member of the National Steering Committee. There were more than 100 delegates representing 25 police services, 18 RCMP detachments, two First Nations' police services and 18 other interested agencies, such as national and local police associations, transit authorities, provincial and federal government agencies, municipalities, emergency management and fire services, as well as the Municipal Health and Safety Association of Ontario.

Conference topics included, but were not limited to:

- The Impact of the Westray Mining Disaster on Workplace Safety;
- The Duty to Accommodate;
- Bill C45 and the Criminalization of Occupational Health and Safety;
- Pandemic Influenza: Police Preparedness and Response;
- Violence in the Workplace;
- Developing a Positive Safety Culture in your Organization;
- Clandestine Drug Lab Safety;
- Psychological Injuries – Facts, Concerns – An Occupational Health Perspective; and
- Occupational Infections in the Workplace: A Practical Perspective.

The National Forum's Steering Committee held its annual meeting prior to the first day of the conference. The Committee decided that the Forum would continue to seek out membership from across Canada, including First Nations' police services and national associations of police boards and police associations.

Other Occupational Health & Safety Matters

- X-ray Safety Program

As a result of a MOL Inspector attending at the Toronto West Courts, 2201 Finch Avenue West, on October 3, 2007, a determination was made that the Service requires a proper X-ray Safety Program. OHS and an X-ray consultant have now conducted a review and examination of all the radiation technology at the following units: Court Services, Emergency Task Force, Public Safety Unit and Records Management Services. The results of the examination and testing to date, has indicated that the leak tests were acceptable in accordance with *Ontario Regulation 861 under the Occupational Health and Safety Act*. A radiation safety manual has been developed and will be distributed to members at the next training sessions which are planned for the third quarter of 2008. The outsourced X-ray veterinarian equipment, utilized by the Mounted Unit, will be tested during the next examination.

- Isocyanate Program

In October 2007, OHS was contacted by Fleet and Materials Management (FLT) regarding a possible health and safety issue involving the use of Isocyanates. OHS subsequently initiated a review and determined that Isocyanates, which are designated substances under the *Occupational Health & Safety Act*, were used solely by FLT at the Service's body shop at 18 Cranfield Road during the painting process.

After a review, it was recommended and agreed upon that two employees of FLT participate in a medical surveillance program administered by OHS' Medical Advisory Services. The two members are currently enrolled and will continue to be monitored.

- Decontamination

During the first quarter of 2008, OHS was contacted by FLT regarding a health and safety concern pertaining to the use of chlorine bleach during the decontamination of vehicles. OHS reviewed the current Service Procedures and the FLT unit specific policy. Upon consultation with Toronto Emergency Medical Services (EMS) and the manufacturer/distributor of a line of disinfecting products, OHS and FLT have agreed to replace the use of chlorine bleach with accelerated hydrogen peroxide. As a result, OHS and FLT have updated the FLT vehicle decontamination unit specific policy. OHS is currently working with Radio and Electronics and Communications Services to test the compatibility of the accelerated hydrogen peroxide products with the Service's equipment.

In addition, OHS is in the process of updating the respective Service Procedures and will issue a Routine Order announcing any amendments.

- Toronto Police Service Occupational Health and Safety Day

The Central Health and Safety Committee has designated October 1, 2008 as the first annual *Toronto Police Service Occupational Health and Safety Day*. A worker and management representative from each of the Service's Local Joint Health and Safety Committees will attend at Police Headquarters to mark this event. OHS is arranging for guest speakers to attend and promote the importance of a safety culture in the workplace and of local health and safety committees. The Local Joint Health and Safety Committee Terms of Reference will be introduced and discussed.

- Fatigue Management

On June 3, 2008, Dr. Charles Samuels was the keynote presenter at the Senior Officers' training session. Dr. Samuels is a certified sleep physician who has special expertise on the impact of shift work on sleep, health and human performance. He presented the preliminary findings of the Calgary Police Service's Health and Human Performance Initiative that he has been working on since 2001. This initiative has identified key fatigue issues that impact performance, conduct and the health of Calgary Police Service members.

Dr. Samuels conducted train-the-trainer sessions from June 4 to June 6, 2008. Training personnel from Occupational Health and Safety, Central Field Command, Training and Education, Courts, Parking Enforcement, Communications Services and the Employee Family Assistance Program attended the sessions.

Fatigue Management training has been identified as one of the Organizational Health Initiatives for the Service for 2009 and this training was the first step in training and staff development under this initiative.

Ontario Police Health and Safety Association

On May 21, 2008, a meeting of the Ontario Police Health and Safety Association (OPHSA) was hosted by Kingston Police Service. The meeting included a tour of the new Kingston Police Headquarters, the first building within the city to be constructed to a Leadership in Energy and Environmental Design (LEED) standard.

The meeting was concluded with a round table discussion of issues prevailing in the respective jurisdictions.

Section 21 Committee

The Police Section 21 Committee meeting was held on May 9, 2008 in Toronto. The agenda included:

- Incident Management System

Presentation was provided by Inspector Bill Neadles, Toronto Police Service and Mr. Ray Lazarus, Ministry of Community Safety and Correctional Services, on a new Ontario Standardized Management System (IMS). The doctrine will be a guidance document to enhance safety during emergencies through better communication between emergency response agencies.

- Ice and Water Rescue and/or Recovery Draft Guidance Note

The Section 21 Committee recommended developing an advisory to raise awareness on water safety for first responders who are often first at the scene of a water emergency. A first draft is expected to be discussed at the August 22, 2008, Section 21 Committee meeting.

Conclusion:

The next quarterly report for the period of July 1 to September 30, 2008 will be submitted to the Board at its meeting in November 2008.

Deputy Chief Keith Forde, Human Resources Command, will be available to answer any questions the Board members may have regarding this report.

Ms. Christine Bortkiewicz, Manager of the Occupational Health and Safety Unit, was in attendance and provided the Board with an overview of the Occupational Health and Safety Unit.

