



**The following *draft* Minutes of the meeting of the Toronto Police Services Board held on December 18, 2008 are subject to adoption at its next regularly scheduled meeting.**

**The Minutes of the meeting held on November 20, 2008, previously circulated in draft form, were approved by the Toronto Police Service Board at its meeting held on December 18, 2008.**

**MINUTES OF THE PUBLIC MEETING** of the Toronto Police Services Board held on **DECEMBER 18, 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  
**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 DECEMBER 18, 2008**

**#P326. BOARD MEMBER: MAYOR DAVID MILLER – LAST MEETING**

Chair Mukherjee noted that the term of appointment for Mayor David Miller would conclude on December 31, 2008 and that this would be the last meeting for Mayor Miller as a member of the Board.

The Board acknowledged the valuable contribution that Mayor Miller had made during the time that he was a member and extended its thanks and appreciation to Mayor Miller for his work with the Board. Mayor Miller responded by providing comments about his time as a Board member.

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TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 18, 2008**

**#P327. FOCUSED NEIGHBOURHOOD TAVIS DEPLOYMENT**

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

Subject: FOCUSED NEIGHBOURHOOD TAVIS DEPLOYMENT

Recommendation:

It is recommended that the Board receive this report and presentation on the Jane-Finch and Regent Park summer 2008, Focused Neighbourhood TAVIS Deployment.

Financial Implications:

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

Background/Purpose:

The Toronto Anti-Violence Intervention Strategy (TAVIS) commenced in January, 2006 as a result of funding from the Province of Ontario, Ministry of Community Safety and Correctional Services. TAVIS is a holistic approach that the Toronto Police Service (TPS) is using to deal with violence in identified Toronto neighbourhoods.

On June 23, 2008, a new component was added to TAVIS, the Focused Neighbourhood TAVIS Deployment (FNTD). This ten week initiative focused additional TAVIS resources in two geographic locations within the Jane-Finch and Regent Park neighbourhoods. The FNTD was supported with resources from every Command in the Service, various City of Toronto departments, area residents and local businesses. The FNTD resulted in increased safety and an improved quality of life for the community during the term of the deployment.

Discussion:

The FNTD plan was to deploy additional police officers within two geographic areas in the city that have been historically prone to violence. These areas had experienced violence over the summer months of the preceding four years. Crime analysts, in consultation with intelligence officers, identified to two FNTD areas. Twenty eight experienced police officers from across the Service were selected for the initiative and received pre-deployment training prior to being embedded within the divisional Community Response Unit (CRU). Fourteen officers were assigned to 31 Division's CRU and fourteen officers were assigned to 51 Division's CRU.

The FNTD officers conducted high visibility, intelligence led patrols designed to reduce and prevent the incidence of crime. The officers also used enforcement measures to arrest those responsible for crime in an effort to increase public safety. Once the officers had established themselves within the area and increased the public's sense of safety, they partnered with various City of Toronto departments, area residents, and local businesses in community mobilization initiatives; such as, faith walks, reclaiming open spaces and beautification projects.

The officers were successful in reducing violence, increasing safety, and improving the quality of life for the community members.

Conclusion:

TAVIS continues to be a successful provincially funded component of the Service's anti-violence efforts, and the FNTD has added to this success. The FNTD was responsible for the seizure of four firearms and apprehension of numerous persons that were contributing to acts of violence within the community. The FNTD also assisted in fostering lasting and positive relationships between the community members and members of the Service.

Sergeant Jeff Pearson (6185), Central Field Command, will deliver a presentation to the Board and community that describes the 2008 FNTD summer project.

Deputy Chief Kim Derry, Divisional Policing Command, will be in attendance to respond to any questions that the Board may have regarding this report.

**Staff Superintendent Glenn DeCaire, and Sergeant Jeff Pearson, Central Field, were in attendance and delivered a presentation to the Board on the results of the 2008 Focussed Neighbourhood TAVIS Deployment Project. A paper copy of the visual presentation is on file in the Board office.**

**The Board received the foregoing report and the presentation and commended all the Service members who were involved in this project.**

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TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 18, 2008**

**#P328. TORONTO POLICE SERVICE 2009 – 2011 BUSINESS PLAN**

The Board was in receipt of the following report December 03, 2008 from Alok Mukherjee, Chair:

Subject: 2009 - 2001 BUSINESS PLAN

Recommendations:

It is recommended that:

- (1) the Board approve the 2009-2011 Business Plan,
- (2) the Board forward the approved Business Plan to Toronto City Council for its information, and;
- (3) upon receipt of the Chief's Service Performance Year-End Report, the Board review the Priorities and Goals contained within the Business Plan to ensure that they continue to accurately reflect the Board's priorities.

Financial Implications:

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

Background:

The Provincial Adequacy Standards Regulation to the *Police Services Act* (Ontario Regulation 3/99 - Adequacy and Effectiveness of Police Services) requires the Board to produce a business plan for the Toronto Police Service at least once every three years (section 30(1)).

At its meeting in January 2006 the Board approved the 2006-2008 Business Plan (Min. No P640/06 refers).

Discussion

In accordance with the Board's direction, attached for the Board's approval is the Toronto Police Service 2009-2011 Business Plan. The Plan includes:

- the Toronto Police Service's Vision, Mission, and Values,
- an introductory message from the Chair and the Chief;
- a police service delivery overview,
- the Service's organisational chart and descriptions of each of the Command areas,
- highlights from the Service's 2008 Environmental Scan,

- the Priorities, Goals, and Performance Objectives/Indicators,
- a summary of the Service's financial status,
- a summary of the Service's Human Resources strategy,
- a summary of the Service's Information Technology plan; and,
- a summary of the Service's Infrastructure program.

This Business Plan is the result of extensive community consultation, both by the Board and by the Service. While the Service carried out consultations during the environmental scanning process, the Board, through the Business Plan Working Group, held three consultations specifically related to the draft Priorities and Goals proposed for the new Business Plan.

Compared to the 2006-2008 Business Plan, the proposed Plan has re-cast many previously approved priorities in a new, more active tone. The Plan identifies focussing on child and youth safety, and violence against women as specific priorities. Community policing partnerships have evolved into focussing on people with distinct needs. Traffic safety has been designated ensuring pedestrian and traffic safety. Our focus on human resources has been more narrowly defined as a focus on the delivery of inclusive police service.

It should be remembered that the priorities and goals do not represent all of policing, nor does the Board's approval of this Business Plan mean that issues not mentioned will be ignored. The Service's Priorities are simply those areas to which specific emphasis will be given.

This Plan will remain in effect for a period of three years. It is intended, however, that upon receipt of the Chief's Service Performance Year-End report, there will be an opportunity to review the Plan to determine the continued relevance of the Priorities and Goals.

### Conclusion

Once the Business Plan has been approved by the Board, the document will be posted to the internet and intranet. A summary document will be available in paper-copy format early in the New Year. The approved Business Plan will also be forwarded to the City Council as required by section 32(b) of the Adequacy Standards Regulation.

It is recommended that the Board approve the attached 2009-2011 Business Plan.

**Vice-Chair Pam McConnell and Staff Superintendent Jeff McGuire, Co-Chairs of the Business Planning Working Group, delivered an overview of the 2009-2011 Business Plan to the Board.**

**The Board approved the foregoing report and extended its appreciation to the Board and Service staff members who participated in the development of the Business Plan.**

**A copy of the Business Plan is appended to this Minute for information.**

An electronic copy of the Business Plan is not available.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 18, 2008**

**#P329. SEMI-ANNUAL REPORT: DOMESTIC VIOLENCE: JANUARY – JUNE  
2008**

The Board was in receipt of the following report September 19, 2008 from William Blair, Chief of Police:

Subject: DOMESTIC VIOLENCE SEMI-ANNUAL REPORT: JANUARY 1, 2008 –  
JUNE 30, 2008.

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

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

Background/Purpose:

In February 2004, the Board received a report from the Chief of Police entitled “Response to Recommendations of the Community Safety Task Force.” This report was held by the Board pending a meeting with all key stakeholders to review and assess the status of the core issues and recommendations raised in the report by the Woman Abuse Work Group (WAWG) of the City of Toronto.

On June 18, 2004, a meeting of the key stakeholders was held to review the report and provide status updates on the core issues and recommendations. Following this meeting, the Board at its meeting on June 21, 2004, approved the recommendations outlined in the report (Min. No. P208/04 refers).

The following recommendation contained in that report was specifically directed towards the Toronto Police Service (Service):

Recommendation #3:

*That the Board request from the Chief of Police, quarterly submissions of the Domestic Violence Quality Control Reports.*

The Service has been providing quarterly Domestic Violence Quality Control Reports to the Ministry of Community Safety and Correctional Services (MCSCS) since 2002. MCSCS, in conjunction with the Service, has completed its review of the process for the purpose of



enhancing the data reporting mechanism to accommodate new MCSCS data collection guidelines (Min. No. P233/05 refers). As a result, the statistical data required to complete the Domestic Violence Quality Control Report is now readily available. Appended to this report are the statistics for January to June 2008.

At its meeting of April 26, 2007, the Board approved a recommendation to revise the reporting schedule for Domestic Violence Quality Control Reports to be provided semi-annually accompanied by a short presentation (Min. No. P145/07 refers). This report will provide the Board with a review of the first 2 quarters of statistical information from the Domestic Violence Quality Control Reports for the period of January to June 2008.

#### Discussion:

There have been 4 homicide cases reported involving 5 victims, 4 adults and 1 child, in the first half of 2008; compared to 3 cases with 4 victims in the first half of 2007. All of the victims were female. There was a marginal decrease in cases where charges were laid in the first half of 2008 totalling 2,827 compared to 2,901 in the first half of 2007. The number of charges related to failing to comply with court ordered release conditions decreased slightly in 2008 showing that the Toronto Anti-Violence Intervention Strategy (TAVIS) bail compliance program continues to be an effective risk management tool, as well as an opportunity to provide victim support. There were 242 compliance charges in the first half of 2008 compared to 273 in the first half of 2007.

The Service and Seneca College partnered again in 2008 to develop a number of awareness campaigns highlighting the issue of children witnessing domestic violence (DV) and these successful campaigns have been adopted by Toronto Regional Crime Stoppers. The posters were broadcast on the Toronto Transit Commission (TTC) One Stop Network, featured on bus shelters and other strategic Toronto locations.

The Toronto Recreational Outreach Outtripping Program (T.R.O.O.P.) held 2 trips in August exclusively for children who have witnessed DV. This outstanding program brought together at-risk youth, police officers, social workers, community agency workers and Toronto Parks and Recreation staff for a week of empowerment, teamwork and leadership training. The success of this program can be measured by the high percentage of children from previous Domestic Violence (DV) T.R.O.O.P. programs returning in mentorship capacities.

#### Recommendation #4:

*That the Board requests from the Chief of Police a report of cultural initiatives that have been developed by the Service.*

At its meeting of November 15, 2007, the Board approved a request that the Chief of Police include cultural initiatives that have been developed by the Service (Min. No. P145/07).

The Service continued to engage several ethnic communities in awareness and educational presentations in the area of DV in 2008. As an example, the Community Mobilization Unit (CMU) along with Divisional Policing Command (DPC) participated in the following activities:

- CMU and DPC held a DV seminar for leaders within the Filipino community at Headquarters. Over 30 people attended and received education and information packages;
- The CMU DV team attended at Council Fire Aboriginal Community Centre and participated in a one-day DV conference and presented to a group of approximately 30 community members;
- CMU and DPC participated in a 3-day excursion with the Aboriginal Community to Grundy Lake where a number of adolescent and teen members received DV presentations while in the element of nature;
- CMU and DPC delivered a presentation to the Muslim community in partnership with the Muslim Consultative Committee;
- CMU and DPC worked in partnership with the French Consultative Committee and provided an information session for a group of immigration lawyers, specific to newcomer issues and DV;
- CMU and DPC worked in partnership with the French Consultative Committee and arranged for the translation and reproduction of the Seneca posters concerning the relationship violence campaign in the French language. The posters have been distributed throughout the various French schools;
- Victim Services continued to provide educational sessions by delivering 13 'Teens Ending Abusive Relationships' (T.E.A.R.) presentations throughout the secondary schools to 1,652 students. Many of the diverse communities are reflected within the student bodies;
- CMU and DPC worked in partnership with members of the LGBT community to assist in distributing a series of information pamphlets specific to DV. This project was realized due to a Ministry grant; additionally a survey was developed in partnership with the Service for distribution to the police membership concerning LGBT training specific to DV;
- The Service has a strong partnership with the Multilingual Community Interpreter Service (MCIS). CMU is working with MCIS to deliver training at the 17 police divisions commencing this fall. The purpose of the training is to educate officers and make them aware of the invaluable interpreter services that are available on a 24 hour no-cost basis; and
- CMU participated with MCIS staff in a feature article for the Ming Pao Chinese newspaper, which has an estimated circulation of 4,000 daily. The full page article showcased the success of the relationship between the Service and MCIS in overcoming language barriers when engaging with members of our diverse communities and further highlighted accessibility for victims and witnesses to police services.

#### Conclusion:

The Service is committed to community mobilization strategies, thereby actively engaging the Violence Against Women (VAW) service providers and the greater community through ongoing

education, public presentations and awareness campaigns, continued outreach, and progressive partnerships.

Effective policing is truly a partnership between the police and the community it serves. Complex social issues, such as relationship violence, cannot be dealt with solely through enforcement measures. The collaboration between law enforcement personnel, VAW service providers, education officials and corporate support, is key to the success of these initiatives.

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

**Detective Deborah Vittie, Domestic Violence Coordinator, was in attendance and delivered a presentation to the Board on domestic violence statistics for the period of January to June 2008.**

**The Board received the foregoing report and the presentation by Det. Vittie.**

**TORONTO POLICE SERVICE  
DOMESTIC VIOLENCE QUALITY CONTROL REPORT  
JANUARY-JUNE  
2007/2008 COMPARISONS**

	2007				2008				2007		2008	
	MALE		FEMALE		MALE		FEMALE		6 mth Total	YTD	6 mth Total	YTD
	6 mth Total	YTD	6 mth total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD
<b>1. Domestic Occurrences</b>												
(a) Total Number of Occurrences where charges were laid or warrants sought	N/A		N/A		N/A		N/A		2937	<b>5839</b>	2827	
(b) Number of accused where one party was charged	2471	<b>4964</b>	360	<b>705</b>	2405	<b>2405</b>	346	<b>346</b>	<b>2831</b>	<b>5669</b>	<b>2751</b>	
(c) Number of accused where both parties were charged	54	<b>88</b>	52	<b>82</b>	38	<b>38</b>	38	<b>38</b>	<b>136</b>	<b>170</b>	<b>76</b>	
(d) Number of Occurrences where accused held for bail/show cause	M		M		M		M		N/A		N/A	
(e) Number of occurrences where offences alleged but charges not laid	N/A		N/A		N/A		N/A		558	<b>1165</b>	543	
(f) Number of occurrences where no charges alleged	N/A		N/A		N/A		N/A		6328	<b>13060</b>	6398	
<b>2. Reasons Charges Not Laid</b>												
(a) No reasonable grounds	N/A		N/A		N/A		N/A		554	<b>1160</b>	541	
(b) Offender deceased	N/A		N/A		N/A		N/A		4	<b>5</b>	1	
(c) Diplomatic Immunity	N/A		N/A		N/A		N/A		0	<b>0</b>	0	
(d) Offender in foreign country	N/A		N/A		N/A		N/A		0	<b>0</b>	1	
<b>3. Type of Relationship Between Accused &amp; Victim</b>												
(a) Female victim – male accused	N/A		N/A		N/A		N/A		2435	<b>4855</b>	2360	
(b) Male victim – female accused	N/A		N/A		N/A		N/A		375	<b>719</b>	352	
(c) Same sex male	N/A		N/A		N/A		N/A		90	<b>197</b>	83	
(d) Same sex female	N/A		N/A		N/A		N/A		37	<b>68</b>	32	

**LEGEND**

M – System does not generate these statistics

N/A – Not Applicable

YTD – Year to Date

**TORONTO POLICE SERVICE  
DOMESTIC VIOLENCE QUALITY CONTROL REPORT  
JANUARY-JUNE  
2007/2008 COMPARISONS**

4. Type of Charges Laid	2007				2008				2007		2008	
	MALE		FEMALE		MALE		FEMALE		6 mth Total	YTD	6 mth Total	YTD
	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD
<b><u>Assault</u></b>												
(a) Common Assault	1851	<b>3728</b>	274	<b>538</b>	1812		266		<b>2125</b>	<b>4266</b>	<b>2078</b>	
(b) Assault with Weapon or Cause Bodily Harm	398	<b>836</b>	129	<b>232</b>	395		119		<b>527</b>	<b>1068</b>	<b>514</b>	
(c) Aggravated Assault	24	<b>38</b>	6	<b>9</b>	9		5		<b>30</b>	<b>47</b>	<b>14</b>	
<b><u>Sexual Assault</u></b>												
(a) Sexual Assault	66	<b>113</b>	1	<b>1</b>	64		0		<b>67</b>	<b>114</b>	<b>64</b>	
(b) Sexual Assault with Weapon or Cause Bodily Harm	4	<b>7</b>	0	<b>0</b>	1		0		<b>4</b>	<b>7</b>	<b>1</b>	
(c) Aggravated Sexual Assault	2	<b>4</b>	0	<b>0</b>	1		0		<b>2</b>	<b>4</b>	<b>1</b>	
<b><u>Breaches</u></b>												
(a) Breach of Recognizance	119	<b>210</b>	11	<b>19</b>	121		12		<b>130</b>	<b>229</b>	<b>133</b>	
(b) Breach of Undertaking	21	<b>46</b>	5	<b>10</b>	18		3		<b>26</b>	<b>56</b>	<b>21</b>	
(c) Breach of Remand (CC-s.516 / CC-s.517)	0	<b>1</b>	0	<b>0</b>	0		0		<b>0</b>	<b>1</b>	<b>0</b>	
(d) Breach of Peace Bond (CC-s.810)	6	<b>9</b>	0	<b>0</b>	7		1		<b>6</b>	<b>9</b>	<b>8</b>	
(e) Breach of Probation / Parole	111	<b>204</b>	7	<b>8</b>	77		3		<b>118</b>	<b>212</b>	<b>80</b>	
(f) Breach of Restraining Order <i>Family Act-s.46(2), Children's Reform Act-s.35(2), CC-s.515(4)</i>	0	<b>0</b>	0	<b>0</b>	0		0		<b>0</b>	<b>0</b>	<b>0</b>	
<b><u>Other Charges</u></b>												
(a) Uttering Threats	662	<b>1331</b>	65	<b>106</b>	650		43		<b>727</b>	<b>1437</b>	<b>693</b>	
(b) Criminal Harassment	231	<b>436</b>	20	<b>45</b>	235		21		<b>251</b>	<b>481</b>	<b>256</b>	

**TORONTO POLICE SERVICE  
DOMESTIC VIOLENCE QUALITY CONTROL REPORT  
JANUARY-JUNE  
2007/2008 COMPARISONS**

	2007				2008				2007		2008	
	MALE		FEMALE		MALE		FEMALE		6 mth Total	YTD	6 mth Total	YTD
Other Charges (cont'd)	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD
(c) Mischief	134	272	24	48	149		20		158	320	169	
(d) Attempted Murder	10	13	2	2	0		0		12	15	0	
(e) Choking	22	59	1	1	18		0		23	60	18	
(f) Forcible Confinement	86	183	1	2	95		3		87	185	98	
(g) Firearms	11	16	1	1	1		0		12	17	1	
(h) Other charges not listed above												
i. Weapons Dangerous C.C.	31	64	11	22	23		11		42	86	34	
ii. Break & Enter C.C.	24	60	6	9	22		5		30	69	27	
iii. Theft C.C.	47	94	6	13	47		7		53	107	54	
iv. Forcible Entry C.C.	11	23	1	1	21		1		12	24	22	
v. Total Other Charges	85	169	8	18	91		6		93	187	97	
<b>5. Weapons Used to Commit an Offence</b>												
(a) Firearms	N/A		N/A		N/A		N/A		19	33	13	
(b) Other weapon	N/A		N/A		N/A		N/A		521	1030	483	

**TORONTO POLICE SERVICE  
DOMESTIC VIOLENCE QUALITY CONTROL REPORT  
JANUARY-JUNE  
2007/2008 COMPARISONS**

	2007				2008				2007		2008	
	MALE		FEMALE		MALE		FEMALE		6 mth Total	YTD	6 mth Total	YTD
<b>6. Previous Charges (Excluding Breaches)</b>	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD	6 mth Total	YTD
Number of accused with previous charges relating to domestic violence	M		M		M		M		M		M	
<b>7. Domestic Violence Adult Homicides</b>												
(a) Total Number of Domestic Violence adult homicide occurrences	0	<b>0</b>	3	<b>9</b>	0		3		3	<b>9</b>	3	
(b) Number of domestic violence homicide adult victims	0	<b>0</b>	4	<b>10</b>	0		4		4	<b>10</b>	4	
(c) Number of accused that had prior domestic violence charges involved in domestic violence homicides.	1	<b>3</b>	0	<b>0</b>	2		0		1	<b>3</b>	2	
(d) Number of homicides involving the use of a weapon	2	<b>6</b>	0	<b>0</b>	3		0		3	<b>6</b>	3	
<b>8. Domestic Violence Related Child Homicides</b>												
(a) Total number of domestic violence related child homicide occurrences	0	<b>1</b>	0	<b>0</b>	0		1		1	<b>1</b>	1	
(b) Number of domestic violence related child homicide victims	0	<b>1</b>	0	<b>0</b>	0		1		0	<b>1</b>	1	

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TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 18, 2008**

**#P330. SEMI-ANNUAL REPORT: PROFESSIONAL STANDARDS: JANUARY –  
JUNE 2008**

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

Subject: PROFESSIONAL STANDARDS 2008 SEMI-ANNUAL REPORT

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

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

Background/Purpose:

The Professional Standards Unit is responsible for investigating complaints of misconduct pertaining to members of the Toronto Police Service as well as collecting and analyzing data related to various aspects of a member's duties. This report is an amalgamation of PRS reports and has been in existence since 1996. Attached is the Professional Standards 2008 Semi-Annual Report.

