



**The following *draft* Minutes of the meeting of the Toronto Police Services Board held on December 16, 2004 are subject to adoption at its next regularly scheduled meeting.**

**The Minutes of the Regular Meeting held on November 18, 2004 and the Special Meeting held on November 29, 2004 previously circulated in draft form were approved by the Toronto Police Service Board at its meeting held on December 16, 2004.**

**MINUTES OF THE PUBLIC MEETING** of the Toronto Police Services Board held on **DECEMBER 16, 2004** at 1:30 PM in the Auditorium, 40 College Street, Toronto, Ontario.

**PRESENT:**

**Ms. Pam McConnell**, Councillor & Chair  
**Dr. Alok Mukherjee**, Vice Chair  
**Mr. John Filion**, Councillor & Member  
**The Honourable Hugh Locke, Q.C.**, Member  
**Mr. Case Ootes**, Councillor & Member

**ALSO PRESENT:**

**Mr. Julian Fantino**, 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 16, 2004**

**#P394. RECOMMENDATION TO INCREASE THE SIZE OF THE TORONTO  
POLICE SERVICES BOARD AND AUTHORITY TO ESTABLISH ITS  
OWN POLICE COMPLAINTS SYSTEM**

The Board was in receipt of the following correspondence, dated November 26, 2004, from John Sewell, Toronto Police Accountability Coalition:

Subject: Legislative powers

Dear chair and board members:

We would ask that this letter be scheduled for the December Board meeting, and that we be listed as a deputant.

The Board may be aware that discussions are now underway between city and provincial staff to determine new legislative provisions in a new Toronto Act that would give to the city of Toronto powers to be more self-governing. We believe that the Police Services Board should be asking this committee to consider new legislation for two matters:

1. Toronto City Council should request that it have a Police Services Board of up to 15 members, of which the province should appoint no more than one third, the remainder being appointed by Toronto City Council. A larger Board will help to share Board duties and will provide more opportunity for a wider range of opinion and the representation of many Toronto communities.
2. Toronto City Council should request the power to establish its own police complaint mechanisms subject to guarantees of due process and transparency. It is clear that because of Toronto's size, the issues involved in complaints against the police are substantially different than in smaller Ontario communities, which means general provincial legislation on the matter may not serve Toronto's interests well. The city should request the legislative authority be given to establish its own police complaints system.

We would ask the Board to request City Council to include these two issues as items in discussions on new legislative powers for Toronto.

**Mr. Sewell was in attendance and made a deputation to the Board.**

**The Board approved the following Motions:**

- 1. THAT the Board receive the deputation and written submission from Mr. Sewell;**
- 2. THAT, with regard to recommendation no. 1 in Mr. Sewell's submission, the Board request the Mayor and Chief Administrative Officer, City of Toronto, to consider recommending that the City be authorized to increase the number of members on the Toronto Police Services Board to nine members, noting that the Board has previously supported an increase to nine, and that the composition of the nine members be determined by the City; and**
- 3. THAT, with regard to recommendation no. 2 in Mr. Sewell's submission, the Board refer this recommendation to The Honourable Patrick LeSage, Q.C., for consideration and any advice he may have during his review of the police complaints system in Ontario.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P395.           OUTSTANDING REPORTS - PUBLIC**

The Board was in receipt of the following report DECEMBER 02, 2004 from Pam McConnell, Chair:

Subject:           OUTSTANDING & PENDING REPORTS - PUBLIC

Recommendations:

It is recommended that:

- (1) the Board receive the attached list of pending and outstanding public reports; and
- (2) the Board provide direction with respect to the reports noted as outstanding.

Background:

At its meeting held on March 27, 2000 the Board agreed that the Chair would be responsible for providing the Board with a list of the public reports which had previously been requested but which had not been submitted and were, therefore, considered as "outstanding". The Board further agreed that when outstanding reports were identified, the Chair would provide this list to the Board for review at each regularly scheduled meeting (Min. No. C70/00 refers).

I have attached a copy of the current list of all pending and outstanding public reports required from both the Chief of Police and representatives from various departments of the City of Toronto.

A review of this list indicates that there are outstanding reports; these reports are emphasized in bold ink in the attachment.

**The Board received the foregoing.**

## Public Reports

### Requested by the Toronto Police Services Board

Updated: December 02/04

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
<p>P111/01 P301/01</p> <p>P340/04</p>	<p>Framework – Governance &amp; Business Plan 2005 – 2007 (now 2006-2008)</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> submit a report for approval re: 2005-2007 business plan that complies with the <i>PSA &amp; Adequacy &amp; Effectiveness of Police Service Regulation</i></li> <li>• should also include policing priorities approved by the Board</li> <li>• Board members to participate in the development of the business plan</li> </ul> <ul style="list-style-type: none"> <li>• 2002-2004 Business Plan extended to Dec. 31/05</li> <li>• Board will convene meetings with Chief &amp; Command mid-2005 to develop the 2006-2008 Business Plan</li> </ul>	<p>Report Due: not later than Dec. 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	<p>Chief of Police</p>

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P283/02 P315/02 P33/03 P34/03 P35/03  P291/02 P34/03	<b>Race Relations</b> <ul style="list-style-type: none"> <li><b>Issue:</b> the Board/Service Race Relations Joint Working Group final report will address on race relations issues, some recommend's from the <i>Saving Lives</i> report, third-party complaints &amp; City Council Motions</li> </ul> <b>Alternatives to the Use of Lethal Force</b> <ul style="list-style-type: none"> <li><b>Issue:</b> recommendations from the conference forwarded to Chairman for comments and response</li> <li>Recommend's 1, 2, 4, 19, 20, 21, 22 &amp; 23 have been referred to the Board/Service Race Relations Joint Working Group</li> </ul>	<b>Report Due: .</b> Sept. 23/04 <b>Extension Reqs'd:</b> <b>Extension Granted:</b> <b>Revised Due Date:</b> <b>Status:.....outstanding</b>	<b>Joint Working Group</b>
P216/03	<b>Follow-Up Review of Parking Enforcement Unit</b> <ul style="list-style-type: none"> <li><b>Issue:</b> results of follow-up review of the Parking Enforcement Unit</li> </ul>	<b>Report Due:</b> Oct. 16/03 <b>Extension Reqs'd:</b> <b>Extension Granted:</b> <b>Revised Due Date:</b> <b>Status:</b> matter is still being reviewed by Auditor General (May 2004)	<b>Auditor General, City of Toronto</b>

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P276/03	<p><b>Conditions of Appointment for Chair, TPSB</b></p> <ul style="list-style-type: none"> <li><b>Issue:</b> to review conditions of appointment for the Chair, TPSB</li> </ul>	<p>Report Due: Feb. 26/04            Extension Reqs'd:            Extension Granted:            Revised Due Date:            Status:.....outstanding</p>	Board Staff
P298/03	<p><b>Fee Structure for External Legal Services</b></p> <ul style="list-style-type: none"> <li><b>Issue:</b> to identify a proposed fee structure for the Board to approve with regard to external legal services</li> </ul>	<p>Report Due: Jan. 22/04            Extension Reqs'd:            Extension Granted:            Revised Due Date:            Status:.....outstanding</p>	City of Toronto – Legal Services
P77/04	<p>Potential for Federal Funds</p> <ul style="list-style-type: none"> <li><b>Issue:</b> investigate possibility of obtaining funds related to: intelligence and national security; coast guard responsibilities, consulate protection; and drug money seizures</li> </ul>	<p>Report Due: July 29/04            Extension Reqs'd:            Extension Granted:            Revised Due Date:            Status: matter is pending a meeting of the Board's Budget Task Force.</p>	Chief of Police, report through the Board Budget Task Force
P85/04	<p>Format Guidelines – Board Reports</p> <ul style="list-style-type: none"> <li><b>Issue:</b> report on the changes made to the format for Board reports, including technical improvements</li> </ul>	<p>Report Due: June 21/04            Extension Reqs'd:            Extension Granted:            Revised Due Date:            Status: meetings on-going, new report format will be determined soon.</p>	Chair, Police Services Board
P135/04	<p>Towing and Pound Services Contracts</p> <ul style="list-style-type: none"> <li><b>Issue:</b> to report in a timely manner outlining a process on how to deal with various towing issues prior to the next contract</li> </ul>	<p>Report Due: June 2005            Extension Reqs'd:            Extension Granted:            Revised Due Date:            Status:</p>	City of Toronto – Legal Services

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
C99/04	<b>Attendance at Public Events - Political</b> <ul style="list-style-type: none"> <li><b>Issue:</b> develop a policy identifying the specific activities or events, or circumstances, in which the Chief and Deputy Chiefs may participate when the attendance at those activities or events may also involve elected public officials or be sponsored by a specific political group</li> </ul>	<b>Report Due:</b> Aug. 26/04 <b>Extension Reqs'd:</b> <b>Extension Granted:</b> <b>Revised Due Date:</b> Sept. 23/04 <b>Status:</b> .....outstanding	<b>Chair, Police Services Board</b>
P215/04	<b>Mobile Crisis Intervention Team</b> <ul style="list-style-type: none"> <li><b>Issue:</b> identify the status of the agreement and/or the potential for renewal of the agreement between the Board and St. Michael's Hospital</li> </ul>	<b>Report Due:</b> February 2006 <b>Extension Reqs'd:</b> <b>Extension Granted:</b> <b>Revised Due Date:</b> <b>Status:</b>	<b>Chief of Police</b>
P239/04	<b>Search of Persons Procedures</b> <ul style="list-style-type: none"> <li><b>Issue:</b> review the Service policies and procedures pertaining to searches of persons and provide an opinion as to whether they are consistent with the decision in <i>R. v. Golden</i></li> </ul>	<b>Report Due:</b> Oct. 21/04 <b>Extension Reqs'd:</b> <b>Extension Granted:</b> <b>Revised Due Date:</b> <b>Status:</b> .....outstanding	<b>City of Toronto – Legal Services Division</b>

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P134/04 C162/04	Professional Standards – Statistical Analysis of Allegations <ul style="list-style-type: none"> <li>• <u>Issue:</u> provide a report, updated monthly, including a statistical analysis of all allegations of misconduct against members, include open cases, closed cases, cases opened and closed since last reported, and identify the unit conducting the investigation</li> <li>• identify any trends noted by the Service</li> <li>• prepare for public consideration</li> </ul>	Report Due: Each Month Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P284/04	<b>Municipal Freedom of Information</b> <ul style="list-style-type: none"> <li>• <u>Issue:</u> feasibility of assuming the legislated authority for MFIPPA and include all budget implications</li> </ul>	Report Due: Dec. 16/04 Extension Reqs'd: Extension Granted: Revised Due Date: Status:.....outstanding	Chair, Police Services Board

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P326/04	<b>Police Charitable Foundation</b> <ul style="list-style-type: none"> <li><b>Issue:</b> provide an update on the status of the Police Charitable Foundation</li> </ul>	<b>Report Due:</b> Dec. 16/04 <b>Extension Reqs'd:</b> <b>Extension Granted:</b> <b>Revised Due Date:</b> <b>Status:.....outstanding</b>	Chief of Police
P212/04	Downloading from Fed. & Prov. Govt. <ul style="list-style-type: none"> <li><u>Issue:</u> number of responsibilities that have been downloaded from the prov. &amp; fed. gov't. and the impact those have had upon the TPS, including financial equivalent</li> </ul>	<b>Report Due:</b> during 2005 operating budget <b>Extension Reqs'd:</b> <b>Extension Granted:</b> <b>Revised Due Date:</b> <b>Status:</b>	Chief of Police
P343/04	<b>Increasing Foot and Bicycles Patrols</b> <ul style="list-style-type: none"> <li><u>Issue:</u> alternative models that could be implemented, interchange between foot, bicycle and vehicle patrols and whether ratios can be altered</li> </ul>	<b>Report Due:</b> Jan. 2005 <b>Extension Reqs'd:</b> <b>Extension Granted:</b> <b>Revised Due Date:</b> <b>Status:</b>	Chief of Police
P354/04	<b>A Police Officer's Duty To Report</b> <ul style="list-style-type: none"> <li><u>Issue:</u> review the two recommendations contained in <i>Report: Alleged Communication Between Police Services Board Member and Member of the Police Service</i> and develop appropriate guidelines and procedures</li> </ul>	<b>Report Due:</b> Jan. 2005 <b>Extension Reqs'd:</b> <b>Extension Granted:</b> <b>Revised Due Date:</b> <b>Status:</b>	City of Toronto – Legal Services Division
P362/04	<b>Community Policing</b> <ul style="list-style-type: none"> <li><u>Issue:</u> respond to Motions from the Nov. 18/04 PSB meeting regarding consultative committees and foot &amp; bicycle patrols for the Jan. 13/05 meeting.</li> </ul>	<b>Report Due:</b> Jan. 2005 <b>Extension Reqs'd:</b> <b>Extension Granted:</b> <b>Revised Due Date:</b> <b>Status:</b>	Chief of Police

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P363/04	<p>Use of Advanced Tasers – Front-Line Supv.</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> Chief to report on an implement'n plan for possible pilot proj. in one division</li> <li>• <u>Issue:</u> Board to review operational &amp; medical research studies</li> </ul>	<p>Report Due: Feb. 2005  Extension Reqs'd:  Extension Granted:  Revised Due Date:  Status:</p> <p>Report Due: Feb. 2005  Extension Reqs'd:  Extension Granted:  Revised Due Date:  Status:</p>	<p>Chief of Police</p> <p>Chair, Police Services Board</p>

## Quarterly Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P529/00 P91/01 P167/01 P119/02 P338/02	<p>CIPS enhancements – Searches of Persons</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> to provide quarterly reports on the implementation of CIPS enhancements into the new Records Management System and advise the Board if the Service is unable to provide electronic gathering of statistics by the third quarter of 2001</li> </ul>	<p>Report Due: Jan. 2005            Extension Reqs'd:            Extension Granted:            Revised Due Date:            Status:</p>	Chief of Police
P304/01 P356/01 P121/02	<p>Enhanced Emergency Management</p> <ul style="list-style-type: none"> <li>• <u>Issues:</u> to periodically report to the Board with respect to the Service's role in the City's enhanced emergency management initiative</li> <li>• quarterly commencing Apr. 2002</li> </ul>	<p>Report Due: Jan. 2005            Extension Reqs'd:            Extension Granted:            Revised Due Date:            Status:</p>	Chief of Police
P208/04	<p>Domestic Violence Training</p> <ul style="list-style-type: none"> <li>• <u>Issues:</u> quarterly submissions on the domestic violence quality control reports</li> </ul>	<p>Report Due: Jan. 2005            Extension Reqs'd:            Extension Granted:            Revised Due Date:            Status:</p>	Chief of Police
P284/04	<p>Municipal Freedom of Information</p> <ul style="list-style-type: none"> <li>• <u>Issues:</u> identify the Service's MFIPPA compliance rate</li> </ul>	<p>Report Due: Feb. 2005            Extension Reqs'd:            Extension Granted:            Revised Due Date:            Status:</p>	Chief of Police

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
	Special Fund <ul style="list-style-type: none"> <li>Issues: unaudited quarterly reports on the status of the Board's special fund.</li> </ul>	Report Due: Feb. 2005 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police

### Semi-Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P199/96 P233/00 #255/00 P463/00 P440/00 P255/00 P26/01 P27/01 P54/01	<b>Professional Standards</b> <ul style="list-style-type: none"> <li>Issue: interim report (for the period January – July) to be submitted in November each year</li> <li>annual report (for the period January – December) to be submitted in May each year</li> <li>see also Min. No. 464/97 re: complaints</li> <li>see also Min. No. 483/99 re: analysis of complaints over-ruled by OCCPS</li> <li>revise report to include issues raised by OCCPS and comparative statistics on internal discipline in other police organizations</li> <li>note: police pursuit statistics should be included - beginning ... Nov. 2001 rpt.</li> </ul>	Next report Due: Nov. 18/04 Extension Reqs'd: Extension Granted: Revised Due Date: Status:.....outstanding	Chief of Police

## Semi-Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
	<p><b>Professional Standards – cont'd</b></p> <ul style="list-style-type: none"> <li>• <b>note: annual report now to include the # of civil claims that occurred as a result of complaints (Min. No. 463/00 refers)</b></li> <li>• <b>note: searches of persons statistics should also be included in annual report</b></li> <li>• <b>revise format of report, based upon recommendation by Hicks Morley, so that tracking acquittals on or withdrawal of related criminal charges is possibleinclude OPAC information on lethal and non-lethal weapons</b></li> <li>• <b>include evaluations of M26 Advanced TASER &amp; Bean Bag &amp; Sock Round Kinetic Energy Impact Projectiles</b></li> <li>• <b>this report should now include information on when the Service will be in full compliance with the Board's reporting requirements which is dependent upon implementation of PSIS (P551/00, P135/01, P158/01, P202/01, P178/02 &amp; P341/02 refer)</b></li> <li>• <b>identify and include an appropriate comparator or baseline, if possible, in future reports to better assess the complaints data (P209/03 refers)</b></li> </ul>		

## Semi-Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P5/01	<p>Legal Indemnification</p> <ul style="list-style-type: none"> <li>• <u>Issue</u>: a report relating to the payment of all accounts for labour relations counsel, legal indemnification claims and accts relating to inquests that are approved by Human Resources and Labour Relations</li> <li>• reports will be submitted in August and February each year</li> </ul>	<p>Next report Due: Feb. 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	<p>Manager, Labour Relations</p>
P5/01	<p>Tracking Implementation of Board Directions</p> <ul style="list-style-type: none"> <li>• <u>Issue</u>: pertains to recommends 17 and 18 in Chief's response to OCCPS</li> <li>• <u>Reference</u>: OCCPS Review</li> </ul>	<p>Report Due: Feb. 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	<p>Chief of Police</p>

## Semi-Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P337/98 P491/99 P8/00 P476/00 P121/01 P289/01  P111/03	Audit – Sexual Assault Investigations <ul style="list-style-type: none"> <li>• <u>Issue:</u> to provide semi-annual updates on the implementation of the City Auditor's recommendations</li> <li>• Report in November (for May to Oct) and May (November to April)</li> </ul> Follow-Up Audit <ul style="list-style-type: none"> <li>• <u>Issue:</u> a follow-up review of the investigation of sexual assaults will be conducted and reported to the Board</li> </ul>	Report Due: May 2005 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P66/02	Grant Applications & Contracts <ul style="list-style-type: none"> <li>• <u>Issue:</u> semi-annual summaries of all grant applications and contracts initiated by the Service and approved by the Chairman</li> <li>• reports will be submitted in April and Oct.</li> </ul>	Report Due: Apr. 2005 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police

## Semi-Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P394/00 P229/01 P334/01 P209/02	<p>Parking Enforcement Unit – Absenteeism</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> semi-annual statistics on absenteeism requested by the City of Toronto Policy &amp; Finance Committee</li> <li>• reports should include actual numbers in addition to percentages</li> <li>• also include, if possible, absenteeism data providing comparison with other Service units &amp; City outside workers</li> <li>• also include the average # of sick days per officer</li> <li>• reports to be submitted in Feb. &amp; Aug.</li> </ul>	<p>Next report Due: Feb. 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Chief of Police
P342/02 P81/04	<p>“60/40” Staffing Model</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> semi-annual public reports on the implementation of the “60/40” staffing model in police divisions</li> <li>• reports submitted in conjunction with the confidential reports in Feb. &amp; Aug.</li> <li>• include how the divisional boundary changes will impact staffing divisions</li> </ul>	<p>Report Due: Feb. 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Chief of Police
P132/03 P65/04	<p>TPS – Write Offs</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> semi-annual report identifying all write-offs and the reasons for those write-offs</li> <li>• to be submitted in March &amp; September</li> </ul>	<p>Report Due: March 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Chief of Police

## Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P156/00 P5/01 P157/03 P166/03	<p>Environmental Scan &amp; Statistics</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> report crime &amp; traffic statistics annually as part of the annual Environmental Scan</li> <li>• full scan every 3 years: 2002, 2004, 2007, 2010</li> <li>• update annually – every May</li> <li>• now submitted - in Sept. each year</li> <li>• compare property crime stats to socio-economic factors, if possible</li> </ul>	<p>Next Full Scan Due: Sept. 2007            Next Update Report Due Sept. 2005            Extension Reqs'd:            Extension Granted:            Revised Due Date:            Status:</p>	Chief of Police
P343/93 P344/97 P156/00 P5/01	<p>Victim Services Program</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> be submitted in June each year</li> </ul>	<p>Next Report Due: June 2005            Extension Reqs'd:            Extension Granted:            Revised Due Date:            Status:</p>	Chief of Police
P200/96 P89/99 P156/00 P5/01	<p>Hate Crime Statistics</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> to be submitted in Feb. each year</li> <li>• include mechanism to evaluate effectiveness of Service initiatives</li> <li>• report annually now rather than semi-annually – Min. No. 156/00 refers</li> </ul>	<p>Next Report Due: Feb. 2005            Extension Reqs'd:            Extension Granted:            Revised Due Date:            Status:</p>	Chief of Police

## Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P156/00 P264/03	Audit Recommendations	Next Report Due: July 2005 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
	<ul style="list-style-type: none"> <li>• <u>Issue:</u> tracking implementation status of external and internal audit recommendations</li> <li>• to be submitted in a format suitable for the public agenda, any matters which conform with s.35 of the <i>PSA</i> can be provided in a separate conf report.</li> </ul>		
P333/95 P97/01 P89/03	Training Programs <ul style="list-style-type: none"> <li>• <u>Issue:</u> annual reports which evaluate the effectiveness of internal Service training programs</li> <li>• include results of the review of the Advanced Patrol Training course</li> <li>• to be submitted in June each year</li> </ul>	Next Report Due: June 2005 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P292/96	Special Constables - Univ. of Toronto <ul style="list-style-type: none"> <li>• <u>Issue:</u> to be submitted in April each year</li> </ul>	Next Report Due: Apr. 2005 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P39/96	Special Constables – TTC <ul style="list-style-type: none"> <li>• <u>Issue:</u> to be submitted in April each year</li> </ul>	Next Report Due: Apr. 2005 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police

## Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P414/99	Special Constables – MTHA (now TCHC) <ul style="list-style-type: none"> <li>• <u>Issue:</u> to be submitted in April each year</li> </ul>	Next Report Due: Apr. 2005 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P80/02 P249/02 P45/03	Professional and Consulting Services <ul style="list-style-type: none"> <li>• <u>Issue:</u> semi-annual reports on all consulting expenditures, sorted into project categories</li> <li>• include recommendation that the reports be forwarded by the Board to the City CFO &amp; Treasurer</li> <li>• include each consultant contract individually, specific project, total dollar amount, particular company or individual hired and any over expenditures for individual contracts</li> <li>• will now be submitted annually rather than semi-annually – in February</li> </ul>	Report Due: Feb. 2005 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P107/97 P27/01 P350/04	Program Review of R.I.S. (now C.I.S.) <ul style="list-style-type: none"> <li>• <u>Issue:</u> status of staffing changes</li> <li>• financial statement with savings to-date including staffing</li> <li>• report to be submitted in October</li> </ul>	Next Report Due: Oct. 2005 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police

## Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P65/98 P51/01 P195/03 P371/04	<p>CPLC Committees/Divisional Activities</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> summary of all activities funded by the Board</li> <li>• Chief will be responsible for all requests for funds related to the CPLC annual conference</li> <li>• to be submitted in January each year</li> <li>• now to be submitted in March each year with report on funds for all committees and annual conference</li> </ul> <p>CPLC Annual Conference</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> request for funds for the annual conference to be submitted in March</li> </ul>	<p>Next Report Due: March 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	<p>Chief of Police</p>
P66/99	<p>“Rules” Changes</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> changes to existing rules to be submitted annually</li> <li>• policy amended (Min. No. 264/99) so that changes can be submitted on an as-needed basis if necessary</li> </ul>	<p>Next Report Due: May 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	<p>Chief of Police</p>
P27/01	<p>Community &amp; Corporate Donations</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> to identify all the donations that were provided to the Service based upon approvals by the Board and Chief of Police.</li> <li>• to be submitted in April each year</li> </ul>	<p>Next Report Due: April 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	<p>Chief of Police</p>

## Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P4/01 P5/01 C31/01	<p>Secondments</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> annual reporting of all secondments approved by the Chief of Police</li> <li>• to be submitted in February each year</li> <li>• include RCMP-UN Peacekeeping secondments</li> </ul>	<p>Next Report Due: Feb. 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Chief of Police
P156/00	<p>Annual Review of Reports to be Submitted</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> to review the quarterly, semi-annual and annual reports submitted to the Board at the first meeting in each new year.</li> </ul>	<p>Next Report Due: Jan. 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Chair, Police Services Board
P106/96 P450/00 P55/01	<p>Secondary Activities</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> <i>Police Services Act</i> indicates that annual reports must be submitted re: secondary activities by members</li> <li>• include a preamble describing policy, reporting requirements &amp; criteria</li> </ul>	<p>Next Report Due: Feb. 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Chief of Police
P173/96 P139/00	<p>Use of Police Image &amp; Crest</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> a summary of the requests for use of the Toronto Police image that were approved and denied during the year</li> <li>• to be submitted in April each year</li> </ul>	<p>Next Report Due: April 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Chief of Police

## Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
	<p>Audited Reports</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> audited financial statements of the Board's Special Fund and Trust Funds</li> <li>• to be submitted in June each year</li> </ul>	<p>Next Report Due: June 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	<p>Chief of Police</p>
<p>P4/01 P27/01 P74/01 C59/04</p>	<p>Operating &amp; Capital Budgets</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> annual operating and capital budgets to be submitted for approval</li> <li>• Operating budget to include special activities</li> <li>• Policy &amp; Finance Cttee requested that operating budget be submitted in alignment with business plan and include performance indicators</li> <li>• operating budget to include opportunities for the Board to request funding support from the provincial and federal governments and also at any time during the year as issues arise</li> <li>• beginning 2005 detailed cost element breakdowns to be provided to the Board on a confidential basis when the Board first considers the operating budget request for the next year</li> </ul>	<p>Next Report Due: capital operating 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	<p>Chief of Police</p>

## Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
	Operating & Capital Budgets – cont'd <ul style="list-style-type: none"> <li>feature category summaries be made available publicly when the Board first considers the operating budget request for the next year</li> </ul>		
	Human Resources Strategy <ul style="list-style-type: none"> <li><u>Issue:</u> annual strategy, coinciding with annual operating budget, to be submitted to the Board for approval</li> </ul>	Next Report Due: Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
	Police Services Board – Office Budget <ul style="list-style-type: none"> <li><u>Issue:</u> to review and approve the operating and capital estimates for the Board's operations</li> </ul>	Next Report Due: Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
	Parking Enforcement Unit Budget <ul style="list-style-type: none"> <li><u>Issue:</u> to review and approve the Parking Enforcement Unit annual operating budget</li> </ul>	Next Report Due: Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P160/99 P192/00 P83/02 P122/03	Race Relations Plan <ul style="list-style-type: none"> <li><u>Issue:</u> to report annually on the status of the Service's multi-year race relations plan and adjustments where necessary</li> <li>to be submitted in March each year</li> </ul>	Next Report Due: <span style="float: right;">March 2005</span> Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police

## Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
City Council request	Parking Tag Issuance <ul style="list-style-type: none"> <li>• <u>Issue</u>: annual parking tag issuance statistics</li> </ul>	Next Report Due: Feb. 2005 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P5/01	Organizational Chart <ul style="list-style-type: none"> <li>• <u>Issue</u>: organizational charts on annual basis</li> <li>• to be submitted in February each year or at other times as required</li> </ul>	Next Report Due: Feb. 2005 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police
P524/00	Toronto Police Service Annual Report <ul style="list-style-type: none"> <li>• <u>Issue</u>: an annual report to the Board report is required under the adequacy standards regulation</li> <li>• to be submitted in June each year</li> <li>• <u>Issue</u>: the Board is required to publish the Governance Plan, listing the Board's goals and accomplishments, as part of the Annual Report</li> <li>• Board to forward to Council through Policy &amp; Finance Cttee.</li> </ul>	Next Report Due: June 2005 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police       Chair, Police Services Board
P177/02 P198/03	Service Performance Year-End Report <ul style="list-style-type: none"> <li>• <u>Issue</u>: an annual report on the activities of the previous year, results of the measurement of Service priorities and an overview of Service performance - compare data to specific identifiers, if possible</li> </ul>	Next Report Due: June 2005 Extension Reqs'd: Extension Granted: Revised Due Date: Status:	Chief of Police

## Annual Reports

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P106/00 P156/00 P211/00  P486/00 P61/01 P111/03 P151/03	<p>Annual Audit Work Plans</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> annual audit work plan to be approved by the Board</li> </ul> <ul style="list-style-type: none"> <li>• note: 2002 Audit Workplan to include audits of the enhanced HRMS system and/or PSIS system</li> <li>• also include follow-up audit - review of the investigation of sexual assaults</li> </ul>	<p>Next Report Due: under review</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Auditor General, City of Toronto
C30/03	<p>Grievances</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> to provide an annual statistical summary report outlining the status of grievances, costs &amp; successful party</li> <li>• for review at the February Board meeting each year</li> </ul>	<p>Next Report Due: Feb. 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Manager, Labour Relations
P136/03	<p>Promotions</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> to provide an annual summary report on all uniform promotions to the ranks of Sgt. or Det. and S/Sgt. or D/Sgt.</li> <li>• to be submitted in February each year</li> </ul>	<p>Next Report Due: Feb. 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Chief of Police
P284/04	<p>Municipal Freedom of Information &amp; Protection of Privacy</p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> provide the year-end statistical report so that the Board can forward it to the IPC</li> </ul>	<p>Next Report Due: March 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Chief of Police

### Required every 2 years

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P464/97 P534/99	<p>Complaints – Board's Policy Directive</p> <ul style="list-style-type: none"> <li>• <u>Issue</u>: review policy Directive every two years</li> <li>• policy approved – Dec. 1999</li> </ul>	<p>Report Due: Dec. 2005</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Chair, Police Services Board

### Required every 3 Years

Board Reference No's.	Issue - Pending Reports	Report Status	Recommendation Action Required
P254/00	<p>Adequacy Standards Compliance</p> <ul style="list-style-type: none"> <li>• <u>Issue</u>: to review and update Board policies and Service procedures and processes at least once every three years in accordance with the Adequacy Standards Regulation</li> </ul>	<p>Report Due: 2006</p> <p>Extension Reqs'd:</p> <p>Extension Granted:</p> <p>Revised Due Date:</p> <p>Status:</p>	Chair, in consultation with Chief of Police

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P396. BOARD POLICY - POLITICAL ACTIVITY OF POLICE OFFICERS**

The Board was in receipt of the following report NOVEMBER 22, 2004 from Pam McConnell, Chair:

Subject: POLITICAL ACTIVITY POLICY

Recommendation:

It is recommended that: the Board approve the attached policy regarding the political activity of police officers (Political Activity of Police Officers).

Background :

At its meeting of January 22, 2004, the Board approved a number of Motions with respect to the issue of political activity of police officers (Min. No. P7/04 refers).

One of these Motions related to the establishment of a Board policy dealing with political activity and is reproduced below:

- 2(d) THAT Board staff, in consultation with City Legal, be asked to develop a draft policy to implement the direction as outlined in Recommendations 2 (a) and (b) above with regards to the political activity of police officers;**
- (e) THAT the Chair of the Board be directed to meet with representatives of the Toronto Police Association to seek input into this policy prior to the policy being adopted by the Board.**

The Motion further states that the policy is to include the Board's decision to accept the advice given in the two legal opinions on this issue, which state that:

- (a) The endorsement or opposition of candidates in an election by police officers is prohibited by *the Police Services Act* and its Regulations; and
- (b) Members of the Toronto Police Association and its Executive are considered police officers and, therefore, subject to the *Police Services Act* and its Regulations governing political activity.

Board staff drafted the policy governing political activity as requested by the Board. As this has been an important issue for the Toronto Police Association (TPA), I, as well as former Chair Heisey, took steps to ensure that the Board consulted with the TPA Executive prior to the adoption of any policy on this issue. A copy of the draft policy was first sent to the TPA in July of this year.

However, due to a number of scheduling delays, I was unable to meet with the TPA until late September. At that time, the TPA articulated concerns with the policy, raising issues that members of the Executive and the TPA's legal counsel have voiced continually with respect to this issue. While I appreciate that there exists a difference of opinion with respect to the interpretation of the legislation, it is my belief that the Board's policy regarding the political activity of police officers, as drafted, represents an approach to the issue that is consistent with the provisions and principles of the *Police Service Act* and its Regulations.

The draft policy regarding political activity is attached for your information and submitted for approval.

**Mr. David Wilson, President, Toronto Police Association, was in attendance and made a deputation to the Board about this report.**

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

- **December 15, 2004 from Mr. Howard F. Morton, Q.C., The Law Union of Ontario; and**
- **December 15, 2004 from Mr. John Murphy.**

**The Board received the deputation and the written submissions and approved the report from Chair McConnell.**

# TORONTO POLICE SERVICES BOARD

## POLICY AND DIRECTIONS

### TPSB POL – XXX      Political Activity of Police Officers

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

**New**

**Amended**

**Reviewed – No Amendments**

**Board Authority:**      BM 398/97; 493/00; 07/04

**Board Authority:**

### **BOARD POLICY**

As provided for in Section 46 of the *Police Services Act*, “[N]o municipal police officer shall engage in political activity, except as the regulations permit.” Ontario Regulation 554/91 governs the *Political Activities of Municipal Police Officers*.

Generally, the Regulation sets out permissible political activities for municipal police officers, distinguishing situations in which officers are off duty and not in uniform. The Regulation also provides for certain exceptions where officers have taken a leave of absence from a police service.

Section 2 of the Regulation allows an officer who is not on duty and who is not in uniform to participate in a list of political activities. This includes “[e]xpressing views on any issue not directly related to the police officer’s responsibilities as a police officer” but prohibits the officer from associating “his or her position as a police officer with the issue” and from representing “the views as those of a police force.”

Section 3 of the Regulation, which also deals with expressing political views, is outlined below:

If authorized to do so by the police services board or chief of police, a municipal police officer may, on behalf of the police force,

- (a) express views on any issue, as long as the police officer does not, during an election campaign, express views supporting or opposing,
  - (i) a candidate in the election or a political party that has nominated a candidate in the election, or
  - (ii) a position taken by a candidate in the election or by a Political party that has nominated a candidate in the election;

...

The Board has adopted the proposition that Members of the Toronto Police Association or its Executive are subject to the *Police Services Act* and its Regulations and are, therefore, like every municipal police officer, prohibited from endorsing or opposing candidates in an election. While members of the Executive of the Toronto Police Association are on leaves of absence from the Toronto Police Service, they remain subject to the Code of Conduct under the *Police Services Act* and are subject to the lawful direction of the Chief of Police. It would be contrary to the purpose and spirit of the legislation to allow police associations greater latitude to participate in political activities than that provided to individuals, the Chief or the Board.

It is, therefore, the policy of the Toronto Police Services Board that:

- (1) The endorsement or opposition of political candidates by municipal police officers is prohibited by the *Police Services Act* and its Regulations.
- (2) Members of the Toronto Police Association or its Executive are subject to the *Police Services Act* and its Regulations.
- (3) The Chief of Police shall communicate with the Service each time an election campaign commences to reiterate that police officers are prohibited from using their status as police officers to endorse or oppose candidates during an election.
- (4) The Chief of Police shall discipline any police officer who contravenes this policy.

## **REPORTING:**

## **LEGISLATIVE REFERENCE**

<b>Act</b>	<b>Regulation</b>	<b>Section</b>
Police Services Act R.S.O. 1990 as amended		46
Police Services Act R.S.O. 1990 as amended	Ontario Regulation 554/91, Political Activities of Municipal Police Officers	

**BOARD POLICIES: N/A**

**BOARD OFFICE PROCEDURES: N/A**

**SERVICE PROCEDURES:** Refer to service procedures.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P397. BOARD POLICY – ACCEPTANCE OF GIFTS BY BOARD MEMBERS**

The Board was in receipt of the following report NOVEMBER 15, 2004 from Pam McConnell, Chair:

Subject: BOARD POLICY: ACCEPTANCE OF GIFTS BY BOARD MEMBERS

Recommendation:

It is recommended that the Board adopt the appended policy entitled “Acceptance of Gifts by Board Members.”

Background :

The Board, at its August 14, 2003 meeting, received a report from former Acting Chair Lindsay Luby recommending that the Board approve the policy contained in the report governing non-acceptance of fees, advances, gifts or personal benefits by Board members. The Board further recommended that the policy be reviewed by Board staff, in consultation with Mr. Albert Cohen, Director, Litigation, City of Toronto and that any amendments be forwarded to the Board for consideration.

The policy was drafted following a review of relevant legislation as well as the corresponding City of Toronto policy that applies to Members of Council (*Code of Conduct for Members of Council – City of Toronto*). The receiving of gifts and benefits by members of the Toronto Police Services Board is governed by the *Municipal Conflict of Interest Act* as well as the *Police Services Act*, O. Reg. 421/97 – Members of Police Services Boards – Code of Conduct.

In comparing the relevant legislation to current Board policies, it was identified that a Board policy was required to provide further guidance and clarity to Board members.

The recommended policy was adapted from the *Code of Conduct for Members of Council – City of Toronto*. In addition to reflecting the wording of the City’s policy, the recommended policy also reflects the wording used in the Province of Ontario’s *Members’ Integrity Act*.

As a result, the following policy was drafted.

*No Board member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office.*

In reviewing this policy, Board Staff and Mr. Cohen identified some potential exemptions that would resolve concerns of diplomacy and practicality, while, at the same time, maintain the essential standard of integrity required of all Board members. These exemptions are as follows:

- compensation authorized by law
- gifts or benefits that normally accompany the responsibilities of office which are received as an incident of protocol, custom, or social obligations
- suitable mementos of a function honouring the member;

It should be acknowledged that, in some respects, the Board's policy represents a stricter standard than that provided by the City of Toronto's policy. I believe that, given the standard to which we hold all members of the Service, and the unique nature of the positions held by Board members, this higher standard in our policy is appropriate and, indeed, necessary.

The policy, with the recommended amendments, has been drafted and is attached for your approval.

**The Board approved the foregoing.**

# TORONTO POLICE SERVICES BOARD

## POLICY AND DIRECTIONS

### TPSB POL – XXX      Acceptance of Gifts by Board Members

<input checked="" type="checkbox"/>	New
<input type="checkbox"/>	Amended
<input type="checkbox"/>	Reviewed – No Amendments

Board Authority:      BM P225/03

Board Authority:

#### BOARD POLICY

The policy was drafted following a review of relevant legislation as well as the corresponding City of Toronto policy that applies to Members of Council. The receiving of gifts and benefits by members of the Toronto Police Services Board is governed by the *Municipal Conflict of Interest Act* as well as the *Police Services Act*, O. Reg. 421/97 – Members of Police Services Boards – Code of Conduct.

The policy is adapted from the *Code of Conduct for Members of Council – City of Toronto*. It also reflects the wording used in the Province of Ontario's *Members' Integrity Act*.

It is important that Board members are held to extremely high standards of conduct. They must, at all times, act with integrity and discharge their duties in a manner that inspires public confidence.

It is, therefore, the policy of the Toronto Police Services Board that:

- No Board member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office.

#### Exceptions

A Board member does not violate the policy provided that:

1. The compensation is authorized by law;
2. The gifts or benefits are ones that normally accompany the responsibilities of office which are received as an incident of protocol, custom, or social obligations; or
3. The gifts or benefits are suitable mementos of a function honouring the member.