The Board received the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

**#P238. 2008 CIVILIAN LONG-SERVICE RECOGNITION – PURCHASE OF
COMMEMORATIVE PINS**

The Board was in receipt of the following report dated July 25, 2008 from Alok Mukherjee, Chair:

Subject: 2008 CIVILIAN LONG-SERVICE RECOGNITION - PURCHASE OF
COMMEMORATIVE PINS

Recommendation:

It is recommended that the Board approve the purchase of 90 commemorative pins from Corona Jewellery at an approximate cost of \$6,840.00 (excluding taxes) and that the expenditure be paid from the Board's Special Fund.

Financial Implications:

The proposed recommendation, if approved, would result in an expenditure from the Board's Special Fund, not expected to exceed \$6,840.00 (excluding taxes).

Background/Purpose:

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

The number of civilian members who will be presented with commemorative pins in 2008 based upon the long-service achieved during the period between January 1, 2007 and December 31, 2007 is outlined below:

20 Years Service	72
30 Years Service	18
40 Years Services	<u>0</u>
Total:	90

Discussion:

A request for quotations was issued by Purchasing Support Services for 90 commemorative pins. The lowest bidder, Corona Jewellery, was selected. The cost of the pins is \$76.00 each, excluding taxes, and a summary of the bids is appended to this report for information. Funds are available within the Board's Special Fund to cover this expenditure in accordance with the Board's Recognition Program. The catering costs associated with providing a reception will continue to be paid by the Service (Min. No. P63/95 refers).

Presentations of the long-service pins will be held on Wednesday, October 29, 2008 and Thursday, October 30, in conjunction with the presentation of Police Exemplary Service Medals and the Ontario Auxiliary Police Medals.

Conclusion:

I believe that the Board should continue to honour our civilians in this manner and, therefore, it is recommended that the Board approve the expenditure from the Board's Special Fund, not expected to exceed \$6,840.00 (excluding taxes), to cover the costs associated with the purchase of 90 commemorative pins from Corona Jewellery.

The Board approved the foregoing report.

SUMMARY SHEET

QUOTATION REQUEST BRD 2008.03.13

20 & 30 YEAR PINS

Quantity	Description	Corona Jewellery	Universal Time	Bond Boyd	Canadian Spirit	Birks & Mayors
72	20 Year Service Pins	\$76.00 ea \$5,472.00 net	\$88.50 ea \$6,372.00 net	\$110.00 ea. \$7,920.00 net	\$127.50 ea \$9,180.00 net	\$192.00 ea \$13,824.00 net
18	30 Year Service Pins	\$76.00 ea \$1368.00 net	\$88.50 ea \$1,593.00 net	\$110.00 ea. \$1,980.00 net	\$127.50 \$2,295.00 net	\$192.00 ea \$3,456.00 net
	Casting Molds (Property of TPS)	N/C	N/C	N/C	N/C	N/C
	Total (<i>net</i>)	\$6,840.00	\$7,965.00	\$9,900.00	\$11,475.00	\$17,280.00
	Total (<i>incl. taxes</i>)	\$7729.20	\$9,000.45	\$11,187.00	\$12,966.75	\$19,526.40
	Delivery	3 weeks	30 days	4 weeks	2 weeks	8 weeks

QUOTATION AWARDED TO:

APPROVED BY:

NOTE: 5 SUPPLIERS INVITED TO BID ALL RESPONDED

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

#P239. REQUEST FOR FUNDS – THE ZANANA AKANDE TRIBUTE DINNER

The Board was in receipt of the following report dated July 22, 2008 from Alok Mukherjee, Chair:

Subject: REQUEST FOR FUNDS: THE ZANANA AKANDE TRIBUTE DINNER

Recommendation:

It is recommended that the Board approve the purchase of tickets for individual Board members who wish to attend, to a maximum of seven tickets at the cost of \$225.00 each, for the purposes of providing sponsorship to the Zanana Akande Tribute Dinner.

Financial Implications:

If the Board approves recommendation contained in this report the Board's Special Fund will be reduced by an amount not to exceed \$1,575.00.

Background/Purpose:

I am in receipt of correspondence dated June 23, 2008, from Mr. Steven Harrison, Executive Director, York Community Services (copy attached), regarding a tribute dinner to honour the work of Ms Zanana Akande.

On September 22, 2008, approximately 400 guests will gather to acknowledge the significant contributions of Ms Zanana Akande. Throughout her career, Ms Akande has worked as a Principal, the first black female cabinet minister, a professor, an inspirational speaker and a Board member to various organizations. Ms Akande is also a valued member of the Board's Saving Lives Implementation Group.

The event will be held at the Palais Royal, 1601 Lakeshore Boulevard West, with cocktails at 6 p.m. and dinner at 7 p.m. Guest will include, among others, colleagues from all levels of government, members of the philanthropic, arts, academic, social services, environmental, social justice, business and legal communities.

I, therefore, recommend that the Board approve the purchase of tickets for individual Board members who wish to attend, to a maximum of seven tickets at the cost of \$225.00 each, for the purposes of providing sponsorship to the Zanana Akande Tribute Dinner.

The Board approved the foregoing report.

cont...d

Amendment:

The foregoing Minute was amended by the Board at its meeting on September 18, 2008 by indicating that:

The purchase of tickets for individual Board members was changed to include individual Board members, Service members and their guests and that the previously approved purchase of 7 tickets was increased to a maximum of 10 tickets.

The Zanana Akande Tribute Dinner

Monday, September 22, 2008
6PM Reception 7PM Dinner
Palais Royale Ballroom, 1601 Lakeshore Blvd. West, Toronto

June 23, 2008

Dear Dr. and Ms. Mukherjee,

On September 22, 2008, for the very first time, the people of Ontario will finally have the opportunity to pay tribute to Zanana Akande. She will be honoured by York Community Services at a Tribute Dinner recognizing her significant contributions towards helping to build a just and civil society. We think a tribute to Zanana is long overdue.

Zanana helped us compile a list of people with whom she has worked over the years and suggested you might be willing to lend your name as a member of the Honorary Committee for this special evening. We aren't asking for more than that (unless you want to do more!) except, of course, for you to buy some tickets to the event. Your name will appear on the letterhead in special tribute to Zanana.

A Tribute Committee, responsible for planning and arranging the details of the evening, is already hard at work.