Discussion:

The first half of 2008 revealed no substantial increases in the areas of reporting. Professional Standards continued a proactive approach on professionalism through the provision of new training opportunities, routine inspections, and data review. This unit is committed to a proactive approach of identifying opportunities for improvement in service delivery and officer performance.

Conclusion:

In summary, this report provides the Board with an overview of the statistics gathered between January and June, 2008.

Deputy Chief Jane Dick, Executive Command will be in attendance to answer any questions if required.



**Staff Superintendent Tony Corrie, Professional Standards, was in attendance and delivered a presentation to the Board on the Professional Standards statistics for the period of January to June 2008.**

**The Board received the foregoing report and the presentation by S/Supt. Corrie.**

**The Executive Summary to the Professional Standards Report is appended to this Minute for information. A copy of the complete report is on file in the Board office.**

## **EXECUTIVE SUMMARY**

The Chief of Police reports to the Toronto Police Services Board on the following:

- Complaint Intake
  - Number, classification and disposition
- Conduct Complaints
  - Both serious and less serious
- Policy and Service Complaints
  - Number, classification and disposition
- Investigations
  - Serious matters of misconduct
- Prosecutions Services
  - Number of cases, trials, guilty pleas, cases withdrawn and time to trial
- Disciplinary Hearings Office
  - Number of cases, allegations and penalties
- Ontario Civilian Commission on Police Services (OCCPS) Reviews
  - Outcomes of matters reviewed

This semi-annual report, produced by Professional Standards, Risk Management Unit, is designed to amalgamate all Professional Standards reporting requirements into a single report to facilitate comparisons, examination of trends, and to provide a comprehensive analysis of officer conduct and discipline. This report incorporates revisions to the appropriate sections as required by the Toronto Police Services Board Policy Manual and subsequent approved Board requests.

This report illustrates statistical data from January to June 2008. There are limits to the comparability of data between years due to reporting revisions.

### Highlights

- During the first half of 2008, 51 Alert reports were forwarded to unit commanders that were generated from the Professional Standards Information System (PSIS), compared to 18 in 2007. These reports are pre-emptive in nature and have been forwarded to aid in the early identification of atypical performance among Service members.
- In the first half of 2008, a total of 353 public complaints were made about uniform Toronto Police Service members, a 2.9% increase from 2007, and a 7.9% increase from 2006:
  - 208 (58.9%) complaints were investigated, of which 204 pertained to officer conduct and 4 concerned the services and/or policies of the TPS.

- 145 (41.1%) complaints did not meet the criteria set out in the *Police Services Act* and therefore were not subject to investigation, an increase of 2.3% from 2007.
  - 20 (5.7%) complaints were classified as serious in nature, an increase of 1.6% from 2007.
  - 216 (89.6%) concluded complaints were completed within 90 days, an increase of 20.9% from 2007.
- The Toronto Police Service received 27 new Civil Litigation cases in the first half of 2008, 11 less than in 2007.
  - Prosecution Services initiated 28 new cases, 3 more than in the first half of 2007. The number of *Police Services Act* charges laid has decreased 8.9%. Off duty incidents attributed to 53.6% of new cases, a decrease of 10.4%.
  - The Disciplinary Hearings office concluded 18 cases involving 30 charges in the first half of 2008, a decrease from 28 cases in 2007. It should be noted that some cases concluded in the first half of 2008 were initiated in prior years.
  - Use of Force incidents totalled 827 compared to 761 in the first half of 2007. A total of 1,208 Use of Force reports were submitted compared to 1,072 in 2007. The most common reason for Use of Force continues to be for the protection of the officer her/himself.
  - In Use of Force incidents, 61 officers were injured in the first half of 2008, compared to 55 in 2007. Of these, 21 officers required medical attention compared to 25 in 2007. Most injuries were minor in nature. Although an increase in number the ratio of injuries to incidents remain the same as the previous year..
  - The Provincial Special Investigations Unit invoked its mandate to investigate 29 incidents, a decrease from 30 in 2007. Of these, 13 cases were concluded, 3 were withdrawn, and 13 are currently ongoing.
  - Suspect Apprehension Pursuits were initiated on 92 occasions during the first half of 2008, representing a 13.6% increase from pursuits initiated in 2007.
  - Personal injury occurred in 7.6% of initiated Suspect Apprehension Pursuits, a 0.1% increase from 2007. In total, 12 persons received injuries and 0 fatalities occurred.
  - Members of the Toronto Police Service received 65 Service Awards including: 3 Merit Marks, 12 Commendations, 49 Teamwork Commendations, and 1 Letter of Recognition. In addition, the Toronto Police Service issued 139 members with retirement plaques.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 18, 2008**

**#P331. AWARENESS AND APPLICATION OF BOARD POLICIES, SERVICE  
PROCEDURES AND TRAINING**

The Board was in receipt of the following report November 11, 2008 from William Blair, Chief of Police:

Subject: AWARENESS AND APPLICATION OF BOARD POLICIES, SERVICE  
PROCEDURES AND TRAINING

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 confidential meeting July 24, 2008, the Board approved the following Motion:

*that the Chief of Police provide a public report on the steps the Service has taken, or plans to take, to ensure that all members, uniform and civilian, are fully aware of, and apply, all Board policies and Service procedures, as well as their training (Min. No. C187/08 refers).*

Areas within the Toronto Police Service (Service) that facilitate Governance delivery/awareness and ensure compliance/application of same were consulted and provided input.

The Service uses several mechanisms to ensure all its Service members (members) are aware of, and apply Board policies and Service procedures. Voluntary compliance is the norm and, when necessary, errant behaviour is corrected using established training and disciplinary systems.

This report will examine Service Governance (specifically Board policies, Service procedures and related training) delivery systems, and standards in place to monitor and gauge compliance.

Discussion:

The behaviour of all members is governed by federal and provincial legislation, regulations, and municipal by-laws.

Members are also governed/directed to familiarize and conduct themselves in accordance with the following Service Governance:

- Police Services Board Policies and By-laws;
- Toronto Police Service Collective Agreements;
- Standards of Conduct;
- Service Governance Definitions;
- Policy and Procedure manual;
- Routine Orders;
- specialized manuals issued by the Chief of Police;
- unit-specific policies issued by their Unit Commander;
- CPIC messages; and
- direction from a superior.

Board policies are developed and maintained by the Board. Policies establish organizational objectives and positions. Through these policies, the Board provides direction to the Chief.

Service procedures are developed and maintained by the Chief. Service procedures contain direction from the Chief to members. Many procedures detail the actions members shall take to carry out their duties, while others provide direction to members in order to ensure effective management of the Service.

The Standards of Conduct set clear requirements for ethical behaviour expected of members and establish inter alia mandatory conduct that is applicable to members in the performance of their duties and functions.

The content of applicable Board policies are reflected in the Standards of Conduct and Service procedures.

The Service has in excess of 300 procedures and appendices. Procedures are living documents which are constantly being amended to reflect changes in legislation, Coroner's Inquest Jury Recommendations, Board policies, best practices and to ensure the highest level of member and public safety.

Board policy stipulates that the Board, in partnership with the Chief, shall maintain, review and update Board policies and Service procedures and processes, at least once every three years, or as otherwise directed by the Board. Additionally, all members are encouraged to make recommendations for additions and amendments to procedures. Recommendations to create or amend procedures are the duty of the unit or committee having expertise in the topic area. Corporate Planning is responsible for reviewing, editing and revising procedures for the approval of the Board or the Chief, as applicable and in compliance with the above policy. This process allows for best and current practices in procedures to be operationalized on an ongoing basis, as changes occur.

Members are made aware of Board policies, Service procedures and other Governance in several ways, as follows.

New or amended procedures are published on Routine Orders (Orders) once approved by the Chief. Orders are written direction from the Chief respecting matters of personnel, police details or functions, and general information. Orders are published on a regular basis. Orders not containing specified expiry dates remain in effect until cancelled or rescinded by a subsequent Order. When a new or amended procedure is published on Orders, unit commanders are directed to ensure that all members under their command are made aware of and comply with the contents, and that all hard copy versions of the Policy and Procedure Manual are updated.

Orders, Board policies and Service procedures are readily available to all members to view/print via the Service Intranet, which can be accessed from any Service desktop computer or through the mobile work stations in Service vehicles.

Members are advised on the Service Procedures site that it is the members' responsibility to be fully aware of all procedures and that they are to be used in conjunction with knowledge gained from training and work experience as well as common sense and good judgement. Further, the Standards of Conduct direct all supervisors and managers to ensure that subordinates comply with all Service and Legislative Governance.

Members are also made aware of Procedures and other Governance by exposure to various initiatives by specialized units. For example, the Employment unit provides all new members with an orientation package that includes information about the Service, its Priorities, its Core Values and other information members require in respect to their membership in the organization. Part of the package is a notification that advises the member of their requirement to adhere to all Service Governance. Members are then required to acknowledge their responsibilities by signing a notification.

The Training and Education (T&E) unit ensures that members are aware of and apply Service procedures commencing in recruit training. Continuing thereafter and throughout the member's career, T&E assesses awareness, comprehension, and knowledge of Service procedures while attending various compulsory and voluntary training courses. During recruit training, members are introduced to Service procedures while attending two in-class lessons (one during pre-Ontario Police College training and one during post-Ontario Police College training). In addition, recruits are currently required to complete a 50-page assignment, which includes 126 questions pertaining to Service procedures.

Courses conducted by T&E are either based on or have components that train specifically to Service procedures. Additionally, information regarding new procedures is disseminated to the field via Training Sergeants in a variety of ways. This may include:

- Reviewing Orders with officers;
- “Train-the-Trainer” sessions held by Subject Matter Experts;
- Production of a DVD in conjunction with Video Services;
- “Roll Call” scenarios created by Subject Matter Experts;
- E-learning programs; and
- Group e-mails highlighting a new procedure(s).

At its meeting June 19, 2008, the Board received a report entitled “Annual Report: 2007 Training Programs”. The report states:

*The 2007 evaluation of transfer and impact is evidence that the learning strategies employed by Training and Education are successful; members used the knowledge they gained in these courses in their duties and it made a difference (Min. No. P173/08 refers).*

Constables identified for promotion to the rank of sergeant are required to attend the Supervisory Leadership course. Issues surrounding procedures, discipline, and conduct are reinforced during this three-week course. In addition, all uniform promotional processes up to and including the rank of inspector have a written examination that historically has included materials such as Service Governance and Service Priorities in a study package that is issued to each candidate involved in the process.

The Service has several accountability mechanisms to ensure members comply with Board policies and Service procedures.

Professional Standards ensure that members are aware of and apply Board policies and Service procedures by:

- conducting unit inspections for compliance with governance;
- requiring that duty inspectors visit stations and speak with supervisors and other members regarding procedures and compliance;
- lecturing on all Service courses regarding the duties and responsibilities of all members under the conduct procedures;
- regularly reviews procedures and, in concert with Corporate Planning, ensures all members are made aware of any required amendments by way of an Order;
- publishes tribunal hearing decisions to ensure that all members are aware of misconduct consequences; and
- publishes Orders on legislative changes and issues that apply to members.

All matters, including any concerns regarding Service procedures, that come to the attention of Legal Services are reviewed and assessed from a risk management standpoint. This includes, but is not limited to, civil litigation, Coroner's Inquests, legislative changes, and precedent-setting court decisions. In an effort to reduce the Service's exposure to liability and minimize risk, Legal Services, upon becoming aware of information that has implications or possible implications for the Service, immediately brings that information to the attention of the relevant unit(s). These unit(s) have the expertise to best address the issue, and, where appropriate, disseminate the information quickly and effectively to Service members.

The Audit and Quality Assurance (A&QA) unit is responsible for conducting:

- risk-based operational and financial audits;
- compliance audits with respect to legislation, regulations, policies and procedures; and
- program reviews of management systems and practices.

On a yearly basis, A&QA develops a 3-year Workplan based on a risk assessment to determine the number and type of audits for the next three (3) years and presents the Workplan to the Executive Review Committee for approval.

In addition to the compliance audits with respect to legislation, regulations, policies and procedures, other risk-based operational and financial audits and program reviews incorporate compliance elements. Non-compliance with procedures is addressed and recommendations are made to rectify such issues.

In the areas of legislative compliance, governance and controls, there are a number of external entities that conduct reviews related to Service compliance with legislation, regulations, policies and procedures. They include:

- Ministry of Community Safety and Correctional Services
- Ontario Civilian Commission on Police Services
- Special Investigative Unit (SIU) of the Ministry of Attorney General
- City Council appointed External Auditor
- City of Toronto Auditor General

Recommendations are generated by these external entities to address any non-compliance issues.

Upon receipt of audit recommendations from A&QA and/or any of the external entities listed above, the Service implements the recommendations as directed by the Chief.

Members are made aware of any changes in Governance, as a result of the implementation of recommendations, accordingly.

#### Conclusion:

There is an expectation for members (and they are also directed) to familiarize themselves with matters necessary to properly perform their duties. Board policies and Service procedures are prominently displayed and readily available to all members in hard copy or electronic format.

The Service continues to meet the training needs of its police officers and civilian members by providing quality learning both internally and externally.

The Service will continue to be diligent in providing appropriate notification and access, and demanding compliance with all Board policies and Service procedures. Training will continue to reflect the contents of applicable Service Governance to assist members in properly performing their duties.

Deputy Chief Jane Dick, Executive Command, will be in attendance to answer any questions that the Board may have regarding this report.



**Mr. Chuck Lawrence, Manager, Training and Education, was in attendance and responded to questions about this report.**

**The Board noted the reference in the foregoing report that “recruits are currently required to complete a 50-page assignment, which includes 126 questions pertaining to Service procedures.” The Board inquired whether or not the recruits are tested on their knowledge of Board policies in addition to Service procedures.**

**Chief Blair said that recruits are not tested on Board policies although many Service procedures derive from Board policies. Chief Blair indicated that he would like to review this matter further with Mr. Lawrence.**

**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 DECEMBER 18, 2008**

**#P332.           RESPONSE TO JURY RECOMMENDATION FROM THE CORONER'S  
INQUEST INTO THE DEATH OF MARY FRASER**

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

Subject:        **RESPONSE TO JURY RECOMMENDATIONS FROM THE CORONER'S  
INQUEST INTO THE DEATH OF MARY FRASER**

Recommendations:

It is recommended that:

1. the Board receive this report for information; and
2. the Board forwards a copy of this report to the Chief Coroner for the Province of Ontario.

Financial Implications:

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

Background/Purpose:

At its confidential meeting on July 24, 2008, the Board requested that the Toronto Police Service (Service) provide a response to the jury recommendations from the Coroner's Inquest into the death of Mary Fraser. The jury directed two (2) of its fourteen (14) recommendations (recommendation #1 and recommendation #2) to the Service (Min. No. C187/08 refers).

*Summary of the Circumstances of the Death and Issues Addressed at the Coroner's Inquest Touching the Death of Mary Fraser as Delivered by David H. Evans, M.D., Presiding Coroner.*

*Ms. Mary Fraser was a 47 year old women (sic) who had been arrested by the Toronto Police Service for an outstanding Canada wide warrant for being unlawfully at large issued by Halton Regional Police in 2003. Ms. Fraser was booked by the Toronto Police at 41 Division at approximately 0100 hrs on the 9<sup>th</sup> on (sic) December 2004. During the booking process with Toronto Police she had indicated alcohol consumption. Ms. Fraser was picked up by Halton Regional Police at 0345 hrs the same day and transported by car to 12 Division of Halton Regional Police. There she was booked and held for bail court later that day in Milton. At bail court she was remanded for the next day for a bail hearing. At around 1700 hrs she was admitted to the Vanier Centre for Women and lodged in cell 8 on the 2A Wing.*

*Ms. Fraser was locked in her cell at 1830 hours. Sometime prior to lights out at 2130 hrs she received a blanket from a correctional officer. Lights out is when the bright lights are shut off but low level lighting is left on in the cell all night. Sometime after lights out Ms. Fraser suffered two seizure like episodes. After the second seizure she indicated to her cell mate she was feeling better. There was conflicting evidence about the use of a call button in the cell during this time period. The cell mate went to sleep and did not wake up until a correctional officer came to wake Ms. Fraser up around 0500 hrs to get ready (sic) her ready for her court appearance that day. Once it was realized Mrs. (sic) Fraser was not responding a medical emergency was called. The Paramedics (sic) pronounced Ms. Fraser deceased as she had evidence of rigor mortis.*

*The jury heard from 19 crown witnesses and 2 witnesses from parties with standing. There were 43 exhibits submitted to the jury. They deliberated on their verdict for a day and a half.*

A Coroner's Inquest into the death of Mary Fraser was conducted in Toronto during the period between June 16, 2008 and June 26, 2008.