**REPORTING:**

**LEGISLATIVE REFERENCE**

<b>Act</b>	<b>Regulation</b>	<b>Section</b>
<i>Police Services Act</i> R.S.O. 1990 as amended	O. Reg. 421/97 – Members of Police Services Boards – Code of Conduct.	
<i>Members' Integrity Act, 1994</i> , S.O. 1994, Chapter 38		
<i>Municipal Conflict of Interest Act</i> , R.S.O. 1990, Chapter M.50.		

**BOARD POLICIES:**

<b>Number</b>	<b>Name</b>

**BOARD OFFICE PROCEDURES:**

<b>Number</b>	<b>Name</b>

**SERVICE PROCEDURES:** Refer to service procedures.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P398. RESULTS OF THE X-26 ADVANCED TASER PILOT PROJECT**

The Board was in receipt of the following report NOVEMBER 29, 2004 from Julian Fantino, Chief of Police:

Subject: X-26 TASER REPORT

Recommendation:

It is recommended that:

1. the Board receive this report for information purposes and
2. the Board request the Ministry of community Safety and Correctional Services to permit Police Services currently using the M26 Taser to upgrade to the X26 Advanced Taser.

Background :

On April 1, 2004, the Toronto Police Service, Emergency Task Force commenced a six month Ministry approved operational field study of the X26 Advanced Taser Less Lethal System. The study was completed on September 30, 2004. During the six month study period, Special Weapons Teams responded to 288 calls for service. The X26 Taser was activated as a Force presence 60 times and deployed 32 times. There is no doubt that during the six month operational study, this technology was proved effective.

The X26 Advanced Taser uses lower voltage than the current Ministry approved M26. Additionally, it incorporates a data collection system which records date, time and length of use thereby providing an additional level of accountability.

Attached, please find a copy of the pilot project final report "Taser Less Lethal system, Pilot Project Final Report, X26 Advanced Taser" submitted to the Minister of Community Safety and Correctional Services on November 18, 2004. I am recommending that the Board request the

Ministry of Community Safety and Correctional Services to permit Police Services currently using the M26 Taser to upgrade to the X26 Advanced Taser.

**Chief Fantino advised the Board that he had invited Dr. James Cairns, Deputy Chief Coroner for Ontario, to attend the meeting and to provide a presentation to the Board on the use of Tasers and the health affects associated with Tasers.**

Chair McConnell noted that the Board had considered a report from Chief Fantino regarding the purchase of Tasers for front-line supervisors at its November 18, 2004 meeting and that, prior to determining whether Tasers would be issued to front-line supervisors, the Board requested further reports from, among others, the Toronto Medical Officer of Health (Min. No. P363/04 refers). Chair McConnell further advised that the decision on whether to purchase Tasers for front-line supervisors would be considered in February 2005 in conjunction with the anticipated additional reports.

The Board received a Motion recommending that Dr. Cairns be permitted to make a presentation to the Board on all issues related to the use of Tasers.

Given that the matter for consideration by the Board at its meeting today was limited to the foregoing report submitted by Chief Fantino on the results of the X26 Advanced Taser Pilot Project, and given that the Board's notice to the public was also limited to Chief Fantino's report, Chair McConnell ruled that the Motion to consider a presentation by Dr. Cairns on all issues pertaining to the use of Tasers was out of order.

Following a request for a recorded vote, the Board voted on the following Motion:

**THAT the ruling of the Chair shall be upheld.**

**For**

Chair McConnell  
Vice-Chair Alok Mukherjee  
Councillor John Filion

**Against**

Councillor Case Ootes  
The Honourable Hugh Locke, Q.C.

The Motion passed.

Dr. Cairns was in attendance and was invited by the Chair to deliver a presentation to the Board on the use of Tasers and requested that his presentation reflect the contents of the X26 Advanced Taser Pilot Project report as much as possible.

Mr. George Tucker, Director – Uniform Field Services, Toronto Police Association, was also in attendance and made a deputation to the Board.

The Board was also in receipt of a written submission from Mr. Donald Barber containing a copy of a Toronto Star newspaper article on Tasers published on November 18, 2004; copy on file in the Board office.

During the consideration of this matter, the Board also discussed an article about the safety of Tasers that was published in the New York Times newspaper on November 26, 2004. The newspaper article had been circulated to Board members prior to the meeting for information purposes only; copy on file in the Board office.

**The Board approved the following Motions:**

- 1. THAT the presentation by Dr. Cairns, deputation by Mr. Tucker and the written submission from Mr. Barber be received;**
- 2. THAT the foregoing report from Chief Fantino be approved;**
- 3. THAT the Office of the Chief Coroner for Ontario be requested to provide the Toronto Medical Officer of Health with any information it feels would be useful in the development of the report requested by the Toronto Police Services Board (Min. No. P363/04 refers);**
- 4. THAT a copy of the foregoing report from Chief Fantino and a copy of the New York Times newspaper article regarding the safety of Tasers be forwarded to the Toronto Medical Officer of Health for information in conjunction with the report requested by the Toronto Police Services Board; and**
- 5. THAT the Toronto Medical Officer of Health be requested to submit the report requested by the Toronto Police Services Board at its November 18, 2004 meeting (Min. No. P363/04 refers) for the January 13, 2005 meeting, and if that is not possible, that it be submitted for the February 10, 2005 meeting, if possible.**

**A copy of the Executive Summary from the Report on the Results of the X26 Advanced Taser Pilot Project is appended to this Minute for information. A copy of the complete report is on file in the Board office.**

**EMERGENCY TASK FORCE**  
**SIX MONTH EVALUATION**  
**X 26 TASER LESS LETHAL SYSTEM**

**Executive Summary**

On April 01, 2004 the Toronto Police Service, Emergency Task Force was granted a six month operational field study of the X26 Taser less lethal system. The study was completed on September 30<sup>th</sup> 2004.

In six months the Special Weapons teams responded to 288 calls for service. The X26 Taser was activated as a force presence 60 times and deployed 32 times.

There is no doubt during the six-month operational study, this technology has been proven effective. The operational deployments attest not only to the fact that it does reduce injuries to subjects and officers, but that it also saves lives.

Deployments have had a 93.33% success rate with two failures and two being considered semi-effective as the primary dart deployment failed but success was obtained through drive stun techniques and multiple cartridge deployment.

The primary goal of less lethal technology is to reduce injuries to subjects and police officers and to give the suicidal/violent individual a second chance to live, prior to lethal force being utilised. This less lethal philosophy requires a multi-faceted approach in order to accomplish this primary goal. The X26 Taser is one tool that allows us to accomplish this goal.

There are presently 5,000 police agencies across North America utilising the X26 Advanced Taser less lethal system at patrol level.

In all operational deployments the Taser has been utilised in a team concept with other less lethal components capable of being deployed.

As a result of the field study, the recommendations of the British Columbia Police Complaints Commission report (Appendix A) and the Alfred Hospital study; the Ministry should consider approving the use of the X26 Taser.

In summation of this six-month study, and based on all the existing documentation I would strongly recommend that the Ministry of the Solicitor General allow the Toronto Police Service to phase the X26 Taser less lethal system into the court services/detention centers as well as deployment at the front line level.

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TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P399. DETER IDENTIFY SEX-TRADE CONSUMERS (D.I.S.C.) PROGRAM**

The Board was in receipt of the following report DECEMBER 08, 2004 from Pam McConnell, Chair:

Subject: DETER IDENTIFY SEX-TRADE CONSUMERS (D.I.S.C.) PROGRAM

Recommendation:

It is recommended that the Board request the Chief to provide a report detailing the Service's involvement to date, if any, with the D.I.S.C. Program as well as any future plans regarding the Service's involvement in this initiative.

Background:

As a delegate at the Canadian Association of Police Boards (CAPB) Conference held this past August in Vancouver, I became aware of a program developed by the Vancouver Police Department that creates a network to capture information about the sex trade in a comprehensive way and share it across jurisdictions. D.I.S.C. works in conjunction with ongoing investigations to identify suspects involved in sexual assaults, "pimp" investigations, homicides and those involved in all aspects of the sexual exploitation of children not only in Canada but internationally. The information management system tracks all players in the system, including consumers and young people who are being exploited and enables the exchange of information and photographs in real time to track suspects within and across borders. Due to the transient nature of the sex trade and its participants, it is crucial that police share and distribute this information.

I understand that the Toronto Police Service has been involved in similar initiatives, such as the recent project with Microsoft Canada Co. in respect of the Child Exploitation Tracking System. I note, too, that the Service is committed to participating in such partnership programs. I believe that it is important that police services work together on complex and pressing issues such as this one. Since the development of the D.I.S.C. program, it has continued to expand throughout British Columbia and is now used by approximately thirty police agencies from various jurisdictions including Ontario, Alberta, Manitoba, Saskatchewan and the United States. Participants include the Greater Sudbury Police Service, the Calgary Police Service, the Portland Police Service and numerous RCMP detachments. The program is now garnering additional international interest.

It appears that the D.I.S.C. program is a valuable initiative that would benefit the Service, as well as the other police partners that are involved. Indeed, the principle of partnerships is vital to the success of the D.I.S.C. program.

It would be very helpful for the Board if the Chief could provide a report detailing the Service's involvement to date, if any, with the D.I.S.C. Program, as well as any future plans regarding the Service's involvement in this initiative.

**The Board approved the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P400. REORGANIZATION OF CORPORATE INFORMATION SERVICES**

The Board was in receipt of the following report NOVEMBER 24, 2004 from Julian Fantino, Chief of Police:

Subject: REORGANIZATION OF CORPORATE INFORMATION SERVICES

Recommendation:

It is recommended that:

1. The Board receive this annual report on the reorganization of Corporate Information Services (CIS), which reflects the reduction of 70 staff as a result of downsizing opportunities associated with the Enterprise Case and Occurrence Processing System (eCOPS) application;
2. The Board approve the new job descriptions and classifications for the following positions within Corporate Information Services effective January 1, 2005:

- Assistant Manager, CIS – Operations (Z26)
- Assistant Manager, CIS – Information Access (Z26)
- e-COPS Administrator (A11)
- e-COPS Planning Analyst (A10)
- Senior CPIC Application Specialist (A11)
- CPIC Application Specialist (A10)

Background:

Following the Program Review of Records and Information Security (RIS) in 1996, the Board approved organizational and management changes in relation to that unit (BM#107/97 refers) and RIS was subsequently restructured and renamed Corporate Information Services.

Corporate Information Services (CIS) encompasses CIS – Operations, which administers data input for occurrence management and other related information, and CIS – Information Access, which governs records release, statistics, background screenings, information security, and Freedom of Information (FOI).

The Board also made a motion that in October of each year, the Chief of Police will provide a report to the Board on the status of staffing changes within RIS (BM #107/97 refers) and progress towards Occurrence Re-engineering. This annual report was due for the October 21, 2004 Board meeting; however, the Board approved a two-month extension for submission of this report (BM #P350/04 refers).

The new records management application, known as the Enterprise Case and Occurrence Processing System (eCOPS), has provided opportunities for downsizing, as outlined to the Board by the Chief of Police at the September 23, 2004 meeting (BM #P329/04 refers). That report finalized the total number of staff available for downsizing at 70. As a result, CIS will reduce its complement of 220 authorized positions to 150 by year-end 2004.

This report outlines the new organizational structure required to manage CIS beyond 2004. Included are six new positions that have been created to manage, support, and administer eCOPS, the Canadian Police Information Centre (CPIC), associated application and functionality in the new decentralized data entry environment. These new positions will be created through the deletion of six existing positions, resulting in no net change to the total establishment of 150 remaining after the downsizing.

#### A. Restructuring the Management Team

In 1996, the Occurrence Re-engineering Project identified the requirement to downsize the management and supervisory overhead associated with managing RIS records. The management team at that time consisted of one (1) Director, three (3) Managers, and one (1) Staff Sergeant (BM #351/96 refers).

In 1997, this complement was reduced to three (3) interim Managers when the unit was renamed Corporate Information Services and restructured into two distinct areas: Operations and Information Access (BM #107/97 refers). Two of the three Managers have since retired and have not been replaced. The existing management team consists of a Manager and an Acting Manager.

The new environment, created as a result of all of the opportunities afforded by changes outlined in this report, brings additional responsibilities for the management team in CIS. The Service is also moving into an era of sharing and disclosing information with other partners in law enforcement, agencies, and community organizations.

The current management structure has identified insufficient capacity to accomplish the tasks required for CIS to meet its mandate. Management is completely engaged maintaining the day to day tasks, given the volume of issues demanding expertise and attention. The challenges fall into three main categories:

- i. Managing the day to day issues of the unit,
- ii. Records and information management; and,
- iii. Managing risk

i. Managing the Day to Day Issues

The effective management of daily issues involves the supervision of staff including performance standards, program delivery, records release, quality control, and administrative issues related to the annualised volumes of:

- 1) 500,000 occurrences and related documents
- 2) 85,000 Records of Arrest and associated release conditions
- 3) Criminal history related to 85,000 court dispositions
- 4) 20,000 warrants
- 5) 80,000 collision reports
- 6) 100,000 background screenings
- 7) 2,700 Freedom of Information requests
- 8) 2,000 Memorandums of Understanding

In addition, management oversees quality control, training, release and disclosure issues, audit processes, Freedom of Information compliance and disclosures, mail and courier services, letter files, and printing and high speed photocopying requirements.

ii. Records and Information Management

The focus on managing police information has shifted dramatically from a relatively isolated, paper based world to managing electronic data in a new era of information sharing. Increased exposure of police records to the community through screening, Freedom of Information processes and other initiatives impacts on Service accountability for the accuracy and quality of the information retained and disclosed.

Information sharing requires effective management of data standards, data capture, storage, retrieval, and release as Service information is accessed at source by other stakeholders. Networking with other agencies and examining opportunities to research alternate records management processes facilitates a proactive approach to development, education, and planning for future initiatives to ensure integration of records management applications and ultimately, Service benefits.

iii. Managing Risk

In order to create a structure that provides a future management team with adequate resources to address these and future challenges in Corporate Information Services, it is recommended that the new management structure consist of one (1) Manager and two (2) newly created positions of Assistant Manager.

Currently, management is consumed with day to day issues. Supervisory staff frequently seek guidance, leadership, problem solving and decision making. To provide management capacity to shift from being reactive to proactive, the creation of two new Assistant Manager positions is recommended. They will report to the existing Manager in CIS and assume responsibility for the day to day issues requiring management attention.

The Manager, CIS, will provide integrated leadership to Operations and Information Access, ensuring the most effective corporate use of resources, planning, and records management opportunities. Failure to expand the existing management team (as proposed) means significant issues will continue to be dealt with on a superficial and reactive basis only, leaving the Service vulnerable in terms of efficiency, reputation, and civil litigation.

A sampling of significant areas that fall within the unit mandate and require active participation and in-depth review by the Manager of CIS for risk management and Service benefit is shown below.

- 1) The Service Record Retention Schedule reflects hardcopy storage limitations. It needs revision. The review and amendment of this document is a huge undertaking, involving an extensive period of time to liaise with internal units and external agencies that may be impacted by alterations to the record retention by-law. To reiterate, the existing demands imposed on the management team restrict the proper allocation of time required to examine and revise this document.
- 2) The Law Enforcement Information Portal (LEIP) requires participation by CIS management in internal and external discussions regarding the future of data sharing among the various police services. The current process of information sharing exposes the Service to the risk of releasing outdated and protected information. It is, therefore, essential that the Manager of CIS have available time to participate in LEIP at its initial stages to avoid future repercussions.
- 3) CPIC is undergoing renewal with plans to implement more in-depth validation procedures early 2005; management attendance at CPIC seminars is essential to acquire associated knowledge and relay procedural amendments to critical staff within CIS. These networking and training opportunities are severely restricted under the existing management team, as day to day issues must be deferred while management focuses on these types of critical issues.
- 4) Concerns raised by the Toronto Transit Commission regarding management and provision of occurrence data are illustrative of service-related issues that must be addressed. Contact and interaction with external organizations is minimal and limited to resolving service delivery/performance problems as they are identified.
- 5) The Freedom of Information unit is challenged with the volume and complexity of disclosure requests. The Board has directed that compliance rates must be substantially improved in 2005. To achieve an increase in compliance rates, the Manager must be able to meet with representatives from the Ontario Information and Privacy Commission to review the recommendations of the Professional Standards Quality Assurance audit, identify barriers to compliance, and oversee changes within the unit to streamline the disclosure process.

- 6) Although Operations and Information Access are inextricably linked through data processes, information retrieval demands, record retention and release issues, they are still two distinct functional areas. Rarely do the managers have the opportunity to set aside sufficient time to constructively develop joint approaches to solutions. The proposed structure will rectify this.

The Assistant Manager, CIS – Operations (see attached job description), will be responsible for establishing and monitoring standards and service levels and supporting the Service's business processes and records management reporting requirements, in addition to managing the daily activities of the CIS – Operations section through effective planning, scheduling, and resource allocation. The position requires active participation and collaboration with internal units and external organizations on matters relating to application development, quality assurance, staff planning and development, and unit human resources issues. The Assistant Manager, CIS – Operations will directly supervise staff encompassing Group Leaders, Coordinators, Administrators, and Applications Specialists.

The Assistant Manager, Information Access (see attached job description), will manage the day to day activities within the CIS – Information Access section through effective scheduling, planning, and resource allocation. Other responsibilities will include managing records release in accordance with the prescribed performance standards, data integrity requirements, policies and procedure in relation to the handling of revenue, and ensuring compliance with legislated disclosure requirements. The Assistant Manager, CIS – Information Access, will be involved with internal units, the public, and external organizations on matters relating to disclosure through Freedom of Information, Collision Reporting and Occurrence processes, the Criminal Reference Check and Clearance Letter Programs, and criminal history management.

#### B. Application Management and Administration

The process of application development, modification, enhancement, and integration will expand dramatically in 2005. Applications are becoming both more complex and critical to the records function of the Service due to the reliance on technology to capture, store, integrate, and retrieve information.

While smaller applications exist, eCOPS and Canadian Police Information Centre (CPIC) are the core information management applications within CIS and form the foundation for integrating information systems in the future. Active participation in application development will ensure the Service continues to maximize associated benefits.

The two main records management applications are:

- i. Enterprise Case and Occurrence Processing System (eCOPS), and
- ii. Canadian Police Information Centre (CPIC)

Four new jobs have been created to provide dedicated support for these two major applications (see attached job descriptions).

i. eCOPS

eCOPS is the Service's largest records management application and requires ongoing upgrading, maintenance, testing, and procedural support. eCOPS provides the foundation to integrate many of the Service's internal systems, as well as produce statistical data to support internal and external partners, including Federal Uniform Crime Reporting requirements (UCR 2.1), and the multi-service Law Enforcement Information Portal (LEIP).

The CIS – Operations reorganization includes an eCOPS Administrator and an eCOPS Planning Analyst dedicated to the development and management of this application relative to its business processes.

The eCOPS Administrator is responsible for the on-going development of the eCOPS application and coordinates high level eCOPS and Unified Crime Reporting policy and procedures as they pertain to the Toronto Police Service. This position will also provide senior application expertise and guidance, development, instruction, and support to eCOPS personnel and end users.

The eCOPS Planning Analyst provides professional support and analysis, ensuring efficient and effective use of the eCOPS system and Uniform Crime Reporting processes. This position will be responsible for monitoring audit reports of transactions entered by business units and providing error identification for future application development, problem, resolution and coaching to end users, ensuring the highest level of integrity.

ii. CPIC

CPIC is a federal application that is updated, shared, and accessed by all participating police agencies across Canada. It is used to communicate issues relating to vehicles, persons, property, guns, warrants, criminal history, and acquire information for enforcement and investigative purposes.

CPIC has strict business rules and data validation processes to ensure the integrity of the information stored and accessed. eCOPS interfaces with CPIC, permitting one-time data entry into eCOPS to download, update, modify, and delete CPIC entries; however, some complex administrations must still be performed manually.