We are expecting approximately 400 guests with friends and colleagues from all levels of government and members of the philanthropic, arts, academic, social services, environmental, social justice, business, and legal communities. The evening will take place at the Palais Royale and will feature entertainment, good food and an opportunity to socialize and celebrate Zanana's stellar contributions to a better Canada.



York Community Services 1651 Keele Street • Toronto • ON M6M 3W2 • 416-693-5225 • www.ycservices.com
Charitable No. 10822 5871 RR0001



Zanana was reluctant to place herself in the spotlight but agreed because of the remarkably important work of York Community Services. Every dollar raised from the evening will help York Community Services (YCS) build a new Satellite Community Health Centre and Social Service Hub to serve the priority neighbourhoods of Weston and Mount Dennis where more than 30% of the population live in poverty. YCS is a multi-service organization providing health, legal, counseling and community support to vulnerable and disadvantaged residents in the former City of York.

We are grateful to Zanana for her outstanding work on behalf of children, women, families, equity and equality issues. We are also honoured to celebrate her contribution as a Principal in our local schools, as the first black female cabinet minister, as a professor, an inspirational speaker and a valued Board Member of so many organizations including United Way, Family Service Association, Elizabeth Fry Society, Nelson Mandela Children's Fund, Toronto Community Foundation, CAFE, Toronto Child Abuse Centre, Urban Alliance for Race Relations, Harbourfront Community Centre, Centennial College, Factory Theatre, plus many others.

Please join us in making September 22nd a special evening for Zanana. Marcia Gilbert is coordinating the Tribute Dinner and would be happy to answer any questions you may have. Please contact Marcia at (416) 636-0500 to indicate whether you would like to lend your name to the event. We ask you to let your intentions be known as soon as possible. If I can be of assistance, please do not hesitate to contact me directly at 416-653-5454, extension 1230.

Sincerely,

A handwritten signature in black ink, appearing to read 'S Harrison', written in a cursive style.

Steven Harrison
Executive Director

You are cordially invited to join York Community Services to pay tribute to

Zanana Akande

Monday, September 22, 2008

6PM Reception 7PM Dinner

Palais Royale Ballroom

1601 Lakeshore Blvd. West, Toronto

\$225 per ticket (if ordered before August 31)

\$250 per ticket (after September 1)

Table of ten \$2,500

Sponsored Table of Ten \$3,500



An extraordinary woman, Zanana Akande has truly been a champion of social change. As a teacher and administrator, she has dedicated 30 years to the education system in the GTA. From 1990 to 1995, she was a member of provincial parliament and served as Minister of Community and Social Services. Her community activities have been numerous and currently include involvement with the Community Unity Alliance, Factory Theatre, Centennial College, Toronto Community Foundation, and the Youth Challenge Fund.

Please join us to pay tribute to a woman who has given so much to our community.

Please make cheques payable to York Community Services and return with this form to:

The Zanana Akande Tribute Dinner

c/o York Community Services, 1651 Keele Street, Toronto ON M6M 3W2

Or fax this form with your credit card number to: (416) 657-1982

I enclose payment in the amount of \$_____ for _____ ticket(s) _____ table(s).

I would like to make a donation to York Community Services in the amount of \$_____.

Name (please print): _____

Organization: _____

Address: _____ Postal Code: _____

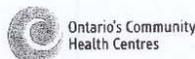
Tel: _____ cell: _____ email: _____

VISA/MasterCard#: _____ Expiry date: _____

Signature: _____

Charitable Tax No. 10822 5871 RR0001

All proceeds from this evening will support the construction of a new satellite community health centre and social service hub in one of Toronto's poorest and most underserved areas.



A United Way member agency

For more information or for sponsorship opportunities, contact Marcia at 416-653-5454 x 1275

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

#P240. REQUEST FOR FUNDS – 29TH ANNUAL CARDINAL’S DINNER

The Board was in receipt of the following report dated July 11, 2008 from Alok Mukherjee, Chair:

Subject: REQUEST FOR FUNDS: 29th ANNUAL CARDINAL’S DINNER

Recommendation:

It is recommended that the Board approve the purchase of tickets for individual Board members who wish to attend, to a maximum of seven tickets at the cost of \$175.00 each, for the purposes of providing sponsorship to the 29th Annual Cardinal’s Dinner.

Financial Implications:

If the Board approves recommendation contained in this report the Board’s Special Fund will be reduced by an amount not to exceed \$1,225.00.

Background/Purpose:

I am in receipt of correspondence dated June 16, 2008, from Mr. Frank McKenna, 2008 Dinner Chairman (copy attached), regarding the 29th Annual Cardinal’s Dinner. This year’s dinner will be hosted by His Grace Archbishop Thomas Collins.

The Cardinal’s Dinner is the largest annual dinner in Canada, with attendance in the 1,800 range, and to date has raised over \$5M for various charitable organizations.

The event will take place on Thursday, October 30th, 2008, at the Metro Toronto Convention Centre, North Building, with cocktails at 6:00 p.m. and dinner at 7:00 p.m. Dress is black tie optional.

I, therefore, recommend that the Board approve the purchase of tickets for individual Board members who wish to attend, to a maximum of seven tickets at the cost of \$175.00 each, for the purposes of providing sponsorship to the 29th Annual Cardinal’s Dinner.

The Board approved the foregoing report.

HONORARY PATRONS

The Honourable Dalton McGuinty
Regional Chairman, Emil Kolb
Regional Chairman, Bill Fisch
Regional Chairman, Roger Anderson
Warden Tony Guergis
Mayor David Miller
Mayor Hazel McCallion
Mayor Susan Fennell
Mayor Linda D. Jackson
Mayor Frank Scarpitti

The Cardinal's Dinner



Thursday, October 30, 2008
6:00 p.m. for 7:00 p.m.
Metro Toronto Convention Centre

DINNER CHAIRMAN

Frank J. McKenna

VICE CHAIRMAN

John P. McGrath

June 16, 2008



Dr. Alok Mukherjee
Toronto Police Services Board
7th Floor, 40 College Street
Toronto, ON M5G 2J3

Dear Mr. Mukherjee,

I have been given the honour of chairing the 29th Annual Cardinal's Dinner by His Grace Archbishop Thomas Collins.