#### Discussion:

Consultations and research in collaboration with stakeholders from Training and Education (T&E), Legal Services (LSV), and Occupational Health and Safety (OHS) contributed to the responses contained in this report.

#### *Recommendation #1*

*It is recommended that the Officer in Charge document in detail any medical issues including mental health and addictions in the Record of Arrest. In addition, any self disclosed alcohol or drug use regardless of the presence of symptoms be included in the record. The officer in charge is responsible for ensuring the Record of Arrest is forwarded to any receiving police service or institution in the chain of custody.*

The Service concurs with this recommendation.

Corporate Planning (CPN) has consulted with stakeholders from T&E, LSV, and OHS to examine this recommendation and devise an implementation strategy.

As a result, CPN has developed specific language to incorporate the elements of this recommendation for inclusion in Service Procedure 01-03 "Persons in Custody" as well as a definition of Alcohol Withdrawal Syndrome to be included in "Appendix A - Medical Advisory Notes" of this procedure.

#### *Recommendation #2*

*It is recommended that first aid training for all officers include training in the recognition of signs of Alcohol Withdrawal Syndrome.*

The Service concurs with the substance of this recommendation.

T&E have undertaken to review and examine this recommendation and have assigned their first aid training personnel to coordinate an implementation strategy. T&E has determined the developed training material shall be delivered through:

- first aid training
- the Booking Officer Course; and
- The Learning Network - “train-the-trainer” session.

Conclusion:

As a result of the Coroner’s Inquest into the Death of Mary Fraser, and the subsequent jury recommendations, the Service is working with various stakeholders for implementation of Recommendation #1 and #2. The Service concurs with the substance of these recommendations and is currently addressing the development of operational and training material as well as the most adequate and effective means of delivery to Service members.

Deputy Chief Jane Dick, Executive Command, will be in attendance to answer any questions that the Board may have regarding this report.

**The Board received the foregoing report and agreed to forward a copy to the Chief Coroner for information.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 18, 2008**

**#P333. ONE YEAR UPDATE – POLICY GOVERNING THE DESTRUCTION OF  
ADULT PHOTOGRAPHS, FINGERPRINTS AND CRIMINAL HISTORY**

The Board was in receipt of the following report October 30, 2008 from William Blair, Chief of Police:

Subject: ONE YEAR UPDATE - POLICY GOVERNING THE DESTRUCTION OF  
ADULT PHOTOGRAPHS, FINGERPRINTS AND CRIMINAL HISTORY

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 September 20, 2007, the Board approved a new policy governing the destruction of adult photographs, fingerprints and criminal history for non conviction dispositions (Min. No. P297/07 refers). It approved a motion that the Chief of Police, in consultation with the Chair, provide a report to the Board six months after the implementation of the new policy that:

- takes into consideration the issues and concerns raised by the deputants;
- outlines the experience to date using the appeals process as provided for in the new policy;
- provides statistics in terms of the destruction and retention of records under the new policy; and
- recommends amendments to the policy, if necessary.

This report addresses destruction requests and activity during the first year of the new policy, specifically October 1, 2007 through to and including September 30, 2008.

Discussion:

As a result of information from deputants and direction from court proceedings, the new policy takes into account the nature of the charge, rather than just the number of times an individual has been fingerprinted. The latter was the sole criteria attached to the previous Board policy for fingerprint and photograph destruction. The new policy also provides an opportunity for clients

to provide mitigating circumstances and to utilize an appeal process. The new policy and associated processes have been posted on the Toronto Police Service's website to ensure public availability. All out-going recorded phone messages have been revised and all automated telephone prompts encountered by prospective clients have been adjusted to ensure effective communication of the new process.

During the first year of operation, the number of requests for destruction has not increased or decreased significantly as a result of the 2007 destruction policy (new policy: 3,339 requests for destruction; 1969 policy: 3,340). As reported to the Board at its meeting on July 24, 2008, the information provided was reflective of the first six months of the new policy and the reported figure on requests for destruction included duplicate requests (Min. No. P199/08 refers). This amount has been deducted from current reporting.

During the reporting period October 1, 2007 to September 30, 2008, under the new Board policy, 2,065 requests for destruction were approved. There were 1,274 requests for destruction which were not approved as they did not comply with the Primary and Secondary designated offence criteria. Of those not approved, 174 were appealed by the applicants.

#### Appeal Process

An applicant whose request for destruction is denied has the option of appealing the decision to the Manager, Records Management Services. To date, the following statistics apply to that process:

Appeals Received:	174
Appeals Approved:	84
Appeals Denied:	71
Pending:	19

Where upon appeal the original decision refusing destruction was overturned, the following are some of the factors that were considered:

- an attempt by the appellant to rehabilitate his/herself,
- amount of time elapsed since the offence, and a "clean record" before and after,
- age at the time of the offence,
- witness statements verifying the appellant's innocence,
- consultation with the officers-on-scene,
- consultation with Legal Services,
- judge's conclusion from court transcript supplied by appellant,
- victim recanted,
- alleged victim has shown patterns of making false allegations.

### Amendments to the Approved Policy

Primary and Secondary Offence lists under Section 487.04 of the Criminal Code were included in the policy as a method of evaluating the seriousness of the charges for destruction consideration. In January 2008, Bill C-18 was implemented. As a result, changes were made to the Primary and Secondary Designated Offence lists from the Criminal Code.

At this time no further amendments are required to the policy.

### Conclusion:

Deputy Chief Jane Dick, Executive Command, will be in attendance to answer any questions that the Board members may have regarding this report.

### **The following persons were in attendance and delivered deputations to the Board:**

- **Mr. Adrian Scotchmer, Community and Legal Aid Services Program, Osgoode Hall Law School; \* and**
- **Ms. Avvy Go, Metro Chinese and South Asian Legal Clinic.**

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

**The Board was also in receipt of a written submission from Mr. Graeme Norton, Director, Public Safety Project, Canadian Civil Liberties Association; copy on file in the Board office.**

### **The Board approved the following Motions:**

- 1. THAT the Board receive the deputations and the written submissions;**
- 2. THAT the Board receive the foregoing report; and**
- 3. THAT the Board refer this matter to the Chair and that he, in consultation with the Chief of Police, consider the comments and recommendations raised by Mr. Norton and the deputants and that he report back to the Board.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 18, 2008**

**#P334. PAID DUTY RATES – JANUARY 01, 2009**

The Board was in receipt of the following report November 28, 2008 from Alok Mukherjee, Chair:

Subject: PAID DUTY RATES - JANUARY 1, 2009

Recommendation:

It is recommended that the Board receive the attached notification from the Toronto Police Association dated December 3, 2008, with respect to an increase in paid duty rates effective January 1, 2009.

Financial Implications:

There are no financial implications with regard to the receipt of this report.

Background/Purpose:

Article 20:01 of the uniformed collective agreement stipulates the following with respect to paid duty rates:

*“The rate to be paid to each member for special services requested of the Service for control of crowds or for any other reason, shall be determined by the Association and the Board shall be advised by the Association of the said rate when determined or of any changes therein”.*

Police Services Board records indicate that the paid duty rates were last adjusted on January 1, 2008; effective that date, the rate for all classifications of constables was \$62.50 per hour. The attached notice establishes a new rate of \$65.00 per hour for constables.

Conclusion:

I, therefore, recommend that the Board receive the attached notification from the Toronto Police Association with respect to an increase in paid duty rates effective January 1, 2009.

**The Board received the foregoing report.**





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Tim Zayack  
*Director  
Uniform Field Services*

December 3, 2008

Ms. Joanne Campbell  
Executive Director  
Toronto Police Services Board  
40 College Street  
Toronto, ON M5G 2J3

Dear Ms. Campbell:

**Re: Paid Duty Rates – 2009 Increase**

In conformance with Article 20:01 of the Uniform Collective Agreement, we are advising the Toronto Police Services Board of an increase in the hourly paid duty rates to take effect as follows:

**January 1, 2009**

**Constables** (All classifications)                      \$65.00  
(minimum \$195.00)

**REQUIREMENTS FOR PAID DUTY SUPERVISION IS AS FOLLOWS:**

**Sergeants**    \$73.50  
(When in charge of 4 or more police officers)      (minimum \$220.50)

**Staff Sergeants**    \$82.00  
(When in charge of 10 or more police officers)      (minimum \$246.00)

**Staff Sergeants**    \$84.00  
(When in charge of 15 or more police officers)      (minimum \$252.00)

Partial hours (beyond a minimum of three hours) that an officer performs at such paid duty is paid out at the established hourly rate.

The Association will forward this information to all Units today. We trust the Police Services Board will have the rates reflected on Routine Orders in a timely fashion and that Unit Commanders are advised accordingly.





Ms. Joanne Campbell 2009 Paid Duty Rates Page 2...

It would be appreciated if this information is published on Routine Orders by December 15, 2008 to inform our members so that they, in turn, can inform the paid duty users.

Yours sincerely,

TORONTO POLICE ASSOCIATION

A handwritten signature in black ink that reads "Douglas Corrigan". The signature is written in a cursive, flowing style.

Douglas Corrigan  
Vice President

DC:hb

c. Chief Blair  
W. Ryzek  
A. Ashman  
TPA Board of Directors

[Vice President 2009 Pd Duty PSB]

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 18, 2008**

**#P335. AUDITS FOR TORONTO POLICE SERVICE INCLUDED IN THE  
AUDITOR GENERAL'S 2009 WORK PLAN**

The Board was in receipt of the following report December 01, 2008 from Jeff Griffiths, Auditor General, City of Toronto:

**SUMMARY**

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The purpose of this report is to provide the Toronto Police Services Board with details of the audit work to be performed at the Toronto Police Service by the Auditor General during 2009.

The Toronto Police Services Board has requested the Auditor General to conduct a second follow-up review on the following report:

- The Auditor General's Follow-up Review on the October 1999 Report Entitled: "Review of the Investigation of Sexual Assaults – Toronto Police Service" submitted to the Toronto Police Services Board in February 2005.

In addition, the Board has requested the Auditor General to conduct a follow-up review of the following report:

- "Review of Police Training – Opportunities for Improvement" submitted to the Toronto Police Services Board in January 2007.

These particular audits have been included in the Auditor General's 2009 Audit Work Plan.

**FINANCIAL IMPACT**

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There is no financial impact resulting from the receipt of this report.

**DECISION HISTORY**

Section 177 of the *City of Toronto Act* mandates the appointment of an Auditor General. Section 178 (3) outlines the Powers and Duties of the Auditor General. Section 178 (3) states that the "Auditor General may exercise the powers and shall perform the duties as may be assigned to him or her by city council in respect of the City, its local boards (restricted definition) and such city-controlled corporations and grant recipients as city council may specify."

The *Act* defines restricted local boards which are outside the authority of the Auditor General as:

- (1) Toronto Police Services Board
- (2) Toronto Public Library Board
- (3) Toronto Board of Health

City Council has mandated, by an amendment to the Toronto Municipal Code that “the Auditor General may undertake financial (excluding attest), compliance and performance audits and provide recommendations to the above boards upon request by the boards.”

The Auditor General, over the past number of years, has performed a number of independent audits at the Toronto Police Service. A complete listing of these audits is included in Appendix 1 to this report

## **ISSUE BACKGROUND**

### Review of the Investigation of Sexual Assaults – Toronto Police Service

In 1999, the Auditor General issued a report entitled “Review of the Investigation of Sexual Assaults – Toronto Police Service” which contained 57 recommendations. The Auditor General issued a follow-up report on these recommendations to the Toronto Police Services Board in February 2005. This follow-up found the Toronto Police Service had not addressed all of the original 57 audit recommendations and included 25 additional recommendations. The Toronto Police Services Board requested the Auditor General to conduct a further follow-up audit on this matter within three years. This follow-up work was originally included in the Auditor General’s 2008 audit work plan.

A report was issued to the Toronto Police Services Board in October 2008 recommending that this project be deferred to 2009. This report outlining the reasons for the deferral is available at: <http://www.toronto.ca/audit/reports2008.htm>.

### Review of Police Training - Opportunities for Improvement – Toronto Police Service

The Auditor General issued the Review of Police Training – Opportunities for Improvement at the January 2007 meeting of the Toronto Police Services Board. At this meeting the Board adopted the 39 recommendations included in the report and approved a motion for the Auditor General to perform a follow up in 18 months. The Auditor General has included this follow-up work in the 2009 audit work plan.

## **CONCLUSION**

This report summarises the audit work to be performed at the Toronto Police Service as part of the Auditor General’s 2009 Audit Work Plan.

## **CONTACT**

Jeff Griffiths, Auditor General  
Tel: (416) 392-8461, Fax: (416) 392-3754, E-Mail: [Jeff.Griffiths@toronto.ca](mailto:Jeff.Griffiths@toronto.ca)

**The Board received the foregoing report.**

**Reports to the Toronto Police Services Board**

- Review of Court Services, Toronto Police Service
- Review of Police Training, Opportunities for Improvement – Toronto Police Service
- Enterprise Case and Occurrence Processing System (eCOPS) Project Review
- The Auditor General’s Follow-up review on the October 1999 Report Entitled: “Review of the Investigation of Sexual Assaults – Toronto Police Service”
- Toronto Police Service – Overtime
- Performance Audit – The Public Complaints Process – Toronto Police Service
- Information Technology Services Unit – Toronto Police Service
- Revenue Controls Review – Toronto Police Service
- The Evaluation of the Air Support Unit Pilot Project – Toronto Police Service
- Review of Controls Relating to Overtime and Premium Pay – Toronto Police Service
- Review of Parking Enforcement Unit – Toronto Police Service
- Vehicle Replacement Policy – Toronto Police Service
- Review of the Investigation of Sexual Assaults – Toronto Police Service
- Review of Metropolis Project
- Radio Communications System – Toronto Police Services and Toronto Fire Services

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 18, 2008**

**#P336. QUARTERLY REPORT: MUNICIPAL FREEDOM OF INFORMATION  
AND PROTECTION OF PRIVACY ACT COMPLIANCE: JULY TO  
SEPTEMBER 2008**

The Board was in receipt of the following report October 30, 2008 from William Blair, Chief of Police:

Subject: QUARTERLY REPORT-MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT COMPLIANCE: JULY TO SEPTEMBER 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 September 23, 2004, the Board approved a motion that the Chief of Police provide the Board with quarterly reports identifying the Service's Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) compliance rates, and further, that the total number of overdue requests be divided into categories of 30, 60, or 90 days, or longer (Min. No. P284/04 refers).

Under the Act, compliance refers to the delivery of disclosure through the Freedom of Information process within 30 days of receipt of a request for information. The compliance rates for the period of July 1 to September 30, 2008, divided into three categories as stipulated by the Board, are as follows:

Discussion:

Toronto Police Service  
Compliance Rates  
July 1 to September 30, 2008

30-Day	60-Day	90-Day or longer
71.23%	91.14%	94.82 %
Requests to be completed during this time period: 869	250	77
Requests completed: 619	Requests completed: 173	Requests completed: 32
Requests remaining: 250	Requests remaining: 77	Requests remaining: 45

A total of 869 requests were required to be completed within 30 days. The running totals reflect, for the 30, 60, and 90 day (or longer) periods, the number of requests that were actually completed. The number of incomplete files is carried over as 'requests remaining.' All numbers shown are based on the number of files it was possible to be compliant with during this period.

A further breakdown of requests received from July to September is as follows:

Category	Total	Description
Individual / Public	633	-Personal
Business	230	-Law Firms -Insurance Co. -Witness contact info. -memobook notes, 911 calls – reports and general reports
Academic /Research	1	-Crime Stats. From 2005-2008.
Association / Group	47	mental health / children's agencies
Media	26	Info. Re: 2003-2004 Special Task Force Report, Policing Strategies around University concerning drugs & Prostitution. Tasers Reports from 2001-2008
Government	1	Info. pertaining to an accident involving a tow truck driver operating a city-owned truck
Other	0	

The above table reflects the numbers and types of requests received during the entire reporting period. The number of files required to be completed during the reporting period are not reflected.

A breakdown by month of the 30-day compliance rates for this quarterly period is as follows:

July 2008	76.73%
August 2008	66.16%
September 2008	71.8%

Conclusion:

Deputy Chief Jane Dick, Executive Command, will be in attendance to answer any questions that the Board members may have in relation to this report.

**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 DECEMBER 18, 2008**

**#P337. QUARTERLY REPORT: ENTERPRISE CASE AND OCCURRENCE  
PROCESSING SYSTEM (ECOPS): AUGUST TO OCTOBER 2008**

The Board was in receipt of the following report October 29, 2008 from William Blair, Chief of Police:

Subject: QUARTERLY REPORT - ENTERPRISE CASE AND OCCURRENCE  
PROCESSING SYSTEM (ECOPS) AUGUST 2008 - OCTOBER 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 September 23, 2004, the Board requested that the Chief of Police provide the Board with quarterly reports outlining the progress, efficiency, and future plans with respect to the development of the Enterprise Case and Occurrence Processing (eCOPS) records management system (Min. No. 329/04 refers).

Discussion:

Divisional Quality Control

In June 2006, the responsibility for quality control of all field generated occurrences, including monitoring and the validation of Canadian Police Information Centre (CPIC) and Uniform crime reporting (UCR) transactions, was transferred to dedicated quality control liaison staff at the field level (Min. No. P226/06 refers).

Communication sessions have been held between Records Management Services (RMS) and field quality control liaisons to reassess the divisional quality control initiative (Min. No. P259/08 refers). Constructive feedback from these focus groups has identified distinct training deficiencies for newly promoted supervisory personnel in respect to the eCOPS review screen. RMS, in collaboration with uniform personnel, will develop a comprehensive training plan in order to address this concern.



### eCOPS Maintenance Releases

Information Technology Services (ITS) has committed to providing a maintenance release every four months to address production defects and outstanding change requests (Min. No. P211/07 refers).

eCOPS Release 2.4.3 that addressed document versioning and overall system performance was successfully implemented on September 21, 2008 (Min. P259/08 refers).

eCOPS Release 2.4.4 that addresses system enhancements, defects and domain code related functionality is scheduled for November 2008.

### Domain Code Redesign

The Domain Code administration and maintenance tool, incorporated into Release 2.4.2, will provide a user interface to allow designated Records Management Services' administrators to add, modify, or retire the codes incorporated into the drop down tables in eCOPS in a timely manner.

Due to competing ITS projects, eCOPS version 2.4.2 has been postponed until the infrastructure support requirements have been determined.

### Information Sharing Among Police Agencies

As previously reported, the query tool for the Police Information Portal (PIP), the information sharing initiative for law enforcement agencies, will be rolled out to select Toronto Police Services investigative units by year end (Min. No. 259/08 refers).

### Budget Impact in Records Management Services

As previously reported to the Board, the implementation of the eCOPS application and the associated downsizing of staff in RMS have impacted the unit budget in terms of increased overtime expenditures and allocation of resources for testing purposes (Min. No. P45/07 refers). Extensive functional testing is required by RMS personnel for each new eCOPS release.

### Uniform Crime Reporting

RMS continues to work in partnership with Canadian Center for Justice Statistics (CCJS) to ensure compliance with federal statistical reporting requirements. Options have been reviewed for the integration of the UCR 2.2 variables (hate crime, organized crime, gang related crime, cybercrime) into the eCOPS application. Flags for these specific types of crime will be incorporated into eCOPS Release 2.4.4. A manual survey process will follow in order to provide statistical reporting of these variables to CCJS.