The management of CPIC information, preparation of procedures, CPIC audits, and interface upgrade issues have become more complex. Change is now a constant rather than an exception. Further, federally driven amendments to CPIC messaging and CPIC renewal projects have added to these challenges and will continue into the foreseeable future.

The demands of CPIC issues have, for the past two years, required two dedicated positions; the proposed reorganization formalizes these two positions through the inclusion of a Senior CPIC Application Specialist and a CPIC Application Specialist.

As a representative of the Toronto Police Service, the Senior CPIC Application Specialist sits on various committees and liaises with all levels of federal and provincial governments on matters relating to CPIC policy and coordinates high level CPIC policy and procedures as they pertain to Service matters. The position contributes to strategic planning in CPIC related matters and is involved in the on-going renewal of the CPIC system as well as internal systems and interfaces as they relate to CPIC.

The CPIC Application Specialist provides professional application support to the unit through the coordination and participation in development, implementation, administration, and maintenance of the CPIC application. Other responsibilities of the CPIC Application Specialist include communicating standards and protocols to end users to ensure the integrity and security of consistent, valid, and reliable information management.

### C. Staffing Reconciliation - CIS

The original business case savings associated to the implementation of eCOPS was 139 positions. The positions included 97 CIS – Operations Clerks; 22 Divisional Records Clerks; and 20 CIB Clerks. Following numerous reviews, the final business case number was reduced to 70 positions within CIS without consideration of the case management component, which is not being implemented at this time. The chart below outlines the proposed total complement of CIS.

<b>Positions Corporate Information Services</b>	<b>Post Program Review January 1, 2000</b>	<b>January 1, 2005</b>	<b>Variance</b>
Manager	3	1	-2
Assistant Manager	0	2	+2
Administrative Coordinator	1	1	0
Secretary	1	1	0
Training Coordinator	1	1	0
Supervisor	5	1	-4
Group Leader	16	10	-6
Quality Control Coordinator	1	1	0
Quality Control Clerk	3	8	+5
Senior CPIC Application Specialist	0	1	+1
CPIC Application Specialist	0	1	+1
eCOPS Administrator	0	1	+1
eCOPS Planning Analyst	0	1	+1
FOI Coordinator	1	1	0
Disclosure Analyst	7	7	0
Records Release Coordinator	1	1	0
Coordinator	1	1	0
Courier	6	6	0
Clerk	173	104	-69
<b>Totals</b>	<b>220</b>	<b>150</b>	<b>-70</b>

The following chart illustrates a comparison of the job classifications and salary ranges for the six new positions as well as the six positions that will be deleted in order to create the new positions. The chart also provides a comparison of the salary ranges and the net difference based on the top level of those ranges.

<b>CIS – STAFFING COMPARISON</b>				
<b>No.</b>	<b>New Position And Classification</b>	<b>Salary Range</b>	<b>Deleted Position And Job Code</b>	<b>Salary Range</b>
1	Assistant Manager – Operations (Z26 – 35 hr.)	\$68,000 - \$78,718	Section Supervisor A10000.4 (40 hr.)	\$63,916 - \$73,815
1	Assistant Manager – Information Access (Z26 – 35 hr.)	\$68,000 - \$78,718	Section Supervisor A10000.4 (40 hr.)	\$63,916 - \$73,815
1	eCOPS Administrator (A11 – 35 hr.)	\$62,647 - \$72,499	Group Leader A08038.4 (40 hr.)	\$54,536 - \$61,698
1	eCOPS Planning Analyst (A10 – 35 hr.)	\$55,926 - \$64,588	Group Leader A08038.4 (40 hr.)	\$54,536 - \$61,698
1	Senior CPIC Application Specialist (A11 – 35 hr.)	\$62,647 - \$72,499	Group Leader A08038.4 (40 hr.)	\$54,536 - \$61,698
1	CPIC Application Specialist (A10 – 35 hr.)	\$55,926 - \$64,588	Group Leader A08038.4 (40 hr.)	\$54,536 - \$61,698
	<b>Total</b>	<b>\$431,610</b>		<b>\$394,422</b>
	<b>Net Difference</b>			<b>\$37,188</b>

The two Assistant Manager positions will be included in the Senior Officers’ Organization and have been evaluated by the Joint Job Evaluation Committee consisting of representatives from the Board and the Senior Officers’ Organization. The remaining four new positions have been evaluated by Compensation and Benefits and belong in the Unit “A” Collective Agreement. The Toronto Police Association will be advised of the new Unit “A” positions once they have been approved by the Board.

Any associated staffing issues in conjunction with the movement of staff as defined in this report will be dealt with in accordance with the provisions of the appropriate Collective Agreement, Policies and Procedures.

Taking into account the cost associated with the new positions, it is estimated that the sizeable reduction in staffing, particularly in relation to the reduction of the supervisory complements, will provide savings of \$1.7M in 2005 and annualized savings of \$2.3M in 2006 and thereafter. Any amendments to the Toronto Police Service organizational chart will be submitted to the Board in the next annual update provided by Corporate Planning.

Conclusion:

It is recommended that the Board receive this annual report on the reorganization of Corporate Information Services (CIS), which reflects the reduction of 70 staff as a result of downsizing opportunities associated with the eCOPS application. It is further recommended that the Board approve the new job descriptions and classifications for the following positions within Corporate Information Services effective January 1, 2005:

- Assistant Manager, CIS – Operations (Z26)
- Assistant Manager, CIS – Information Access (Z26)
- e-COPS Administrator (A11)
- e-COPS Planning Analyst (A10)
- Senior CPIC Application Specialist (A11)
- CPIC Application Specialist (A10)

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

**Staff Superintendent Jane Dick, Executive Support, and Mr. Joe Falone, Acting Manager, Corporate Information Services – Operations, were in attendance and delivered a presentation to the Board about the re-organization of Corporate Information Services.**

**The Board approved the foregoing.**



**TORONTO POLICE SERVICE**  
**JOB DESCRIPTION**

Date Approved:  
Board Minute No.:  
Total Points:  
Pay Class Z26

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<b>JOB TITLE:</b>	Assistant Manager, CIS Info Access	<b>JOB NO.:</b>	Z26
<b>BRANCH:</b>	Corporate Support Command	<b>SUPERSEDES:</b>	New
<b>UNIT:</b>	Executive Support	<b>HOURS OF WORK:</b>	35 <b>SHIFTS:</b> 1
<b>SECTION:</b>	CIS - Information Access	<b>NO. OF INCUMBENTS IN THIS JOB:</b>	1
<b>REPORTS TO:</b>	Manager, CIS	<b>DATE PREPARED:</b>	September 9, 2004

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**SUMMARY OF FUNCTION:**

Manages and coordinates daily activities within Corporate Information Services - Information Access through effective planning, scheduling and resource allocation. Establishes and monitors service levels to support the Service's business processes and comply with legislated disclosure requirements. Manage records release in accordance with prescribed performance standards, data integrity requirements, policies and procedure in relation to the handling of revenue. Involves active participation and collaboration with internal units and the public and external organizations on matters relating to disclosure through Freedom of Information, Collision Reporting and Occurrence processes, the Criminal Reference Check and Clearance Letter Programs, and criminal history management.

**DIRECTION EXERCISED:** Directly supervises CIS - Information Access staff, encompassing Group Leaders, Supervisors and Co-ordinators.

**MACHINES & EQUIPMENT USED:** Micro-computers/standard TPS workstations, associated software/computer applications and any other office related equipment that may be required.

**DUTIES AND RESPONSIBILITIES:**

1. Manages the day-to-day business processes and activities of all staff directly involved in Corporate Information Services - Information Access ensuring that staff and Service delivery performance standards are met.
2. Manages unit expenses and ensures that effective administrative, budgeting and procedural controls are properly implemented and maintained, including processes to account for generated revenue. Develops an annual operating budget for the Information Access sub-unit.
3. Maintains the Service Record Retention Schedule and acts as a resource on retention matters.
4. Evaluates unit staffing requirements, makes recommendations to senior management in relation to staff selection, development, promotion and advancement. Provides guidance and leadership to staff and maintains an effective team environment.
5. Responsible for performance appraisals for positions reporting directly to the Assistant Manager - Information Access.
6. Responsible for the investigation of performance issues and the preparation of related documentation. Liaise with senior management regarding personnel deployment and the resolution of identified performance issues.
7. Manages and oversees the adherence to unit policies and procedures within CIS - Information Access, identifying the need for procedural amendments.

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



**TORONTO POLICE SERVICE**  
**JOB DESCRIPTION**

Date Approved:  
Board Minute No.:  
Total Points:  
Pay Class Z26

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<b>JOB TITLE:</b>	Assistant Manager, CIS Info Access	<b>JOB NO.:</b>	Z26
<b>BRANCH:</b>	Corporate Support Command	<b>SUPERSEDES:</b>	New
<b>UNIT:</b>	Executive Support	<b>HOURS OF WORK:</b>	35 <b>SHIFTS:</b> 1
<b>SECTION:</b>	CIS - Information Access	<b>NO. OF INCUMBENTS IN THIS JOB:</b>	1
<b>REPORTS TO:</b>	Manager, CIS	<b>DATE PREPARED:</b>	September 9, 2004

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**DUTIES AND RESPONSIBILITIES:** (con't)

8. Facilitates the development and implementation of technical solutions to enhance customer service.
9. Undertakes projects as assigned. Implementation of approved projects, including but not limited to, records management issues
10. Maintains Memorandum of Understanding with the various stakeholders, utilizing information from Toronto Police Service databases.
11. Consults with Legal Services for direction when managing disclosures, releases, or destructions of a sensitive nature.
12. Performs typical duties inherent to a management position.

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



**TORONTO POLICE SERVICE**  
**JOB DESCRIPTION**

Date Approved:  
Board Minute No.:  
Total Points:  
Pay Class Z26

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<b>JOB TITLE:</b> Assistant Manager, CIS Operations	<b>JOB NO.:</b> 226
<b>BRANCH:</b> Corporate Support Command	<b>SUPERSEDES:</b>
<b>UNIT:</b> Executive Support	<b>HOURS OF WORK:</b> 35 <b>SHIFTS:</b> 1
<b>SECTION:</b> CIS Operations	<b>NO. OF INCUMBENTS IN THIS JOB:</b> 1
<b>REPORTS TO:</b> Manager - CIS	<b>DATE PREPARED:</b> September 9, 2004

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**SUMMARY OF FUNCTION:**

Manages and coordinates daily activities within Corporate Information Services Operations through effective planning, scheduling and resource allocation. Establishes and monitors standards and service levels to support the Service's business processes and records management reporting requirements. Involves active participation and collaboration with internal units and external organizations on matters relating to application development, quality assurance, staff planning and development, human resource issues, Service delivery standards, and policy and procedure development.

**DIRECTION EXERCISED:** Directly supervises CIS - Operations staff encompassing Group Leaders, Co-ordinators, Administrators, and Applications Specialists

**MACHINES & EQUIPMENT USED:** Micro-computers/standard TPS workstations, associated software/computer applications and any other office related equipment that may be required.

**DUTIES AND RESPONSIBILITIES:**

1. Manages the day-to-day business processes and activities of all staff directly involved in Corporate Information Services - Operations ensuring that staff performance standards and Service delivery expectations are met.
2. Manages unit expenses and ensures that effective administrative, budgeting and procedural controls are properly implemented and maintained; develops an annual operating budget for the Operations sub-unit.
3. Manages a team of technical and professional staff in the analysis of corporate planning requirements, the development of application enhancements and quality control standards, and the presentation of recommendations to senior management to ensure required statistics, reports, and analyses are performed in accordance with established procedures and priorities.
4. Evaluates unit staffing requirements, makes recommendations to senior management in relation to staff selection, development, promotion and advancement. Provides technical guidance and leadership to staff and maintains an effective team environment.
5. Responsible for performance appraisals for positions reporting directly to the Assistant Manager - CIS - Operations.
6. Responsible for the investigation of performance issues and the preparation of related documentation. Liaise with senior management regarding personnel deployment and the resolution of identified performance issues.
7. Manages and oversees the adherence to unit policies and procedures within the CIS - Operations function, identifying the need for procedural amendments.
8. Facilitates the development and implementation of technological solutions supporting the Toronto Police Service application **planning**, resource allocation and reporting requirements.

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



**TORONTO POLICE SERVICE**  
**JOB DESCRIPTION**

Date Approved:  
Board Minute No.:  
Total Points:  
Pay Class **Z26**

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JOB TITLE:	Assistant Manager, CIS Operations	JOB NO.:	Z26		
BRANCH:	Corporate Support Command	SUPERSEDES:	New		
UNIT:	Executive Operations	HOURS OF WORK:	35	SHIFTS:	1
SECTION:	CIS Operations	NO. OF INCUMBENTS IN THIS JOB:	1		
REPORTS TO:	Manager, CIS	DATE PREPARED:	September 9, 2004		

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DUTIES AND RESPONSIBILITIES: (con't)

9. Undertakes projects as assigned. Implementation of approved projects, including but not limited to, applications development, enhancement of system integration, ensuring the viability, integrity and security of the Service's information database systems.
10. Liaise with internal and external stakeholders, conduct needs assessments, evaluate same and propose methods to optimize data integrity and product business systems and/or business process solutions.
11. Performs typical duties inherent to a management position.

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





**TORONTO POLICE SERVICE**

**JOB DESCRIPTION**

Date Approved:

Board Minute No.:

Total Points: 530.0 (D/T)

Pay Class: AII

**J O B TITLE:** eCOPS Administrator

**J O B NO.:** AI 1025.3

**BRANCH:** Corporate Support Command, Executive Support

**SUPERSEDES:** New

**UNIT:** Corporate Information Services ▪ Operations

**HOURS OF WORK:** 35 **SHIFTS:** I

**SECTION:** Operations

**NO. OF INCUMBENTS IN THIS JOB:** 1

**REPORTS TO:** Assistant Manager, CIS ▪ Operations

**DATE PREPARED:** October 27, 2004

**DUTIES AND RESPONSIBILITIES:** (cont'd)

7. Coordinates and administers application change requests, providing recommendations to management for prioritization. Supervises global code table maintenance for eCOPS and UCR. Prepares reports as required including Police Services Board reports and statistical reports. Maintains current knowledge of application trends and assesses the potential impact of application enhancements.
8. Provides reference material and training to eCOPS/UCR users.
9. Liaises with Unit Commanders and defines reporting requirements for publishing statistics on the Unit Commander's Morning Report (UCMR).
10. Plans and oversees modification, compliance testing, and certification of Uniform Crime Reporting (UCR) to CCJS.
11. Performs typical duties inherent to the position,

Mc#102479

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



**TORONTO POLICE SERVICE**  
**JOB DESCRIPTION**

Date Approved:  
Board Minute No.:  
Total Points: 494.0 (D/T)  
Pay Class A10

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<b>JOB TITLE:</b> eCOPS Planning Analyst	<b>JOB NO.:</b> A10046.3
<b>BRANCH:</b> Corporate Support Command, Executive Support	<b>SUPERSEDES:</b> New
<b>UNIT:</b> Corporate Information Services	<b>HOURS OF WORK:</b> 35 <b>SHIFTS:</b> 1
<b>SECTION:</b> Operations	<b>NO. OF INCUMBENTS IN THIS JOB:</b> 1
<b>REPORTS TO:</b> Assistant Manager, CIS • Operations	<b>DATE PREPARED:</b> October 27, 2004

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**SUMMARY OF FUNCTION:**

Provides professional support and analysis, ensuring efficient and effective utilization of Enterprise Case and Occurrence Processing (eCOPS) System and Uniform Crime Reporting (UCR) processes Service-wide. Monitors audit reports of transactions entered by business units and provides error identification, resolution and coaching to end users, ensuring the highest level of integrity of the data entered.

**DIRECTION EXERCISED:** Provides guidance to unit personnel and end-users on eCOPS and UCR issues.

**MA CHINES & EQUIPMENT USED:** Micro computer/word processor and associated software and other related office equipment.

**DUTIES AND RESPONSIBILITIES:**

1. Conducts business <analysis of functional requirements to identify information procedures and decision flows related to current functionality and future application enhancements.
2. Analyzes application change requests, makes recommendations on the prioritization process and identifies resource and technical support requirements, and expected benefits.
3. Participates in eCOPS application user group meetings to determine priorities for development; enhancement, and continuous improvement of the application. Acts as a resource for establishing best practices and standards, and providing knowledge for evolving the system.
4. Investigates, develops, modifies, tests, validates and implements application enhancements and upgrades in conjunction with team members, eCOPS application user group, and IT technical support specialists,
5. Monitors audit reports of transactions entered by business units and provides error **identification**, resolution and coaching to end users, ensuring the highest level of integrity of the data entered.
6. Creates a full range of technical documentation, user manuals, and reference materials, and maintains an up-to-date archive of documentation. Assists in the development of training material by providing input into course content and may be required to conduct training on eCOPS application and UCR training programs.

*Mc#107162*

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





**TORONTO POLICE SERVICE**  
**JOB DESCRIPTION**

Date Approved:  
Board Minute No.:  
Total Points: 535.5 (D/T)  
Pay Class: All

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**JOE TITLE:** Senior CPIC Application Specialist      **JOB NO.:** Al 1024.3  
**BRANCH:** Corporate Support Command, Executive Support      **SUPERSEDES:** New  
**UNIT:** Corporate Information Services      **HOURS OF WORK:** 35      **SHIFTS:** 1  
**SECTION:** Operations      **NO. OF INCUMBENTS IN THIS JOB:** 1  
**REPORTS TO:** Assistant Manager, Operations      **DATE PREPARED:** October 27, 2004

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**SUMMARY OF FUNCTION:** Coordinates high level CPIC policy and procedures as they pertain to the Toronto Police Service and liaises with all levels of federal and provincial governments on matters relating to CPIC policy. Represents the Toronto Police Service in the on-going renewal of the CPIC system as well as internal systems and interfaces as they relate to CPIC.

**DIRECTION EXERCISED :** Provides guidance to CPIC Application Specialist and training to those involved in delivering CPIC training to personnel..

**MACHINES & EQUIPMENT USED:** Micro-computer and associated software and other related office equipment.

**DUTIES AND RESPONSIBILITIES:**

1. Contributes to departmental strategic planning in CPIC related matters. Leads the investigation, development, modification, testing and implementation of application enhancements in conjunction with team members and IT technical support staff. Guides CPIC personnel in the creation and maintenance of testing environments, including testing pools, plans and scripts.
2. Establishes and updates unit guidelines, goals, objectives and procedures as they relate to CPIC or related applications and ensures they are carried out. Develops Service wide procedures in conjunction with Corporate Planning as they pertain to CPIC policy and oversees the creation of a full range of technical documentation, user manuals and reference materials.
3. Communicates standards and protocols to end users to ensure the integrity and security of consistent, valid and reliable information management. Conducts information sessions with user groups and provides training to those involved in delivering CPIC training to personnel.
4. Acts as a liaison between management, internal units and external agencies on all CPIC issues. Liaises and meets with representatives from municipal, regional and provincial police services, the RCMP, and provincial and federal government agencies and ministries in the development of national policy, standards in the use and application of CPIC in Canada and the scope and content of the database.
5. Represents the Toronto Police Service as the CPIC Field Manager and sits as a voting member on the National CPIC Field Managers and Auditors Committee. Participates at the Annual National CPIC Advisory Conference and assumes the position of voting member for the Toronto Police Service when required and participates as an observer in the Ontario Advisory Committee on Information Systems (OACIS).

mch102479

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



**TORONTO POLICE SERVICE**  
**JOB DESCRIPTION**

**Date Approved:**  
**Board Minute No.:**  
**Total Points: 535.5 (D/T)**  
**Pay Class: A11**

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<b>JOB TITLE:</b>	Senior CPIC Application Specialist	<b>JOB NO.:</b>	A11024.3
<b>BRANCH:</b>	Corporate Support Command, Executive Support	<b>SUPERSEDES:</b>	New
<b>UNIT:</b>	Corporate Information Services	<b>HOURS OF WORK:</b>	35 <b>SHIFTS:</b> 1
<b>SECTION:</b>	Operations	<b>NO. OF INCUMBENTS IN THIS JOB:</b>	1
<b>REPORTS TO:</b>	Assistant Manager, Operations	<b>DATE PREPARED:</b>	October 27, 2004

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**DUTIES AND RESPONSIBILITIES:**      (cont'd)

6. Provides second level technical support and problem management. Ensures monitoring of audit reports of transactions including audits from CPIC services.
7. Maintains current knowledge of application trends and assesses the potential impact of application enhancements. Testifies in court on CPIC policy and procedures as required. Prepares Police Services Board reports, Routine Orders, statistical reports, internal and external correspondence.
8. Performs typical duties inherent to the position.

mc#102479

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





**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P401. SPECIAL CONSTABLES – UNIVERSITY OF TORONTO: RE-  
APPOINTMENT OF MR. DERRICK INGRAM**

The Board was in receipt of the following report OCTOBER 15, 2004 from Julian Fantino, Chief of Police:

Subject: RE-APPOINTMENT OF SPECIAL CONSTABLE FOR THE UNIVERSITY OF  
TORONTO (U of T) POLICE – DERRICK INGRAM

Recommendation:

It is recommended that the Board approve the re-appointment of Derrick INGRAM as a special constable for the University of Toronto (U of T) Police, subject to the approval of the Minister of Community Safety and Correctional Services (the Minister).

