



The following *draft* Minutes of the meeting of the Toronto Police Services Board held on April 19, 2012 are subject to adoption at its next regularly scheduled meeting.

MINUTES OF THE PUBLIC MEETING of the Toronto Police Services Board held on **APRIL 19, 2012** at 1:30 PM in the Auditorium, 40 College Street, Toronto, Ontario.

PRESENT:

Mr. Michael Thompson, Councillor & Acting Chair
Dr. Dhun Noria, Member & Acting Vice-Chair
Mr. Chin Lee, Councillor & Member
Ms. Marie Moliner, Member
Ms. Frances Nunziata, Councillor & Member
Mr. Andrew Pringle, Member

ABSENT:

Dr. Alok Mukherjee, Chair

ALSO PRESENT:

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

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON APRIL 19, 2012**

#P85. APPOINTMENT TO THE BOARD – MS. MARIE MOLINER

The Board was in receipt of the attached Order-in-Council No. 360/2012 approved by the Lieutenant Governor on March 27, 2012 which appointed Marie Moliner as a member of the Toronto Police Services Board for a period of three years.

Acting Chair Michael Thompson administered the oath of office and the oath of secrecy to Ms. Moliner.

The Board received the Order-in-Council and extended a welcome to Ms. Moliner.



Ontario
Executive Council
Conseil exécutif

Order in Council
Décret

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and concurrence of the Executive Council, orders that:

Sur la recommandation de la personne soussignée, le lieutenant-gouverneur, sur l'avis et avec le consentement du Conseil exécutif, décrète ce qui suit :

Pursuant to the provisions of the Police Services Act, as amended,

Marie Moliner, Toronto

be appointed a member of the Toronto Police Services Board for a period of three years, effective from the date of this Order-in-Council.

Recommended

Premier and President
of the Council

Concurred

Chair of Cabinet

Approved and Ordered

MAR 27 2012

Date

Lieutenant Governor



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON APRIL 19, 2012**

#P86. RESPONDING TO PEOPLE WITH MENTAL HEALTH ISSUES

The Board was in receipt of the following report March 20, 2012 from William Blair, Chief of Police:

Subject: **RESPONDING TO PERSONS WITH MENTAL HEALTH ISSUES**

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

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

Background/Purpose:

The Toronto Police Services Board Chair has requested that the Chief of Police William Blair deliver a presentation at the Board's public meeting of April 19, 2012, on how the Toronto Police Service responds to persons with mental health issues.

Discussion:

A video presentation has been prepared and will be presented to the Board outlining how the Service responds to persons with mental health issues.

The presentation will be delivered by Deputy Chief Mike Federico of Corporate Command and will describe the level of the training delivered to members in addition to ongoing Service initiatives.

Deputy Chief Mike Federico, Corporate Command, will be in attendance to answer any questions that the Board members may have regarding this report.

Deputy Chief Mike Federico, Corporate Command, was in attendance and delivered an oral and video presentation to the Board on how the TPS responds to people with mental health issues. A copy of Deputy Chief Federico's presentation is on file in the Board office.

Ms. Pat Capponi, Co-Chair, Toronto Police Services Board Mental Health Subcommittee, was also in attendance and delivered a presentation to the Board on behalf of the Subcommittee. A copy of Ms. Capponi's presentation is on file in the Board office.

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

- **John Sewell, Toronto Police Accountability Coalition ***
- **Miguel Avila ***
- **Anthony Prussky ***
- **Don Weitz ***
- **Cindy Rose ***
- **Doug Pritchard ***
- **Darlene Marett**
- **Reuben Abib, Black Action Defence Committee ***
- **Victor Willis, The Parkdale Activity Recreation Centre ***
- **Jane Pritchard ***
- **Anita Szigeti, Mental Health Legal Committee ***
- **Jennifer Chambers, Empowerment Council – A Voice for Clients in the Mental Health and Addiction Systems ***
- **Jonathan Berger**
- **Liza Balkan**
- **Karen Graham**

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

The Board was also in receipt of written submissions from:

- **Tracy Sheridan, Chair, Taylor Massey Mental Wellness & Harm Reduction Work Group**
- **Lydia Riva**
- **Janet Davis, Councillor, City of Toronto**

Copies of the foregoing written submissions are on file in the Board office.

Following the deputations, the Board had a discussion and approved the following Motions:

- 1. THAT the Board receive the report from Chief Blair and the presentations provided by Deputy Chief Federico and Ms. Capponi;**
- 2. THAT the Board receive the deputations and the written submissions and that copies be forwarded to the Chief of Police and the Board's Mental Health Sub-Committee for review and any comments or recommendations be provided to the Board, if appropriate; and**

cont...d

3. **THAT the Board request the Chief of Police to review our “model” of how police officers/dispatchers respond to people suffering mental illness, this review is to include: a) review of successful models globally; b) consultation with stakeholders; and c) consultation with academia and medical practitioners.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON APRIL 19, 2012**

**#P87. SEMI-ANNUAL REPORT: PROFESSIONAL STANDARDS – JANUARY
TO JUNE 2011**

The Board was in receipt of a report dated December 22, 2011 from William Blair, Chief of Police, pertaining to the Professional Standards review for the period of January to June 2011. A copy of the report is on file in the Board office.

Given the limited time available at this meeting, the Board deferred consideration of the foregoing report to its next meeting.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON APRIL 19, 2012**

**#P88. 2011 ANNUAL REPORT: SPECIAL CONSTABLES – UNIVERSITY OF
TORONTO**

The Board was in receipt of the following report March 01, 2012 from William Blair, Chief of Police:

Subject: 2011 ANNUAL REPORT: UNIVESRSITY OF TORONTO POLICE - SPECIAL
CONSTABLES

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

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

Background/Purpose:

Section 45 of the agreement between the Toronto Police Services Board and the University of Toronto (U of T) Governing Council regarding special constables states that:

The University shall provide to the Board an annual report with statistical information including but not limited to information as to enforcement activities, training, supervision, complaints and other issues of concern to the parties and such further relevant information as may be requested by the Board.

Discussion:

As directed by the Board, appended to this report is the 2011 Annual Report from the Scarborough and St. George Campuses of the U of T Police regarding special constables. The report is consistent with the reporting guidelines established by the Board.

Conclusion:

The Toronto Police Service has established an excellent working relationship with the University of Toronto. Over the past 12 months, a number of community outreach initiatives have been undertaken by the University of Toronto Police to enhance the feeling of safety and security for the users of University of Toronto properties in the downtown core and Scarborough. These initiatives are consistent with the community policing model employed by the Toronto Police Service and should complement our efforts to better serve the citizens of Toronto.

Acting Deputy Chief Jeff McGuire, Specialized Operations Command, will be in attendance to answer any questions that Board may have regarding this report.

Mr. Dan Hutt, Director, Campus Community Police, and Mr. Rob Messacar, Manager, Campus Community Police, were in attendance and provided brief summaries of the 2011 special constable activities at the St. George and Scarborough campuses, respectively.

The Board received the foregoing report.