## Canadian Police Information Centre

CPIC Renewal Phase II development is underway to meet the Royal Canadian Mounted Police (RCMP) compliance date. A planning strategy that addresses the CPIC component within the eCOPS application has been approved by Command. RMS has submitted the business requirements and ITS have advised that they will be able to meet the November 2009 deadline.

The new processes and associated costs have been addressed through the 2009 operational budget process.

### Conclusion:

The Toronto Police Service remains committed to the delivery of quality data within the eCOPS application in order to ensure accurate reporting of criminal activity.

Deputy Chief Jane Dick, Executive Command, will be in attendance to answer any questions that the Board members may have regarding this report.

**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 DECEMBER 18, 2008**

**#P338. AWARD OF ARCHITECTURAL DESIGN AND CONSULTING  
SERVICES FOR THE NEW 11 DIVISION FACILITY**

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

Subject: AWARD OF ARCHITECTURAL DESIGN AND CONSULTING SERVICES  
FOR THE NEW 11 DIVISION FACILITY

Recommendations:

It is recommended that:

- (1) the Board award architectural design and consulting services to Stantec Architecture Limited, Architects at a fee of \$1,047,112.50 (including taxes) and estimated disbursements of \$56,500.00 (including taxes), for a total award of \$1,103,612.50 (including taxes) for the new 11 Division facility; and
- (2) the Board authorize the Chair to execute the agreement for architectural design services on behalf of the Board, subject to approval as to form by the City Solicitor.

Financial Implications:

The estimated capital budget for the new 11 Division facility is \$26.9M. The architectural design and consulting services (of approximately \$1.1M) would be funded from within the approved capital budget for this project. Any change to the contract amount would be accommodated from the overall contingency for this project. Board approval for an increase to the contract award amount would be obtained, as necessary, in accordance with the Board's Financial Control By-law.

Background/Purpose:

In 1997, the replacement of the current 11 Division was identified as the Service's second facility priority. Due to funding constraints, other priorities and a lengthy process of identifying a suitable site, this project was continually deferred. A suitable site was identified in 2007 and the City acquired this site from the Toronto District School Board in October 2008. As a result, the Service is ready to move forward to the design phase of the new 11 Division facility project.

Discussion:

The new 11 Division facility will be located on a 3.15-Acre site located at 2054 Davenport Road. The planned facility will be approximately 55,000 square feet with parking for 180 vehicles. The facility will be designed taking into account operational and environmental requirements and will involve input from Toronto Police Service (TPS) front-line members, community representation, TPS Facilities Management staff, and City Facilities & Real Estate staff. In designing the facility, the Architect will be required to work with a Facility Design Team for the new 11 Division facility and an Advisory Working Group (as requested by City Council). The Architect is also responsible for obtaining all necessary permits. However, the permit fees are paid separately by the Service.

On October 15, 2008, the TPS Purchasing Support Services Unit issued a Request for Proposals (RFP) #1104982-08 for the provision of architectural design and consulting services. The RFP was issued to the four (4) Board-approved pre-qualified firms. A mandatory meeting for the pre-qualified firms was held on October 28, 2008 and was attended by the firms below.

1. Atkins Group Corp. Architects /Rebanks Pepper Littlewood Inc.
2. Carruthers Shaw and Partners Limited Architects
3. Shore Tilbe Irwin Architects and Engineers
4. Stantec Architecture Limited, Architects

Responses to the RFP were received from all of the pre-qualified vendors. TPS and City facilities personnel reviewed the RFP submissions. The RFP submissions were evaluated independently by the evaluators, utilizing the criteria identified in the RFP and summarized below.

- |   |     |
|---|-----|
| 1. Total Price  | 25% |
| 2. Qualifications of Personnel                              | 35% |
| 3. Quality of Work Plan                                     | 20% |
| 4. Quality & Completeness of Project Approach & Methodology | 20% |

Based on the results of the evaluation, Stantec Architecture Limited, Architects had the highest overall score and submitted the lowest cost.

Conclusion:

It is therefore recommended that the Board award the contract for architectural design and consulting services to Stantec Architecture Limited, Architects at a cost of \$1,103,612.50, including all taxes.

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 DECEMBER 18, 2008**

**#P339. VENDOR OF RECORD FOR NETWORKING EQUIPMENT,  
SOFTWARE AND NETWORK MAINTENANCE SERVICES**

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

Subject: VENDOR OF RECORD FOR NETWORK EQUIPMENT, SOFTWARE AND  
NETWORK MAINTENANCE SERVICES

Recommendations:

It is recommended that:

- (1) the Board approve Compugen Inc. as the Vendor of Record for the supply of network hardware, software, security, wireless technologies and professional services for a period commencing January 1, 2009 and ending on December 31, 2011 with the option to renew for two (2) one year terms at the Board's discretion;
- (2) the Board approve Compugen Inc. for the renewal of Cisco SMARTnet network maintenance and upgrade protection for the installed network hardware and related software products for a period commencing January 1, 2009 and ending on December 31, 2011 at a 2009 cost of \$898,598 (including all taxes), and a projected total cost of \$2,700,000 (including all taxes) for the three-year term of the contract, with the option to renew for two (2) one year terms at the Board's discretion;
- (3) the Board authorize the Chair to execute all required agreements and related documents on behalf of the Board, subject to approval by the City Solicitor as to form; and
- (4) the Chief, or his designate, notify the City's Deputy City Manager and Chief Financial Officer of the specific recommendations contained herein, pursuant to the requirements of Section 65 of the Ontario Municipal Board Act and Min. No. P84/03.

Financial Implications:

The purchase of hardware and software is funded from the Service's Vehicle and Equipment Reserve, based on the network lifecycle replacement plan.

The cost of network maintenance services and upgrade protection is approximately \$2.7 Million (M) for the three-year period beginning January 1, 2009. The cost in 2009 will be \$898,598. The cost for future years will be approximately \$0.9M annually, although the cost each year may change, as it is based on the installed inventory of networking equipment in that year. Funding

for this requirement has been included in the 2009 operating budget , and will be requested in the 2010 and 2011 operating budget submissions.

#### Background/Purpose:

The Toronto Police Service's computing infrastructure is comprised of a main data centre, a second data centre that provides backup facilities for the Service's disaster recovery requirements, and local servers at all major remote sites (divisions and units). The network provides the critical link between the two data centres and the Service's approximate 3,700 desktops and printers, to the information housed in the central and local servers.

Based on previous approvals (Min. Nos. P355/05 and P310/02 refer), Cisco SMARTnet maintenance services have been in place since December 2001, to provide ongoing and reliable maintenance for the Toronto Police Service (TPS) networking environment. Cisco does not deal directly with customers for the acquisition of its products and related SMARTnet maintenance services. Rather they enlist authorize resellers to distribute these products and services to their customers.

#### Discussion:

The TPS requires a reliable and cost-effective supply of equipment, maintenance and services to maintain its network infrastructure in a "state of good repair" in order to support its use of information technology. The TPS is currently in the process of a network replacement lifecycle plan which will refresh its networking infrastructure over the next two years.

A Request for Proposal (RFP #1104450-08) was issued on September 22, 2008 to establish a Vendor of Record for the supply of network hardware, software, network security, wireless and additional networking components, professional services and Cisco SMARTnet maintenance service for these items. Issuance of the RFP was somewhat delayed in order to ensure it included an accurate inventory of the TPS networking hardware, associated software, as well as potential future hardware and software requirements, in order to obtain better cost estimates for contract and budgetary purposes for the next three (3) to five (5) years.

The RFP was issued to nine (9) Cisco Gold Partners and closed on October 14, 2008. The evaluation was based on the following criteria (weighting):

- Bidder's Record of Performance and Stability (40%)
- Compliance with Specifications (30%)
- Costing (30%).

The three proposals received were from:

- Bell Canada;
- CCSI Technology Solutions Corp.; and
- Compugen Inc.

Bell Canada and CCSI Technology Solutions Corp. did not complete or comply with the mandatory components identified in the RFP and were therefore disqualified.

The requirements within and proposed cost estimates to the RFP were based on representative configurations of network hardware, software, security, wireless and additional components in common use by the Service, and professional services.

The Compugen Inc. proposal was evaluated based on the ability to provide these configurations and to establish a reliable and authorized vendor for additional network equipment for current and future requirements. Compugen Inc. met the criteria of the RFP for the supply of this equipment at a discount of 48.1% off the list price.

It should be noted that the maintenance costs for both hardware and software will change as new hardware and software productions are added to meet project or operational requirements. These changes will be determined on an annual basis as part of the maintenance renewal process and will be included in the budget request for approval.

Conclusion:

The proposal submitted by Compugen Inc. meets all of the terms, conditions and requirements outlined in the RFP, and is therefore being recommended. The pricing structure is deemed to be fair and reasonable with respect to hardware, software, related networking components as well as services required for the planning and implementation of the TPS network solutions.

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

**Mr. Cel Giannotta, Director of Information Technology Services, was in attendance and responded to questions about 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 DECEMBER 18, 2008**

**#P340.           ELECTRICAL SERVICES – TRANSFER OF VENDOR OF RECORD  
STATUS**

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

Subject:           ELECTRICAL SERVICES - TRANSFER OF VENDOR OF RECORD STATUS

Recommendation:

It is recommended that the Board approve the transfer of the Vendor of Record status for the provision of electrical services from F.A. Clarke Electric Limited to Baragar-Russell Electrical Contractors effective January 1, 2009 and continuing to December 31, 2010.

Financial Implications:

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

Background/Purpose:

On February 8, 2007, the Toronto Police Service (TPS), Purchasing Support Services issued a Request for Proposals (RFP#1079633-07) to select a Vendor of Record for the provision of electrical services. The services provided under this agreement pertain to minor requirements and emergency repairs in TPS facilities.

At its meeting of May 17, 2007 the Board approved the award of Vendor of Record status (Min. No. P195/07 refers) to F. A. Clarke Electric Limited for the period July 1, 2007 to December 31, 2010.

Discussion:

In October 2008, F. A. Clarke Electric Limited advised the TPS that it would be terminating business operations within the next few months. TPS Facilities Management held a series of meetings with F.A. Clarke to ensure ongoing and planned work would continue until completion. These meetings were successful. On October 31, 2008, the TPS received formal notification from F.A. Clarke Electric Limited confirming that arrangements had been made, subject to TPS approval, for Baragar-Russell Electrical Contractors to assume the current Vendor of Record agreement. Under the terms of the current agreement between TPS and F.A. Clarke Electric Limited, no assignment of the contract can occur without Board approval.



On November 17, 2008 staff from TPS Facilities Management met with representatives of F.A. Clarke and Baragar-Russell Electrical. At this meeting, Baragar-Russell Electrical confirmed that it would:

- assume the operations of F.A. Clarke Electric Limited effective January 1, 2009;
- maintain the terms of the current agreement (with TPS), including the fees for service; and
- retain the services of F.A. Clarke Electric Limited personnel.

The Service is satisfied that Baragar-Russell Electrical Contractors has the necessary personnel and equipment to maintain an effective level of service to the TPS.

Conclusion:

As a result of F.A. Clarke Electrical Limited closing down its operation, it is recommended that the Board approve the transfer of the Vendor of Record status for the provision of electrical services from F.A. Clarke Electric Limited to Baragar-Russell Electrical Contractors effective January 1, 2009, under the same terms and conditions.

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 DECEMBER 18, 2008**

**#P341. QUARTERLY REPORT: OCCUPATIONAL HEALTH AND SAFETY  
UPDATE: JULY TO SEPTEMBER 2008**

The Board was in receipt of the following report November 06, 2008 from William Blair, Chief of Police:

Subject: OCCUPATIONAL HEALTH AND SAFETY UPDATE: JULY 1, 2008 TO  
SEPTEMBER 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 August 21, 2008, the Board received an update on occupational health and safety matters relating to the Service for the second quarter of 2008 (Min. No. C224/08 refers). The following report is a further update on this subject for the third quarter of 2008.

Discussion:

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

Accident and Injury Statistics

From July 1 to September 30, 2008, 800 members reported that they were involved in 892 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, 45 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 892 workplace or work-related accidents/incidents were categorized according to the following attributes:

- 242 arrest incidents involving suspects
- 31 vehicle incidents (member within vehicle as driver or passenger)
- 15 bicycle accidents (falls)
- 151 assaults
- 112 cuts/lacerations/punctures
- 14 traumatic mental stress incidents
- 25 slips and falls
- 34 exposures to communicable diseases
- 89 inhalations of other substances

As a Schedule 2 Employer, the Service paid \$42,005.77 in health care costs for civilian members and \$191,872.00 in health care costs for uniform members for the third quarter in 2008. These costs represent an increase from the second quarter. The increase in health care costs for civilian members is due to an increase in the fee schedule for health care providers, as determined by WSIB, and in claims. In the second quarter, there were 87 reported claims and the third quarter experienced 107 claims for civilian members. A review of the claims has revealed there is no apparent trend; however, further monitoring is being undertaken. The uniform health care costs have increased due to the fee rate increase.

### Critical Injuries

For the third quarterly reporting for 2008, there were four “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.

<b>Disease</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>Q3-2008 Totals</b>
1. Hepatitis A, B & C & HIV	5	7	0	<b>12</b>
2. Influenza	0	0	0	<b>0</b>
3. Tuberculosis (TB)	0	2	4	<b>6</b>
4. Meningitis (All)	0	0	0	<b>0</b>
5. Lice and Scabies	3	6	3	<b>12</b>
6. Other*	81	84	92	<b>257</b>
<b>Total</b>	<b>89</b>	<b>99</b>	<b>99</b>	<b>287</b>

\* 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.

The incidents of exposures in the third quarter are consistent with the second quarter.

#### Ministry of Labour Orders or Charges

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

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

During the week of September 22 to 26, 2008, 22 members participated in the Basic Certification and Sector Specific Training at C.O. Bick College. Eleven were worker representatives and eleven were management representatives. Currently, the Service has 344 certified members comprised of 221 worker representatives and 123 management representatives. The management representatives consist of the rank of Staff/Detective Sergeant and higher.

#### 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. The Service's X-ray Safety Program is currently in its final draft and will be released in early 2009. Occupational Health and Safety's Planner and Program Co-ordinator and an X-ray consultant have concluded training of 44 Service members from Court Services, Emergency Task Force, Public Safety Unit, Mounted Unit, Marine Unit, Records Management Services, Radio and Electronics and Risk Management Unit. These members, who are certified X-ray safety supervisors, will be responsible for the proper training of 800 X-ray users and ensuring adherence to our X-ray Safety Program.

Court Services conducted X-ray user training on November 11, 2008.

- Microwave Radiation

Members of OHS and the radiation consultant also conducted a review of equipment and the mobile broadcast unit from Video Services and onboard technology on various Marine Unit vessels. The results and testing to date has determined that the levels of microwave/electromagnetic radiation are well below levels deemed hazardous in occupational settings.

- Decontamination

OHS is currently working with Radio and Electronics to test the compatibility of the accelerated hydrogen peroxide products with the Service's portable radios which consist of a speaker microphone and a headset.

In addition OHS is also working with Communication Centre to test the compatibility of the accelerated hydrogen peroxide products with the Service's keyboards and workstations.

OHS and Fleet and Materials Management (FLT) have replaced the use of chlorine bleach with accelerated hydrogen peroxide products during the decontamination of vehicles. The FLT unit's specific policy regarding the decontamination of vehicles was updated by OHS and FLT in the second quarter.

- Property and Evidence Management Unit Lead Surveillance Program

OHS and T. Harris Environmental Management Inc. have carried out an occupational hygiene assessment for lead at the Property and Evidence Management Unit located at 799 Islington Avenue. The blood lead testing schedule for employees will be reviewed in the fourth quarter to determine the appropriate frequency of such tests.

#### Ontario Police Health and Safety Association

On September 11, 2008, a meeting of the Ontario Police Health and Safety Association (OPHSA) was hosted by York Regional Police in Newmarket. The main focus of the meeting was a presentation by guest speaker Chiropractor Dr. Richard Collis on the importance of back health. The topics of the presentation included the basic anatomy of the neck and spine, tips for an ergonomic work station, the importance of taking breaks, regular exercise, proper sitting and sleeping positions and short and long term back health issues. The group also discussed concerns regarding back health in relation to the seating position of officers within marked police vehicles while using data terminals.

The meeting 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 August 22, 2008 in Toronto. The agenda included:

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

Proposed revisions to the draft guidance note in future will be targeted to regular patrol officers and not specialized teams, such as marine responders. Ice and Water Rescue guidance note will

be referred to as *Water Safety* guidance note and will be discussed further at the November 2008 meeting.

- Copper Wire Theft and Electrical Hazards

The Ministry of Community Safety and Correctional Services will be sending out an addendum to the *All Chiefs Memorandum* dated March 5, 2008. The addendum will focus on the electrical hazards that police personnel may be exposed to when investigating sites where copper wire thefts have occurred.

Conclusion:

The next quarterly report for the period of October 1 to December 31, 2008 will be submitted to the Board at its meeting in February 2009.