Background:

Under Section 53 of the Police Services Act of Ontario (the Act), the Board is authorized to appoint special constables, subject to the approval of the Minister.

Pursuant to this authority, the Board entered into an agreement with the U of T Police for the administration of special constables (Board Minute #571/94, refers).

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

The Service has received a request from Dan Hunt, Manager, U of T Police, to re-appoint Derrick INGRAM as a special constable.

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

The agreement between the Board and the U of T Police requires that background investigations be conducted on all individuals recommended for re-appointment as special constables. The Service's Employment Unit completed background investigations on Derrick INGRAM and there is nothing on file to preclude him from being re-appointed as a special constable.

It is therefore recommended that the Board approve the re-appointment of Derrick INGRAM as a special constable for the U of T Police, subject to the approval of the Minister.

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

**The Board approved the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P402. OPTION TO RENEW CONTRACTS – COLLISION REPORTING  
CENTRES (“C.R.C.’s”)**

The Board was in receipt of the following report NOVEMBER 08, 2004 from Julian Fantino, Chief of Police:

Subject: OPTION TO RENEW CONTRACTS - COLLISION REPORTING CENTRES  
(C.R.C.)

Recommendation:

It is recommended that the Board:

- (1) exercise its option to renew the contract with Accident Support Services International Ltd. for an additional five years commencing on January 3, 2005, until January 3, 2010, for the operation of the North Collision Reporting Centre (N.C.R.C.);
- (2) exercise its option to renew the contract with Accident Support Services International Ltd. for an additional 5 years commencing on September 5, 2005, until January 3, 2010, for the operation of the East Collision Reporting Centre (E.C.R.C.); and
- (3) exercise its option to renew the contract with Accident Support Services International Ltd. for an additional 5 years commencing on September 5, 2005, until January 3, 2010, for the operation of the West Collision Reporting Centre (W.C.R.C.).

Background :

At its meeting of December 15, 1994, the Board received a report from the Chief of Police regarding the history, rationale, results and cost savings of the Collision Reporting Centre program referred to as the C.R.C. (Board Minute 573/94 refers).

The Board approved a recommendation contained in the report to enter into an agreement with North York Accident Support Services Ltd. (now known as Accident Support Services International Ltd.) for the provision of a C.R.C. facility, known as the N.C.R.C., located at 113 Toryork Drive, and to issue a “Request for Proposals” for two additional C.R.C. facilities. The process to be utilised in the “Request for Proposals” was outlined in the report to the Board.

The agreement for the N.C.R.C. facility was for a period of ten years, beginning on January 3, 1995, with an option for a further five years, to be exercised at the sole discretion of the Board.

Agreements were approved for the East and West C.R.C. for a period of ten years, beginning on September 5, 1995, with options for a further five years, to be exercised at the sole discretion of the Board.

The original CRC contracts were approved to end on different dates. As a matter of convenience to the Board, in order to facilitate exercising the option for renewal and the issuance of a "Request for Proposal" at the end of the option period, all three contracts will be renewed until January 3, 2010.

## History

The formation of the C.R.C. was a ground breaking move that resulted when members of the Service identified that changes had to be made in order to effectively and efficiently deal with the many calls for service in regards to motor vehicle collisions.

Until that time, all collisions, no matter how minor in nature, were investigated "at the scene". This necessitated the dispatching of a police vehicle and officer(s) to each collision scene, conducting a thorough investigation and the submission of the necessary reports. This traditional method of conducting investigations all came with a large cost in human resources and equipment that was allocated for this purpose.

Other concerns identified during this time included:

- Citizens sometimes waited several hours until a police officer(s) was clear and able to attend the collision scene.
- Delays in attending at the scene put citizens at risk of secondary collisions resulting from inclement weather and poor road conditions.
- Delays in attending the scene worsened the traffic congestion as citizens waited for the officers to arrive and authorize the removal of the damaged vehicles.
- Citizens involved in collisions were left, at times, to deal with high-pressure tow operators.

The C.R.C. concept involved the co-operation of the Service, the Ontario Provincial Police (O.P.P.), Insurance Bureau of Canada, most of the insurance companies operating in Ontario, City of Toronto Municipal Licensing and Standards, the Ministry of Transportation, the private operator of the C.R.C. and, of course, the driving public.

The introduction of the C.R.C. concept resulted in the Government of Ontario introducing supporting changes to the Highway Traffic Act (H.T.A.). Acceptance of the reporting process and the C.R.C. by citizens has been acknowledged and is reflected by the positive customer service comments generated by the C.R.C. Many municipalities in Ontario have implemented similar C.R.C. programs within their jurisdictions, with and without private sector involvement, with successful results. Other cities throughout Canada (eg, Brandon, Edmonton and Fredericton) and the United States have contacted our Service for information on how to implement similar programs, the latest being El Paso, Texas.

There is a very positive relationship between our Service, insurance companies involved in the automobile insurance business and the private operator of the C.R.C. There have been many instances where officers and Accident Support Services International Ltd. (A.S.S.I. Ltd.) staff have discovered fraudulent reports of collisions. The C.R.C. program has allowed both police and insurance investigators quick access to the information needed for the timely investigation of such crimes and the laying of charges.

Citizens have been better served with the opening of the C.R.C. and appreciate the benefits of the convenience when reporting their collisions. These benefits include:

- A safe environment to report collisions.
- Immediate contact with police personnel and insurance companies representatives.
- Warm and dry locations to report collisions.
- Free use of a telephone to call family or friends for assistance.
- No pressure sales pitch in regards to repair facilities. The insurance companies provide a list of approved repair companies to the citizens.
- Free vehicle storage for 24 hours.
- A copy of the collision report for future reference.
- Access to language interpreters through A.S.S.I.Ltd. staff, police staff or the AT&T system.

Statistically, since the inception of the program, approximately 75% of collisions reported to this Service have been dealt with at the C.R.C. In the last three years, this equates to approximately 94,000 people a year, attending the C.R.C.

### Cost Savings

The original business case in support of the C.R.C. program identified cost savings to the Service. The labour and equipment savings were originally estimated as 4.778 million dollars, which was based on salaries and costs in 1994. The costs have dramatically increased and the savings are now estimated to be over 6 million dollars if a similar C.R.C. program was to be implemented in 2004.

### Costs for Establishing a C.R.C. Program without Private Sector Involvement

A report dated September 23, 1998 by Mr. Michael R. Garrett, the Chief Administrative Officer for the City of Toronto, addressed the establishment of a C.R.C. program by the City. The financial cost and resource requirements were fully investigated, with the conclusion that the costs outweighed any benefits and the matter was not pursued.

There has been no change in the city's position. However, based on the report from the Chief Administrative Officer from 1998, estimating today's minimum costs for setting up three CRC facilities, would include the following:

<u>Item</u>	<u>Cost</u>
Purchase or lease of three buildings and pounds	\$3,000,000
Renovations to buildings and pounds	\$1,000,000
Equipment for offices, reception areas, signage	\$750,000
Added civilian staff (42 clerks, receptionists)	\$2,400,000
Operating costs (heat, hydro, maintenance)	\$936,000
Copier costs (lease, toner, paper)	\$390,000
Colour toner for photographs	\$100,000
Cost of developing collision register program	\$1,400,000
<b>Total one time costs for opening three CRC</b>	<b>\$8,550,000</b>
Total yearly operating costs	\$1,036,000

The existing Service personnel currently assigned to the C.R.C. could adequately staff the police responsibilities of the C.R.C. However, additional civilian staff would have to be hired to maintain the level of service upon which the public and the insurance industry has come to rely.

The added civilian staff would expand the unit strength to over 100 members. This would necessitate the need for added supervision and could include a unit commander, staff sergeants and civilian supervisors. All of this would add to the initial cost and also to the yearly operating costs.

The current City of Toronto bylaw, that addresses tow trucks and the C.R.C. program requires that any vehicle picked up at a collision scene be taken directly to a C.R.C. where, the vehicle must be dropped in a secure pound. The tow operator is then paid by ASSI Ltd., and is required to leave the C.R.C. premises. This necessitates each C.R.C. to have cash monies on hand to pay the tow operator. During 2003, the three C.R.C.s had a cash flow of \$3,000,000 that was paid out. Procedures would have to be implemented to deal with the large amount of cash monies and arrangements made to have the cash monies on hand when needed.

#### Costs for Establishing a C.R.C. Program with Another Private Sector Vendor

The Service maintains a positive working relationship and is satisfied with the current arrangement and services provided by A.S.S.I. Ltd. Should the Board wish not to exercise the option for renewal of the current contracts and issue a "Request for Proposals" for the provision of C.R.C. facilities, a change of venue will occur. This will result in the relocation of Service related equipment, furniture, alarm systems, and computer lines, and the necessary public education and awareness campaigns, to advise the public. Further, the current arrangement involves a number of partners, including the Ontario Provincial Police and insurance companies, and their willingness to accept a new venue or vendor must be considered.

## Conclusion

The C.R.C. program has become an integral part of the collision reporting process within the City of Toronto. The public relies upon the C.R.C. as a practical method to use for the reporting of collisions. Insurance companies rely on the C.R.C. for accurate and timely information to process claims for their clients. The current C.R.C. program is a positive and viable collision reporting method that has fostered good public relations between our Service and the general public. Additionally the C.R.C. program has been used as a conduit for the promotion of traffic safety programs by the use of posted collision statistics and the distribution of materials through the C.R.C.

Staff in the City of Toronto Legal Division have reviewed the contents of this report and are satisfied with its legal content.

Acting Deputy Chief Emory Gilbert, Policing Support Command, will be in attendance at the Board meeting to answer any questions with respect to this report.

**Supt. Steve Grant and Staff Sgt. Adam Okonowski, Traffic Services, were in attendance and responded to questions by the Board about this report.**

**The Board approved the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P403. AWARD OF CONSTRUCTION MANAGEMENT SERVICES FOR THE  
NEW No. 23 DIVISION FACILITY**

The Board was in receipt of the following report NOVEMBER 16, 2004 from Julian Fantino, Chief of Police:

Subject: AWARD OF CONSTRUCTION MANAGEMENT SERVICES FOR THE NEW  
23 DIVISION FACILITY

Recommendation:

It is recommended that:

1. the Board approve the awarding of Construction Management services to Eastern Construction Limited in the amount of \$999,000 (\$160,500 fixed fee and \$838,500 for disbursements) with all taxes included, and
2. the Board approve the execution of a Maximum Upset Contract Agreement in the amount of \$13,000,000 between Eastern Construction Limited and the City of Toronto for the completion of the 23 Division project.

Background:

The new 23 Division facility will be located on a 3.5-acre site on the west side of Kipling Avenue, immediately north of Finch Avenue, and south of Stevenson Road in Etobicoke. The facility is approximately 54,000 square feet in area. Parking will be provided for 183 vehicles. The building has a planned future expansion of 16,600 square feet. The facility was designed in accordance with the Command and the Board's direction, and involved Toronto Police Service (TPS) front-line staff, community groups, TPS Facilities Management, and City staff.

On September 9, 2004, the City of Toronto, Management Services, Purchasing and Materials Supply Division, on behalf of the TPS, issued a Request for Proposal (RFP #3907-04-5312) for the provision of Construction Management services. The RFP was issued to the pre-qualified Construction Management firms as previously approved by the Board (BM# P230/04 refers). A mandatory meeting was held for the pre-qualified firms on September 16, 2004. At this meeting, the firms were provided with a set of drawings and specifications for the project. Five Construction Management firms attended the mandatory meeting. Four firms submitted proposals. One firm was disqualified during the evaluation process for failure to provide a fee proposal.

Appropriate TPS and City personnel reviewed the RFP submissions received. The submissions were evaluated independently using a weighted matrix format. The evaluations were based on the following criteria:

1. Fee for Service
2. Construction Cost Estimate
3. Cost Estimate Sub-components
4. Qualifications of Field Personnel
5. Construction Schedule
6. Cost Reduction Alternatives

Eastern Construction Co. was the successful firm based on the evaluation. The final average ranking and fee for service of the various firms were:

	<u>Average Score</u>	<u>Fee</u>
1. Aecon Construction	Disqualified	
2. Dineen Construction	66.0	\$ 808,000
3. Eastern Construction	75.9	\$ 999,000
4. Ledcor Construction	75.8	\$1,107,000

Eastern Construction's fee for service price (including disbursements), and overall estimated project price, was the lowest of the three submissions meeting all requirements.

The TPS intends to use a limited-risk method of construction management in the completion of this project. Under a limited-risk scenario, the Construction Management firm will assume the role of the "Constructor" as defined by the Occupational Health & Safety Act. In order to accomplish this, the Construction Manager must retain the services of the various contractors required to complete the project. TPS and City personnel will review all tender documents to ensure adherence to union agreements, fair wage policies, and other requirements or agreements. Additionally, no purchase order, or other such agreement, can be issued without the approval of TPS and City staff. City Corporate Services, who will provide the Project Manager for this project, is in agreement with this methodology. City Corporate Services will oversee the preparation and execution of all agreements with and by Eastern Construction Company.

The approval of the above recommendations will permit Eastern Construction to proceed with the 23 Division project. The disbursement costs (\$838,500) include those costs associated with the operation of the site during construction such as trailer rental, temporary hydro, temporary heat (winter conditions), temporary fire protection, signage, washroom facilities, telephone, etc. The fixed fee (\$160,500) is the cost to manage the project. Actual construction work will commence in Spring 2005, and should be completed by Fall 2006.

Funding has been approved in the 2005 - 2009 Capital Program for the construction management services, and the construction of the 23 Division facility.

Therefore, it is recommended that the Board approve the awarding of Construction Management services to Eastern Construction Limited in the amount of \$999,000, (\$160,500 fixed fee and \$838,500 for disbursements) with all taxes included, and that the Board approve the execution of a Maximum Upset Contract Agreement in the amount of \$13,000,000 between Eastern Construction Limited and the City of Toronto for the completion of the 23 Division project.

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

**The Board approved the foregoing subject to City of Toronto Council approving the final 2005-2009 capital program for the Toronto Police Service.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P404. APPROVAL OF REQUEST FOR PROPOSAL TO RETAIN MEDIA FIRM**

The Board was in receipt of the following report NOVEMBER 22, 2004 from Pam McConnell, Chair:

Subject: APPROVAL OF REQUEST FOR PROPOSAL TO RETAIN MEDIA FIRM

Recommendation:

It is recommended that:

1. The Board approve the draft Request for Proposal appended to this report for the purpose of retaining an external firm to assist the Board in developing a training module for new Board Members and to advise with respect to specific media issues; and
2. The Board, in the interim, provide the Chair and Vice Chair with the authority to retain a media firm, should it be required prior to the retention of a media firm through the RFP process, and allocate \$2000 out of its 2004 operating budget to pay the costs for such services.

Background:

In the course of their duties, Board members have frequent contact with members of the media. They are often asked to comment on police matters, both policy and operational, and requested to appear in interviews, on talk shows and in panel discussions. In addition, members of the media regularly attend Board meetings, posing questions to Board members and involving them in media scrums.

Board members, based on their backgrounds, have differing levels of training and expertise in relation to dealing with the media. Even in cases in which Board members have had frequent prior media contact, they often note that the nature and frequency of media contact is markedly different once they become Board members.

Items discussed by the Board are the subject of intense media discussion and scrutiny. It is important that Board members have a sound working knowledge of media issues and are trained to deal with members of the media. The Board's role, as liaison to the community, further requires that the Board's message is effectively and accurately delivered to the public. Therefore, I am recommending that the Board issue an RFP to retain a firm to assist in the development of a training module in this area. The firm would also be used on an as-needed basis to advise on specific media issues.

I acknowledge that this process will take some time. As a result, I am recommending that the Board provide myself and the Vice Chair the authority to retain a media firm to provide training or advice, should it be required prior to the retention of a media firm through the RFP process. I further recommend that the Board allocate \$2000 out of its 2004 operating budget to pay the costs for such services.

**The Board approved the foregoing.**



## Toronto Police Services Board

### Request for Proposal

#### ***Background***

The Toronto Police Services Board is comprised of seven members. Board members have constant interaction with members of the media and are subjected to frequent questions and interview requests. Items discussed by the Board are the subject of intense media discussion and scrutiny. It is important that Board members have a sound working knowledge of media issues and are specially trained to deal with members of the media. The Board's role, as liaison to the community, further requires that the Board's message is effectively and accurately delivered to the public.

Thus, the Board wishes to retain a consultant to provide training and advice on media issues.

#### ***Objective***

To assist the Board in its understanding of media issues by providing focused training sessions and to provide media advice on specific issues on an as-needed basis.

The consultant will be responsible for the following:

- (1) establishing materials and topics for presentation at various scheduled media training sessions for Board members,
- (2) attending various scheduled media training sessions for Board members, making presentations and answering related questions; and
- (3) providing advice to the Board on media issues on an as-needed basis.

#### **Responsibilities**

- (1) *Establishing materials and topics for presentation at various scheduled media training sessions for Board members.*

The consultant will be responsible for designing a session, or series of sessions, for Board members on dealing with the media. Working with Board staff, the consultant will identify topics, develop training agendas and create presentations to deal with specific media-related issues confronting the Board and Board members. The focus should be on practical training and the development of relevant skills.

- (2) *Attending various scheduled media training sessions for Board members, making presentations and answering related questions.*

The consultant will be responsible for making staff available to attend the scheduled media training sessions for Board members. At these sessions, the consultant will make presentation, provide relevant material and engage Board members in scenario-based learning opportunities. The consultant will also answer questions posed by Board members.

- (3) *Providing advice to the Board on media issues on an as-needed basis.*

The consultant will provide any advice required by the Board on an as-needed basis. From time to time, particularly sensitive or high-profile issues will arise that require Board members to speak to members of the media. In dealing with these issues, it is important that the Board's message is accurate, unambiguous and effectively presented. The consultant will be called upon, in situations like this, to provide timely advice to the Board

### ***Interviews***

The Board, at its discretion, may interview any proponent.

### ***Selection Criteria***

Proposals will be evaluated on the following list of criteria (relative weighting noted in brackets):

- Quality and breadth of services provided (40)
- Experience working with clients in municipal and broader public service (20)
- Timelines and ability to ensure timely advice (15)
- Cost effectiveness (25)

### ***Submission of Proposal***

The proposal should include:

- a description of your understanding of the project;
- the names, qualifications and experience of all personnel assigned to the project;
- an outline of the approach that will be taken to the project;
- descriptions of similar projects which your firm has carried out for each client, along with references;
- the per diem (public sector) rates of each of the personnel to be assigned to the project;
- an accounting of your costs and a description of your method of charging, including invoicing and payment procedures;
- declaration of any conflict of interest.