This will be the second dinner with our new Archbishop, and as a past participant in this event, we would appreciate you being in attendance and giving him, and the cause, your continued support.

As you know, these dinners have been very successful, with attendance in the 1,800 range. This is the largest annual dinner in Canada and to date has raised over \$5 million for the Archbishop's personal charities. These are charities for the less fortunate that are not fully funded by structured agencies.

The event will take place on Thursday, October 30th at the Metro Toronto Convention Centre, North Building, with cocktails at 6:00 p.m. and dinner at 7:00 p.m. Dress is black tie optional. The cost is \$175 per person or \$1,750 for a table of ten. For your convenience, an order form has been enclosed.

We look forward to receiving your favourable response. If you require further information, please do not hesitate to contact the Cardinal's Dinner Committee Headquarters directly at (416) 934-3400, extension 551.

Sincerely,

Frank McKenna
2008 Dinner Chairman

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

**#P241. QUARTERLY REPORT: TORONTO POLICE SERVICES BOARD
SPECIAL FUND UNAUDITED STATEMENT: APRIL TO JUNE 2008**

The Board was in receipt of the following report dated July 16, 2008 from Alok Mukherjee, Chair:

Subject: QUARTERLY REPORT: TORONTO POLICE SERVICES BOARD SPECIAL
FUND UNAUDITED STATEMENT: APRIL TO JUNE 2008

Recommendation:

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

Financial Implications:

There are no financial implications relating to the recommendation contained within this report.

Background/Purpose:

As required by the Toronto Police Services Board (TPSB) Policy and Directions (Board Minute #P157/05) expenditures for the Special Fund shall be reported to the Board on a quarterly basis. This report is provided in accordance with such directive. The TPSB remains committed to promoting transparency and accountability in the area of finance.

Discussion:

Enclosed is the un-audited statement of receipts and disbursements with respect to the Toronto Police Services Board's Special Fund for the period April 1 to June 30, 2008.

As at June 30, 2008, the balance in the Special Fund was \$1,073,075. During the second quarter, the Special Fund recorded receipts of \$527,090 and disbursements of \$103,893. There has been a net increase of \$461,830 against the December 31, 2007 fund balance of \$611,245.

Auction proceeds have been estimated for the second quarter as the actual deposits have not yet been made. The Property and Evidence Management Unit of the Service and Rite Auction Limited continue their partnership in 2008. A 40% commission rate continues to apply to all auction proceeds earned.

The Special Fund received a deposit this quarter of \$355,053.17 from the Property and Evidence Management Unit (PEMU) representing the remaining interest on the bank account used to deposit evidence monies. PEMU has successfully returned all evidence monies to the rightful owners that were initially deposited to the trust fund bank account.

Funds expended this quarter include Board approved contributions to Community Police Liaison Committees, TPAAA and United Way campaign. For the second quarter of 2008, the Board sponsored recognition awards such as Police of the Year and School Crossing Guard Long Service. The Board also sponsored the first ever Asian History Month celebration, Habitat for Humanity, Toronto Crime Stoppers Program, and Victim Services Program among the many community programs assisted by the Special Fund.

Board members are reminded of the following significant standing commitments which require monies from the Special Fund both within and beyond 2008:

- Futures program – the Board approved the allocation of \$100,000 in each of 2005, 2006, 2007, 2008 and 2009.
- Recognition of Long Service (civilian pins, 25 year watch event, tickets to retirement functions for senior officers)
- Recognition of Board Members who complete their appointments
- Shared Funding for athletic competitions with the Toronto Police Amateur Athletic Association

Conclusion:

As required by Toronto Police Services Board Policy and Directions (Board Minute #P157/05), it is recommended that the Board receive the attached report.

The Board received the foregoing report.