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

**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 DECEMBER 18, 2008**

**#P342. AWARDS GRANTED BY THE TORONTO POLICE SERVICES BOARD:  
JANUARY TO DECEMBER 2008**

The Board was in receipt of the following report November 27, 2008 from Alok Mukherjee, Chair:

Subject: AWARDS GRANTED BY THE TORONTO POLICE SERVICES BOARD:  
JANUARY TO DECEMBER 2008

Recommendation:

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

Financial Implications:

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

Background/Purpose:

The following Toronto Police Services Board awards were presented to members of the Toronto Police Service during the period from January to December 2008:

MERIT MARK:

PC	BARTLETT, Daniel (9291)	31 Division
PC	BEARD, Benjamin (7427)	12 Division
PC	CACCIA, David (9377)	31 Division
PC	GAGNON, Bradley (6692)	12 Division
PC	MEREDITH, Craig (8247)	14 Division

COMMENDATION:

PC	ALLDREAD, Suzanne (5325)	54 Division
PC	ARMSTRONG, Karen (86302)	41 Division
PC	BIRD-DAWSON, Jeremy (9757)	43 Division
PC	BRADBURY, Laura (8101)	43 Division
PC	CATON, Matthew (5993)	22 Division
PC	COMISSION, Christopher (8218)	Intelligence Services
PC	DE COSTE, Lisa (7888)	54 Division
Det.	DION, Daniel (6143)	43 Division
PC	FUJINO, Alan (4658)	33 Division

PC	HYLAND, Scott (9198)	54 Division
PC	JOHNSTON, Brent (8744)	43 Division
Sgt.	LAWRENCE, Roderick (5901)	43 Division
PC	MAC INNIS, Matthew (65662)	54 Division
PC	MARJI, Salameh (9588)	TAVIS Unit
Sgt.	MASLOWSKI, Brian (7604)	Training & Education
Insp.	MC LANE, Gregory (6811)	PRS-Investigation Unit
PC	MEASOR, Melanie (9220)	14 Division
Sgt.	MELOCHE, Shawn (1446)	41 Division
PC	NEWBERRY, Christopher (8491)	22 Division
PC	RUBBINI, David (6346)	52 Division
PC	STRATTON, Kenneth (5482)	41 Division
PC	SUTTON, Sean (8578)	31 Division
PC	THOMAS, Bryan (8051)	31 Division
PC	TUPLING, Ann-Marie (77)	55 Division
PC	WOJTKIEWICZ, Victor (8706)	54 Division
Det.	WOODHOUSE, Martin (5652)	43 Division

TEAMWORK COMMENDATION:

PC	AIELLO, Antonio (99733)	52 Division
PC	ARNOTT, Robert (4425)	Forensic Identification Services
Civ.	AZZOPARDI, Keith (90005)	Central Courts
PC	BAJWA, Rajwant (99284)	Intelligence Services
PC	BAKER, Richard (8573)	52 Division
Civ.	BAMBRAH, Neetu (90263)	Area Courts
PC	BAMJI, Zubin (8038)	11 Division
Civ.	BARBITA, Nicolae (86412)	Area Courts
PC	BARNEY, Solomon (7176) (x2)	11 Division
Det.	BARSKY, Michael (4420)	Homicide Squad
Det.	BEADMAN, Brian (1231)	23 Division
PC	BENNETT, Brian (7885)	41 Division
PC	BEVAN, Gordon (96)	Emergency Task Force
PC	BISHOP, Allan (99758)	43 Division
PC	BLANCHFIELD, Brook (11)	52 Division
Det.	BOIS, Paul (7824)	31 Division
PC	BOPARA, Gurwinder (4103)	Intelligence Services
PC	BOWKER, Colleen (7559)	22 Division
PC	BRAGG, David (7237)	Emergency Task Force
PC	CAMPBELL, Michelle (8113)	32 Division
PC	CANNING, Mark (2595)	Emergency Task Force
PC	CARSWELL, Brian (9229)	32 Division
PC	CASTELL, Tiffany (9666)	52 Division
Det.	CHAPMAN, Karen (5108)	14 Division
PC	CIOFFI, Marc (5387)	51 Division



PC	CLARKE, Brian (862)	Intelligence Services
Det.	CLARKE, John (6859)	22 Division
Sgt.	COLTON, Guy (70)	Forensic Identification Services
PC	COOK, William (322)	Emergency Task Force
PC	COSTA-CORREIA, Zenon (5063)	Intelligence Services
PC	CRAMPTON, David (7919)	54 Division
Det.	CROWLEY, Janine (3172)	Intelligence Services
PC	D'ANGELO, Giuseppe (464)	Organized Crime Enforcement
PC	DEKKER, James (8319)	22 Division
PC	DE MEDEIROS, Sherry (99688)	11 Division
Det.	DEVINE, Philip (2949)	Intelligence Services
Det.	DICOSOLA, Michele (1281)	22 Division
PC	DORAZIO, David (6622)	Organized Crime Enforcement
PC	DRUMMOND, Craig (5226)	43 Division
Det.	DUCHARME, Douglas (7327)	Intelligence Services
PC	DUDAREV, Vadim (9001)	32 Division
Sgt.	EAGLESON, Dawn (5137)	42 Division
PC	EMERY, Brian (8022)	51 Division
Civ.	ESDON, Jonathan (88660)	Intelligence Services
PC	EVANS, Kenneth (6046)	Emergency Task Force
PC	EVELYN, Joel (8018)	52 Division
Det.	FAHEY, Dennis (2756)	Intelligence Services
PC	FERNANDES, Ross (90069)	32 Division
PC	FIELDING, Shawn (9135)	22 Division
Civ.	FORRESTER, Barrington (90128)	Area Courts
Sgt.	FOTOPOULOS, George (4827)	43 Division
PC	FOX, James (4350)	Intelligence Services
Civ.	FRANCIS, Danielle (86487)	Staff Planning & Community Mobilization
Insp.	FRANKS, Randy (2599)	Organized Crime Enforcement
PC	FREMLIN, Jeffrey (5430)	23 Division
PC	GALLAGHER, John (99864)	41 Division
PC	GAUTHIER, Keith (4302)	Organized Crime Enforcement
Civ.	GENUA, Marco (90177)	Area Courts
Civ.	GERMS, Amy (88134)	Communication Services
Sgt.	GIBSON, Roger (7297)	Emergency Task Force
PC	GIDARI, Joseph (99541) (x2)	Organized Crime Enforcement
PC	GILL, Amanpreet (8137)	54 Division
Civ.	GILLESPIE, Christine (90233)	Area Courts
PC	GLEN, Lowell (6182)	22 Division
PC	GOOBIE, Derrick (6626)	Emergency Task Force
Civ.	GOODING, Joanne (88752)	Employment Unit
D/Sgt.	GREER, Marie (5591)	Organized Crime Enforcement
Det.	GURMAN, Michael (872) (x2)	11 Division
Det.	HANCOCK, Kevin (5793)	Sex Crimes Unit

Det.	HEANEY, Gerald (4228)	Intelligence Services
Det.	HENKEL, Heinz (3823)	52 Division
PC	HERMAN, Marcus (6201)	52 Division
Sgt.	HESSE, Geoffrey (5915)	51 Division
Civ.	HINDS, Patrick (99980)	Central Courts
PC	HOLLAND, Mark (5480)	32 Division
PC	HOLLYWOOD, Neil (6286)	Intelligence Services
PC	HOMINUK, Christopher (7583)	52 Division
PC	HREPIC, Mario (6070)	32 Division
Civ.	HUNT, Lisa (99045)	Central Courts
Sgt.	HUSAIN, Mohammed (5047)	51 Division
Sgt.	HUTCHEON, William (6103)	22 Division
PC	HYLAND, Scott (9198)	54 Division
PC	ION, Dean (1079)	Homicide Squad
D/Sgt.	IRWIN, Stephen (4413)	Intelligence Services
PC	JAMES, Rita (7894)	32 Division
PC	JOB, Thomas (6547)	31 Division
PC	JOHNSTON, Andrew (9391)	54 Division
PC	JOHNSTON, Tricia (5058)	52 Division
PC	KENNEDY, Ian (7796)	55 Division
D/Sgt.	KENNY, Brian (4773)	RMU-Inspections Unit
PC	KHAN, Garvin (5286)	13 Division
PC	KIM, Hyok (9672)	54 Division
PC	KRAUS, Anthony (4731)	Emergency Task Force
PC	LALONDE, Lisa (8360)	Forensic Identification Services
Det.	LING, James (7023) (x2)	Intelligence Services
PC	LIPKUS, Andrew (65471)	51 Division
Det.	LOMBARDI, Lorenzo (684) (x2)	Organized Crime Enforcement
D/Sgt.	LYNCH, Thomas (2216)	Sex Crimes Unit
Civ.	LYONS, Maria (99179)	Area Courts
Sgt.	MAC DONALD, Ian (87755)	51 Division
PC	MAC PHERSON, Malcolm (5495)	51 Division
PC	MANN, Amarjit (5140)	52 Division
S/Insp.	MARKS, David (3937)	Emergency Task Force
Sgt.	MARTIN, Daniel (7473)	54 Division
Civ.	MASSON, John (99862)	Area Courts
PC	MASTRACCI, Paola (5398)	Organized Crime Enforcement
Det.	MATTLESS, Wayne (4846)	Intelligence Services
Sgt.	MAY, Christopher (6884)	Public Safety Unit
PC	MC CULLOUGH, Christopher (7632)	14 Division
Sgt.	MC KINNIE, Amanda (3835)	Training & Education
Det.	MC NAMARA, Colleen (99620)	Intelligence Services
Det.	MC QUEEN, Gary (7365)	Intelligence Services
Insp.	MEMME, Nicolas (2553)	Community Mobilization
PC	MENARD, John (99812)	Intelligence Services

PC	MILLER, Shane (8080)	54 Division
Civ.	MILLER, Shawn (99833)	Central Courts
PC	MILLS, Scott (8501)	Operational Services
PC	MITCHELL, Charles (238)	Emergency Task Force
PC	MONTINO YONG, Giovanni (9436)	32 Division
PC	MORRIS, Jason (86904)	32 Division
PC	MORRISON, Michael (99477)	Intelligence Services
PC	MORSE, Victoria (8130)	23 Division
Sgt.	NEAL, Wesley (86593)	32 Division
PC	NEATH, Kevin (8186) (x2)	Organized Crime Enforcement
Det.	NOVINC, Branko (342)	Intelligence Services
PC	PARK, Chris (8300)	Drug Squad
Sgt.	PAVAN, Lawrence (6648)	Forensic Identification Services
D/Sgt.	PEACOCKE, Douglas (6216)	Intelligence Services
PC	PENNEY, Lloyd (7280)	Intelligence Services
Civ.	PETROVIC, Melissa (88887)	Occupational Health
Civ.	PILKINGTON, Alison (89341)	Communication Services
PC	PRODANOS, Alexi (7645)	32 Division
Civ.	RADWAY, Melva (87087)	Community Mobilization
PC	RAFFERTY, Susan (8419)	55 Division
PC	RAND, Richard (7644)	11 Division
PC	RETSINAS, Panagiota (4250)	51 Division
S/Sgt.	RIVIERE, Anthony (918)	53 Division
Det.	ROBINSON, Morgan (829)	RMU-Prosecution Services
Civ.	ROLLOCK, Glyne (99275)	Area Courts
Civ.	ROSE, Garnette (88531)	51 Division
PC	ROSS, Jonathan (8490)	22 Division
PC	ROWSOME, Richard (8064)	31 Division
Sgt.	RYAN, Jennifer (5542)	43 Division
PC	SAFARI, Mustafa (9701)	32 Division
PC	SALEH, Daniel (5409)	11 Division
Sgt.	SATTZ, Steven (4875)	33 Division
Sgt.	SCHERK, Magdalene (89891)	33 Division
PC	SCHOONBERG, Bobbi (9241)	32 Division
Civ.	SEGUIN, Brian (99967)	Central Courts
PC	SHANNON, Stephen (7850)	13 Division
PC	SMITH, Dean (1254)	Intelligence Services
PC	SMITH, Shannon (8884)	22 Division
Civ.	SOMERTON, Brent (90092)	Area Courts
PC	SPELMAN, Brendan (2996) (x2)	Organized Crime Enforcement
PC	SRENG, Bory (9812)	31 Division
PC	STINSON, David (4422)	Intelligence Services
PC	STUBBS, David (4661)	Mounted & Police Dog Services
PC	SUNGHING, Daniel (7923)	32 Division
PC	SVITAK, Peter (3946)	Emergency Task Force

PC	SWORD, Nicholas (7795)	Public Safety Unit
Det.	TAKEDA, Robert (4043)	Intelligence Services
PC	TAN, Mark (8954)	42 Division
PC	TEEFT, Nadine (1498)	Organized Crime Enforcement
PC	TODD, Sandra (99904)	55 Division
PC	TOWNLEY, Philip (5411)	11 Division
PC	TRAYNOR, Robert (934)	52 Division
Civ.	VALLEJO, Alex (90173)	Area Courts
PC	VANDERHART, Gregory (4761)	22 Division
PC	VANDER HEYDEN, Adam (8386)	31 Division
PC	WEST, Lee Ann (99641)	22 Division
Sgt.	WILLIAMS, Lee (1802)	52 Division
PC	WILLIAMS, Steven (8523)	Homicide Squad
Sgt.	WISZNIOWSKI, Ryszard (5708)	Forensic Identification Services
Det.	WOODHOUSE, Martin (5652)	43 Division
Det.	WOOKEY, Charles (4031)	32 Division
Sgt.	WORTH, Darren (5335)	14 Division

Members who were unable to attend the ceremonies were presented with their awards at the unit level.

In summary, there were a total of 5 Merit Marks, 26 Commendations, and 183 Teamwork Commendations during 2008.

The following Community Member Awards were presented to members of the community during the period from January to December 2008:

NAME	SUBMITTED BY:
ANNETT, Brian	14 Division
ANNETT, Stephen	14 Division
BEAUDRO, Craig	Sex Crimes Unit
BUTTEGIEG, Josef	33 Division
CAMPBELL, Craig	Organized Crime Enforcement
CHABAN, Jane	Sex Crimes Unit
CLARKE, Garth	Homicide Squad
COLLEY, John	33 Division
DIAS, Judy	42 Division
FINLAYSON, Breanna	51 Division
GALWAY, Gina	54 Division
GIULIANI, Arthur	31 Division
GRANT, Sharmin	12 Division
HONG, Michael	55 Division
HOPKINSON, Gerry	42 Division
HOSSAIN, Sabbir	11 Division
HUSSEIN, Ahmed	54 Division

KELLY, William	22 Division
KOFFMAN, Allen	Homicide Squad
KORKODILOS, Kimon	55 Division
LAVOIE, Frederick	Traffic Services
LISCIO, Dominic	54 Division
LOHASZ, Esther	Sex Crimes Unit
LYONS, Aleah	Sex Crimes Unit
McGARRAGLE, Patrick	11 Division
MORETTI, Sandra	33 Division
MYRAND, Suzanne	11 Division
PHILLIPS, Diana	55 Division
PIROZZO, Vince	33 Division
RICHMOND, Joel	54 Division
ROY, David	41 Division
SARGES, Gary	22 Division
SAUNDERS, Sean	Police Services Board
SCOTT, Jim	32 Division
SEEDIAL, Naeranjanie	31 Division
SHANLY, Walter	Mounted & Police Dog Services
SINGH, Narvair	Homicide Squad
TERRANCE, Marcus	Hold-Up Squad
TOPOROWSKI, Jerzy	Sex Crimes Unit
TRAVIS, Leah	23 Division
VERGARA, Leopoldo	32 Division
VU, Truong	55 Division

The following Partnership Citation Awards were presented to members of the community during the period from January to December 2008:

NAME	SUBMITTED BY:
LEACH, Todd	Organized Crime Enforcement
MISEVSKI, Spiro	Organized Crime Enforcement
LYON, Alexis	Organized Crime Enforcement
KRAUSE, Antra	Organized Crime Enforcement

In summary, there were a total of 42 Community Member Awards and 4 Partnership Citations presented during 2008. Members of the community who were unable to attend the ceremonies were presented with their awards by the units who had submitted them for nomination.

Conclusion:

The purpose of the report is to provide a record of awards granted by the Toronto Police Services Board during the period from January to December 2008.

**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 DECEMBER 18, 2008**

**#P343. LEGAL FEES – TORONTO POLICE ASSOCIATION AND OCCPS**

The Board was in receipt of the following report November 28, 2008 from Alok Mukherjee, Chair:

Subject: LEGAL FEES - TORONTO POLICE ASSOCIATION AND OCCPS

Recommendation:

It is recommended that the Board approve payment of the legal fees charged by Lenczner Slight Royce Smith Griffin LLP in the amount of \$7,022.58.

Financial Implications:

The funding required to cover the cost of these legal fees is available within the Board's 2008 operating budget.

Background/Purpose:

Attached is a statement of account from the legal firm of Lenczner Slight Royce Smith Griffin LLP for professional services rendered in connection with the above-noted matter. The attached account is for the period October 01, 2008 to October 31, 2008, in the amount of \$7,022.58.

Conclusion:

It is, therefore, recommended that the Board approve payment of this account from the Board's operating budget.

This report corresponds with additional information provided on the in-camera agenda.

**The Board approved the foregoing report. A detailed breakdown of the legal costs was considered during the in-camera meeting (Min. No. C336/08 refers).**

**LENCZNER SLAGHT ROYCE  
SMITH GRIFFIN LLP**  
BARRISTERS

Direct Line: (416) 865-3096  
E-mail: tcurry@litigate.com

November 20, 2008

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

Dear Mr. Mukherjee:

**Re: Toronto Police Services Association**

Enclosed herewith please find our account for services rendered with respect to the above-noted matter during the period October 1 to October 31, 2008 which I trust you will find satisfactory. Should you have any questions, please feel free to give me a call.

Yours very truly,

J. Thomas Curry

:dh  
Enc.



**LENCZNER SLAGHT ROYCE  
SMITH GRIFFIN LLP**  
BARRISTERS

Toronto Police Services Board  
40 College Street  
Toronto ON M5G 2J3  
Attention: Alok Mukherjee

Date: 18 November 2008

Our file #: 36298  
**INVOICE NO. 78369**

**Re: v. Toronto Police Services Association**

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TO PROFESSIONAL SERVICES RENDERED with respect to the above matter during the period from October 1 to October 31, 2008:

**FEES:**

TOTAL FEES	\$6,007.50
G.S.T. @ 5%	\$300.38

**DISBURSEMENTS**

TOTAL DISBURSEMENTS	\$686.71
G.S.T. @ 5%	\$27.99
TOTAL FEES AND DISBURSEMENTS	\$6,694.21

**TOTAL TAXES**

G.S.T. (Registration #: R133780817)	<u>\$328.37</u>
TOTAL BILL	\$7,022.58
TOTAL DUE AND OWING UPON RECEIPT	<u><b>\$7,022.58</b></u>



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 18, 2008**

**#P344. REQUEST FOR FUNDS: YOUTH EMPLOYMENT SERVICES (YES)  
YESinDEED FUND**

The Board was in receipt of the following report November 26, 2008 from Alok Mukherjee, Chair:

Subject: REQUEST FOR FUNDS – YOUTH EMPLOYMENT SERVICES (YES)  
YESinDEED FUND

Recommendation:

It is recommended that the Board approve one-time funding in the amount of \$30,000 from the Board's Special Fund to support the Youth Employment Service's – YESinDEED Fund.

Financial Implications:

If the Board approves this request, the Board's Special Fund will be reduced in the amount of \$30,000.00.

Background/Purpose:

Youth Employment Services (YES) is Canada's first youth employment organization that provides young people with professional counselling and training to help them realize their full potential.

YES was founded by the Rotary Club of Toronto in 1968, and with a rich history spanning 40 years. YES has become the established model for other sector agencies across the country.

Discussion:

I am in receipt of a letter dated November 12, 2008, from Mr. John-Frederick Cameron, Vice-President, Development & Communications (copy attached), requesting that the Board provide funding to the YESinDEED fund.

This fund was created to provide support to its core programs including, but not limited to, the Meals for Youth Program, funding for job appropriate clothing, TTC tokens to assist youth in getting to job interviews, mock wages, and specialized seminars on a wide range of issues.

The YESinDEED fund will assist young people who are challenged by multiple barriers to employment that extend beyond the lack of formal education. Many of these youth struggle with family disruptions, poverty, legal problems or have a criminal record.

The Board's contribution to this fund will assist in providing youth an opportunity to engage in specialized employment programs that will help them to overcome their individual and personal barriers to employment.

Conclusion:

Thus, it is recommended that the Board approve funding in the amount of \$30,000.00 from the Board's Special Fund to support the Youth Employment Service's – YESinDEED Fund.

**Mr. John-Frederick Cameron, Centre of Excellence for Youth Employment and Empowerment, was in attendance and responded to questions about the YESinDEED Fund.**

**The Board approved the foregoing report.**

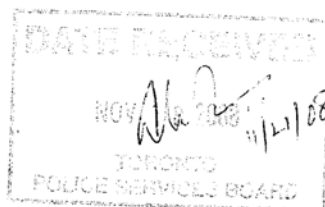


555 Richmond St. W. Suite 711, Box 115 - Toronto, Ontario M5V 3B1  
416.504.5516 / fax 416.504.4654 www.yes.on.ca

Centre of Excellence for Youth Employment & Empowerment

November 12, 2008

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



Dear Dr. Mukherjee,

Thank you so much for your time last week, and for giving me the opportunity to discuss the work of our Agency.

As you have requested, I am now following up in writing to request funding from The Toronto Police Services Board for the amount of \$30,000. I would be happy to discuss this further with you once you have had an opportunity to peruse the enclosed materials. I would also enjoy the opportunity to make a presentation to your Board of Directors directly if you feel this would be helpful.