Any questions pertaining to the content of the RFP may be asked in writing, up to 5 business days before the final date for proponents' submissions. The Toronto Police Services Board will respond in writing to requests for clarification as soon as possible and at its discretion. The Toronto Police Services Board reserves the right to make any or all questions and answers available to all other proponents at its discretion. Generally speaking, only answers to issues of substance will be distributed to all proponents. The name of the proponent asking a question will not be identified.

All questions must be in writing and sent to the attention of:

Ms Joanne Campbell  
Executive Director  
Toronto Police Services Board  
Tel 416-808-8081  
Fax 416-808-8082  
E-mail [joanne.campbell@torontopoliceboard.on.ca](mailto:joanne.campbell@torontopoliceboard.on.ca)

### ***Evaluation of Proposals***

The Toronto Police Services Board will review the proposals according to the Proposal Evaluation Form as listed at Appendix A. The final decision with respect to the selection of a will be made by the Board.

### ***Time Line***

The deadline for submissions shall be the 7<sup>th</sup> of January, 2005, by 10:00 AM at the Toronto Police Services Board, 7th Floor, 40 College Street, Toronto, Ontario, M5G 2J3.

Late submissions or proposals sent by facsimile will not be accepted.

### ***Administrative Requirements***

Proposals submitted to: Councillor Pam McConnell  
Chair  
Toronto Police Services Board  
40 College Street  
Toronto, Ontario  
M5G 2J3

General Information: Ms Joanne Campbell  
Executive Director  
Toronto Police Services Board  
Tel 416-808-8081  
Fax 416-808-8082  
E-mail [joanne.campbell@torontopoliceboard.on.ca](mailto:joanne.campbell@torontopoliceboard.on.ca)

**Appendix A  
PROPOSAL EVALUATION FORM**

Evaluation Criteria	Available Points To Be Awarded	Proponent's Points
<p><b>(A) Quality and breadth of services provided</b></p> <ul style="list-style-type: none"> <li>• Significant experience in media relations</li> <li>• Significant experience in providing practical media training</li> <li>• Client satisfaction</li> <li>• Ability to create and maintain an open and ongoing consultative relationship with clients</li> <li>• Experience in dealing with highly confidential and sensitive issues</li> </ul>	40	
<p><b>(B) Experience working with clients in municipal and broader public service</b></p> <ul style="list-style-type: none"> <li>• Ability to work within public sector processes and constraints</li> <li>• Experience in and knowledge of issues unique to the policing context</li> <li>• Demonstrated understanding of the Toronto Police Service and the Toronto Police Services Board</li> </ul>	20	
<p><b>(C) Timelines and ability to ensure timely advice</b></p> <ul style="list-style-type: none"> <li>• Ability to provide service that meets deadlines</li> <li>• Ability to provide training during established sessions as well as timely advice on an as-needed basis</li> </ul>	15	
<p><b>(D) Cost effectiveness</b></p> <ul style="list-style-type: none"> <li>• Cost structure/effectiveness</li> </ul> <p>(low bid receives 25, balance receives low bid divided by the proponent's price x 25)</p>	25	
<b>TOTALS</b>	100	

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P405. CONSULTING FIRM TO ASSIST IN THE SELECTION PROCESS FOR  
A CHIEF OF POLICE**

The Board was in receipt of the following report DECEMBER 02, 2004 from Pam McConnell, Chair:

Subject: CONSULTING FIRM TO ASSIST IN THE SELECTION PROCESS FOR A  
CHIEF OF POLICE

Recommendation:

It is recommended that the Board authorize me to execute a contract with Ray & Berndtson/Lovas Stanley, in the amount of \$67, 987.50, exclusive of GST, subject to approval as to form by the City Solicitor.

Background :

At its meeting on October 21, 2004 (Minute P355/04 refers) the Board delegated the authority for selecting a consulting firm to assist the Board in the selection process for a new chief of police to a Sub-Committee comprised of myself, Vice Chair Alok Mukherjee and The Hon. Hugh Locke, Q.C.

At that time, the Board also approved distributing an RFP to a list of 5 consulting firms pre-qualified by the City of Toronto and to any other consulting firm that requested to be considered. The call for proposals closed on November 8, 2004 and 7 proposals were received; 4 from the pre-qualified list and 3 others. Vice Chair Mukherjee, Judge Locke, Councillor Ootes and I established and interviewed a shortlist of 4 firms. We evaluated the firms based on the criteria and scoring system established in our Request for Proposals (Minute P355/04 refers). As a result, the Sub-Committee selected the firm of Ray & Berndtson/Lovas Stanley to work with the Board in the selection process for a chief of police.

I therefore recommend that the Board authorize me to enter into an agreement with Ray & Berndtson/Lovas Stanley, subject to approval as to form by the City Solicitor. The cost of this arrangement includes a \$64,750.00 professional fee and \$3,237.50 for engagement support expenses for a total of \$67, 987.50, exclusive of GST. Costs related to advertising and candidate assessments as well as the consultant's out of pocket expenses such as travel outside the GTA and candidate travel expenses are not included. The consultant will seek the Board's approval prior to committing to any of these types of expenses.

**The Board approved the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P406.        *MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF  
PRIVACY ACT - COMPLIANCE***

The Board was in receipt of the following report NOVEMBER 04, 2004 from Julian Fantino, Chief of Police:

Subject:        MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF  
PRIVACY ACT - COMPLIANCE

Recommendation:

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

Background:

The Ontario Information and Privacy Commission has identified concerns in relation to the Toronto Police Services Board's poor rate of compliance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).

In response to these concerns, Toronto Police Services Board Chair A. Milliken Heisey submitted a report to the Board at its September 23, 2004 meeting (BM#P284/04 refers) outlining specific recommendations to improve the rate of compliance to a minimum of 34% in 2004 and 58% in 2005 respectively. Compliance rate refers to the delivery of disclosure through the Freedom of Information (FOI) process within 30 days of receipt of a request for information.

The compliance rate expectations stipulated above were increased in a subsequent Motion by the Board as follows:

- (1)        THAT recommendation no. 2 be approved with the following amendment: "... with the objective of achieving a *much higher rate of compliance for the balance of 2004* and a minimum 80% compliance rate in 2005."

Although all major police services have reported an increase in the number of requests received and processed, the Toronto Police Service has shown a steady decrease in compliance rate over the past 5 years (BM#P284/04 refers). The Chief Administrative Officer, Mr. Frank Chen, has therefore directed Professional Standards – Quality Assurance Unit to conduct an audit of the Freedom of Information Unit to determine the reasons for the decline in compliance, and to make appropriate recommendations to address factors that impede disclosure within the 30 day requirement. It is anticipated that the final audit report will be delivered to the Chief Administrative Officer in late November 2004.

In the interim, Corporate Information Services – Information Access has developed a preliminary workplan designed to increase compliance within the 30 day disclosure requirement. This workplan incorporates three phases:

- Phase I (staffing issues within FOI, internal process changes, implementation of recommendations from Professional Standards - Legal Services in relation to file administration, complex disclosures, and appeals)
- Phase II (evaluate results of Professional Standards – Quality Assurance Unit audit in consultation with Professional Standards – Legal Services and liaise with Information and Privacy Commission staff to discuss audit recommendations and develop a more in-depth, integrated workplan to address compliance concerns)
- Phase III (report progress to the Board in terms of the implementation of strategies designed to achieve a significant increase in compliance rates)

#### Phase I (October/November 2004)

##### (a) Staffing

Many FOI requests require analysts to review officers' original memo book notations; therefore, correspondence must be forwarded to the appropriate unit asking for copies of relevant documentation. As the unit is actively pursuing methods to streamline administrative requirements, the task of requesting, logging, and returning memo books from various internal units has been reassigned from Disclosure Analysts to an existing temporary staff member within FOI.

A staff member has also been given a temporary career development opportunity to perform as Acting Disclosure Analyst, which facilitates the development of expertise within the unit and supplements productivity.

##### (b) Process Change

Examination of business processes in other police services revealed that requests for criminal record histories are treated in the same manner as other records release inquiries, such as collision reports, occurrences, etc. Therefore, the responsibility to process requests for criminal record histories previously received by the FOI unit have been transferred to the Records Release sub-unit of Corporate Information Services – Information Access. Future requests will be forwarded directly to Information Access – Records Release for response.

##### (c) Professional Standards - Legal Consultation

Upon receipt of a disclosure request, FOI analysts begin documentation preparation by gathering all necessary records. However, in some cases, the information cannot be immediately released as the matter is still before the courts or under investigation. The requestor is subsequently advised in writing of the justification for the non-disclosure.

In consultation with Ms. Michelle Farrell, Professional Standards Legal Services, a process change has been implemented to suspend the gathering of information for these types of requests until such time as the non-disclosure is challenged and further processes invoked. This will alleviate the inefficient utilization of valuable resources until such time as it is determined a release is lawfully permitted.

Professional Standards – Legal Services is assisting the FOI unit to streamline complex disclosure and appeal submissions with the objective of improving compliance rates. Corporate Information Services – Information Access management staff continue to seek direction from the Service’s legal counsel with respect to identifying legislated versus non-legislated compliance requirements.

#### Phase II (December 2004/January 2005)

Subsequent to completion of the Quality Assurance Unit audit and the provision of the final report late November 2004, the results and recommendations will be reviewed and evaluated in consultation with Professional Standards – Legal Services.

Service representatives will meet with Information and Privacy Commission staff to review and evaluate the potential impact of the recommendations contained in the Quality Assurance audit report identified above. Corporate Information Services – Information Access personnel will work in partnership with Information and Privacy Commission staff to determine corrective action.

#### Phase III (February 2005)

A more detailed, integrated workplan will then be developed to improve compliance, as requested by the Board at its September 23, 2004 meeting (BM#P284/04 refers), and a progress report will be submitted to the Board at the February 2005 meeting.

The workplan, designed in collaboration with the Information and Privacy Commission, will be implemented and the results assessed on an on-going basis in terms of compliance rates.

#### Compliance Reporting

At its meeting on September 23, 2004, the Board made the following motions in relation to compliance reporting:

- (1) THAT the Chief of Police provide the Board with a report on the total number of MFIPPA requests that are currently overdue divided into categories of 30, 60, or 90 days, or longer; and
- (2) THAT the Chief of Police provide the Board with quarterly reports identifying the Service’s MFIPPA compliance rates.

With reference to Motions (1) and (2) above, the current software utilized for tracking FOI requests is not sophisticated enough to accurately monitor 30, 60, and 90 day compliance and produce quarterly reports, as it was primarily designed only to report annually to the Ontario Information and Privacy Commission. Options are being explored to develop a new, more sophisticated internal software application or purchase a suitable proprietary application. Progress will be reported to the Board at the February 2005 meeting.

Conclusion:

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

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

**The Board received the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P407. EMPLOYMENT EQUITY REPRESENTATION**

The Board was in receipt of the following report NOVEMBER 12, 2004 from Alok Mukherjee, Vice-Chair:

Subject: EMPLOYMENT EQUITY REPRESENTATION

Recommendation:

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

Background :

At its meeting on September 23, 2004, the Board approved, among others, the following motion (Board Min No. 258/04 refers):

*[The Chief of Police work with the Chair to complete an inventory of Toronto Police Service employment equity policies, procedures and programs...] and  
The Chair report to the November 18, 2004 meeting as to the appropriate next steps*

On November 11, 2004, I met with Mr. William Gibson, Director of Human Resources and staff to discuss appropriate next steps required to ensure compliance with the Board's request.

In order to ensure timely completion of this initiative, the following preliminary timelines were agreed to:

- February 2005 Preliminary inventory submitted to Board
- May 2005 Meeting with City of Toronto Staff, community and stakeholder groups as identified by the Board  
Development of action plan  
Review with Chief and Command
- June 2005 action plan to Board

Board staff and I will work with Mr. Gibson Toronto Police Service Human Resources staff, City of Toronto staff and stakeholder groups to complete this initiative.

**The Board received the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P408. DEPLOYMENT OF SERVICE SPEED-MEASURING RESOURCES**

The Board was in receipt of the following report NOVEMBER 08, 2004 from Julian Fantino, Chief of Police:

Subject: DEPLOYMENT OF SERVICE SPEED-MEASURING RESOURCES

Recommendation:

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

Background:

At its meeting of September 23, 2004, the Board requested that I prepare a report on the criteria utilised by the Toronto Police Service (the Service) to deploy speed-measuring resources in support of the 2002-2004 Service Priority 'Traffic Safety', specifically in relation to pedestrian safety issues (Board Minute P275/04 refers).

Speed radar was first introduced to the City of Toronto in the mid 1950's. The Service presently has 276 speed-measuring units, deployed Service wide, available to front line officers for enforcement purposes, including 143 traditional radar units and 133 laser units. Traditional radar units may be operated in a stationary or moving mode by the officer, utilising hand held units or units hard wired into a vehicle. The more advanced laser speed-measuring units are hand held or tripod supported units only.

Enforcement levels for 2003 reflected an 18% increase Service-wide, equating to 74,969 more offence notices being issued over 2002 year end totals. A year-to-date comparison between 2003 and 2004 reflects a further 6% increase Service wide. Historically, speeding offences make up approximately 42% of the total offence notices issued each year.

To date in 2004, the total number of collisions reported to the Service has decreased approximately 24% overall. In the same time period, the total number of fatalities has decreased by 32%.

Criteria

Traffic enforcement has been designated as a core responsibility for all police officers during the course of their duties and is a key component to achieving a reduction in deaths and injuries caused through preventable collisions and poor driving behaviour. There are a number of criteria used to deploy speed-measuring resources, including:

## Localised Community Concerns

The Divisional units, through their traffic response units, and to a lesser extent, the primary response units along with Traffic Services (TSV) are responsible for the majority of speed-measuring enforcement in the City. The Divisions are responsible for localised community concerns, including speed-related issues, while TSV is responsible for and mandated to provide speed enforcement on City expressways. In addition, TSV has sub-units, such as the Traffic Enforcement Group (T.E.G) and the Strategic Traffic Enforcement Measures (S.T.E.M.) team, available to assist Divisions with localised traffic enforcement initiatives, when requested.

## Directed Patrols/Self Initiated Patrols/Targeted Enforcement

Further, both the T.E.G. and the S.T.E.M. team perform regular program driven directed patrols, self-initiated patrols and targeted enforcement activities in support of Service-wide traffic safety initiatives. Police officers undertake speed-measuring patrols as a function of general policing duties in the community through a combination of directed and self-initiated patrol. Directed patrols are activities detailed to officers in order to have specific measurable tasks carried out resulting from, but not limited to, trends identified through collision analysis, crime management initiatives and community complaints. Self-initiated patrol activities target specific problematic areas identified by officers based on their knowledge and experience obtained from being familiar with the community they patrol.

## Collision Analysis

Collision analysis is a key deployment criterion to ensure that police resources are utilised efficiently. The following chart references 2003 fatalities, although not reflecting all categories analysed, it indicates the leading factors relating to location, traffic control and weather.

	Total (including pedestrians)	% (of Total)	Pedestrians	% (of Pedestrian Total)
2003 Fatalities	74	100	42	100
<b>Location</b>				
Major Arterial Roads (four lanes, 50-60 km/hr speed limit, vehicular traffic volume greater than 20,000 per day)	58	78	37	88
Minor Arterial Roads (two lanes, 40-60 km/hr speed limit, vehicular traffic volume between 8,000 and 20,000 per day)	10	14	5	12
<b>Traffic Control</b>				
No Control	36	49	19	45
Traffic Signal	29	39	19	45
<b>Weather</b>				
Sunny/Clear	63	85	36	86

Analysis clearly indicates that the majority of fatalities, including pedestrians, occur on major arterial roadways with no traffic control in sunny or clear conditions. Speed has been determined to be a contributing factor in nearly 25% of the fatal collisions that occurred between 1998 and 2002.

Deployment of resources to these statistically problematic areas is essential to effectively address the goal of ensuring the City streets are the safest they can be for all road users. Drivers must have an expectation that should they be operating their vehicles above the speed limit that they will be caught and that no safe haven from this activity exists in the City. High visibility policing holds drivers accountable for their actions, leads to non-traffic criminal investigations, and ensures community confidence remains high that the police are proactively addressing local crime issues.

Acting Deputy Chief Emory Gilbert, Policing Support Command, will be in attendance at the Board meeting to answer any questions with respect to this report.

**Acting Deputy Chief Gary Grant, Policing Support Command, was in attendance and described the Service's initiatives to improve traffic safety and reduce pedestrian fatalities and how the deployment of speed-measuring devices and high visibility policing help to reduce speeding by drivers.**

**The Board received the foregoing report and expressed its thanks for all the good work that is being done by members of the Service who are involved with traffic enforcement.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P409. INTERNATIONAL ACCREDITATION OF THE TORONTO POLICE  
SERVICE BY THE COMMISSION ON ACCREDITATION FOR LAW  
ENFORCEMENT AGENCIES (“CALEA”)**

The Board was in receipt of the following report NOVEMBER 22, 2004 from Julian Fantino, Chief of Police:

Subject: INTERNATIONAL ACCREDITATION OF THE TORONTO POLICE  
SERVICE BY THE COMMISSION ON ACCREDITATION FOR LAW  
ENFORCEMENT AGENCIES (CALEA)

Recommendation:

It is recommended that the Board receive the following report:

Background:

At its September 23, 2004 meeting, the Board approved (Board minute #P280/2004) recommendation “in principle”, but deferred consideration to specifically endorse and support Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation to November 18, 2004 meeting. The Board requested the Chief of Police to provide the Board with a further report which identifies the implications for the 2005 operating budget and future operating budgets, including estimates of potential soft dollar costs.

Ontario Regulation 3/99 (Adequacy and Effectiveness of Police Services) mandates every board and chief of police to implement a quality assurance process relating to the delivery of police services, and compliance with the Police Services Act and its regulations.

The Toronto Police Service is in compliance with this requirement and the Audit and Quality Assurance Unit is responsible for this function. A detailed examination of the Adequacy standards and CALEA standards shows that there are some common areas between the regulation and CALEA accreditation program. To maximize the efficiencies of quality assurance requirements and the CALEA accreditation processes, I have decided to combine these two functions.

Both functions will be performed by the members of the Audit & Quality Assurance Unit within the Professional Standards Unit. A uniform senior officer experienced in Provincial Adequacy inspection processes will assist with the development and implementation of CALEA accreditation process. I anticipate that staff reassignments within the Audit and Quality Assurance Unit will meet the requirements of the CALEA accreditation process.

The CALEA accreditation fee, on site inspections and subsequent re-accreditation costs are as follows:

- Initial application fee \$16,900.00 (U.S.)
- Accreditation fee \$10,000.00 (U.S.)
- Re-accreditation (every 3 years) \$19,690.00 (U.S.)

In respect to the Board's request to identify the differences between the Adequacy Regulation and the CALEA program standards. A detailed examination of standards was conducted and found that majority of the Adequacy standards and guidelines are included in the CALEA standards. However, the same can not be said in reverse as CALEA has developed 447 standards for law enforcement agencies and addresses areas that are not included in the Adequacy regulation. CALEA standards not only address high frequency risk areas but also identify other high-risk areas and practices that do not garner much attention.

Some of the notable exceptions addressed in the CALEA standards include areas such as bias-based policing policy, personnel structure and process, prisoner and court related activities, records, legal process, prisoner transportation, public information, inspection services, internal affairs, drugs and organised crime, patrol policy and recruitment, selection, training and career development.

In describing personnel structure standards and processes, CALEA standards emphasize classification and delineation of duties and responsibilities, compensation, benefits and conditions of work, collective bargaining, grievance procedures and disciplinary procedures.

Similarly, fiscal management and Service-owned property standards outlines the administration, budgeting, purchasing, accounting, and procedures for the inventory and control of property.