2011 Special Constable Annual Report
University of Toronto - St. George Campus

21 Sussex Avenue
Toronto, Ontario M5S 1J6

Table of Contents

Table of Contents	11
Executive Summary	Error! Bookmark not defined.
<i>Highlights of Reporting Year</i>	Error! Bookmark not defined.
Organization, Statistics and Mandatory Reporting	Error! Bookmark not defined.
<i>Organization Chart</i>	13
Appointments	13
Terminations/ Suspensions/ Resignations and Retirements	14
Training.....	14
<i>Mandatory Training</i>	15
<i>Additional Training</i>	15
Complaints	15
Use of Force	16
Equipment	16
Crime, Traffic & Order Management	16
Reports	16
Property.....	17

Executive Summary

There have been no significant changes to the provision of campus security and community safety programs at the University of Toronto, St. George Campus during the reporting year.

Highlights of Reporting Year

Break and Enter

Offenders continue to target University of Toronto buildings in search of electronic items such as laptops, flat screen monitors, televisions and projectors. This was reflected by a slight increase in the number of break and enters over the last few years. Members of the service liaise with members of the Toronto Police major crime unit to investigate these occurrences, leading to a significant decrease from 60 in 2009 to 27 in 2010, which carried into 2011 with a reduction to 9 break and enter occurrences. Programs such as CPTED and proactive surveillance have helped reduce the numbers but the primary factor is believed to be deployment of the Campus Security and Access Control system. Additional buildings are planned for addition to the system in 2012.

Theft

Thefts under \$5000 increased significantly from 338 in 2008 to 489 in 2009 but have decreased to 330 in 2010 and then to 268 in 2011. Thefts mainly consist of electronic equipment, wallets and cash and occur most often within campus libraries. The University of Toronto is a target rich environment with an increased number of students carrying laptops and electronic devices such as iPhones and iPods on campus, more specifically to libraries.

Theft of Bicycles

The rise in theft of bicycles has continued from 58 in 2009, 72 in 2010 and 105 in 2011. Despite countermeasures including surveillance, the incidents continue to increase. More people are bringing their bicycles to campus, creating a larger target pool.

Overall, crime reports have decreased from 886 in 2009 to 693 in 2010 and to 589 in 2011.

Organization, Statistics and Mandatory Reporting

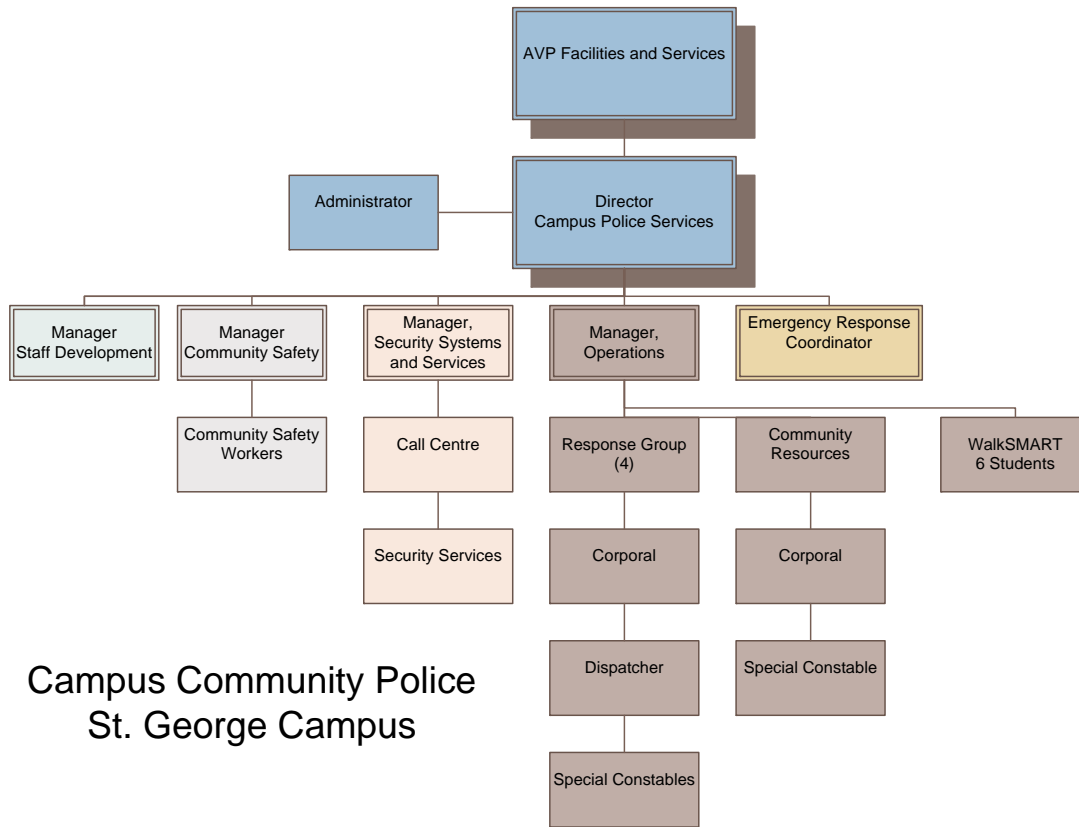
Direction, Management and Supervision

The University of Toronto Campus Community Police at St. George Campus operate 24/7 utilizing groups of uniform personnel led by a manager, assisted by a lead hand and dispatcher to support and guide the special constables in their work.

The Director, Campus Police Services manages a portfolio that includes the special constable service, led by the Manager, Campus Police Operations. There are no special constables in the Community Safety Office, Security Services, Call Centre or Security Systems and Services groups. They are not part of the special constable operation and no report is made for their activity.

The Community Safety portfolio includes all campuses while the special constable and other services are unique to the St. George campus.

Organization Chart



Appointments

Number of Total Applications (January 1 st - December 31 st)	Number of New Appointments (January 1 st - December 31 st)	Number of Re-Appointments (January 1 st - December 31 st)	Total Number of Special Constables (As of December 31 st)
6	2	4	28

Note: There are 34 Approved positions for Special Constables at the St. George Campus. At the time of writing, the University was in the process of hiring replacement staff.

Terminations/ Suspensions/ Resignations and Retirements

Number of Terminations (January 1 st -December 31 st)	Number of Suspensions (January 1 st -December 31 st)	Number of Resignations * (January 1 st -December 31 st)	Number of Retirements (January 1 st -December 31 st)
0	0	3	0

Training

Our training mandate is designed to meet the needs of the University. Training combines Directives from the Toronto Police Service, changes in law, court decisions, Federal, and Provincial standards into a comprehensive learning model.

The Service strives to keep current with community policing, public safety and law enforcement trends while recognizing trends in social development and learning from professionals within and outside the University. The training program is developed through consultation with the community, other institutions and case debriefing of situations.

The Service welcomes constructive comment from its clients. Recommendations from all levels of policing contribute to the process of designing and delivering the courses to meet the specific needs of the service and its community. The training curriculum is designed to ensure a balanced mix of mandatory skills training, sensitivity to the University environment and practical field experience. This is accomplished through a combination of on-line and in-class lectures, seminars and participative, in-group discussions to approximate campus policing situations.

Campus resources are used whenever possible, but due to the unique style of policing that is required on campus; outside resources are occasionally used. The nature of the University community requires its special constables to have a high level of understanding of the cultures, beliefs and experiences of people from all over the world. Constraints in budget have resulted in significant reduction in outside training and attendance at courses, conferences and conventions.