Allow me to begin by providing some information on the Agency.

#### **The Agency**

Youth Employment Services YES is Canada's very first youth employment organization. Founded by The Rotary Club of Toronto in 1968, and with a rich history spanning 40 years, YES has become the established model for other sector agencies across the country.

Internationally recognized as a Centre of Excellence in Youth Employment, YES leads the sector by providing programs designed to address the most critical issues facing today's youth. Modeled on the three themes of Employment, Empowerment and Entrepreneurship, YES helps young people to rebuild their lives and imagine a future filled with hope and opportunity.

#### **Agency Mandate**

At YES we provide young people with professional counseling and training to help them realize their full potential. YES develops and delivers programs for thousands of youth each year in many of Toronto's most high-risk neighborhoods. Boasting an 81% success rate of helping youth find work or return to school, we help re-build their self-esteem, empower their minds, and fill them with hope. This manifests in a more confident and motivated young person capable of achieving great success in life. YES also provides business skills training for youth who desire to be entrepreneurs and start their own businesses.

*changing lives... forever*

Charitable Registration No. 83275 6720 RR0001

#### **Head Office**

555 Richmond Street W.  
Suite 711, Box 115  
Toronto, ON M5V 3B1  
Tel: 416.504.5516  
Fax: 416.504.4654

#### **Crossways Job Centre**

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Tel: 416.504.3984  
Fax: 416.504.6058

#### **Job Camp**

511 Richmond Street West  
2nd Floor  
Toronto, ON M5V 1Y3  
Tel: 416.504.8046  
Fax: 416.504.3724

#### **Bloor-Dundas Employment Resource Centre (ERC)**

1510 Bloor Street West  
Toronto, ON M6P 1A7  
Tel: 416.535.8448  
Fax: 416.535.5369

#### **Youth Job Centre - Job Central**

2562 Eglinton Avenue West  
Toronto, ON M6M 1T4  
Tel: 416.656.8900  
Fax: 416.656.8904



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Centre of Excellence for Youth Employment & Empowerment

### The YESinDEED Fund

We are respectfully requesting **\$30,000** from the Toronto Police Services Board to support our **YESinDEED** Fund. This Fund was created to provide support for our core program services. These include, but are not limited to our Meals for Youth Program, funding for job appropriate clothing, TTC tickets to assist youth in getting to job interviews, mock wages, and specialized seminars on a wide range of issues. These seminars include interactive workshops targeting life skills training.

The development of life skills, in conjunction with job preparedness training are essential elements that empower our youth on the path to full employment. For many uneducated and unemployed young people, life skills' training offers a first step in their efforts towards economic self-reliance. Life skills programming must therefore continue to be a leading component of employment-oriented programs. Our Employment Counselors know that youth with life skills training have improved communication and self-management skills, and are more likely to find and keep jobs than those without these skills. The increased self-confidence enhanced through this type of training leads to a sense of power over our client's lives – and an ability to contribute to the life of their community in a variety of ways. Empowerment programming therefore needs to be a critical focus in employment counseling and training. YES remains steadfastly committed therefore to this combination of training focused on 'employment & empowerment'.

Towards this end, YES offers workshops and seminars for which the specific lesson plan topics include:

- Attitude and Behaviour
- Dealing with authority & law enforcement
- Anger Management
- Conflict Resolution
- Self Awareness & Personal Health: maintaining a healthy lifestyle
- Communication & Interpersonal Skills
- Teamwork: working cooperatively with others to achieve a common goal
- Stress Management
- Time Management
- Problem Solving & Decision Making
- Dealing with change
- Money management
- Managing work and childcare

Dr. Mukherjee, as you know, Youth suffer from an unemployment rate that is twice as high as adults. A staggering 30% of youth without a high school education face unemployment. Desperate for a meal, Toronto's high number of homeless youth, ranging between the ages of 19 and 25, generally earn money by panhandling, selling drugs, receiving social assistance, or sadly, engaging in the sex trade.

*changing lives... forever*

Charitable Registration No. 83275 6720 RR0001

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Fax: 416.535.5369

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Centre of Excellence for Youth Employment & Empowerment

YES clients with the most need for pre-employment training and support are between the ages of 15 – 24. 55% are under the age of 19 and have less than a high school education. Many are forced to live in shelters, hostels or on the street to avoid issues of abuse at home. Many are new to Canada, single mothers, women, aboriginal people, and visible minorities. Marginalized youth need specialized employment programs to help them overcome their individual and personal barriers to employment and the challenges of the labor market. At YES we therefore ensure that even in these difficult economic times, we remain committed to this focus on specialization.

As public attention increasingly focuses on issues of youth crime and violence, substance abuse, gangs, school dropouts, academic performance, and other issues associated with "at-risk youth", YES continues to plan and deliver programs for youth who are struggling to overcome these issues and want to create a better life for themselves. Over the years, YES has learned that when delivering pre-employment programs to Toronto's most vulnerable and disadvantaged youth, traditional services and approaches are simply not enough to create the kind of personal transformation needed to achieve employment. YES therefore remains adamant and focused to a holistic approach in our program delivery.

**Participant Profile:**

The YESinDEED Fund assists young people who are not your 'average' youth. They are challenged by multiple barriers to employment that extend beyond the lack of formal education and knowledge in navigating the labour market. These youth struggle against critical issues: **73%** live in poverty; **40%** have a criminal record; **45%** have unstable housing and many live with family disruptions, **42%** have legal problems stemming from pervasive criminal activity. All these hinder their ability to get motivated, feel empowered and achieve ongoing success. Your organizations contribution to this fund will assist YES in changing the personal dynamic in these young lives and help them turn toward a brighter future. As I am sure you know if poverty is the problem, employment is the solution.

Dr. Mukherjee, I hope that the information I have shared offers some insight into the approaches to which YES remains committed. On behalf of all our clients at YES, thank you for taking the time to learn about the work of our Agency, and the youth that we serve. I believe that you know better than most the importance of providing holistic programs and services to better meet the needs of our community.

Thank you in advance for your time and consideration. Should you have any questions, or are interested in further information, please do not hesitate to contact me at your earliest convenience.

Sincerely,

John-Frederick H. Cameron  
Vice-President,  
Development & Communications.

changing lives... forever  
Charitable Registration No. 83275 6720 RR0001

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TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 18, 2008**

**#P345. REQUEST FOR FUNDS: ONTARIO ASSOCIATION OF CHIEF'S OF  
POLICE BOARD OF DIRECTORS DINNER**

The Board was in receipt of the following report November 28, 2008 from Alok Mukherjee, Chair:

Subject: REQUEST FOR FUNDS: ONTARIO ASSOCIATION OF CHIEF'S OF  
POLICE BOARD OF DIRECTORS DINNER

Recommendation:

It is recommended that the Board provide reimbursement from the Special Fund, in an amount not to exceed \$3,000 to pay for the cost of the meal at the Ontario Association of Chief's of Police (OACP) Board of Directors dinner.

Financial Implications:

If the Board approves the recommendation contained in this report the Special Fund will be reduced by an amount not to exceed \$3,000.00.

Background/Purpose:

I am responding to a request from the Office of the Chief of Police that the Board pay for the cost of the meal at the OACP Board of Directors dinner, scheduled for December 8, 2008. The dinner will be held at Zorro's Steak and Seafood House, Brampton, Ontario.

Mr. Gerry McNeilly, Director, Independence Police review system will be the guest speaker at the dinner. I have also been invited to attend and bring greetings on behalf of the Board.

Conclusion:

I, therefore, recommend that the Board provide reimbursement from the Special Fund, in an amount not to exceed \$3,000 to pay for the cost of the meal at the Ontario Association of Chief's of Police (OACP) Board of Directors dinner.

**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 DECEMBER 18, 2008**

**#P346.           RESPONSE TO BOARD CORRESPONDENCE REGARDING COURT  
SECURITY AND PRISONER TRANSPORTATION COSTS**

The Board was in receipt of the attached correspondence dated November 24, 2008 from Warren Winkler, Chief Justice of Ontario, containing a response to the Board's earlier correspondence regarding court security and prisoner transportation costs.

**The Board received Justice Winkler's correspondence.**

THE HONOURABLE WARREN K. WINKLER  
CHIEF JUSTICE OF ONTARIO



L'HONORABLE WARREN K. WINKLER  
JUGE EN CHEF DE L'ONTARIO

November 24, 2008

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

Dear Chair:

**Re: Court Security**

Thank you for your letter regarding the report from the Chief of Police containing a response to the City of Toronto Auditor General's audit on the Toronto Police Service's Court Services Unit.

I appreciate you keeping me up to date on this important issue and look forward to continued progress in ensuring effective court house security in Toronto.

Yours truly,

A handwritten signature in black ink, appearing to be 'W.K. Winkler', written over a light blue horizontal line.

WKW/mr





**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 18, 2008**

**#P347.           RESPONSE TO BOARD RECOMMENDATION REGARDING COURT  
SECURITY AND PRISONER TRANSPORTATION COSTS**

The Board was in receipt of the attached correspondence dated November 14, 2008 from Rick Bartolucci, Minister of Community Safety and Correctional Services, containing a response to the Board's earlier correspondence regarding court security and prisoner transportation costs.

**The Board received the Minister's correspondence.**

**Ministry of Community Safety  
and Correctional Services**

Office of the Minister

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

**Ministère de la Sécurité communautaire  
et des Services correctionnels**

Bureau du ministre

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



CU08-03855

**NOV 14 2008**

Dr. Alok Mukherjee  
Chair  
Toronto Police Services Board  
40 College Street  
Toronto ON M5G 2J3

Dear Dr. Mukherjee:

Thank you for your letter including a report from Mr. Jeffrey Griffiths, Auditor General, City of Toronto, on the results of an audit conducted on the Toronto Police Service – Court Services Unit, and highlighting the recommendations enclosed. I am pleased to respond and apologize for the delay.

As you are aware, on October 31, 2008, the McGuinty government announced that it will upload court security and prisoner transportation costs from municipalities by 2018. The upload will begin in 2012 and be phased in by an equal amount over seven years. When fully implemented in 2018, it will save municipalities as much as \$125 million a year.

This announcement is part of the Provincial-Municipal Fiscal and Service Delivery Review consensus report released jointly by the Ontario government, the Association of Municipalities of Ontario and the City of Toronto.

The province will continue to work collaboratively with municipalities, and a wide range of justice-sector participants, including its policing partners, to review both costs and court security standards.

I note from your correspondence that you have sent a copy of your letter to the Honourable Dwight Duncan, Minister of Finance. I have forwarded a copy to the Honourable Jim Watson, Minister of Municipal Affairs and Housing, for his information.

I trust this will assist you. Again, thank you for writing.

Sincerely,

A handwritten signature in cursive script that reads "Rick Bartolucci".

Rick Bartolucci, MPP, Sudbury  
Minister

c: The Honourable Dwight Duncan  
Minister of Finance

The Honourable Jim Watson  
Minister of Municipal Affairs and Housing



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 18, 2008**

**#P348. TORONTO POLICE SERVICES BOARD – 2009 OPERATING BUDGET SUBMISSION**

The Board was in receipt of the following report December 01, 2008 from Alok Mukherjee, Chair:

Subject: 2009 OPERATING BUDGET SUBMISSION OF THE TORONTO POLICE SERVICES BOARD

Recommendations:

It is recommended that:

- (1) the Board approve a 2009 net Operating Budget request of \$2,319,300, a 2.8% increase over the 2008 net approved budget;
- (2) the Board forward a copy of this report to the City's Deputy City Manager and Chief Financial Officer for information, and
- (3) the Board forward a copy of this report to the City Budget Committee for approval.

Financial Implications:

The 2009 net Operating Budget request represents a 2.8% increase over the 2008 net approved budget.

Background/Purpose:

In accordance with Section 39(1) of the Police Services Act, the Board is required to:

*...submit operating and capital estimates to the municipal council that will show, separately, the amounts that will be required, (a) to maintain the police force and provide it with equipment and facilities; and (b) to pay the expenses of the board's operation other than the remuneration of board members.*

This report addresses part (b) of the above noted; however, it has been the practice of the Board to include the remuneration of board members in its budget request.

The following is a summary of the 2009 operating budget request (in thousands).

Salaries/Benefits	\$895,400
Supplies/Equipment	13,900
Services	<u>1,410,000</u>
TOTAL NET REQUEST	\$2,319,300

### Salaries/Benefits

The budget request includes funds to maintain the Board's staff complement of 7 and includes part-year salary, benefit costs and equipment costs to expand the staff complement to 8. Due to gaps in the Board's auditing processes/policies, an increased workload and an unprecedented expansion in the number of working groups and sub-committees created by the Board, the Board has identified the need add one new full time position to provide additional policy analysis and research support.

In addition, funds are included for the salary of the Board's full time Chair and honouraria and per diem payments for the citizen appointees to the Board, in accordance with City of Toronto policy.

### Supplies/ Equipment

There is an increase over the 2008 budget of \$2,500 in this account area primarily due to the need for new and replacement furnishings/equipment.

### Services

Within this account grouping there is an overall decrease from the 2008 budget of \$11,200. The decrease is primarily due to a substantial reduction in the amounts budgeted for professional services, specifically labour relations legal costs. This has somewhat offset the \$80,000 increase in the interdepartmental chargeback for the costs of services provided to the Board by the City of Toronto Legal Services Department.

Key elements of the professional services accounts area are detailed below:

#### *\$600,000 for Labour Relations and Independent Legal Advice*

This amount is reduced by \$100,000 over 2008. This budget is required to deal with the complexity and number of anticipated grievances, arbitration and other labour relations proceedings in 2009.

From time to time, the Board may require legal advice independent of the advice provided by City Legal and of the labour relations legal advice provided by our contracted labour relations legal firm Hicks Morley. It is very difficult to establish a budget in this area as the Board cannot necessarily forecast legal proceeding such as civil claims or inquests; however, the budget has been decreased.

#### *\$680,000 for City Legal Chargeback*

This amount is increased by \$80,000 over 2008. City Council has directed that the cost of work performed by the City Legal Department be charged back to the Police Services Board. City Legal provides day to day legal advice to the Board, including policy development, contract management and may represent the Board in civil actions, human rights complaints, at Coroner's inquests and at various inquiries. The requested amount is equal to the IDC reflected in the Legal Services budget at the City of Toronto.

*\$35,000 for “Funding for Success” initiative and Review of Auditing Requirements*

In 2005, the Board approved entering into a partnership, known as “Funding for Success”, with several other GTA police services boards. The proposal requires a multi-year commitment of funds from each participating police board to contribute to a pool of funds intended to advance the ability of the Boards to deliver police service in as cost-effective a manner as possible. The objective of the proposal is to develop concrete measures to allow Boards to respond strategically and tactically to the increase of costs in the police sector through measures such as: collective bargaining strategies, pooling of resources to more efficiently deliver services, and introducing or mitigating the impact of new legislation at both the provincial and federal level.

A first report, designed to better prepare Board for collective bargaining was delivered to the Board. An update report was prepared in late 2008. It is anticipated that this initiative will continue in 2009.

In a report to the Board, the Auditor General confirmed that the City is unable to provide comprehensive, ongoing auditing services for the Board, and has provided the Board with a number of options to explore (P34/07). Funds have been requested in this account to support a review of the options.

Conclusion

The Board’s 2009 operating budget request of \$2,319,300 represents a 2.8% increase over the 2008 budget.

**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 DECEMBER 18, 2008**

**#P349. APPOINTMENT -ACTING VICE-CHAIR – JANUARY 01, 2009 TO  
JANUARY 11, 2009, INCLUSIVE**

The Board was in receipt of the following report December 09, 2008 from Alok Mukherjee, Chair:

Subject: APPOINTMENT – ACTING VICE CHAIR DURING THE PERIOD BETWEEN  
JANUARY 01, 2009 and JANUARY 11, 2009, INCLUSIVE

Recommendation:

It is recommended that the Board appoint one member to act as Acting Vice-Chair during the period between January 01, 2009 and January 11, 2009, inclusive, for the purposes of execution of all documents that would normally be signed by the Vice-Chair on behalf of the Board.

Financial Implications:

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

Background/Purpose:

Given that I will not be available to fulfil the responsibilities of Chair during the period between January 01, 2009 and January 11, 2009, inclusive, Councillor Pam McConnell, Vice-Chair, will assume those responsibilities on my behalf during that period of time.

It will, therefore, be necessary to appoint an Acting Vice-Chair for the purposes of the execution of all documents normally signed by the Vice-Chair on behalf of the Board, including legal contracts, personnel and labour relations documents.

Conclusion:

I am recommending that the Board appoint a member to act as Acting Vice-Chair during the period of time noted above.

**The Board received the foregoing report and approved the appointment of Ms. Judi Cohen as Acting Vice-Chair during the abovenoted period of time.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 18, 2008**

**#P350. TORONTO POLICE SERVICES BOARD – 2009 MEETING SCHEDULE –  
FEBRUARY TO DECEMBER**

The Board was in receipt of the following report December 09, 2008 from Alok Mukherjee, Chair:

Subject: TORONTO POLICE SERVICES BOARD - 2009 MEETING SCHEDULE -  
FEBRUARY TO DECEMBER

Recommendation:

It is recommended that the Board approve the 2009 meeting schedule for the months February to December contained in this report.

Financial Implications:

The approval of the recommendation in this report will not result in any financial expenditures in addition to the usual expenditures that have occurred in the past relative to administrative, catering and travel costs associated with conducting Board meetings at Toronto Police Headquarters and Toronto City Hall.

Background/Purpose:

Traditionally, the Board bases its annual schedule of meetings on a number of factors, including: days that are least likely to conflict with the City of Toronto schedule of council, standing committees of council, community councils and other committee meetings; annual key conferences for members of the Board; and other significant events at which members of the Board and the Chief of Police are expected to attend, such as police graduations.

Beginning in the year 2006, the Board recognized culturally-significant days and a policy was approved in which the Board indicated that it would attempt to avoid scheduling any meetings involving the public and the community on these days. A list of days formally recognized as culturally significant was also approved (Min. No. P358/05 refers).

Although the Board attempts to follow its schedule of meetings as much as possible once it has been established, there may be circumstances which result in changes on short notice during the year.

Discussion:

At its meeting on October 16, 2008, the Board agreed to hold its first meeting in the new year on January 22, 2009 and I indicated that I would submit proposed dates for the remaining 11 months at a future meeting (Min. No. P292/08 refers).

I reviewed the preliminary 2009 schedule of meetings developed by the City of Toronto; the dates upon which culturally-significant holidays will be observed in 2009; and the dates of the following key conferences and police graduations:

Ontario Association of Police Services Boards (OAPSB) Annual Conference  
April 30 to May 02, 2009  
Cornwall

Canadian Association of Police Boards (CAPB) Annual Conference  
August 13 to 16, 2009  
Cape Breton

Canadian Association for Civilian Oversight of Law Enforcement (CACOLE) Annual Conference  
June 08 to 10, 2009  
Ottawa

Toronto Police Service – Graduation of New Police Officers  
May 14, 2009  
September 10, 2009

Board Meeting Schedule – 2009:

I am proposing the following dates for the Board's 2009 meetings:

Thursday,	February 12
Thursday,	March 12
Thursday,	April 16
Thursday,	May 21
Thursday,	June 18
Thursday,	July 16
Thursday,	August 20
Thursday,	September 24
Thursday,	October 22
Thursday,	November 19
Thursday,	December 17

If there is a reason to consider some urgent Board business prior to the January meeting, an additional meeting will be scheduled for that purpose as well as for conducting the elections of the Chair and Vice-Chair, in accordance with section 28 of the *Police Services Act* and section 5(4) of the Board's Procedural By-Law No. 107, respectively.