THE TORONTO POLICE SERVICES BOARD SPECIAL FUND										
2008 FIRST QUARTER RESULTS WITH INITIAL PROJECTIONS										
PARTICULARS	2008							2007		COMMENTS
	INITIAL PROJ.	ADJUSTED PROJ.	JAN 01 TO MAR 31 08	APR 01 TO JUN 30 08	JUL 01 TO SEPT 30 08	OCT 01 TO DEC 31 08	JAN 01 TO DEC 31 08 TOTALS	JAN 01 TO DEC 31 07 ACTUAL		
BALANCE FORWARD	611,245	611,245	611,245	652,877	1,073,075	1,073,075	1,073,075	909,118	2008 projections are based on 2007 actual results. The adjusted projection is based on the results to date as at the quarter.	
<u>REVENUE</u>										
PROCEEDS FROM AUCTIONS	275,000	275,000	61,079	67,215	0	0	128,295	272,294	Auction proceeds for the first quarter were estimated as no deposits have been made as of yet. The overhead cost is calculated as 40% of the proceeds.	
LESS OVERHEAD COST	(110,000)	(110,000)	(24,332)	(26,886)	0	0	(51,218)	(123,539)		
LESS RETURNED AUCTION PURCHASE	0	0	0	0	0	0	0	0		
UNCLAIMED MONEY	100,000	100,000	12,308	477,667	0	0	489,976	54,116	PEMU continues to clear out unclaimed cash to the Special Fund if rightful owners are not located.	
LESS RETURN OF UNCLAIMED MONEY	0	0	0	(280)	0	0	(280)	(2,706)		
INTEREST	10,000	10,000	2,287	6,156	0	0	8,443	31,021	Interest income is based on the average monthly bank balance. The activity fee includes bank service charges and the activity fee allocation.	
LESS ACTIVITY FEE	(500)	(500)	(63)	(224)	0	0	(287)	(449)		
LESS CHEQUE ORDER	(200)	(200)	0	0	0	0	0	(148)		
SEIZED LIQUOR CONTAINERS	0	0	1,152	442	0	0	1,594	1,392		
TOTAL REVENUE	274,300	274,300	52,432	524,090	0	0	576,522	231,981		
BALANCE FORWARD BEFORE EXPENSES	885,545	885,545	663,677	1,176,967	1,073,075	1,073,075	1,649,597	1,141,099	Rounding can impact the reported amounts from quarter to quarter and year to year. Rounding differences are not significant.	
<u>DISBURSEMENTS</u>										
<u>POLICE COMMUNITY INITIATIVES</u>										
SERVICE										
CPLC & COMM. OUTREACH ASSIST	28,000	28,000	0	35,744	0	0	35,744	25,139	Police Community initiative payments are made at various times during the year based on Police Services Board approval.	
UNITED WAY	4,000	4,000	0	10,000	0	0	10,000	4,000		
OTHER	40,000	40,000	0	1,900	0	0	1,900	37,500		
COMMUNITY										
VICTIM SERVICES PROGRAM	5,000	5,000	0	0	0	0	0	105,000		
VARIOUS ORGANIZATIONS	28,500	28,500	5,000	30,850	0	0	35,850	25,896		
TPAAA ASSISTANCE	25,000	25,000	0	2,800	0	0	2,800	24,200		
FITNESS FACILITIES	0	0	0	0	0	0	0	12,245		
FUTURES PROGRAM - YOUTH PROGRAMS	100,000	100,000	0	0	0	0	0	159,438		
RECOGNITION OF SERVICE MEMBERS										
AWARDS	50,000	50,000	0	10,326	0	0	10,326	53,371	Award and recognition ceremonies for Police Officers	
CATERING	30,000	30,000	0	203	0	0	203	35,568	Civilians, Crossing Guards, and Auxiliary Members.	
RECOGNITION OF COMMUNITY MEMBERS										
AWARDS	8,000	8,000	0	0	0	0	0	8,842	Award and recognition ceremonies for Community Members/Citizens.	
CATERING	16,000	16,000	0	905	0	0	0	14,943		
RECOGNITION OF BOARD MEMBERS										
AWARDS	100	100	0	0	0	0	0	52		
CATERING	1,500	1,500	0	0	0	0	0	1,632		
CONFERENCES										
BOARD	0	0	0	0	0	0	0	0		
COMM. POLICE LIAISON COMMITTEES	7,000	7,000	0	0	0	0	0	7,040		
ONT. ASSO. OF POLICE SERVICES BOARD	5,500	5,500	5,500	0	0	0	5,500	5,500		
CDN ASSO. OF POLICE SERVICES BRDS	5,000	5,000	0	0	0	0	0	0		
OTHER	0	0	0	3,750	0	0	3,750	(462)		
DONATIONS										
IN MEMORIAM	1,000	1,000	300	300	0	0	600	800		
OTHER	0	500	0	0	0	0	0	0		
DINNER TICKETS	1,500	1,500	0	400	0	0	400	1,490	Dinner tickets includes retirements as approved on BM 414/95	
AUDIT FEE	8,000	8,000	0	6,714	0	0	6,714	7,660	The audit fee is based on a contracted amount which expires after the 2007 year end. The contract was extended by Council to 2008.	
TOTAL DISBURSEMENTS	364,100	364,600	10,800	103,893	0	0	113,787	529,854		
SPECIAL FUND BALANCE	521,445	520,945	652,877	1,073,075	1,073,075	1,073,075	1,535,810	611,245		

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

**#P242. ANNUAL REPORT – TORONTO POLICE SERVICES BOARD SPECIAL
FUND – 2007 AUDITED FINANCIAL STATEMENTS**

The Board was in receipt of the following report dated July 15, 2008 from Alok Mukherjee, Chair:

Subject: 2007 AUDITED FINANCIAL STATEMENTS FOR THE POLICE SERVICES
BOARD SPECIAL FUND

Recommendation:

It is recommended that the Board receive the audited financial statements for the Board Special Fund from Ernst & Young.

Financial Implications:

There are no financial implications to this report.

Background/Purpose:

Attached are the 2007 audited financial statements for the Police Services Board Special Fund. The draft financial statement was approved by the Board at its May 21, 2008 meeting (Board Minute #P151/08 refers). Ernst & Young, the external auditors for the City and Service have now finalized the statement, which is provided to the Board for information.

The Board received the foregoing report.

ASSURANCE AND ADVISORY
BUSINESS SERVICES

ASSURANCE SERVICES

Financial Statements

Toronto Police Services Board

Special Fund

December 31, 2007

 **ERNST & YOUNG**

ERNST & YOUNG LLP

AUDITORS' REPORT

To the Chair and Members of the
Toronto Police Services Board

We have audited the balance sheet of the **Toronto Police Services Board Special Fund** as at December 31, 2007 and the statement of operations and change in fund balance for the year then ended. These financial statements are the responsibility of the Board's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

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

In our opinion, except for the effect of adjustments, if any, which might have been required had we been able to satisfy ourselves with respect to the completeness of the revenue described in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Special Fund as at December 31, 2007 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Toronto, Canada,
February 28, 2008.

Ernst + Young LLP

Chartered Accountants
Licensed Public Accountants

Toronto Police Services Board Special Fund

BALANCE SHEET

As at December 31

	2007	2006
	\$	\$
ASSETS		
Cash	606,920	221,982
Due from Toronto Police Services Board <i>[note 4]</i>	57,601	718,184
Prepaid expenses	—	5,500
	<u>664,521</u>	<u>945,666</u>
LIABILITIES AND FUND BALANCE		
Liabilities		
Accounts payable	28,276	11,548
Auction house security deposit	25,000	25,000
Total liabilities	<u>53,276</u>	<u>36,548</u>
Fund balance	<u>611,245</u>	<u>909,118</u>
	<u>664,521</u>	<u>945,666</u>

See accompanying notes



Toronto Police Services Board Special Fund

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

Year ended December 31

	2007	2006
	\$	\$
REVENUE		
Proceeds from auction sale of unclaimed goods <i>[note 3]</i>	148,755	170,702
Unclaimed cash from Found and Evidence	51,410	745,036
Interest	31,021	12,739
Other	1,392	3,448
	<u>232,578</u>	<u>931,925</u>
EXPENSES		
Board and Police Services relations	394,906	253,490
Police Services and community relations	62,265	47,670
Catering services	52,144	24,534
Conference	12,079	39,384
Audit fees	7,660	6,892
Donations	800	600
Bank services	597	219
	<u>530,451</u>	<u>372,789</u>
Excess of (expenses over revenue)		
revenue over expenses for the year	(297,873)	559,136
Fund balance, beginning of year	909,118	349,982
Fund balance, end of year	<u>611,245</u>	<u>909,118</u>

See accompanying notes



Toronto Police Services Board Special Fund

NOTES TO FINANCIAL STATEMENTS

December 31, 2007

1. PURPOSE OF THE SPECIAL FUND

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

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

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

Fund accounting

The Special Fund follows the deferral method of accounting.