Understanding people and developing empathy for their situations is essential to providing community policing services. There are core learning requirements that lead to understanding diversity in many parts of the training, not just in courses titled as such. The initiatives taken are highlighted in the chart but an explanation is included to provide context.

The table following details the training provided during 2010 to special constables at the University of Toronto:

Mandatory Training

Course/Topic	Delivered By	Duration	Number who received Training
Annual Use of Force	Campus Police Instructor	8.0 hrs.	28
CPR Level "C" and AED	Campus Police Instructor	8.0 hrs.	28
Standard First Aid	Campus Police Instructor	16.0 hrs.	22
Diversity Training	Canadian Police Knowledge Network Aboriginal and First Nations	8.0 hrs.	28

Additional Training

Course / Topic	Delivered by	Duration	Number who received Training
Advanced Patrol Training On-Line	Canadian Police Knowledge Network	16.0	1
Defensive Driver Training	Graham Austin (CARS)	16.0 hrs.	4
OACUSA Protective Services Course On – Line (new recruits)	Ed Judd and Associates	240 hrs.	1
OACUSA Protective Services Course On – Site (new recruits)	Ed Judd and Associates	80 hrs.	1

Complaints

Total Number of Complaints	Investigated by Agency	Investigated by Toronto Police Service	Number Resolved	Number Outstanding
0	0	0	0	0

Use of Force

In 2010, there was one incident of special constables of the University of Toronto (St. George) Campus Police using force on a person that required the submission of a Use of Force Report (R.R.O. 1990, Reg. 926 s 14.5 (1)). The subject was subsequently arrested by Toronto Police and processed as an Emotionally Disturbed Person.

Equipment

Equipment Issued to Special Constables
<ul style="list-style-type: none"> ▪ One wallet badge, appropriate wallet and Agency identification card ▪ Soft body armour with appropriate carriers ▪ One set of standard handcuffs with appropriate carrying case ▪ One expandable baton with appropriate carrying case ▪ One memo book ▪ Access to electronic Directives

Crime, Traffic & Order Management

Authority*	Arrested	Charged (Form9, P.O.T)	Released No Charges (Unconditionally)	Turned Over to Toronto Police Service
Criminal Code	42	72	13	21
Controlled Drug & Substance Act	4	9	2	2
Trespass to Property Act	26	78	85	0
Liquor License Act	6	18	5	1

**As provided in the Special Constable Appointment*

Reports

Incident Types	2011
Break and Enter	9
Robbery	3
Theft Over \$5000	0
Theft Under \$5000	268
Theft Bicycles	105
Possess stolen property	0
Disturb Peace	1
Indecent Acts	4

Mischief/Damage	127
Other Offences	26
Sexual Assaults	2
Assault	25
Impaired Driving	0
Criminal Harassment	10
Threatening	8
Homophobic/Hate Crimes	1
Homicide	0
<i>Crime Occurrences</i>	589

Property

Evidence property is managed by the Case Manager and is returned at the end of cases or as directed by the court. Property is not retained for cases managed by Toronto Police.

Found Property is not reported to Campus Police. It is managed by the Caretaking Service.

2011 Special Constable Annual Report

University of Toronto – Scarborough Campus

1265 Military Trail

Suite SW300

Toronto, Ontario

M1C 1A4

Table of Contents

Executive Summary.....	2
Highlights of 2011.....	4
Supervision.....	5
Appointments.....	6
Terminations.....	6
Training.....	6
Mandatory Training.....	7
Additional Training.....	7
Complaints.....	8
Use of Force.....	8
Equipment.....	9
Crime, Traffic and Order Management.....	9
Crime Stats.....	10
Property.....	10

Executive Summary

Introduction

The University of Toronto Scarborough Campus is comprised of students, staff, and faculty that represent virtually every country and region in the world. This pluralistic, multi-cultural environment provides an exciting foundation in which our future leaders can live, play, and learn. We truly believe that Tomorrow Is Created Here!

The University of Toronto Scarborough Campus Community Police provides effective support to our Community, ensuring that prescribed Service standards while ensuring the administration, promotion and support of professionalism are upheld. These standards include the practices, conduct, appearance, ethics and integrity of its members, with a goal to strengthen public confidence and co-operation within the community.

The Campus Police is comprised of an approved strength of 15 Special Constables. In addition, a compliment of 5 licensed security guards and 3 parking enforcement officers is utilized. The Special Constables are the first responders to all incidents on campus involving public safety or criminal behaviour. An assessment is then made, based on an agreement with the Toronto Police Services Board, as to the response required to deal with the situation.

Enforcement, although always available to the officers, is a tool that is utilized to enhance public safety within our community. Proactive approaches are a predominant aspect of community policing within our academic setting and comprise of initiatives such as providing educational material on campus safety to all first year students, training seminars, theft prevention programs, strategic patrol initiatives, and taking part in various committees.

Summary

Campus Police at the University of Toronto Scarborough Campus are committed to providing and maintaining a safe and secure environment that serves to enhance the quality of life for students, faculty, staff, alumni, residents and guests of the University. We have undergone significant growth and organizational change during the past three years. These changes have ensured that the ever evolving security needs, such as that of the new Instructional Centre, are being addressed and that services are being delivered in a strategic, effective and efficient manner.

The criminal statistics for UTSC included in this report continue to demonstrate that we are a very safe community. Crimes against persons are minimal and are generally very minor in nature. Property crimes other than break & enters are crimes of opportunity involving minor thefts. Prime target areas for these thefts have been identified and proactive measures resulted in decrease of thefts of personal property in 2011. We will continue to work with our strategic partners to reduce these occurrences throughout 2012 utilizing a number of strategies including target hardening and education.

Initiatives

In 2010 the UTSC Campus Police continued with its anti-theft initiatives that resulted in a decrease of reported thefts of personal property. The campus police have also undertaken various initiatives to not only ensure the safety of the community, but also to increase the sense of personal safety while in our community. These initiatives have included our escort program, where anyone can receive an escort from anywhere on our campus to any other location on campus on a 24/7 basis, the lone worker program designed to enhance the safety of persons working in remote areas of the campus or during the late evening hours, and proactive patrolling. The campus police also sit on various committees, including the Positive Space Committee, the Student Welfare Committee, and the Advisory Committee on Campus Safety and Security.

Moving Forward

The University of Toronto Scarborough Campus Police will continue proactive strategies to both identify safety concerns and implement strategies to better serve our community. Presently planning is in place to partner with 43 Division to provide additional educational and enforcement activities in an attempt to further reduce the incidents of theft of personal property. As safety is a shared responsibility, we will continue to enlist the assistance of our community, offer educational opportunities regarding possible risks and how to minimize the opportunity of being victimized.

Highlights of 2011

The University of Toronto Scarborough Campus Special Constable Service continues to dedicate itself to the core values of Community Based Policing. In fulfilling this purpose, the University Special Constables work in partnership with the community in developing programs and conducting activities to promote safety and security on campus. The partnerships we forge today are the foundations for building and strengthening our community's need to create and sustain a positive, nurturing environment that is so vital for the growth of our future leaders.

In 2011 it was recognized that laptops and other personal property were being targeted for theft. The campus police therefore formed partnerships with our community to research and implement proactive strategies. These included educational initiatives, mailing out an information pamphlet to incoming students, and the design of anti-theft posters that were completed by students. These strategies continued throughout 2011. As a result there has been an overall decline in the theft of personal property on campus, decreasing from 77 instances in 2010 to 62 in 2011.