Times and Locations of Board Meetings:

Given that the Board has recommended that the locations of its meetings alternate between Toronto Police Headquarters and Toronto City Hall, whenever possible, correspondence will be sent to you in the very near future confirming meeting locations. I also will ensure that the Board's website contains up-to-the-minute information on the location of each meeting.

It is anticipated that all in-camera meetings will commence at 9:30 AM followed by a public meeting at 1:30 PM.

Conclusion:

It is recommended that the Board approve the 2009 meeting schedule for the months February to December contained in this report. No change to the date for the January meeting is necessary.

**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 DECEMBER 18, 2008**

**#P351. TORONTO POLICE SERVICE – 2009 OPERATING BUDGET  
SUBMISSION**

The Board was in receipt of the following report December 12, 2008 from William Blair, Chief of Police:

Subject: 2009 OPERATING BUDGET REQUEST FOR THE TORONTO POLICE  
SERVICE

Recommendations:

It is recommended that:

- (1) the Board approve the 2009 net operating budget request of \$840.7 million (M), excluding the impact of a final contract settlement, a 2.6% increase over the 2008 approved net operating budget;
- (2) the Board approve the addition of 35 and deletion of 6 positions, for a net increase of 29 positions to the civilian establishment as outlined in this report, for a total civilian establishment of 2,054;
- (3) the Board forward a copy of this report to the City's Deputy City Manager and Chief Financial Officer for information; and
- (4) the Board forward a copy of this report to the City Budget Committee for approval.

Financial Implications:

The Toronto Police Service's 2009 operating budget request is \$840.7M net (\$900.9M gross). This is an increase of \$21.7M (2.6%) over the approved 2008 net operating budget of \$819.0M. It should be noted that the 2008 operating budget has been adjusted to reflect a recent arbitrator's interim salary award (3% for 2008). The 2009 request also includes the impact of this 3% award, but does not include any provision for further impacts resulting from the arbitration process, which is still on-going.

A summary of the Service's 2009 net operating budget request is provided in the following table.

**Table 1 - 2009 Budget Request Summary**

	<b>\$Ms*</b>	<b>% Inc. over 2008</b>
2008 Approved Net Budget	\$819.0	
Increases to salaries and related benefits	\$17.0	2.1%
Increases to non-salary expenditures & revenues	<u>\$4.7</u>	0.5%
<b>2009 Net Budget Request</b>	<b>\$840.7</b>	<b>2.6%</b>
<i>* all amounts exclude final impacts from current contract negotiations</i>		

Background/Purpose:

This report provides the Board with information on the Service's 2009 net operating budget request for consideration and approval. The budget request is the result of detailed reviews conducted by both the Service and the Board's Budget Sub-Committee, and reflects the level of funding required to deliver effective and efficient policing to the City of Toronto in 2009.

Information on the 2009 operating budget request is provided within the following categories.

- Service Priorities and Continuous Improvement Initiatives
- Key Crime and Other Indicators
- City Guidelines
- 2009 Operating Budget Development Process
- 2009 Operating Budget Request

Discussion:

*Service Priorities and Continuous Improvement Initiatives:*

The Service's priorities, as outlined in the 2006-2008 business plan, are summarized below and serve as a backdrop to the development of the 2009 operating budget:

- Community Policing Partnerships
- Safety of Vulnerable Groups
- Community Safety and Security
- Traffic Safety
- Delivery of Service
- Human Resources

The Service is also continually looking for ways to improve service delivery support and management practices. Examples of continuous improvement initiatives include:

- Continuation of the Toronto Anti-Violence Intervention Strategy (TAVIS) using community mobilization and enforcement strategies to reduce violence and enhance community safety. Front-line officers, including four Rapid Response Teams, the Toronto Drug Squad, the Gun and Gang Task Force and Intelligence Services support the divisions in carrying out this strategy. Part of 2008 funding is being applied to the hiring of 30 School Resource Officers, assigned to 30 schools to develop positive relationships with youth.
- Project and contract management frameworks have been established and continue to be reinforced to ensure appropriate monitoring and controls are in place for all major projects and contracts.
- Managing For Value guidelines have been issued stressing management's responsibility to ensure that the Service gets the greatest value from its people and financial resources.
- Various environmental initiatives have been implemented or are in progress. The Service has and continues to work with the City on several initiatives in this regard.
- Implementation of e-learning has allowed the Service to partner with the Canadian Police Knowledge Network to provide on-line learning systems for officers.
- The Ministry of Attorney General (MAG) disclosure project, which provides information to case managers to enable more efficient and effective prosecution of criminal charges, is being rolled out Service-wide.
- The Operational System Support Group (OSSG) has been established to analyze key business processes, and assist in the implementation of a new records management system that more effectively meets the Service's information requirements.
- A series of wellness initiatives have been developed and implemented.
- The City's Auditor General has completed a review of Court Services and Fleet Management at the Service's request, and the Service is in the process of implementing the Auditor General's recommendations, as appropriate.

*Key Crime and Other Indicators:*

Seven major crime indicators are used as a key barometer of crime within the City. Figure 1 indicates that major crime is down in every category and that overall crime has decreased by 11% in 2008, compared to 2007 (as of September 26, 2008).

The Service continues to increase enforcement activities (Provincial Offences Tickets are up by 1%).

Calls for service have increased marginally in 2008 compared to 2007 (0.3%), and overall arrests are down 4%.

Field contacts have decreased by over 8%, and investigated public complaints have increased 6.4%.

**Major Crime Indicators Comparison**

2008 / 2007, as of September 26, 2008

Overall Crime	↓	-11%
– Auto Theft	↓	-24 %
– Theft	↓	-14 %
– Break & Enter	↓	-12 %
– Robbery	↓	- 6 %
– Assault	↓	- 7 %
– Murder	↓	-17 %

**Figure 1 – Major Crime Indicators**

As of September 30, 2008, the City has experienced three fewer fatal vehicle collisions, although there have been six more pedestrian/cyclist fatalities, when compared to the same period in 2007.

*City Guidelines:*

Each year the City issues general guidelines for budget development. The 2009 guidelines require City departments as well as Agencies, Boards and Commissions to:

- prepare a 2009 net operating budget request in line with a target of a zero percent increase over the 2008 net budget;
- include a realistic business case for an additional 2% reduction;
- continue to pursue continuous improvement initiatives, while maintaining core services, particularly those aligned with the Mayor's mandate and Council's priorities; and
- increase user fees to maximize cost recovery, and reduce reliance on non-recurring revenues.

The City also provides specific budget increases for certain expenditure categories. These have been applied wherever appropriate.

*2009 Operating Budget Development Process:*

The development of the Service's 2009 operating budget commenced with specific instructions to all Service units to only consider increases if absolutely necessary (contractual in nature, a result of annualization or an impact from the implementation of an approved capital project). Requests for new initiatives were not to be put forward unless they resulted in a net benefit to the Service, by increasing the efficiency and cost effectiveness of existing resources, or mitigating a significant risk.

The Service develops its budget from a zero starting point wherever possible. A zero-based approach is used to develop all salary budgets, based on existing staff, approved staffing levels for both uniform and civilian positions, and anticipated attrition, hiring, leaves, etc. Salary-related benefits are calculated according to standard formulae, and estimates for accounts such as consulting services, maintenance services, equipment, and training and development, where the need and funding level required could change from year to year, are zero based. The remaining portion of the budget is developed based on historical actual experience, need, and current information.

The Service's budget development and review process ensures that the budget request is fiscally responsible and addresses service demands. The 2009 funding requirements have been prepared by the respective Command areas, and reviewed in detail by each respective Command Officer and the Service's Budgeting and Control unit. The overall funding request and key line item information (increases and decreases) were then presented to, reviewed and approved by the Command.

In addition to the Service's internal budget review process, and consistent with previous years, the Board's Budget Sub-Committee (BSC) was provided with a line-by-line budget request and completed a detailed review of each program budget, as well as centralized accounts, over a series of five meetings.

Once approved by the Board, the Service's 2009 budget request will be forwarded to the City Budget Committee for consideration. City Council approval is scheduled for March 2009.

*2009 Operating Budget Request:*

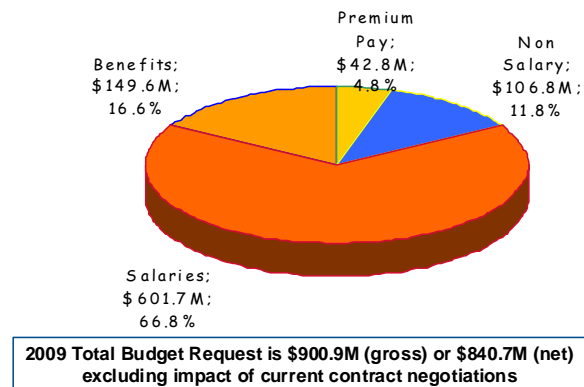
The 2009 net operating budget request of \$840.7M includes the funding required to maintain the 5,510 average deployed uniform strength approved by the Board and City Council, plus 30 provincially funded School Resource Officers, as well as services and equipment required to effectively support our operations. Funding levels in the various non-salary accounts have been adjusted to reflect historical spending patterns and justified need, and one-time costs incurred in the previous year have been eliminated. Revenue accounts, including grants and cost recoveries, have been maximized wherever possible and within the limits of the Municipal Act.

The Service's preliminary 2009 budget request has been reduced by \$5.0M, as a result of reviews by the Command and BSC, as well as the availability of more up-to-date information: \$1.6M was reduced during Chief and Command reviews; and a further \$3.4M was reduced during the BSC review process. Examples of changes due to more up-to-date information include a reduced gasoline cost-per-litre guideline from the City (reduced from \$1.35 to \$0.98), and increased Employment Insurance and Canada Pension Plan rates.

Figure 2 shows that, on a gross basis, 88% of the Service's budget is for salaries and benefits. The remaining 12% is required for the support of our human resources in terms of the vehicles, equipment and information they use, facilities they work in, and training they require. The current request does not include any provision for the impact of current contract negotiations, other than the 3% interim salary increase awarded by the arbitrator on October 8, 2008.

Table 2 below summarizes the current 2009 request by category of increase, followed by a discussion on each category.

**Breakdown of 2009 TPS Budget Request**



**Figure 2 - Overall Budget Request**

**Table 2 - Summary of 2009 Budget Request By Category of Increase**

	<b>Request \$Ms</b>	<b>Increase \$Ms</b>	<b>Inc. (Dec) over 2008%</b>
2008 Approved Net Budget - \$819.0M			
(a) Salary Requirements	\$601.7	\$8.3	1.0%
(b) Premium Pay	\$42.8	\$1.4	0.2%
(c) Statutory Deductions and Fringe Benefits	\$149.6	\$7.3	0.9%
(d) Reserve Contributions	\$29.0	\$1.4	0.2%
(e) Other Expenditures	\$77.8	\$3.7	0.4%
<b>2009 Gross Budget Request</b>	<b>\$900.9</b>	<b>\$22.1</b>	<b>2.7%</b>
(f) Revenues	<u>-\$60.2</u>	<u>-\$0.4</u>	<u>-0.1%</u>
<b>2009 Net Budget Request</b>	<b>\$840.7</b>	<b>\$21.7</b>	<b>2.6%</b>

The Toronto Police Service's 2009 Operating Budget Overview is available on the Board's and Service's website.

(a) Salary Requirements (increase of \$8.3M or 1.0%)

The total salary budget for 2009 is \$601.7M. The Board and the Toronto Police Association are currently in contract arbitration. The current budget request does not include any impact from this process beyond the 3% interim salary increase recently awarded by the arbitrator for 2008. The 2009 salary budget is based on the following:

- Human Resource (HR) Strategy for Uniform Members: The Board and City Council have approved an establishment of 5,510 officers for the Toronto Police Service. In addition, there are 30 provincially funded School Resource Officers (SROs). The SRO program will remain as long as provincial funding is available. Therefore, the average deployed target for 2009 is 5,540.

HR projects the number of officers that are anticipated to retire or resign in 2009-2011. This information is then used to plan class sizes for the three intake classes each year, with the goal of maintaining an average deployed strength of 5,540. 2009 separations are projected at 290; 2009 hires are projected at 275. The impact of the 2009 HR strategy (part-year savings of those leaving through the year, and the part-year costs of those being hired through the year), has the net effect of reducing the Service's budget by \$9.3M.

Separations are monitored on a monthly basis to allow the Service to adjust its hiring projections as required. Based on actual experience, the Service will revise its projected hiring needs as required throughout 2009. The Board will be updated through budget variance reports.

Given that the Service budget is based on actual salary levels, and the timing of hires and separations, these impacts must be annualized in the following year. The 2009 annualized impact of 2008 hires and separations is an increase of \$4.1M.

In addition, officers are hired at a recruit salary rate, and continue to move up through the ranks. This creates annual pressures until officers become first-class constables (a four-and-a-half year process from date of hire). The net cost of these reclassifications in 2009 is \$10.4M.

- Hiring to Target (Closing the Gap): Service staff have recently reviewed the definition being used for “deployed” officers. Historically, officers on maternity or parental leave as well as long-term sick and secondments were considered “deployed.” This was based on the fact that officers on these types of leaves could return at any time. Only those officers considered to be unavailable for duty for an extremely long period of time were not counted as deployed (a total of 26 officers were excluded from deployed on this basis). In recent years, however, the average number of staff considered deployed but not available for active duty has been approximately 100. Therefore, at any given time there have been 74 officers counted as deployed, yet unavailable for active duty.

The 2009 request includes funds to allow the Service to start backfilling officers currently counted as deployed but not available to the Service (i.e.,  $100-26=74$ ). The cost in 2009 for initiating this deployment strategy is \$2.2M. The fully annualized cost will be approximately \$7.0M (when these 74 officers have achieved first-class police constable status). This strategy would enable the Service to be closer to the approved uniform establishment throughout the year.

- HR Strategy for Civilian Members: The current Board-approved civilian establishment is 2,025 positions. In reviewing the civilian establishment, six positions were identified as being unfunded and not attached to any unit. These positions should therefore be deleted, and the current civilian position establishment decreased to 2019. This establishment pertains to the permanent full-time complement of the Service, and excludes members of the Board office, the Parking Enforcement unit, part-time and temporary personnel.

For operational reasons, the Service maintains a full complement for front-line positions (such as court officers and 911 communication operators). Other civilian vacancies are replaced as they occur, and a three-month salary gap is assumed for each anticipated vacancy. Civilian gapping in 2009 is at 2.7%. 2009 projected civilian separations are estimated at 90 based on previous separation experience. As with the uniform personnel, civilian separations are monitored very closely and the Board will be updated on any significant change to this estimate through the budget variance reports.

Civilian salaries change annually based on anticipated increments, and the annualization of previous years’ decisions, as well as any changes in trends regarding separations and leaves. The net effect of increments, annualization of the 2008 positions for the Ministry of Attorney General disclosure program, annualization of Freedom of Information



disclosure analysts, and an increase in maternity and parental costs due to an increased number of staff on these leaves, is \$0.9M.

- Additional Civilian Positions: Each year during the budget process, Unit Commanders may put forth requests for new staff, wherever such positions can be fully justified, and all alternatives have been considered. The Command reviews each request in detail, and approves only those that can be fully justified in light of other fiscal pressures. This year, 35 new positions have been requested, and approved by the Chief, at a total cost of \$1.4M in 2009 (annualizing to \$2.6M in 2010).
  - (a) One (1) position is for the administration of the Police Community Automated Notification System (PCANS), a capital project completed in 2008. This position is required to maintain the new system. The total cost in 2009 is \$0.04M. The cost is fully annualized, as a temporary staff person has been hired to administer the system (which will be operational in January 2009), and will continue in that role until the position is filled on a permanent basis.
  - (b) Fifteen (15) positions are required for Centralized Canadian Police Information Centre (CPIC) entry. These positions are required to enable the Service to comply with new CPIC rules that the Royal Canadian Mounted Police (RCMP) has deemed mandatory for all police agencies across Canada. The total cost in 2009 for these new positions is \$1.0M. The cost is fully annualized, as temporary staff have already been hired to address these mandatory requirements.
  - (c) Two (2) Civilian Staffing Advisor positions have been requested for the Employment Unit. These positions will address the increased workload pressures (workload has increased by approximately 40% over the last three years), and ensure the timely placement of qualified candidates into civilian vacancies Service-wide. The 2009 cost of \$0.03M annualizes to \$0.1M in 2010.
  - (d) One (1) SAP Coordinator position is requested, to assist the SAP Administrator. Currently, the SAP Administrator is the only position supporting the SAP financial system, Service-wide. There have been increasing demands for access, training, reporting and participation on City project teams to enhance the system, that have placed a considerable strain on the one SAP resource. There is no backup person for the SAP Administrator, and some key duties are deferred regularly due to competing priorities. The 2009 cost of \$0.02M annualizes to \$0.07M in 2010.
  - (e) One (1) Enterprise Information Security Architect position is requested to ensure reliable technology and information systems are provided, by completing all planned systems application and infrastructure releases, as well as acquiring or developing, and implementing and supporting, security applications, components and infrastructure technologies. The Enterprise Information Security Architect will formalize a security framework and institute technical security policies to mitigate the Service's vulnerability to unwarranted attacks. The 2009 cost of \$0.03M annualizes to \$0.1M in 2010.

- (f) Two (2) Senior Programmers are requested for Information Systems Services, to provide analytical and development support for the applications used by the Analysis Section of Corporate Planning. This support was previously provided by two uniform officers, and it would be more appropriate if these responsibilities were carried out by qualified civilian Information Technology (IT) staff. This would enable IT to carry out its responsibilities in this regard, provide necessary back up and allow the uniform officers to be returned to police-related duties. The 2009 cost of \$0.06M annualizes to \$0.2M in 2010.
- (g) One (1) Senior Analyst is requested for the Project Management Office (PMO). The new position requested will enable the PMO to better meet its mandate of helping to ensure all projects in the Service are properly managed, essentially protecting our investment in these projects by ensuring they are delivered on time and on budget, and meet the project scope requirements/deliverables. This position would also provide needed backup for the PMO Manager, including assisting/coordinating project management advisory and training services to the entire organization. The 2009 cost of \$0.03M annualizes to \$0.1M in 2010.
- (h) Two (2) Court Process Coordinators are requested to address the growing number of court process requests and new processing requirements. In the last four years, the volume and complexity of the Court Process Coordinators' role have increased due to material changes in the jurisprudence, specifically out of the Ontario Court of Appeal. Furthermore, a greater number of court process requests are received each year. A new process requiring the police to consult with the Attorney General on specific cases, and informing the requester of additional requirements to access information, have added a substantial administrative element to an already time-consuming process. The 2009 cost of \$0.03M annualizes to \$0.1M in 2010.
- (i) One (1) Administrative Assistant is requested for 43 Division. Most divisions have an Administrative Assistant to support the Administrative Coordinator. This position was not established when 43 Division was opened. Demands on the Unit's Administrative Coordinator are excessive in the areas of the Time Resource Management System, financial processes, facilities management, inventory, supplies, document management and file maintenance, and assistance is required. The 2009 cost of \$0.01M annualizes to \$0.05M in 2010.
- (j) Nine (9) positions are requested for the Strategic Assessment and Analysis Section of the Intelligence unit in 2009 (a total of sixteen positions are requested over 2009 and 2010). A review conducted in 2006 of the operations of Intelligence Services identified a lack of information flowing in and out of the unit. As a result, each police division created the position of Intelligence Officer. This has resulted in a considerable increase in criminal intelligence information flowing to Intelligence. Each report has to be analyzed and data entered and reports prepared to assist the Command, field staff, senior management, etc. to plan for police deployment to minimize and reduce crime. These new analysts will provide timely information that

can be acted on immediately, either for deployment purposes or to assist with the dismantling of criminal groups. The 2009 cost of \$0.2M funds nine positions for three months; the 2010 cost is estimated to be \$0.7M. The fully annualized cost is \$1.1M.