As its mandate, the Commission (CALEA) endorses standards of professional excellence and undertakes regular reviews to ensure police services meet accreditation criterion. After the initial certification, police services are responsible for ensuring annual audits are conducted. Subsequent re-accreditation process involves on-site inspections every three years and certification is granted on meeting compliance with all mandatory standards. This continuous process ensures greater accountability. During inspections, the Commission holds public hearings and receives input to ensure inclusion of all stakeholders in its process.

The Ministry of Community Safety and Correctional Services has no declared regularity in conducting inspections and the scope of reviews may be restricted to specific areas or standards. The present structure and schedule of the Ministry inspections is to conduct on-site reviews once every four to five years. Unlike the CALEA accreditation process, there is no mechanism for the public to provide any input in Ministry initiated inspections.

The Commission has documented cases in the United States identifying accredited police agencies receiving reimbursements for accreditation fees and other insurance discounts from liability insurance providers. There are other examples as well, where police services were better able to defend themselves against civil lawsuits, when they demonstrated compliance with a broad-based set of internationally accepted professional standards.

In Ontario, Adequacy Standards Regulation ensures minimum policing standards are adopted and implemented by all police services. No doubt, the Toronto Police Service has complied fully with these mandatory requirements and is now seeking the support of the Board to ensure that we continue to provide objective evidence of our commitment to excellence in leadership, resource management, and service delivery.

**The Board received the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P410. LEASE HOLDOVER OF THE PARKING ENFORCEMENT WEST  
PREMISES – 970 LAWRENCE AVENUE WEST**

The Board was in receipt of the following report NOVEMBER 25, 2004 from Julian Fantino, Chief of Police:

Subject: LEASE HOLDOVER OF THE PARKING ENFORCEMENT WEST PREMISES  
– 970 LAWRENCE AVENUE WEST

Recommendation:

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

Background:

The Toronto Police Service Parking Enforcement West Unit currently occupies 11,000 sq. ft. at 970 Lawrence Avenue West and has done so since January 1, 1995. In late 2003, in accordance with the Board's directive, the Toronto Police Service (TPS) requested the assistance of the City of Toronto, Corporate Services, Real Estate Division, in locating a City owned facility capable of accommodating the operational needs of the Parking Enforcement West Unit. The City was unsuccessful in locating a suitable facility.

Therefore, on May 7, 2004, the TPS requested the Real Estate Division to enter into lease renewal negotiations with Belmont Properties Limited. The TPS directed that the negotiations should include only the areas the TPS currently occupies. The TPS also requested a shorter lease term to facilitate the relocation of the operation if and when a City owned facility becomes available.

The Board, at its meeting of November 18, 2004, received a status report for the lease renewal of the Parking Enforcement West facility. That report indicated that City Real Estate was requested to conclude the negotiations for lease renewal in time for the Board's December meeting. The Real Estate Division has now advised the TPS that due to staff shortages and other priorities, they have been unable to complete negotiations with Belmont Properties. Therefore, the Real Estate Division has exercised the holdover provisions of the current lease agreement as previously approved. The holdover provision of the lease will allow the TPS to remain in the premises on a month to month basis under the current terms and conditions until negotiations are finalised.

City Real Estate has indicated they should have the negotiations completed by year-end. The renewal agreement is therefore anticipated to be before the Board, for its approval, at the February 2005 Board meeting.

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

**The Board received the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P411. PAID DUTY RATES – JANUARY 01, 2005**

The Board was in receipt of the following report NOVEMBER 25, 2004 from Pam McConnell, Chair:

Subject: PAID DUTY RATES - JANUARY 1, 2005

Recommendation:

It is recommended that the Board receive the attached notification from the Toronto Police Association with respect to an increase in paid duty rates effective January 1, 2005.

Background:

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, 2004; effective that date, the rate for all classifications of constables was \$52.00 per hour. The attached notice establishes a new rate of \$55.00 per hour for constables.

I 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, 2005.

**The Board received the foregoing.**



**TORONTO  
POLICE  
ASSOCIATION**

180 Yorkland Boulevard,  
Toronto, Ontario,  
Canada M2J 1 R5

Telephone  
(416) 491-4301  
Facsimile  
(416) 494-4948

Dave Wilson  
*President*

Al Olsen  
*Vice President*

Terry Nunn  
*Director  
Legal Services*

Larry Molyneaux  
*Director  
Member Benefits*

Thomas Froude  
*Director Civilian  
Administrative Services*

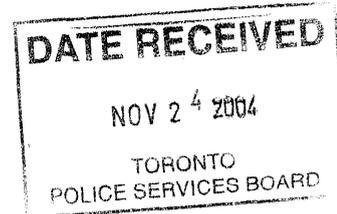
Douglas Corrigan  
*Director  
Civilian Field Services*

Mike McCormack  
*Director Uniform  
Administrative Services*

George Tucker  
*Director  
Uniform Field Services*

Tim Zayack  
*Director  
Uniform Field Services*

November 24, 2004



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

Dear Ms. Campbell:

**Re: Paid Duty Rates - 2005 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, 2005**

**Constables** (All classifications) \$55.00  
(minimum \$165.00)

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

**Sergeants** \$63.00  
(When in charge of 4 or more police officers) (minimum \$189.00)

**Staff Sergeants** \$70.00  
(When in charge of 10 or more police officers) (minimum \$210.00)

**Staff Sergeants** \$72.00  
(When in charge of 15 or more police officers) (minimum \$216.00)

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  
November 24, 2004  
Page 2

It would be appreciated if this information is published on Routine Orders by November 30, 2004 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, appearing to read "Al Olsen".

Al Olsen  
Vice President

**AO:hb**

c. Chief Julian Fantino  
Ms. Maria Ciani  
Mr. Bill Gibson  
TPA Board of Directors

[2005 Olsen Pd Duty PSB]

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P412. TORONTO POLICE SERVICE – 2004 OPERATING BUDGET  
VARIANCE AS AT OCTOBER 31, 2004 AND EXPENDITURES THAT  
ARE HIGHER THAN THE AVERAGE MONTHLY EXPENDITURES  
OVER THE PREVIOUS NINE MONTHS**

The Board was in receipt of the following report DECEMBER 01, 2004 from Pam McConnell, Chair:

Subject: TORONTO POLICE SERVICE - 2004 OPERATING BUDGET VARIANCE AS AT OCTOBER 31, 2004 AND EXPENDITURES BETWEEN SEPTEMBER 30, 2004 AND YEAR-END THAT ARE HIGHER THAN THE AVERAGE MONTHLY EXPENDITURES OVER THE PREVIOUS NINE MONTHS.

Recommendation:

It is recommended that the Board receive the following report and provide a copy to the City of Toronto Chief Financial Officer and Treasurer for information.

Background :

On November 24, 2004 I received correspondence from the Toronto City Clerk indicating that the City of Toronto – Budget Advisory Committee had requested that I submit a report to the Committee for its December 14, 2004 meeting “on the operating budget expenditures between September 30, 2004 and year-end that are higher than the average monthly expenditures over the previous nine months”. A copy of the Clerk’s correspondence is appended to this report for information.

In order to respond to the abovenoted request, a report (dated December 01, 2004) addressing the Committee’s inquiries was prepared and forwarded to the Committee for consideration at its December 14, 2004 meeting. Given that the report would be considered prior to the Board’s next regularly scheduled meeting, the report contained a note advising the Committee that the Board had not an opportunity to review this matter but that a copy of the report would be placed on the December 16, 2004 meeting agenda for information.

A copy of the report submitted to the Committee is now attached for information.

**The Board received the foregoing and agreed to forward a copy to the City of Toronto Chief Financial Officer and Treasurer for information.**



DATE RECEIVED

NOV 24 2004

TORONTO  
POLICE SERVICES BOARD

Ujjit S. Watkiss  
City Clerk

Tel: 416-392-8088  
Fax: 416-392-2983  
bhenderl@toronto.ca  
Web: www.toronto.ca

Secretariat  
Betty Henderson  
Budget Advisory Committee  
City Hall, Main Floor, West  
100 Queen Street West  
Toronto, Ontario M5H 2N2

November 18, 2004

CHAIR, TORONTO POLICE SERVICES BOARD:

**Subject: 2004 Capital and Operating Variance Reports Ending April 30, 2004 and May 31, 2004 for the Toronto Police Services Board, Toronto Police Service and Toronto Police Service - Parking Enforcement**

Action taken by the Committee:

The Budget Advisory Committee:

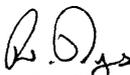
- (1) received the communication from the Policy and Finance Committee; and
- (2) requested the Chair of the Toronto Police Services Board to report, in more detail, to the next meeting of the Budget Advisory Committee to be held on December 14, 2004, on the operating budget expenditures between September 30, 2004 and year-end that are higher than the average monthly expenditures over the previous nine months.

Background:

The Budget Advisory Committee on November 18, 2004, considered a communication (September 15, 2004) from the Policy and Finance Committee advising that the Policy and Finance Committee on September 15, 2004, referred the report (August 12, 2004) from the Chair, Toronto Police Services Board, respecting the 2004 Capital and Operating Variance Reports Ending April 30, 2004 and May 31, 2004 for the Toronto Police Services Board, Toronto Police Service and Toronto Police Service, Parking Enforcement Unit, to the Budget Advisory Committee for consideration.

Recommendation:

It is recommended that the Policy and Finance Committee receive this report for information.

  
for City Clerk

R. Dyers/ms

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December 01, 2004

To: Budget Advisory Committee  
City of Toronto

From: Pam McConnell, Chair

Subject: Toronto Police Service – 2004 Operating Budget Variance Report as at October 31, 2004; and  
Expenditures Between September 30, 2004 and Year-End That Are Higher Than the Average Monthly Expenditures Over the Previous Nine Months.

Purpose:

To provide the 2004 operating budget variance report as at October 31, 2004, and to respond to the November 18, 2004 request of the Budget Advisory Committee for more detailed information on the operating budget expenditures between September 30, 2004 and year-end that are higher than the average monthly expenditures over the previous nine months.

Financial Implications and Impact Statement :

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

Recommendation:

It is recommended that the Budget Advisory Committee receive the following report for information.

Background :

At its meeting held on November 18, 2004, the Budget Advisory Committee requested the Chair, Toronto Police Services Board, to provide a report to the Budget Advisory Committee's December 14, 2004 meeting on the operating budget expenditures between September 30, 2004 and year-end that are higher than the average monthly expenditures over the previous nine months.

The information to follow in this report will include a response to the November 18, 2004 request of the Budget Advisory Committee as noted above, and the 2004 operating budget variance for the Toronto Police Service ending October 31, 2004.

Comments:

Toronto City Council, at its meeting held on April 19 to April 23, 2004, approved the Toronto Police Service (TPS) Operating Budget at a net amount of \$679.2 Million (M), which is the same amount as the revised budget approved by the Toronto Police Services Board at its meeting of April 1, 2004 (Board Minute #P105/04 refers). The Council-approved budget provides sufficient funding to maintain the same level of service as in 2003 as well as funding for costs related to the 2002 to 2004 salary settlements.

2004 Operating Budget Variance

As at October 31, 2004, a net surplus of \$1.0M is projected, which is \$0.5M more than reported in the September variance report.

Staffing

A favourable variance of \$0.5M is projected for staffing costs to year-end, which is \$0.3M more than reported in the September variance report.

Projected uniform separations for 2004 are currently estimated to be 234, compared to the budget of 224 as follows:

	<b>2004 Estimate</b>	<b>2004 Actual/ Projection</b>	<b>2003 Actual</b>
Year to date	203	210	138
Full year	224	234	150

Details of the change in projected separations and the impact on hiring will be provided to the Board as part of the Human Resource Strategy report.

Based on experience to date, Uniform salaries are projected to be underspent by \$0.8M due in large part to a greater than expected number of staff on long term sick. There are currently 27 members funded from the Central Sick Bank Reserve (CSB), compared to the budget of 14, which was based on historical averages. Members are not eligible to receive funding until they have exhausted all of their own leave accumulations that are payable by the Service. Therefore, the number of members funded from the CSB can fluctuate based on leave accumulations as well as the number of sick members. Eligible staff are paid from the CSB and represent savings in the Service's salary accounts. As per the collective agreement, funding to the CSB is provided by the Service through a contribution of 1/6 of one percent of total payroll to the CSB. The Service's operating budget includes a contribution to the CSB. In addition, a further \$0.8M surplus is projected by year-end due to increased separations compared to budget.

Premium pay expenditures are estimated to be \$1.0M over budget, \$0.5M of which is recoverable from the City, from increased Provincial Offences Act (POA) revenues. The \$0.5M recovery is due to the combined Service and City initiative to schedule officers to attend night court while off duty, as previously reported to the Board at its meeting of June 19, 2003 (Board

Minute P165/03 refers). Improved attendance at court helps to avoid dismissal of cases, which in turn results in increased revenue for the City. On an annualized basis, this initiative is expected to cost \$1.2M in premium pay to the Service (recoverable from the City), with an estimated \$1.9M increase in POA revenues for the City. Estimates for 2004 have been revised downward due to the long lead-time in scheduling court attendance. Data is currently being analyzed with respect to this initiative and will be reported on at future board meetings.

The remaining \$0.5M projected expenses are associated with major investigations such as guns and gangs (for example, project Impact where over 60 suspected gang members were arrested), seizure of marihuana grow operations (resulting in increased costs due to dismantling, evidence continuity and security), investigation and prosecution of violent hold-ups, and complex homicide investigations.

The Service continues to strictly enforce the monitoring and control of premium pay. Overtime can only be worked with supervisor approval or in an emergency situation. Attendance at court is minimized as much as possible. Furthermore, the Service has established a working group to review all aspects of criminal court attendance, in an effort to reduce these costs.

The Service was able to avoid several major crimes, including attempted homicides, and solve others through the increased proactive use of part-time detective support staff in several police investigations. Use of part-time detective support staff is strictly controlled and restricted to high-risk projects. However, the associated unfunded costs are currently projected to be \$0.6M. Every effort is being made to reduce this projected over expenditure while balancing the need to provide support to ongoing investigations.

### Benefits

Benefits are projected to be overspent by \$0.1M, which is the same as reported in the September variance report.

Starting with the first full pay in 2004, OMERS required employers and employees to remit pension costs at 100% of the increased rate, compared to 33% during 2003. The Service budgeted for the increased pension contribution costs for the full year. However, the remittance of 100% was applicable to the first full pay of the year. The Service's first full pay of 2004 was in late January and therefore, the first 12 days of the year were remitted at 33%, resulting in a one-time savings of \$1.1M.

During the 2004 budget process the Service reduced the medical/dental accounts, based on 2003 spending. In order to achieve City funding targets, the Service took an aggressive approach and further reduced these accounts. Detailed reviews of the medical/dental accounts have resulted in a year-end projected shortfall of \$0.9M.

As part of its budget, the provincial government delisted several services previously covered by OHIP and introduced a new health premium. The delisting of services (i.e. eye exams and chiropractic services) is now expected to cost the Service \$0.3M as these services are eligible for partial reimbursement by Service employees.

#### Non-Salaries

Non salary accounts are projected to be under spent by \$0.6M, which is \$0.2M more favourable than reported in the September variance report.

Based on current information, it is expected that the budget for legal indemnification of officers will be overspent by \$0.5M by year-end. Per the collective agreements, a member charged with but not found guilty of a criminal or statutory offence, because of acts done in the attempted performance in good faith of his/her duties as a police officer, shall be indemnified for the necessary and reasonable legal costs in the defense of such charges. During the 2004 budget process, the budget for legal indemnification of officers was reduced by \$0.4M based on historical average spending patterns. It was reported at the time that this account is unpredictable and subject to large fluctuations based on the types and number of cases experienced each year. Legal bills for a recently settled case are in excess of the liability set aside to cover this case by an amount equal to the entire 2004 budget that was set up for legal indemnification of officers. This projected variance of \$0.5M assumes that no further large cases will impact the Service this year.

Gasoline prices have continued to fluctuate at high levels. An increase in gasoline prices was anticipated and had been budgeted for. However, the Service is now projecting that gas expenditures will exceed budget by \$0.1M by year-end.

The Service has experienced an increase in some revenue accounts. Due to the sustained nature of the increases, the Service is now in a position to project a favourable variance of \$1.2M in revenues. Of this favourable variance, \$0.5M relates to increased prisoner transportation recoveries and \$0.3M to the sale of clearance letters. The remaining \$0.4M is comprised of variances in various other accounts (e.g. paid duties).

In addition to the above, the Service is faced with the need to implement recommendations from the Justice Ferguson report. Every attempt is being made to reallocate funding to accommodate anticipated expenditures through the deferral of planned expenditures wherever possible. Full implementation of the recommendations will require additional funding and this has been requested in the 2005 operating budget.

#### Community Action Policing Program (CAP)

At its July meeting Council approved the CAP program at an amount not to exceed \$545,000 and “that funding come from the increased 2004 Provincial payment in lieu of taxes.” The Service has now completed the CAP program and incurred expenses equal to \$0.5M. Based on Council’s approval of the program, the Service’s 2004 budget will be adjusted by the CAP

expenditure. Therefore, there is no net impact. Details of the outcomes of the program will be provided to the Board in a separate report.

#### Year to Date Expenditures Compared To Projections

At its meeting of November 18, 2004 the City Budget Advisory Committee requested the Toronto Police Service to provide further details with respect to the relationship between year-to-date spending and yearend projections. The following table provides a summary.

	<u>Budget</u>	<u>YTD as at Oct 31</u>	<u>Straight Line Projection</u>	<u>Service Projection</u>	<u>Difference</u>
Staffing	\$528.3	\$433.7	\$520.5	\$527.8	\$7.3M
Benefits	\$106.8	\$91.7	\$110.0	\$106.9	(\$3.1)M
Non Salaries	\$44.1	\$20.0	\$23.9	\$43.5	\$19.6M
Total	<u>\$679.2</u>	<u>\$545.4</u>	<u>\$654.4</u>	<u>\$678.2</u>	<u>\$23.8M</u>

The above straight-line projection is based on the assumption that spending over the last two months of the year will exactly equal the year-to-date proportional spending of the first ten months of the year.

Determining the projection is much more complicated than just extrapolating year-to-date spending. Projecting this way ignores seasonal fluctuations, timing differences, accounting procedures and other known factors. For example, in projecting staff costs, the Service projects the year-to-date expense to the end of the year by taking into account current staffing levels, future pay increments, future estimated attrition and future estimated hiring.

More specifically, in addition to the above example, the difference in the staffing projection is due in part to payroll timing differences. Several employee contract groups within the Toronto Police Service are paid two weeks behind regular full time employee staff. Premium pay is also paid on a two week delayed basis. The difference in the staffing projection is also due to the lieu time provisions of the Service collective agreements whereby the largest pay-out of accumulated time occurs at the end of the year.

The difference in the benefits projection is due mainly to the timing of Canada Pension Plan and Employment Insurance payments. As at October 31<sup>st</sup>, the majority of Service employees have reached their maximum contribution levels resulting in an accelerated expense. Other benefits continue to be paid proportionately to salaries. The net effect is the projection is lower than the straight-line extrapolation.

The difference in the non salaries area is due mainly to interdepartmental charges being posted on a delayed basis. To date, several large interdepartmental charges (e.g. City cleaning/utility charges \$13.0M and insurance contribution \$1.6M) are posted to only half of the budgeted amount. Other differences are a result of the delivery of most items occurring in the last quarter of the year. The 2004 budget was approved at the end of April, which leaves 8 months to obtain items that were awaiting budget approval. The purchasing process (i.e. from requisition to Board

approval, if required) could take 4 to 5 months followed by a delivery period and subsequently posting the payment. Therefore, the majority of expenditures in non-salary accounts are posted in the last quarter of the year.

### Summary

As at October 31, 2004, a favourable variance of \$1.0M is projected. The Service continues to monitor and control expenditures to maintain this favourable position and is committed to delivering an effective and efficient policing operation within the approved funding level.