The U.T.S.C. Campus Community Police saw a great deal of change, with both the Director of Campus Safety and Security and the Assistant Manager of the Campus Police leaving their positions for other opportunities. The number of Building Patrollers (who are licensed security guards) increased to 5, and the Parking Enforcement Officers were transferred from the Parking Office to the Campus Police supervisory teams. All employees with enforcement responsibilities at the University of Toronto Scarborough Campus are now working within the Campus Police managerial framework.

Organization, Statistics and Mandatory Reporting

Supervision

The Manager of UTSC Campus Community Police Services reports to the Director of Campus Safety and Security. The Manager and the Staff Sergeant of the UTSC Special Constable Services are responsible for the management and general supervision of all Corporals and Special Constables, while the Corporals are responsible for the supervision of the Special Constables on duty. Managers are generally on duty from 9:00 a.m. – 6:00 p.m. Monday to Friday and on call and available at other times. At all times there is a Corporal or Acting Corporal on duty and designated as shift supervisor, and who is responsible for supervising between 1 and 4 officers

Organizational

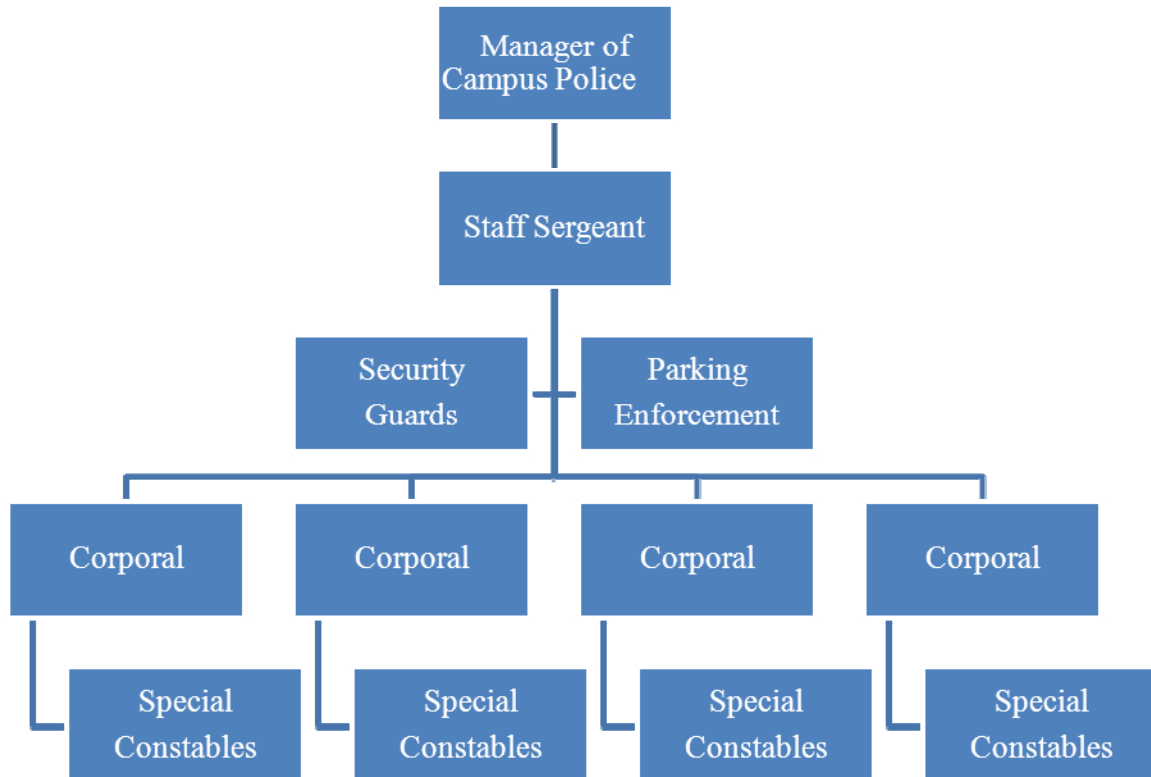


Chart Appointments

Number of Total Applications (January 1 st -December 31 st)	Number of New Appointments (January 1 st -December 31 st)	Number of Re-Appointments (January 1 st -December 31 st)	Total Number of Special Constables (As of December 31 st)
0	1	2	13

Terminations/ Suspensions/ Resignations and Retirements

Number of Terminations (January 1 st -December 31 st)	Number of Suspensions (January 1 st -December 31 st)	Number of Resignations (January 1 st -December 31 st)	Number of Retirements (January 1 st -December 31 st)
0	1	2	0

Training

In 2011, the University of Toronto at Scarborough Police Services have continued to look to both external agencies and in-service trainers for the purpose of fulfilling the training needs of its Special Constables. UTSC Campus Community Police Services has continued conducting regular mandatory in-house training sessions for all Special Constables.

The University of Toronto at Scarborough Police Services is committed to the improvement of front-line training for officers that is reflective of the diverse needs and expectations of the university community. Our training is also designed to meet the needs of the UTSC community in combination with directives from the Toronto Police Services Board. The training program is developed through consultation with the community, other institutions and debriefing of situations.

Recommendations from all levels of police personnel contribute to the process of designing the courses to meet the specific needs of the UTSC Police and the community. The training curriculum is designed to ensure a balanced mix of mandatory skills training, sensitivity to a University environment and practical field experience. The use of classroom lectures, seminars and the participation of in-group discussions approximate campus-policing situations. Campus resources are used where possible, but due to the unique policing challenges on a campus setting, outside resources are occasionally used as well.

<i>Mandatory Training</i>			
Subject Matter	Delivered By	Duration	Number Receiving Training
Annual Use of Force	U.T.S.C. Campus	8 Hours	14

	Community Police		
First Aid	St. Johns Ambulance and Canadian Police Knowledge Network	Online Course with classroom instruction	2*
Cardio Pulmonary Resuscitation	Cardiac Safe City	6 Hours	14
Diversity – Racially Biased Policing	Canadian Police Knowledge Network	Online Course	11
Diversity-Faith and Diversity	Canadian Police Knowledge Network	Online Course	11

*All officers currently hold valid First Aid Certificates

Other Training

Subject Matter	Delivered By	Duration	Number Receiving Training
Building High Impact Teams	University of Toronto	3 Hours	1
Special Constable Refresher Course	Ed Judd and Associates	40 Hours	2
Acute and Post Traumatic Stress Intervention	Tema Conter Memorial Trust	8 Hours	1
Applied Suicide Intervention Skills	University of Toronto	16 Hours	3
Search of the Person	U.T.S.C. Campus Police	1 Hour	14
Ontario Smoke Free Ontario Act	U.T.S.C. Campus Police	1 Hour	14
Mental Health Act and Mobile Crisis Team	Toronto Police Service	1 Hour	14
Parking Enforcement	University of Toronto Parking Office	.5 Hours	14
Crime Scene Management	U.T.S.C. Campus Police	1 Hour	14
Managers Guide to Culture, Conflict and Inclusion	University of Toronto	1 Hour	8
Managing Sick Leave	University of Toronto	4 Hours	1
Hazardous Waste Management and Laboratory Spill Response	University of Toronto	4.5 Hours	1
Green Dot Training	University of Toronto	3.5 Days	2
Mental Health Awareness	Toronto Community Housing Corporation Special Constable Section	8 Hours	3
Front Line Supervisors Course	Ontario Police College	40 Hours	1
Violence Threat Assessment	Randy Grieser, CTRI Inc.	16 Hours	1