Revenue recognition

Revenue is recognized in the year received or receivable if the amounts to be received can be reasonably estimated and collection is reasonably assured.

New and future accounting policy changes

Effective January 1, 2007, the Special Fund adopted the recommendations of CICA 3855: *Financial Instruments – Recognition and Measurement* and CICA 3861: *Financial Instruments – Disclosure and Presentation*. CICA 3855 establishes standards for recognizing and measuring financial instruments including the accounting treatment for changes in fair value. As permitted by CICA 3855, the Special Fund's financial assets and liabilities continue to be presented at amortized cost, which approximates fair value. The adoption of these recommendations did not have an impact on the financial statements in the prior or current year.

The CICA has issued two new standards, CICA 3862: *Financial Instruments – Disclosures* and CICA 3863: *Financial Instruments – Presentation*, which enhance the abilities of users of financial statements to evaluate the significance of financial instruments to an entity, related exposures and the management of these risks.



Toronto Police Services Board Special Fund

NOTES TO FINANCIAL STATEMENTS

December 31, 2007

The CICA has issued a new accounting standard CICA 1535: *Capital Disclosures*, which requires the disclosure of qualitative and quantitative information that enables users of financial statements to evaluate the entity's objectives, policies and processes for managing capital.

The above two changes in accounting policies, which will be adopted effective January 1, 2009, will only require additional disclosures in the financial statements.

3. PROCEEDS FROM AUCTION SALE OF UNCLAIMED GOODS

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

4. RELATED PARTY TRANSACTIONS

Amounts due from the Board are non-interest bearing and due on demand.

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

5. STATEMENT OF CASH FLOWS

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



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

#P243. VICTIM SERVICES TORONTO

Chair Alok Mukherjee presented a cheque to Ms. Lauri Wall, Chair, and Ms. Bobbie McMurrich, Programs Manager, Victim Services Toronto, in the amount of \$3,000 on behalf of the Board. The funds were raised from a raffle which was held during the Canadian Association of Police Board's Annual Conference held in Toronto between August 14 & 17, 2008.

Ms. Judi Cohen also noted that a golf tournament that was hosted by the Peel Regional Police Services Board during the CAPB conference raised \$21,000 which was donated to the Peel Regional Police's COPS program.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

#P244. ARCHITECTURAL DESIGN SERVICES – PRE-QUALIFIED VENDORS

The Board was in receipt of the following report dated July 21, 2008 from William Blair, Chief of Police:

Subject: ARCHITECTURAL DESIGN SERVICES – PRE-QUALIFIED VENDORS

Recommendation:

It is recommended that the Board approve the six (6) pre-qualified vendors listed below for the provision of architectural design services for the term commencing on September 1, 2008 and concluding on December 31, 2011:

5. Atkins Group Corporation, Architects;
6. MacLennan Jaunkalns Miller Architects;
7. L. E. Glazer Architect Limited;
8. Mayhew & Associates;
9. Dutra Architect Inc.; and
10. Kuan Architects

Financial Implications:

There are no financial implications related to the recommendations contained in this report. Architectural design services required by the Toronto Police Service (TPS) are funded from approved renovation/state-of-good-repair projects in the operating and capital budgets. Architectural services for new facility projects will not be limited to the pre-qualified vendors, and will follow a normal request for proposal process.

Background/Purpose:

The TPS has an ongoing program of facility renovations, improvements, upgrades and retrofits. The construction aspects of these projects are provided by the Board-approved Vendors of Record for construction services. To date, the design services required for these projects have been acquired through individual procurement processes for each project. Due to the number of projects conducted by the Service, it would be more efficient to establish a pre-qualified list of architectural firms that the Service can access for design services. A pre-qualified list of architectural firms will reduce the time and effort to procure architectural design services, and as a result will allow the Service to complete projects more expeditiously.

Discussion:

On April 4, 2008 the Service's Purchasing Support Services Unit issued a Request for Proposal (RFP) #1100339-08 to select pre-qualified vendors for the provision of architectural design services. The RFP closed on April 30, 2008 and the TPS received eight (8) responses. One of the responses was disqualified by Purchasing Support Services and the remaining seven (7) were deemed appropriate for evaluation.

The seven qualified responses were reviewed by the members of an evaluation committee using weighted criteria identified in the RFP. The RFP indicated that the Service would select a minimum of four (4) pre-qualified vendors. The committee's evaluation resulted in six of the seven vendors scoring over 70% while one scored below 70%. As a result, the evaluation committee recommended a selection six (6) pre-qualified vendors.

Conclusion:

As a result of the evaluation of responses received to the RFP for architectural design services, six (6) vendors are being recommended as the pre-qualified list for the term commencing on September 1, 2008 and concluding on December 31, 2011. The recommended pre-qualified vendors are:

- Atkins Group Corporation, Architects,
- MacLennan Jaunkalns Miller Architects,
- L. E. Glazer Architect Limited,
- Mayhew & Associates, and
- Dutra Architect Inc.
- Kuan Architects

Architectural design services required by the Service will be tendered on a project by project basis, and the pre-qualified vendors will have the opportunity to bid on each assignment. Consequently, the work is still subject to a competitive bidding process amongst the six pre-qualified vendors.

Mr. Tony Veneziano, Chief Administrative Officer, Administrative Command, will be in attendance to answer any questions from the Board.

The Board approved the foregoing report noting that the architectural design services are for renovation/state-of-good-repair projects.

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TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

**#P245. REQUEST FOR FUNDS - SCADDING COURT COMMUNITY CENTRE'S
BILL 103 SUMMIT**

The Board was in receipt of the following report dated August 18, 2008 from Alok Mukherjee,
Chair:

Subject: REQUEST FOR FUNDS - SCADDING COURT COMMUNITY CENTRE'S
BILL 103 SUMMIT

Recommendation:

It is recommended that the Board approve funding in the amount of \$18,500.00 from the Board's
Special Fund for Scadding Court Community Centre's Bill 103 Summit.