The above variances can be summarized as follows:

	<u>Budget</u>	<u>Projection</u>	<u>Savings / (Shortfall)</u>
Staffing	\$528.3	\$527.8	\$0.5M
Benefits	\$106.8	\$106.9	(\$0.1)M
Non Salaries	<u>\$44.1</u>	<u>\$43.5</u>	<u>\$0.6M</u>
Total	<u>\$679.2</u>	<u>\$678.2</u>	<u>\$1.0M</u>

### Conclusions:

It should be noted that, in order to respond to the Budget Advisory Committee request that a report be provided for its meeting on December 14, 2004, the information contained in the foregoing report has not been reviewed or discussed by the Toronto Police Services Board. A copy of this report will, however, be provided to the Toronto Police Services Board for information at its meeting scheduled for December 16, 2004.

### Contact:

Mr. Angelo Cristofaro  
Director, Finance and Administration  
Toronto Police Service  
Telephone no. 416-808-7877  
Fax. No. 416-808-7932

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Pam McConnell  
Chair  
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**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P413. TORONTO POLICE SERVICE – 2004 CAPITAL BUDGET VARIANCE  
AS AT SEPTEMBER 30, 2004**

The Board was in receipt of the following report NOVEMBER 03, 2004 from Julian Fantino, Chief of Police:

Subject: 2004 CAPITAL BUDGET VARIANCE REPORT FOR THE TORONTO  
POLICE SERVICE AS AT SEPTEMBER 30, 2004

Recommendation:

It is recommended that:

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

Background:

Toronto City Council, at its meeting held on April 19 to April 23, 2004, approved the Toronto Police Service's (TPS) 2004 Capital Budget at a total expenditure of \$27.5 Million (M), and a total of \$188.4M for 2004 – 2008.

At the Board's meeting on October 16, 2003, the Service requested a 2004 - 2008 capital program of \$188.8M with a 2004 request of \$33.3M. The Board recommended various cash flow deferrals to the 2004 request resulting in the Board approved capital program for 2004 - 2008 of \$188.8M with a 2004 amount of \$28.3M (Board minute #271/03 refers). Subsequently, further reductions were made in order to achieve the City's 2004 affordability target by deferring, or phasing in projects wherever possible. This resulted in a revised 2004 capital budget of \$27.5M and \$188.4M for 2004 – 2008 (Board minute #359/03 refers). This report provides details regarding the capital budget variance for year 2004 as of September 30, 2004.

Summary of Capital Projects:

Attachment A provides a summary of the twenty-one projects in 2004, of which thirteen projects are continuing from 2003, and eight projects commenced in 2004. Capital projects are managed within a total approved project amount that spans over several years, and any unspent budget allocation from previous years is carried forward to future years. The carry forward amount prior to 2003, not included in the \$27.5M, is \$5.4M and therefore, the available expenditure for 2004 is \$32.9M (\$27.5M + \$5.4M).

The Service is projecting a year-end expenditure of \$30.4M against the \$32.9M available spending amount. This results in a projected under-expenditure of \$2.5M that would be carried forward to 2005.

### Variances

The following explanations are provided for 2004 projects reflecting a variance when compared to the available spending amount.

- The 51 Division project – At the time of year-end reporting, only \$0.5M of cash flow carry forward was reported; however, work was delayed and additional cash carry forward was realized. This project is now complete and spending is within the total budget.
- The Livescan Fingerprinting System project – Phase 1 of this project is behind the original schedule due to technical difficulties. However, all of the Livescans have been implemented at the eight Lock-Ups and are performing to anticipated specifications. The interface with the Repository for Integrated Criminalistic Imaging (RICI) System is also operating to specification. Forensic Identification Services (FIS) will be signing off on Phase 1 after 30 days of uninterrupted operation and critical issues before phase 2 starts. It is anticipated that \$2.2M of \$3.7M will be utilised during 2004. The remaining amount of \$1.5M will be carried forward to 2005.
- The New Training Facility project – This project provides for the construction of a new Police College (replacing C.O. Bick), a training facility for Firearm/Defensive Tactics, and a Driver Training Track. The Service anticipates that only \$1.9M of \$2.9M available funding will be utilised during 2004. Since the cost of construction during winter is much higher, it was decided to delay the completion of paving the Driver Training Track to 2005. The \$1.0M remaining amount in 2004 will be carried forward to 2005. Currently the TPS is adjusting the feasibility study which was originally included in the 2000 Capital Budget (BM#400/1999 refers) to include the pending involvement of the Department of National Defence (DND) and their requirements. The revised feasibility study will form part of the package that will be used to select a consultant. The 2005 submission will be adjusted if any changes arise as a result.
- The 23 Division project – Currently the TPS has applied for Site Plan approval and that process is underway (Committee of Adjustment approval has been obtained). The TPS will be retaining the services of a Construction Manager by year-end and the construction work will begin by spring of 2005 due to cost avoidance of winter construction. At this time, the Service is projecting to spend \$1.2M of the \$2.7M in 2004. The remaining amount will be carried forward to 2005.
- The 11 Division project – The land transfer from the Toronto Transit Commission is not completed yet. It is anticipated that only \$0.05M of the available \$0.2M will be spent in 2004. The remaining amount will be carried forward to 2005.

- The Mobile Data Network Conversion project – This project was scheduled to start in 2004; however, it is currently on hold awaiting a determination of type of network to be used. The entire available funding of \$0.9M will be carried forward to 2005.
- The Investigative Voice Radio System project – Due to operational needs more radios were ordered in 2004 resulting in a greater expenditure than planned (\$1.1M); however, the total expenditure remains within the approved project cost.
- The Mobile Command Post Vehicle project – These vehicles are custom made and require extensive construction, and the required technology is very complex (computer, telecommunications including radio, satellite, video, and landline telephone). TPS is presently researching the best technologies to integrate into this Mobile Command Post Vehicle, and will be issuing an RFP shortly. At this time, the Service is projecting to spend \$0.5M of the \$0.8M in 2004. The remaining amount will be carried forward to 2005.
- The Facility Fencing project – This is a four year project to erect fences in various police facilities. It is anticipated that only \$0.4M of the available \$0.9M will be spent in 2004 due to requirements for regulatory approvals from the City of Toronto. The remaining amount will be carried forward to 2005.

### Summary

The Toronto Police Service is projecting a 2004 year-end expenditure of \$30.4M against the \$32.9M available spending amount. This provides a projected under-expenditure of \$2.5M that would be carried forward to 2005. Projects continue to be monitored closely to ensure that they remain within the total project budget and on schedule.

It is recommended that the Board receive this report, and the Board forward this report to the City Chief Financial Officer and Treasurer, and to the City Policy and Finance (P&F) Committee.

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

**The Board received the foregoing and agreed to forward copies to the City of Toronto Chief Financial Officer and Treasurer and the City of Toronto – Policy and Finance Committee for information.**

## CAPITAL BUDGET VARIANCE REPORT AS AT SEPTEMBER 30, 2004

Project Name (\$000s)	Available to Spend in 2004	YTD Actual + Commitment as at September 30, 2004	2004 Projected Actual	Year-End Variance (Over)/ Under	Total Project Cost	Total Variance (Over)/ Under
<b>Continuing Projects:</b>						
Long Term Facilities - 51D	567.0	2,801.0	2,803.0	(2,236.0)	18,580.0	0.0
Time Resource Management System	186.0	185.7	186.0	0.0	4,500.0	0.0
Livescan Fingerprinting System	3,714.7	1,137.4	2,214.7	1,500.0	4,979.4	0.0
Police Integration System	1,650.0	1,054.6	1,650.0	0.0	5,250.0	0.0
State of Good Repair-Police	1,770.0	1,486.6	1,770.0	0.0	6,530.0	0.0
New Training Facility	2,870.0	1,331.2	1,870.0	1,000.0	48,900.0	0.0
23 Division	2,687.0	585.1	1,187.0	1,500.0	13,424.0	0.0
11 Division	200.0	0.0	50.0	150.0	15,800.0	0.0
TPS Headquarter Renovation	575.0	173.8	575.0	0.0	1,400.0	0.0
Boat Replacement	467.0	556.8	467.0	0.0	1,368.0	0.0
43 Division	5,608.0	558.2	5,608.0	0.0	12,700.0	0.0
IT Lifecycle Replacement	139.0	76.9	139.0	0.0	3,900.0	0.0
Traffic Services and Garage	5,100.0	18.9	5,100.0	0.0	5,100.0	0.0
<b>Projects Commencing in 2004:</b>						
Mobile Data Network Conversion	900.0	0.0	0.0	900.0	900.0	0.0
Voice Logging Recording System	400.0	0.0	400.0	0.0	804.0	0.0
Lawfully Authorized Electronic Surveillance	1,850.0	0.0	1,850.0	0.0	1,850.0	0.0
Investigative Voice Radio System	1,200.0	2,341.0	2,341.0	-1,141.1	3,600.0	0.0
Occupational Health & Safety Furniture Life Cycle Replacement	750.0	0.0	750.0	0.0	3,000.0	0.0
Mobile Command Post Vehicle	750.0	367.6	460.0	290.0	750.0	0.0
Police Command Centre	605.0	43.0	605.0	0.0	725.0	0.0
Facility Fencing	915.0	0.0	415.0	465.0	3,660.0	0.0
<b>TOTAL:</b>	32,903.7	12,717.7	30,440.8	2,462.9	157,720.4	0.0

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TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P414. TORONTO POLICE SERVICE – PARKING ENFORCEMENT UNIT –  
2004 CAPITAL BUDGET VARIANCE AS AT SEPTEMBER 30, 2004**

The Board was in receipt of the following report NOVEMBER 03, 2004 from Julian Fantino, Chief of Police:

Subject: 2004 CAPITAL BUDGET VARIANCE REPORT FOR THE TORONTO  
POLICE SERVICE - PARKING ENFORCEMENT AS AT SEPTEMBER 30,  
2004

Recommendation:

It is recommended that:

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

Background :

Toronto City Council, at its meeting held on April 19 to April 23, 2004, approved the Toronto Police Service - Parking Enforcement 2004 Capital Budget, at a total expenditure of \$1.67 Million (M), and a total of \$1.72M for 2004 – 2008. The budget approved by the Toronto Police Services Board at its meeting of October 16, 2003 was for \$1.9M for 2004, and a total of \$5.1M for 2004 - 2008 (Board Minute #P272/03 refers). The Board approved the requested capital budget with the exception of the costs associated with Parking Enforcement East and Parking Enforcement West which were deferred pending the receipt of further reports on alternative options for the location of the Parking Enforcement facilities. The revised amount is the same as the City Council approved amount.

Summary of Capital Projects:

The following table provides a summary of the Parking Enforcement project in 2004. Capital projects are managed within a total approved project amount that spans over several years, and any unspent budget allocation from previous years is carried forward to future years. The carry forward amount prior to 2004, not included in the \$1.67M, is \$1.15M, and therefore, the available expenditure for 2004 is \$2.82M (\$1.67M + \$1.15M).

Project Name (\$000s)	Available to Spend in 2004	YTD Actual + Commitment as at September 30, 2004	2004 Projected Actual	Year-End Variance (Over)/ Under
Handheld Parking Devices	2,815.1	40.6	40.6	2,774.5
<b>TOTAL:</b>	<b>2,815.1</b>	<b>40.6</b>	<b>40.6</b>	<b>2,774.5</b>

Based on the above, the Service is projecting a year-end expenditure of \$0.041M against the \$2.82M available spending amount.

### Variances

Handheld Parking Devices – This project was previously approved for the total funding of \$2.8M; however, it requires full project approval due to the City's one-year cash carry forward policy. In year 2005, the new request will include one time additional costs for system integration, electrical renovation, professional consulting, and a two-year system maintenance, with the recommendation that the Toronto Police Service's Information Technology Services (ITS) take over system maintenance starting in 2007. The new strategy requires additional funding of \$1.3M above the approved funding in 2003 and 2004 for the new request of \$4.3M.

Parking Enforcement encountered many challenges that created considerable delay with this project. A great deal of time was spent negotiating between ITS staff and the City's Information Technology (IT) staff to determine ownership of the system. The work for system integration has been identified as more complicated than originally anticipated. There are nine interfaces that have to be developed and maintained between the Service, the City, and the new hand held server. Also the discussion around the issue of bank processable ticket paper took a substantial amount of time. Since the release and receipt of responses to the Request For Proposal (RFP), it has come to the attention of the Service that the equipment considered in the original 2002 submission is being phased out by the manufacturers, and no vendors have recommended this particular equipment for this application. Based on up-to-date environmental and ergonomic testing, as well as hardware availability in the marketplace for a Parking Enforcement application, the price of the new equipment on average has increased substantially.

### Summary

The Service is projecting a 2004 year-end under-expenditure of \$2.77M. The available funding for Handheld Parking Devices will not be spent in 2004. This project requires additional funding of \$1.3M over the \$2.8M approved amount. Due to the City's one-year cash carry forward policy, this project requires full project approval in 2005.

It is recommended that the Board receive this report, and the Board forward this report to the City Chief Financial Officer and Treasurer, and to the City Policy and Finance (P&F) Committee.

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

**The Board received the foregoing and agreed to forward copies to the City of Toronto Chief Financial Officer and Treasurer and the City of Toronto – Policy and Finance Committee for information.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P415. SEMI-ANNUAL REPORT: UPDATE ON THE IMPLEMENTATION OF  
THE CITY AUDITOR'S RECOMMENDATIONS PERTAINING TO  
INVESTIGATIONS INVOLVING SEXUAL ASSAULTS**

The Board was in receipt of the following report NOVEMBER 01, 2004 from Julian Fantino, Chief of Police:

Subject: SEMI-ANNUAL REPORT UPDATE ON THE IMPLEMENTATION OF THE  
CITY AUDITOR'S RECOMMENDATIONS

Recommendation:

It is recommended that:

- (1) the Board receive this report for information, and
- (2) a copy be forwarded to the City of Toronto Audit Committee.

Background:

At its meeting on April 19, 2001, the Board received a comprehensive report responding to the 57 recommendations from the City Auditor's Report entitled "Review of the Investigation of Sexual Assaults – Toronto Police Service." (BM #P121/01 refers).

Current Status:

The Service has addressed all of the recommendations from the City Auditor's Report and has provided the Board with regular status updates. (BM #476/00, BM #P121/01, BM #P289/01, BM #P122/02, BM #P303/02, BM #P111/03, BM #P151/03 and BM #P323/03, BM # P165/04 refers).

On May 27, 2004 the Board received the most recent update report on the status of the recommendations indicating that all recommendations have been implemented with the exception of Recommendation #4. (BM #P323/03).

**Recommendation # 4**

**The City Auditor be requested to conduct a follow-up audit in regard to the status of the recommendations contained in this report, the timing of such audit to be consistent with the time frame outlined in the report of the Chief of Police. The City Auditor be required to report directly to the Toronto Police Services Board in regard to the results of the follow-up audit.**

Response: Agree

Status: Ongoing

The Service forwarded a letter dated October 23, 2002, to the City Auditor requesting that he return and conduct a follow-up audit. (BM #P303/02 refers). Jeffrey Griffiths, the City Auditor, responded to the Services correspondence and stated that a follow-up audit is currently ongoing and that he would provide a report to the Police Services Board for its August 3, 2003, meeting. (BM #111/03 refers).

Acting Deputy Chief E. Gilbert, Policing Support Command, will be in attendance to answer any questions the Board may have.

**Chair McConnell advised the Board that she had met with Mr. Jeffrey Griffiths, City Auditor, and that he indicated the follow-up audit report would be provided to the Board for its January 13, 2005 meeting.**

**The Board deferred the foregoing report to its January 13, 2005 meeting to be considered in conjunction with the report to be submitted by the City Auditor.**

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TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P416.           CORRESPONDENCE**

The Board was in receipt of a summary of the public correspondence received in the Board office between November 01, 2004 and November 30, 2004. A copy of the summary is on file in the Board office.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P417. STATISTICAL ANALYSIS OF CONDUCT COMPLAINTS**

The Board was in receipt of the following report NOVEMBER 22, 2004 from Julian Fantino, Chief of Police:

Subject: STATISTICAL ANALYSIS OF CONDUCT COMPLAINTS

Recommendation:

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

Background:

At its meeting of April 29, 2004, the Board requested that, as part of the monthly Professional Standards report, it receive a statistical analysis report on all allegations of misconduct against members of the Toronto Police Service. This analysis is to include open cases, closed cases, cases opened and closed since last reported, and should identify the unit conducting the investigation. Further, that the categories of investigations listed must be in a format consistent with the Professional Standards semi-annual report and that such analysis also include any identifiable trends noted by the Service (Board Minute P134/2004 refers).

At its meeting of September 23, 2004, the Board sought to separate the monthly reporting of serious misconduct issues from complaint statistics. Further, the Board directed that the separate monthly complaint statistical report be produced at its regular public meeting (Board Minute C162/2004 refers).

The statistics contained in this document are extracted from the Complaints Administration database as near as practicable to the Board report submission date, and therefore may not reflect a full calendar month. Caution must be exercised in using the absolute number of complaints received as an indicator for changes in behavioural patterns, and especially on a limited monthly basis. The figures listed for complaints received reflect the information in its raw format before the complaints are either classified or investigated. Given that an investigation may take upwards of six months to conclude, and may be further delayed while awaiting an appeal to the Ontario Civilian Commission on Police Services, the number of concluded matters may fluctuate extensively when comparing monthly statistics.

Information extracted on November 22, 2004, shows a 13% increase over the total external conduct complaints received compared to the same time period in 2003 (770 versus 675). When contrasted to the volume change for 2002/03, and 2001/02, there is an identifiable increase in the number of external complaints being received, but no trend analysis is available based solely on

a single month volume of figures. (2003/04 – 13% increase; 2002/03 – 6% increase and 2001/02 – 8% decrease)

The current figure for closed external complaints rests at 545, which translates into a 71% closure rate for the 770 complaints received thus far. This figure compares exactly with the 2003 percentage, but is slightly less than the 2002 figure (74%) for the similar timeframe.

In terms of internal matters initiated against police officers, the difference between 2004 and 2003 shows a minor reduction (545 versus 558 respectively). The closure rate for internal complaints is 70% (383 of 545 received), which is slightly less than the 2003 figure of 76%.

Each complaint may contain several different allegations, and it is the types of allegations that will define any behavioural trend. The Service has standardized the allegation categories by formulating its reporting structure based on the specific offences that a police officer may commit as contained in the Schedule Code of Conduct within O. Reg. 123/98. An in-depth analysis of the allegation categories is undertaken in the Professional Standards annual and semi-annual report, but as an interim indicator, a simplified analysis is provided for the Board's information.

Between 2003 and 2004, despite the rise in the number of external complaints received, there has been an overall drop in the number of associated allegations. Specifically, the allegation categories of discriminatory practices, incivility and neglect of duty have been reduced. However, allegations of unlawful or unnecessary exercise of authority have increased by 33% over the same comparison period. The spike associated to this allegation category occurred shortly after a court decision surrounding police abuse of authority during an arrest.

A review of the internal allegation figures for year-to-date 2003 and 2004 also illustrates a general decrease (612 versus 426 respectfully). The categories of discreditable conduct and insubordination had a heavy decline, while neglect of duty and damage to clothing or equipment showed a minor increase. The increased volume in allegations related to clothing and equipment is attributable to the increased focus on Service vehicle collisions, and holding offending members more accountable for their actions.

Acting Staff Superintendent Richard Gauthier of Professional Standards will be in attendance to answer any questions the Board members may have.

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

**THAT the Service continue to provide reports containing statistical analysis of all conduct complaints on a monthly basis until further notice.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON DECEMBER 16, 2004**

**#P418. IN-CAMERA MEETING – DECEMBER 16, 2004**

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:

Chair Pam McConnell  
The Honourable Hugh Locke, Q.C.  
Dr. Alok Mukherjee  
Councillor John Filion  
Councillor Case Ootes

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**#P419.       ADJOURNMENT**

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Councillor Pam McConnell  
Chair