Complaints

Total Number of Complaints	Investigated by Agency	Investigated by Toronto Police Service	Number Resolved	Number Outstanding
1	1	0	1	0

Use of Force

In 2011, there were no incidents of special constables of the University of Toronto Scarborough Campus Community Police using force on persons that required the submission of a Use of Force Report (R.R.O. 1990, Reg. 926 s 14.5 (1)) No suspect or special constable needed medical attention from Toronto Emergency Medical Services or required hospitalization as a result of being arrested or making a lawful arrest

Equipment

Equipment Issued to Special Constables
<ul style="list-style-type: none"> ▪ One wallet badge, appropriate wallet and Agency identification card ▪ Soft body armour with appropriate carriers ▪ One set of standard handcuffs with appropriate carrying case ▪ One expandable baton with appropriate carrying case ▪ One approved memo book ▪ Access to Directives ▪ Uniform

Restricted Equipment

The University of Toronto Scarborough Campus Special Constables are issued with collapsible batons. None of the officers are issued with oleoresin capsicum spray or foam.

Crime, Traffic & Order Management

The statistics included in these tables do not reflect the total workload of the Campus Special Constables. Proactive policing still accounts for the majority of time spent by the officers during their tour of duty. The officers therefore account for a large number of self-generated Calls-For-Service, many of which involve checking and patrolling specific locations on campus to ensure safety. These statistics also do not reflect the informal and impromptu contacts the officers have with members of the university community which also contribute to an enhanced sense of personal safety.

Authority as per Agreement	Arrested	Charged (Form 9, P.O.T)	Released No Charges (Unconditionally	Turned Over to Toronto Police Service

Authority as per Agreement	Arrested	Charged (Form 9, P.O.T)	Released No Charges (Unconditionally	Turned Over to Toronto Police Service
Criminal Code	5			5
Controlled Drugs and Substance Act	3			3
Trespass to Property Act			14	
Liquor Licence Act			4	
Mental Health Act	13			

Criminal Stats

Incident Types	2011
Break and Enter	8
Robbery	2
Theft Over \$5000	1
Theft Under \$5000	62
Theft Bicycles	12
Possess stolen property	0
Disturb Peace	0
Indecent Acts	0
Mischief/Damage	27
Other Offences	6
Sexual Assaults	0
Assault	1
Impaired Driving	0
Criminal Harassment	2
Threatening	0
Homophobic/Hate Crimes	1
Homicide	0
Total Crime Occurrences	122

Property

Property that is evidence of criminal charges is managed by the Toronto Police Service. Found property is maintained by the University's Lost and Found protocols and therefore does not generate reporting by the Campus Police Special Constables to the Toronto P

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON APRIL 19, 2012**

**#P89. 2011 ANNUAL REPORT: SPECIAL CONSTABLES – TORONTO
COMMUNITY HOUSING CORPORATION**

The Board was in receipt of the following report March 01, 2012 from William Blair, Chief of Police:

Subject: 2011 ANNUAL REPORT: TORONTO COMMUNITY HOUSING
CORPORATION (TCHC) – SPECIAL CONSTABLES

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

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

Background/Purpose:

Section 53 of the agreement between the Toronto Police Services Board and Toronto Community Housing Corporation (TCHC) regarding special constables states that:

The TCHC shall provide to the Board an annual report with statistical information including but not limited to information regarding enforcement activities, training, supervision, complaints and other issues of concern to the parties and such further categories of information as may be requested by the Board from time to time.

Discussion:

As directed by the Board, appended to this report is the 2011 Annual Report from the TCHC regarding special constables. The report is consistent with the reporting guidelines established by the Board.

Conclusion:

The Toronto Police Service has established a strong working relationship with the Toronto Community Housing Corporation. The mandate of the TCHC Community Safety Unit is to partner with communities to promote a safe environment for residents and to preserve the assets, buildings and properties that are managed and owned by Toronto Community Housing. As outlined in the Special Constable Annual Report for 2011, a number of community outreach initiatives have been undertaken throughout the year. These initiatives are consistent with the

community policing model employed by the Toronto Police Service and should complement our efforts to better serve the residents of Toronto.

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

Ms. Pamela Boyce-Richard, Co-ordinator, Field Administration, and Ms. Terry Skelton, Director, Community Safety Unit, were in attendance and provided the Board with a brief summary of the 2011 special constable activities at the Toronto Community Housing Corporation.

The Board received the foregoing report.

**TORONTO COMMUNITY HOUSING
COMMUNITY SAFETY UNIT**

**365 Bloor Street East, 8th Floor
Toronto, Ontario M4W 3L4**

GENERAL (416) 921-2323 FAX (416) 921-3627



**2011 ANNUAL REPORT
to the
TORONTO POLICE SERVICES BOARD**

INDEX

Executive Summary	1
Background	3
Supervision	3
Organization Chart – Community Safety Unit	4
Appointments	4
Departures	5
Training	5
Mandatory Training	5
Additional Training	6
Equipment	6
Reporting Requirement	6
Crime, Traffic & Order Management	7
Other Reports	7
Property	9
Complaints	9
Use of Force	10
Governance	11
Highlights of the Reporting Year	11

EXECUTIVE SUMMARY

2011 SPECIAL CONSTABLE ANNUAL REPORT Toronto Community Housing Corporation

Toronto Community Housing has had in place since December 2004 a Special Constable Program currently with 79 members as of December 31, 2011 of the Community Safety Unit. The objectives of the program have always been to:

- strengthen relationships between Special Constables and the Toronto Police Service
- enhance law enforcement as required
- reduce the level of crime/antisocial behavior in TCHC communities
- improve residents' feelings of safety and security
- improve officer safety
- ensure that officers are able to spend more time on sites

The use of Special Constables gives Toronto Community Housing the capability of moving an especially well qualified group of officers into situations that are particularly difficult. A particular focus of Special Constables' has been trespass to property violations, liquor licence violations and utilizing their Peace Officers powers under the following statutes:

Criminal Code;
Controlled Drugs and Substances Act;
Trespass to Property Act;
Liquor License Act;
Mental Health Act.

The Special Constable agreement between Toronto Community Housing and the Toronto Police Service is one benefit of a strong partnership that reaches back over many years. This relationship has supported communication and co-operation between our organizations to the benefit of all. Because of the enhanced training, legal status, and access to information available to Special Constables they have been able to support and assist both Toronto Police and the tenants of our communities in hundreds of investigations.

In 2011, the Special Constable Program for Toronto Community Housing was extremely successful with Special Constables completing 401 Criminal Investigations for Toronto Police Service of which 72% were related to property offences such as Mischief and Theft.

Last year saw Toronto Community Housing Special Constables conducting investigations for thefts, mischief, threats, assaults, and other less violent matters. At many major crimes they have been the first officers on scene, assisting with the primary assessment and notifications, perimeter protection, crowd management, witness canvassing, evidence security, and prisoner transports. In many other instances, Special Constables and Toronto Police have attended calls together in situations where the community knowledge of the Toronto Community Housing

Special Constable and the Police authority of the Toronto Police Service Officer have combined to support one another and to solve problems quickly and safely.