Financial Implications:

If the Board approves this request, the Board's Special Fund will be reduced in the amount of
\$18,500.00.

Background/Purpose:

From 2004-2006, Scadding Court Community Centre (Scadding Court) led an important pilot
project, the Community Education and Access to Police Complaints Demonstration Project
(CEAPC). The Board has consistently supported this important initiative, which was designed to
facilitate accountability and understanding between the Toronto Police Service and Toronto's
communities.

In June 2004, the McGuinty government appointed the Honourable Patrick J. LeSage, to conduct
a review of the police complaints system in Ontario. Scadding Court, as well as the Board and
many other organizations, were active participants in this review and put forward
recommendations for changes to the system. Mr. LeSage presented his report, which included
27 recommendations, and in 2006, the government introduced Bill 103, *An Act to establish an
Independent Police Review Director and create a new public complaints process by amending
the Police Services Act*, which establishes a new public complaints review system in Ontario.

Discussion:

I am in receipt of a letter from Ms. Susanne Burkhardt, Director of Community Engagement and
Development, Scadding Court Community Centre, which is an application for funding under the
Board's Special Fund to support the Bill 103 Summit. This letter is attached for your
information.

The Bill 103 Summit is scheduled to take place in Toronto from September 24 – 26, 2008. As Ms. Burkhardt's letter notes, "the Summit delegates will have the opportunity to deepen their understanding and analysis of issues and the law around police complaints and to inform the development of regulations for a police complaints system that is based on the three pillars of community, police and government."

Conclusion:

I believe that this event being hosted by Scadding Court Community Centre is both worthy and valuable. It will enhance community understanding of the new public complaints system and further strengthen the ever-important partnership between the police and the public.

Thus, it is recommended that the Board approve funding in the amount of \$18,500.00 from the Board's Special Fund for Scadding Court Community Centre's Bill 103 Summit.

The Board was also in receipt of the attached correspondence (not dated) from Kevin Lee, Executive Director, Scadding Court Community Centre, with regard to the Bill 103 Summit.

Ms. Susanne Burkhardt, Director of Community Engagement and Development, was in attendance and provided details about the upcoming Summit.

The Board approved the foregoing report and received Mr. Lee's correspondence.

Ms. Burkhardt agreed to the Board's request for a report on the results of the Summit and a breakdown on the distribution of the Board's funds.



Alok Mukherjee, Chair
Toronto Police Services Board
40 College Street
Toronto, Ontario M5G 2J3

August 18, 2008

Dear Chair,

In May of 2008, Scadding Court Community Centre submitted an application to the Futures Fund for funds to support a Bill 103 Summit, a next step in working toward a police complaints system that responds to Ontario's diversity and meets the needs of all of its stakeholders. It is our understanding that our event is considered important, however falls outside of the parameters of the Futures Fund. We would therefore like approach the Board directly with a request for support of this important initiative.

As you are aware, from 2004 – 2006 Scadding Court Community Centre led a pilot project to explore community-based complaints education and intake. The Community Education and Access to Police Complaints (CEAPC) Demonstration Project was grounded in a network of 40 diverse organizations and aimed to increase community safety by enhancing the relationship between diverse communities and police. Active participation by its partners, including the Toronto Police Service, was a key element in CEAPC's success. After taking part in the review of Ontario's police complaints system by Justice LeSage, an analysis of the proposed *Bill 103: An Act to establish an Independent Police Review Director and create a new public complaints process by amending the Police Services Act*, was developed and presented to the government's Standing Committee on Justice Policy in January 2007. In March 2007, CEAPC coordinated a community consultation on the proposed Independent Police Review Director (IPRD) and submitted a report on the findings to the Ministry of the Attorney General.

An accessible and effective police complaints system rests on the meaningful and equitable participation of three pillars: police, community and government. The Bill 103 Summit creates a space for a dialogue between these three pillars in order to explore and determine what this might look like. The timing of this event is critical, as the regulations that shape Ontario's new system will be developed in the coming year. By bringing together community, police and government, the Summit creates a venue for constructive dialogue to support a new system that meets the needs of all of its stakeholders.

In developing the Summit, we have worked closely with the Toronto Police Service, which is represented on the Summit Steering Committee by Inspector Olga Cook of the Professional Standards Department. Her participation, as well as that of some of her staff, has greatly enriched and supported the Summit's development and will contribute to its successful implementation.

The Bill 103 Summit is scheduled to take place in Toronto from September 24 – 26, 2008. This event represents a unique opportunity for engagement and is intended to complement, and not replace other consultations conducted by the Office of the IPRD and others. Details are listed below:

- ✓ 100 – 120 invited police, community and government delegates will collaboratively generate recommendations toward the development of regulations under the Bill—with a focus on transparency, accessibility, accountability, public support and education.
- ✓ Participation is by invitation only. Invited police delegates include various municipal and regional police forces from across Ontario and the Ontario Association of the Chiefs of Police. Community delegates will include representatives from diverse community organizations from across the province, public interest groups, community members, youth and individuals who have gone through the complaints process. The Ministry of the Attorney General, the Office of the Independent Review Director, Heritage Canada and the City of Toronto will also be represented as will the University of Toronto, York University and others.
- ✓ The Summit Steering Committee includes representation from Canadian Heritage, Ontario Provincial Police, Toronto Police Services, University of Toronto, Scadding Court Community Centre, South Asian Legal Clinic of Ontario, Justice for Children and Youth and the Diversity and Access Department of the City of Toronto.
- ✓ Speakers include Gerry McNeilly, Ontario's new Independent Police Review Director; David Miller, Mayor of Toronto; Hon. Chris Bentley, Attorney General of Ontario; Dr. Alok Mukherjee, Chair of the Toronto Police Services Board; Ian Johnstone, Matthews, Dinsdale & Clark, LLP; Margaret Beare of York University; and George Cowley, Director - Legal Services, Toronto Police Service.