The addition of these 35 new positions, combined with the deletion of six unfunded positions, will result in a revised civilian establishment of 2,054.

- Net other changes to salaries (\$1.4M): Various other changes to salary expenditures have resulted in a net decrease of \$1.4M. This is primarily due to the elimination of the one-time 2008 leap-year cost.

(b) Premium Pay (increase of \$1.4M or 0.2%)

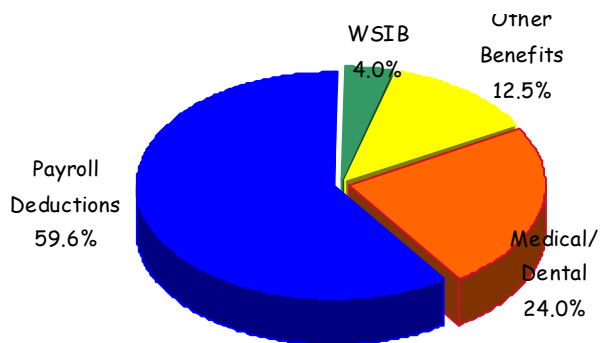
The total premium pay budget for 2009 is \$42.8M. The 2009 budget request for premium pay is based on anticipated 2009 requirements taking into account prior years' spending history, estimated changes in activity levels and Service initiatives that may impact the requirement for premium pay.

The \$1.4M increase is attributed to an increase in court costs related to off-duty court attendance. In 2006, the Service and the City embarked on an initiative whereby officers required to attend Provincial Offences Act (POA) court are scheduled to do so off duty. The 2009 cost is estimated to be \$6.4M, which is \$1.4M higher than in 2008. This initiative is fully funded by revenue from the City of Toronto's Court Services, and there is a concurrent increase of \$1.4M in the revenue category, summarized later in this report.

(c) Statutory Deductions and Fringe Benefits (increase of \$7.3M or 0.9%)

As shown in Figure 3, fringe benefits for the Service are comprised of statutory deductions and requirements as per the collective agreement.

- Ontario Municipal Employees Retirement System (OMERS): The contribution rate for our uniform members will increase significantly effective January 2009, as a result of previous years' retention pay incentives. Civilian contribution rates will decrease slightly. Overall, the OMERS budget has increased by \$2.2M in 2009.



**Figure 3 - Breakdown of Statutory Deductions and Fringe Benefits**

- Other Payroll Deductions: Other payroll deductions (Employment Insurance (EI), Canada Pension Plan (CPP), and Employer Health Tax (EHT)) are based on specific formulae that are affected by gross salaries. The rates for CPP and EI are adjusted

annually, and in 2009, both of these costs have increased. Total costs are projected to increase by \$1.4M.

- Medical/dental costs: The budget for these costs is based on the cost of drugs and services as well as utilization rates. In 2009, costs are increasing by \$2.3M. These increases are based on the average increase experienced over the last four years.
- Workplace Safety and Insurance Board (WSIB): Medical, pension and administration costs for WSIB are projected to increase by \$0.8M in 2009.
- Net other changes to benefits: Other increases in this category (\$0.6M in 2009) include increases to retiree medical/dental costs, increased expenditure to benefits funded by Reserves (offset by draws from Reserves), and a variety of other small benefit categories.

(d) Reserve Contributions (increase of \$1.4 or 0.2%)

The Service contributes to several Reserves and Reserve Funds. All Reserves and Reserve Funds are established by the City. The City also manages most of these funds, with the exception of the Service's Vehicle & Equipment Reserve.

- Vehicle & Equipment Reserve: This Reserve is used to fund the lifecycle replacement of our fleet of vehicles, information technology equipment, and various other equipment items. Each item identified to be funded from this Reserve is analyzed to determine lifespan and specific replacement requirements, which in turn determines the level of contribution required annually to enable the replacement. The lifecycle replacement strategy for IT-related equipment started in 2006, and will be an on-going pressure for the Service's operating budget until approximately 2013. While this approach will create an operating budget pressure each year, it reduces the Service's capital requirements, stabilizes expenditures in the long term, and is consistent with the City's approach for IT equipment replacement. Contributions to this Reserve are increasing by \$2.95M in 2009.
- Central Sick Bank Reserve: This Reserve funds salaries for staff that have exhausted regular sick time and are on long-term sick leave. Funding for this Reserve has historically been dictated by the Collective Agreement and is currently being negotiated between the Association and the Board. Pending any resolution to this issue, funding for this Reserve is being managed to ensure sufficient funds are in the Reserve to pay out anticipated costs in 2009. Accordingly, contributions have been reduced in 2009 by \$1.5M.

(e) Other Expenditures (increase of \$3.7M or 0.4%)

The remaining expenditure categories include the materials, equipment and services required for day-to-day operations. Wherever possible, accounts within this category have been flat-lined to the 2008 level. Increases have only been included if they are a result of a contractual obligation, an impact from a completed capital project, actual historical experience or a City

recovery. One-time reductions have been taken into account where applicable. The following outlines the most significant changes:

- Caretaking and Maintenance of TPS facilities: Total costs for caretaking and maintenance are increasing by \$2.7M. The majority of this increase is related to the completion of the new training facility in 2009. During 2009, we will have to start maintaining the new facility and paying for utilities and custodial services, resulting in an impact of \$2.1M. The remaining \$0.6M is due to increased costs for these services in existing facilities.
- Uniforms: The cost to outfit new recruits has increased by \$0.6M over 2008. The remaining \$0.5M increase in this category is primarily attributed to increased demand of specific replacement items (footwear, body armour) and unit price increases for others (e.g., shirts). Maximum replacement levels of various uniform items (shirts, pants, footwear, etc.) are dictated by the collective agreement. However, actual replacement costs are budgeted at lower levels, based on historical patterns.
- Gasoline: Based on the current cost of gasoline, the City has issued a revised price guideline for this commodity. The current budget request reflects the assumption that the 2009 cost-per-litre will average \$0.98 (including taxes). This change results in a budget reduction for the Service of \$0.2M compared to 2008. It should be noted that the previous City guideline was \$1.35 (including taxes). This change reduces the preliminary 2009 request by \$2.4M.
- Computer Lease and Maintenance: The Service is gradually moving from a lease to a purchase strategy for IT-related equipment replacement. By the end of 2009, the Service will not have any more computer lease contracts. As leases are eliminated, maintenance contracts (previously funded through the leases) must be entered into for the computer equipment purchased. The net impact of the foregoing is a \$1.0M reduction.
- Courses, seminars and training: Each unit's specific courses/seminars request was reviewed by the Unit Commander, Staff Superintendent or Director, and Command Officer before being included in the overall budget. The reviews were intended to reduce these budgets wherever possible, while recognizing the need for on-going staff development requirements and pressures. The majority of training costs is attributed to specialized training for job performance and maintenance of accreditations. There is also a portion allocated to the Service's leadership training initiative. The total increase for this category is \$0.4M.
- e-Learning: The Service began to introduce e-Learning in 2008, and will be continuing this initiative in 2009. This initiative is in line with the City's Auditor General's recommendation to use e-Learning to save course delivery costs and reduce student time away from front line duties. The cost of this initiative is increasing by \$0.2M in 2009.

- Net other changes to expenditures: There are other accounts that are being increased or decreased by small amounts, due to known changes or based on historical trends, with an overall net impact of \$0.5M.

(f) Revenue (increased revenue of \$0.4M or 0.1%):

All revenue accounts have been analyzed and adjusted to reflect 2008 experience and/or known changes in 2009. The majority of changes in revenues for 2009 are offsetting expenditures identified earlier in this report: provincial funding for SROs (\$1.8M); off-duty premium pay recovery (\$1.4M); and an increased draw from Benefits Reserve (\$0.3M). The remaining revenue accounts have been adjusted based on 2008 experience (e.g., record checks, sale of accident reports). This has resulted in decreased revenue of \$0.3M. Finally, the 2008 net budget approved by Council includes an unspecified reduction of \$2.8M, which was arbitrarily allocated to revenue. The Service was able to achieve savings in 2008 to cover the unspecified reduction, but these were not sustainable savings and therefore are not available in 2009.

*Discussions with City Staff:*

Several reviews of the Service's budget occur with City Finance staff and assigned City Budget Committee members, prior to submission of the Service's operating budget request to Budget Committee for consideration and approval. In the last meeting, we were advised that no more than a 2% increase can be supported at this time, and were requested to identify and consider reduction options to limit the 2009 increase to 2%.

The Service's current budget request represents a 2.6% increase. In order to meet the City's request of a 2% increase over 2008, the Service's 2009 budget request would have to be reduced by a further \$5.3M. Service staff have reviewed each line item in detail, and the budget being presented to the Board for approval represents the funding level required to carry out the priorities in the Service's business plan. It should be noted that staff continue to review estimates, particularly those that rely on 2008 experience, and any adjustments as a result of 2008 year-end expenditures will be reported to the Board accordingly.

Conclusion:

The Toronto Police Service's 2009 net operating budget request of \$840.7M is \$21.7 or 2.6% over the 2008 budget of \$819M. The 2009 request does not include the impact of the current contract arbitration process, which is still on-going.

The 2009 net operating budget request includes the funding required to maintain the 5,510 average deployed uniform strength approved by the Board and City Council, plus 30 SROs and the necessary supporting infrastructure (e.g., civilian staffing, equipment, services). Funding levels in the various non-salary accounts have been adjusted to reflect historical spending patterns and justified need, and one-time costs incurred in the previous year have been eliminated. Revenue accounts, including grants and cost recoveries, have been maximized wherever possible and within the limits of the Municipal Act.

The budget request: reflects higher OMERS and caretaking/utility costs; allows the Service to continue to properly fund its information technology equipment replacement strategy; includes a strategy to increase the number of deployed officers; and adds 35 civilian positions to meet mandatory CPIC requirements and ensure the Service's processes and functions are effective, value added, properly supported and mitigate significant risks.

The level of funding being requested is required to provide effective public safety services to the City. Consistent with its business plan, the Service will continue its anti-violence initiatives in 2009. Operations and management processes will also continue to be reviewed to ensure risks are properly mitigated and the greatest value is achieved from resources and funds allocated to the Service.

This budget request has been reviewed in detail by the Service and the Board's Budget Sub-Committee, and all opportunities for reductions have been incorporated. Any adjustments as a result of 2008 year-end expenditures will be reported to the Board accordingly.

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 and the following Motion:**

**THAT staff continue to work with City officials and report back to the Board at the appropriate time, if any adjustments to the 2009 operating budget are necessary or recommended as a result of that work.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 18, 2008**

**#P352. TORONTO POLICE SERVICE – PARKING ENFORCEMENT UNIT:  
2009 OPERATING BUDGET SUBMISSION**

The Board was in receipt of the following report December 10, 2008 from William Blair, Chief of Police:

Subject: 2009 OPERATING BUDGET REQUEST FOR THE TORONTO POLICE  
SERVICE PARKING ENFORCEMENT UNIT

Recommendations:

It is recommended that:

- (1) the Board approve a 2009 net Operating Budget request of \$35.6 Million (M), excluding the impact of contract negotiations, a 2.6% increase over the 2008 net approved budget;
- (2) the Board forward a copy of this report to the City's Deputy City Manager and Chief Financial Officer for information; and
- (3) the Board forward a copy of this report to the City Budget Committee for approval.

Financial Implications:

The 2009 net operating budget submission of \$35.6M results in an increase of \$0.9M (2.6%) over the approved 2008 net operating budget. This increase is mainly a result of the requirement to commence a reserve contribution for the future replacement of the handheld parking tag devices. The current 2009 request includes the impact of the 2008 3% interim salary award, but does not include any provision for further impacts resulting from the arbitration process, which are still on-going.

Background/Purpose:

The purpose of this report is to provide the Board with the Parking Enforcement Unit's (PEU) 2009 net operating budget request for consideration and approval.

Discussion:

The PEU assists with the safe and orderly flow of traffic by responding to parking concerns and enforcing applicable municipal by-laws. The unit also provides operational support to the Toronto Police Service (TPS). The PEU operating budget is separate from the Service's operating budget, and is included in the City's consolidated Parking Tag Enforcement Operations budget.



The annual operating budget process requires the Board to approve the PEU budget request and then forward the approved request to the City.

Information regarding the budget development process, as well as detail on specific impacts to the 2009 PEU operating budget request are provided below.

*2009 Operating Budget Development Process:*

The PEU budget request was developed using the following guiding principles:

- reallocate within existing budget wherever possible to accommodate pressures;
- budget for known plans, including staffing requirements;
- defer service enhancements where risk of liability associated with deferral is low; and
- ensure proposed service enhancements (if any) are consistent with Service priorities.

The 2009 funding requirements were prepared by PEU and reviewed by the Service’s Budgeting and Control unit. The overall funding request and key line item information (increases and decreases) were then presented to and reviewed by the Command and the Police Services Board Budget Sub-Committee.

*2009 Operating Budget Request:*

The table below summarizes the PEU 2009 net operating budget request by category, followed by a discussion on each category.

<b>2009 Budget Request Summary</b>	<b>\$M</b>	<b>% Inc. over 2008</b>
2008 Approved Budget	\$34.7	
(a) Salaries	\$0.0	0.0%
(b) Fringe Benefits	\$0.1	0.3%
(c) Non Salary	\$0.8	2.3%
<b>Total 2009 Budget Request</b>	<b>\$35.6</b>	<b>2.6%</b>

(a) Salaries (No Change, or 0.0%)

Salaries constitute 68% (\$25.3M) of the PEU gross budget. There is no change in the staff complement from 2008 and no net salary changes for existing staff.

(b) Fringe Benefits (Increase of \$0.1M, or 0.3%)

Fringe benefits represent 15% (\$5.6M) of the PEU gross budget. Fringe benefits are largely comprised of expenditures directly related to salary costs (e.g., pensions, employment insurance) and expenditures for self-insured coverage (e.g., medical/dental). The budget for payroll deductions is based on the number of employees and their respective salaries, and

medical/dental benefit budgets are determined based on the past four years' actual experience, plus anticipated changes.

(c) Non Salary (Increase of \$0.8M, or 2.3%)

Non salary accounts constitute 17% (\$6.2M) of the gross budget. The \$0.8M increase is to provide a \$1.0M contribution to the Vehicle and Equipment Reserve (Reserve), for the future replacement of the handheld parking tag devices, partially offset by net savings of \$0.2M in other accounts.

Parking Enforcement introduced the use of automated handheld parking tag devices during 2006. As a result of the implementation, the City has experienced an increase in the percentage of tags that are processable and was able to reduce data entry staff.

The original handheld parking tag devices were acquired through PEU's capital program. These devices are expected to have a useful life of five years. At the time of implementation, funding for lifecycle replacement of the handheld parking devices was not identified. The replacement of these devices should be funded from the Reserve, and in order to fund the initial replacement in 2011, a higher contribution will have to be made from 2009 to 2011. Starting in 2012, the required contribution will be reduced, as the required provision will be made over a five-year period, instead of three years. Funding the replacement through the Reserve will avoid a \$3.1M capital budget impact in 2011. The following table summarizes anticipated contributions and draws over the next two lifecycles. Planned contributions and draws are reviewed each year based on inventory levels and the cost of replacement devices.

(\$ thousands)	2009	2010	2011	2012	2013	2014	2015	2016
Contribution	1,020	1,020	1,020	612	612	612	612	612
Draw	-	-	(3,060)	-	-	-	-	(3,060)
Year-End Balance	1,020	2,040	0	612	1,224	1,836	2,448	0

Budget reductions in other non-salary accounts are based primarily on historical spending patterns. Projected gasoline prices have been adjusted to reflect reduced City guidelines.

Conclusion:

The Parking Enforcement Unit's 2009 operating budget request is \$35.6M, an increase of \$0.9M or 2.6% increase over 2008. The budget request has been reviewed by the Service and the Board's Budget Sub-Committee, and is recommended for Board approval.

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 DECEMBER 18, 2008**

**#P353. TORONTO TRANSIT COMMISSION AND TORONTO POLICE  
SERVICES BOARD – SPECIAL CONSTABLE AGREEMENT**

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

Subject: TORONTO TRANSIT COMMISSION (TTC) AND TORONTO POLICE  
SERVICES BOARD (TPSB) SPECIAL CONSTABLE AGREEMENT

Recommendation:

It is recommended that, at this time, the Board not consider any amendments to the special constable agreement between the Board and the Toronto Transit Commission,

Financial Implications:

There are no financial implications arising from receipt of this report.

Background/Purpose:

At its meeting on November 20, 2008 the Board considered reports submitted by Mr. Gary Webster, Chief General Manager, Toronto Transit Commission (Board Min. P300/08 refers). The reports requested that the Board approve amendments to the agreement, between the Toronto Police Services Board and the Toronto Transit Commission with respect to special constables. The reports further proposed that the TTC staff, City of Toronto Legal Services' staff, Toronto Police Legal Services staff and Toronto Police Service staff work together to develop a new agreement to address issues respecting special constables.

The Board received the reports from Mr. Webster and referred them to the Public Transit Safety Framework Working Group and requested that a further report be provided to the Board for its December 18, 2008 meeting.

Discussion:

The Public Transit Safety Framework Working Group held its first meeting on December 4, 2008 and considered two agenda items: (1) draft terms of reference for the Working Group and (2) Mr. Webster's reports with respect to amendments to the special constables' agreement.

The Working Group reviewed the proposed amendments but decided to recommend that the Board not make any amendments to the current special constables' agreement with the TTC.

The Working Group acknowledged the significant work on the part of the TTC, the Toronto Police Service and City of Toronto Legal Services which went into the preparation of the proposed amendments. However, the Working Group questioned whether the amendments would be enforceable under the Police Services Act, as it is currently written. The Working Group also expressed the view that it is important that it has an opportunity to complete its mandate before contemplating the need for amendments to the current agreement. In view of all of this, the Working Group suggested that the TTC special constables should continue to be subject to the TTC's current disciplinary processes.

Conclusion:

It is recommended that, at this time, the Board not consider any amendments to the special constables' agreement between the Board and the Toronto Transit Commission,

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

**THAT the Board authorize the Chair to correspond with the Minister of Community Safety and Correctional Services to express the Board's concerns with respect to the need for provisions in the *Police Services Act* regarding the appointment, governance and accountability of special constables employed by organizations other than the police service.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 18, 2008**

**#P354. IN-CAMERA MEETING – DECEMBER 18, 2008**

In addition to the public meeting conducted by the Board today, an in-camera meeting was held to consider a number of matters which were exempt from the public agenda in accordance with the criteria for considering confidential matters set out in s.35(4) of the *Police Services Act*.

The following members attended the in-camera meeting:

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  
Mr. David Miller, Mayor & Member

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 18, 2008**

**#P355.        ADJOURNMENT**

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Alok Mukherjee  
Chair