- 1 Our communities benefit when Toronto Community Housing Special Constables are able to process minor offences and release prisoners at the scene without tying up the scarce resources of the Toronto Police Service and without holding a citizen in custody for longer than is required.
- 2 Our communities benefit when Special Constables are able to act directly – to apprehend offenders and persons wanted on warrants and transport them to the local Division for booking. In so doing, they interrupt illegal and antisocial behavior and help to keep the peace in our neighborhoods’.
- 3 Our communities benefit when Toronto Community Housing Officers with a detailed knowledge of local people and situations are able to support the Toronto Police Service not only with factual information, but also with detailed intelligence about criminal activity.

In 2011 our Use of Force reporting consisted of 2 incidents of OC foam deployment, resulting in one suspect taken to hospital with complaints from eye contamination, and the other having no injuries to either the suspect or Special Constable. Two incidents of baton deployment whereby only one resulted in impact and the other was to a violent dog. All other use of force reporting for this annual period included 12 incidents of soft empty hand techniques during the application of handcuffs.

There were four Special Constable Complaints in 2011, all of which were initially forwarded immediately to Toronto Police Service – Professional Standards to review. After review, two of the complaints were returned back to the attention of the Director of the Community Safety Unit to investigate as they were deemed internal matters and the other two were investigated by Toronto Police Service.

We continue to value our working partnership with the Toronto Police Service and our joint Special Constable agreement. In 2011 the Toronto Community Housing Special Constable Program helped us to continue to promote safe, secure, and healthy communities.

Background

Toronto Community Housing is legally organized as a corporation, owned completely by the City of Toronto and operated at arms length from the City. It is governed by a Board of Directors made up of the Mayor (or designate), 4 City Councilors, and 9 other citizens, including 2 tenants (elected by fellow tenants) living in Toronto Community Housing.

Toronto Community Housing provides homes for approximately 164,000 people. Our portfolio is made up of high-rise and low-rise apartment buildings, townhouses, rooming houses, and a variety of detached and semi-detached homes. In total we operate about 58,500 housing units,

making us the second largest housing providers in North America. Our tenants reflect the face of Toronto.

The Community Safety Unit employs approximately 135 professionals who perform a variety of functions. These include Special Constables, Community Patrol Officers, Parking Enforcement Officers, and a Strategic Safety Team. Since communities are diverse and unique, each of these positions is designed to have different authorities and resources to help address these needs.

The Community Safety Unit's mandate and vision express our role in helping to accomplish the goals of Toronto Community Housing. The mandate of the Community Safety Unit is to partner with communities, to promote a safe environment for residents, and to preserve the assets of Toronto Community Housing.

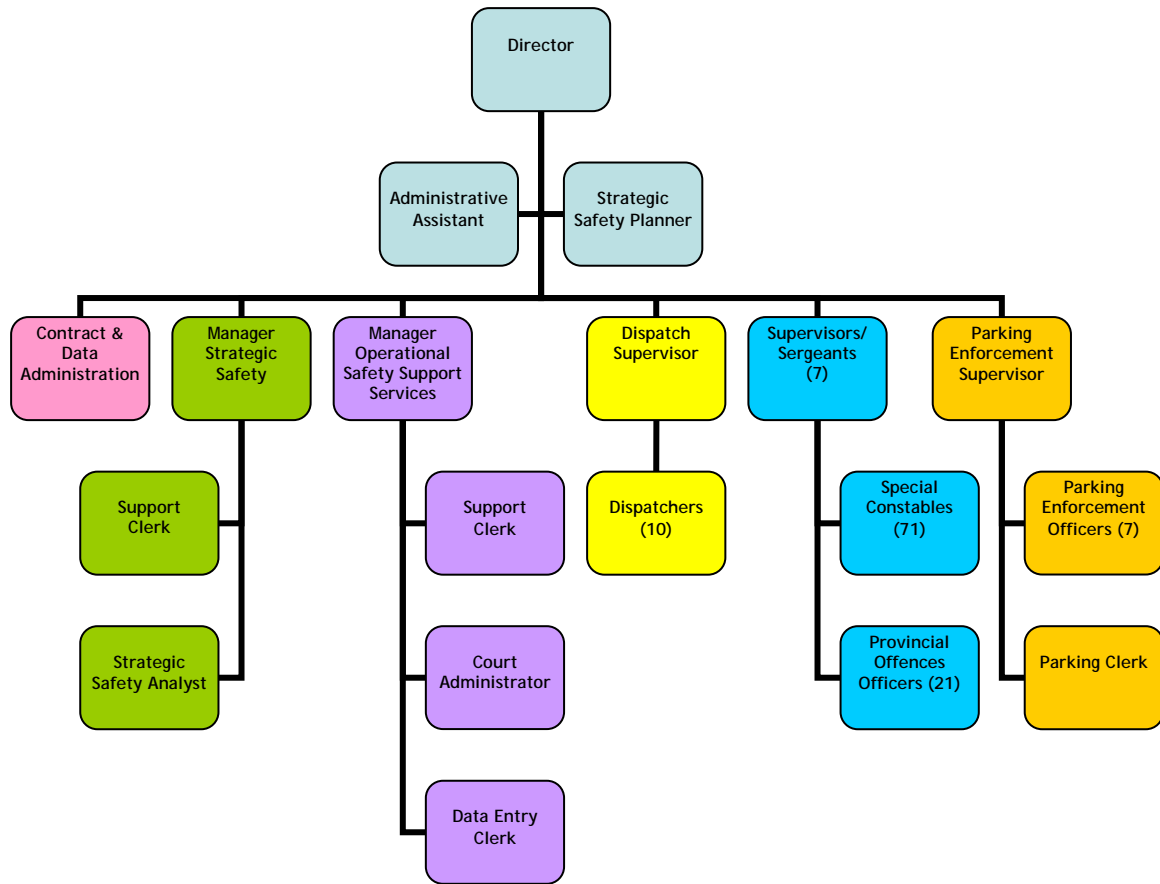
In December 2000, Toronto Community Housing entered into an agreement with the Toronto Police Service Board for Special Constable Status. Currently there are 79 CSU staff are currently appointed and sworn as Special Constables with the approval of the Minister of Public Safety and Security. This report provides an overview of our Special Constable program in 2011.