Summit delegates will have the opportunity to deepen their understanding and analysis of issues and the law around police complaints and to inform the development of regulations for a police complaints system that is based on the three pillars of community, police and government. Among the outcomes of such a system would be support for the further enhancement and evolution of community policing, which will enhance community safety in Toronto's ever-changing urban environment.

As this initiative is not eligible for Future Fund monies, we would like to submit a revised request for funding in the amount of \$18,500 to support the inclusion, preparation and participation of delegates from communities that are diverse across the dimensions of age, gender, race, culture and more. In doing this, you will not only support the development of a complaints system that is more available and accessible to members of diverse communities but also contribute to a unique and very meaningful opportunity for police and communities to come together, build trust and engage in dialogue. I therefore ask you to consider this request and look forward to your positive response.

Sincerely,

A handwritten signature in black ink, appearing to be 'Kevin Lee', written in a cursive style.

Kevin Lee, Executive Director - Scadding Court Community Centre
Bill 103 Summit Vice-Chair



Mr. Alok Mukherjee, Chair
Toronto Police Services Board
40 College Street
Toronto Ontario M5G 2J3
Canada

Dear Mr. Mukherjee,

Scadding Court Community Centre and forty other diverse organizations from across Toronto--who comprise the very active Community Education and Access to Police Complaints (CEAPC) Partnership, wish to make two requests: (1) We would like to attend the next Toronto Police Services Board meeting on August 21 to provide an update of our activities and to inform the Board about our upcoming Bill 103-Summit; (2) We would like to invite you, specifically, to attend this exciting community led initiative. We would also like to explore with you a speaking role.

At your convenience please review the attached summary about our past work on police complaints. The Summit we are holding on September 24-26 is about developing principles and regulations under Bill 103; the outcomes of which will be pertinent to your role as Chair.

Kevin Lee
Executive Director
Scadding Court Community Centre



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TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

**#P246. SPECIAL CONSTABLES – APPOINTMENTS – TORONTO TRANSIT
COMMISSION**

The Board was in receipt of the following report dated July 16, 2008 from William Blair, Chief of Police:

Subject: APPOINTMENT OF SPECIAL CONSTABLES FOR THE TORONTO
TRANSIT COMMISSION

Recommendation:

It is recommended that the Board approve the appointment of the individuals listed in this report as special constables for the Toronto Transit Commission, subject to the approval of the Minister of Community Safety and Correctional Services.

Financial Implications:

There are no financial implications relating to the recommendation contained within this report.

Background/Purpose:

Under Section 53 of the Police Services Act of Ontario (the Act); the Board is authorized to appoint and re-appoint special constables, subject to the approval of the Minister of Community Safety and Correctional Services (the Minister). Pursuant to this authority, the Board entered into an agreement with the Toronto Transit Commission (TTC) for the administration of special constables (Min. No. P39/96 refers).

At its meeting of January 29, 1998, the Board approved a recommendation requiring requests for the appointment and re-appointment of special constables, who are not members of the Toronto Police Service (TPS), to be forwarded to the Board with the Chief's recommendation, for the Board's consideration (Min. No. P41/98 refers).

The TPS has received a request from the TTC to appoint the following individuals as special constables:

BELLAMY, Jason
BOYD, Craig
COSTA, Jose Gabriel
ECKER, Gordon
FADUCK, Bryon
FARDELL, Ryan
GIGUERE, Guillaume
LIA, Brian, James

NIRANJAN, Prashanth
OSBORNE, Catharine
PECE, Anthony
SALMON, Shaun
SNIDER, Kirk
TIMBRELL, Trevor
WECKER, Michael

Discussion:

The TTC special constables are appointed to enforce the Criminal Code of Canada, Controlled Drugs and Substances Act, Trespass to Property Act, Liquor Licence Act and Mental Health Act on TTC property situated within the boundaries of the City of Toronto.

The agreement between the Board and the TTC requires that background investigations be conducted on all individuals recommended for appointment and re-appointment as special constables. The TPS Employment Unit completed background investigations on these individuals and there is nothing on file to preclude them from being appointed as special constables.

The TTC has advised that these individuals satisfy all the criteria as set out in the agreement between the Board and the TTC for appointment as special constables.

Conclusion:

The TPS and the TTC work together in partnership to identify individuals for the position of special constable who will contribute positively to the safety and well-being of patrons using the transit system. The individuals currently before the Board for consideration have satisfied the criteria contained in the agreement between the Board and the TTC.

Deputy Chief A.J. (Tony) Warr, Specialized Operations Command, will be in attendance to answer any questions that the Board may have regarding this report

Mr. Gary Webster, Chief General Manager, Toronto Transit Commission, was in attendance and advised the Board that the individuals listed in the foregoing report have been hired by the TTC and are awaiting their appointments as special constables by the Board.

The Board said there could be public confusion when special constables wear uniforms and travel in marked vehicles which are similar to police vehicles.

Mr. Webster said the TTC recognizes that there is one police service in the City of Toronto and that it is the Toronto Police Service.

cont...d

The Board approved the following Motion:

THAT, as a condition of approval of the 15 new special constables, the Board seeks:

- 1. a full briefing on the TTC six-year security plan, including:**
 - a) the total number of special constables to be appointed;**
 - b) an explanation of how the special constables are to be deployed;**
 - c) an outline of the training standards to be used for the special constables;**
 - d) the duties to be performed by the special constables;**
 - e) how the authorities granted by the Board are required to perform these duties;**
 - f) the establishment of a reporting schedule on discipline and use of force to enable the Board to fulfil its civilian oversight role.**

- 2. an undertaking from the TTC that any future plans for expansion of its transit security service, or any change in deployment or duties of special constables, will be done in consultation with the Board and the Chief of Police.**

Amendment:

At its meeting on October 16, 2008, the Board agreed to re-open this matter and amended the Minute by adding the following Motion approved by the Board:

THAT the two conditions on which the Board approved the appointment of the 15 special constables at its meeting on August 21, 2008 were met by the TTC on October 16, 2008 (Min. No. C262/08 refers) and that the approval of the appointment of the 15 new special constables be deemed to have taken effect on August 21, 2008.

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TORONTO POLICE SERVICES BOARD HELD ON AUGUST 21, 2008**

#P247. ADJOURNMENT

Alok Mukherjee
Chair