Supervision

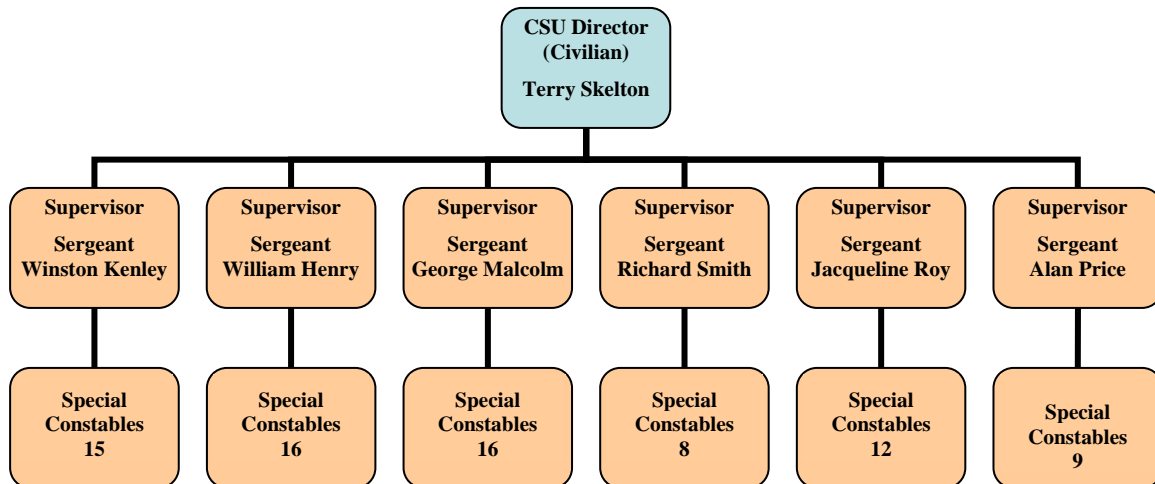
The Community Safety Unit has 6 Field Supervisors with Special Constable Sergeant status who oversee operations 24 hours a day, 365 days a year. They supervise 73 Special Constables, 21 Provincial Offences Officers, 7 Parking Enforcement Officers and 10 Dispatchers. They are supported by a Parking Enforcement Supervisor and a Dispatch Supervisor.

Officers are assigned in Toronto Community Housing communities throughout the city. Methods of operation include foot, bicycle and vehicular deployments. Duties include patrolling for visibility and deterrence, responding to radio calls, conducting investigations and enforcement, answering service requests, parking control, special attention checks, and providing back-up to other officers. Special Constables also participate in many community events, activities and meetings.

Organization Chart - Community Safety Unit



Special Constables



APPOINTMENTS

Total Applications (January 1st - December 31st)	New Appointments (January 1st - December 31st)	Re-Appointments (January 1st - December 31st)	Total Special Constables (December 31st, 2009)
4	2	2	79

DEPARTURES

Number of Terminations	Number of Suspensions	Number of Resignations *	Number of Retirements
0	2	0	3

Training

Mandatory Training

Course / Topic	Delivered By	Duration	Number trained
Annual Use of Force (refresher)	Tactical Edge	1 day	76
First Aid & CPR	Active Canadian Emergency	1 day	40
Defibrillator Training	Active Canadian Emergency	4hrs	4

**First Aid and CPR training are a two year certification course – the majority of all Special Constables took the course in 2010. All TCH Special Constables hold current certification. Some staff on leave and received training when they returned to work.*

Additional Training

Course / Topic	Delivered By	Duration	Number trained
-----------------------	---------------------	-----------------	---------------------------

CCTV Training	TCHC – Internal	3 hrs	60
Mental Health Training	Canadian Mental Health	1 day	69
Critical Incident Stress Debrief	Ceridian Canada	1 day	70
Accessible Customer Service	TCHC – Internal	3 hrs	72
Appearance Notice (Form 9)	TCHC- Internal	4 hrs	8

Equipment

In 2011, Special Constables had no changes to the authorized equipment for TCHC Special Constables as noted below.

Equipment Issued to Special Constables
<ul style="list-style-type: none"> ▪ One badge with appropriate carrier and TCH Special Constable photo ID card ▪ Soft body armour with appropriate carriers ▪ One pair of cut-resistant Kevlar-lined leather gloves ▪ One pair of winter gloves ▪ Disposable bio-hazard gloves, CPR mask and belt pouch ▪ One set of handcuffs with appropriate belt case ▪ One 21 inch expandable baton with appropriate belt carrier ▪ Memo book and cover ▪ One CSU Standard Operating Procedures (SOP) manual. ▪ One AAA battery flashlight with belt case ▪ One container of OC foam with belt case

Reporting Requirement

In 2011 Toronto Community Housing Special Constables reported 27,148 calls, investigations and service requests for events on or in relation to Toronto Community Housing properties. Many of these calls were attended by both Toronto Community Housing officers and the Toronto Police Service. The jointly attended matters were reported to the Toronto Police Service by the TPS officers involved and were cross-referenced in the Toronto Community Housing daily activity report submitted to the Special Constable Liaison. Toronto Community Housing does not generate duplicate TPS reports. The statistics below reflect enforcement and investigations that were initiated or conducted independently by Toronto Community Housing officers.

Crime, Traffic and Order Management

<i>Authority *</i>	<i>Total Arrested and/or Charged</i>	Charged and Released - (Form 9 /	Released Uncondition No Charges	Delivered in Custody to Toronto Police
Criminal Code	21	1	8	12
Controlled Drugs and Substances Act	6	3	0	3
Trespass to Property Act	46	45	1	0
Liquor Licence Act	13	4	3	6
Mental Health Act	3	0	3 (Hospital)	0

** As provided in the Special Constable Appointment*

Other Reports

Event Type: Criminal Investigation (TPS General Occurrence filed by CSU)	No.
Assault	3
Assault Peace Officer	1
Arson	4
Attempt Break and Enter – Residence	1
Attempt Theft	0
Attempt Theft of Motor Vehicle	0
Breach of Probation	3
Breach of Recognizance	0
Break and Enter	0
Cause Disturbance or Loitering	0
Criminal Harassment	0
Domestic	0
False Fire Alarm - Malicious	0
Fraud	0
Found Property	3
Indecent Exposure	1
Law Enforcement Information Only	0

Mischief	215
Neighbour Dispute	1
Possession Weapons Dangerous	0
Other Weapons Related Offences	1
Other Criminal Code Offences	3
Theft From Vehicle Under	18
Theft of Motor Vehicle (Under)	1
Theft Under - Bike	7
Theft Under - \$5000	56
Unlawfully in Dwelling	3
Utter Threats	2
Warrant – Executed Arrest	4

Event Type: Non-Offence (CSU internal reports only)	No.
Ambulance Call	272
Assistance to Residents and Others (Access / Information / Other)	1900
Assist Resident – Check the Welfare	504
Cause Disturbance or Loitering	6231
Defective Equipment (Access / Elevator / Fire and Life Safety / Other)	1802
Dispute - Neighbour	8506
False Fire Alarm (Mischief / Accidental / Defective / Justified)	1652
Fire	369
Found Property	32
Insecure Premises	186
Intrusion Alarm -(Accidental / Defective)	164
Parking Violations/Enforcement	4428
Personal Injury	48
Vehicle Accident - (private property, no charges)	89

Property

All property seized by Toronto Community Housing Special Constables are seized in accordance with Toronto Police Services policies and procedures.

Any seized property which is required for cases investigated by the Toronto Police Service is immediately forwarded to them for storage and/or evidence.

All other seizures (drugs, cash, weapons, found property) were surrendered directly to the Toronto Police Service at the time of the initial investigation, including completion of the applicable reports and TPS property processing procedures, and in compliance with our Special Constable agreement.

Complaints

As required by the agreement between Toronto Community Housing and the Toronto Police Services Board, Toronto Community Housing has established a complaint investigation procedure for Special Constables which corresponds to the procedure used by the Toronto Police Services. Toronto Community Housing provides a quarterly report of all complaints and their investigations to the Toronto Police Services Board. Any findings of misconduct are reported forthwith.

In 2011 there were four complaints received in relation to TCHC Special Constables, two of the complaints were handled internally of which one resulted in discipline. The third complaint resulted in the suspension of the Special Constable's authorities and is currently being appealed by the officer with the Toronto Police Services Board. The last complaint which was investigated in the fourth quarter of 2011 by TPS resulted in the resignation of the Special Constable from TCHC employment.

In 2011 Toronto Community Housing continued to distribute a brochure about its Special Constables to communities and tenant representatives. It includes information about how to report a complaint about the actions of a Special Constable.

Total Number of Complaints	Investigated by CSU	Investigated by Toronto Police	Number	Number Outstanding
4	2	2	3	1

Use of Force

In 2011 there were sixteen (16) incidents of Use of Force reported by Toronto Community Housing Special Constables. There were two (2) incidents in which the Special Constable's baton was deployed; there were two (2) incidents in which the Special Constable's OC Foam was deployed, twelve (12) incidents in which the Special Constables used soft empty hand techniques (the majority as a result of the application of handcuffs in the execution of an arrest).

In one of the incidents relating to an Assault, the baton was deployed with no impact to any persons, after which for the same incident OC Foam was deployed by the Special Constable. Suspect attended hospital in relation to eye contamination from the OC Foam. Another baton deployment in 2011 was as a result of violent dog in which the owner commanded the dog to attack the Special Constable – baton was deployed which resulted in the dog being hit. Owner left scene with dog.

In the second incident of OC Foam, it was deployed in relation to an Assault – no injuries to either the suspect or the Special Constable.

Category of Offence	Use of Force: Baton	Use of Force: OC Foam	Use of Force: Hand (soft/hard)
Assault Peace Officer	0	0	2
Assault	0	2	2
Breach of Probation	0	0	1
Carrying Concealed Weapon	1	0	0
Cause Disturbance Loitering	0	0	1
Dog Owner Liability Act	1	0	0
Liquor Licence Act	0	0	3
Obstruct Peace Officer	0	0	1
Trespass to Property Act	0	0	2

Governance

Toronto Community Housing Special Constable Program is guided by the Community Safety Unit’s mandate and code of ethics in concert with the existing Standard Operating Procedures, as well as Toronto Community Housing’s Code of Conduct for employees. Toronto Community Housing Special Constables are fully conversant with the laws and regulations governing the enforcement pertaining to their designation.

Toronto Community Housing also employs a team of supervisors who also hold the status of Special Constable and are responsible for the appearance, conduct, discipline and performance of duty by all Special Constables. All Special Constables understand the contract agreement

between Toronto Community Housing and Toronto Police Service and the expectations concerning their conduct and/or job performance.

Highlights of the Reporting Year

CSU Special Constables continued to participate with many communities activities throughout the year in 2011.

Youth Events and Programs

Children and young people are a vital part of our communities. Relating positively to children and young people is very important to the daily work of every Special Constable within Toronto Community Housing. It is vital for our Special Constables to seek opportunities for healthy, positive interaction with children and young people in settings where they can build relationships and be known as individuals rather than just as persons in authority.

Community Relations and Safety Promotion

Toronto Community Housing Special Constables participate annually in many local events and activities. In 2011 we had the opportunity to assist with TAVIS which was assigned into a couple of our communities. Special Constables and local youth participated in many Caribana events and sports programs within the community. The participation with TAVIS helped us build and support the Toronto Community Housing communities in making them healthier and safer for the tenants.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON APRIL 19, 2012**

#P90. POLICE TOWING AND POUND SERVICES CONTRACTS: 2012-2015

The Board was in receipt of the following report March 30, 2012 from William Blair, Chief of Police:

Subject: POLICE TOWING AND POUND SERVICES CONTRACTS: 2012-2015

Recommendations:

It is recommended that:

- (1) the Board award the towing and pound services contracts effective June 1, 2012 to May 31, 2015 for the following towing districts to the following towing companies:
 - (i) Towing District No. 1 – JP Towing Service and Storage Ltd.
 - (ii) Towing District No. 2 – Walsh’s Auto Service Ltd.
 - (iii) Towing District No. 3 – 1512081 Ontario Ltd.
 - (iv) Towing District No. 4 – Williams Towing Service Ltd.
 - (v) Towing District No. 6 – A Towing Service Ltd.;
- (2) the Board request the current contract provider in Towing District No. 5 (A Towing Service Ltd.) to extend its contract for four months, from June 1, 2012 up to and including September 30, 2012, under the same terms and conditions; and
- (3) in the event no compliant bid is received in response to the re-issued quotation request for Towing District No. 5, the Board authorize the Chief of Police to request the towing operators in the adjacent towing districts to expand the boundaries of those districts as determined by the Chief of Police for the duration of the proposed contract term, and that the Chair be authorized to execute any agreements reflecting the expansion of the adjacent districts, subject to approval as to form by the City Solicitor.

Financial Implications:

There is no direct cost to the Toronto Police Service for entering into these contracts. The costs associated with administering the contracts are recovered through a cost recovery fee charged to the towing operators.

Background/Purpose:

At its meeting of November 24, 2011, the Board received a report regarding the process and framework for issuance of a Request for Quotation (RFQ) for the police towing and pound services contracts (Min. No. P287/11 refers). The actual RFQ was issued on February 3, 2012.

As outlined in the RFQ, a total of six police towing and pound services contracts are to be awarded – one for each towing district. These new contracts are scheduled to commence on June 1, 2012, and are to be in effect for a period of three years with an option to extend the contracts for a further year, at the sole discretion of the Board.

Tow operators were permitted to submit a response with respect to any or all of the towing districts. However, the RFQ specifies that the Board will not award contracts for more than one district to the same towing operator.

Of the 15 tow operators that were invited to submit bids, six responded with seven bids in total, by the March 5, 2012 closing date for the RFQ.

Discussion:

Bidders were instructed to submit bids that did not exceed a total price of \$230.00 for a standard-duty tow and one day storage exclusive of taxes, and \$265.00 for a medium-duty tow and one day storage, exclusive of taxes. Standard-duty towing fees apply to all police authorized impounds of vehicles with a gross vehicle weight of less than 5000 pounds (2272 kilograms). Medium-duty towing fees apply to all police authorized impounds of vehicles with a gross vehicle weight greater than 5001 pounds (2273 kilograms) and less than 13,200 pounds (6000 kilograms).

Bidders were further directed to submit bids for the provision of relocation services that did not exceed \$30.00 per vehicle, \$40.00 per hour or \$450.00 per day (10 hours) excluding any applicable taxes.

Summary of Bids received for each District

The following bids were received in response to the RFQ:

Towing District No.1

Bidder: Co-Up Towing Service Ltd. (DISQUALIFIED)

Standard Tow		
Towing Charge	Storage Charge	Total Bid
\$134	\$30	\$164

Medium Tow

Towing Charge	Storage Charge	Total Bid
\$155	\$30	\$185

Relocation Tow

Relocation Charge - Vehicle	Relocation Charge - Hour	Relocation Charge - Day
\$25	\$35	\$400

Bidder: JP Towing Service Ltd.

Standard Tow

Towing Charge	Storage Charge	Total Bid
\$160	\$70	\$230

Medium Tow

Towing Charge	Storage Charge	Total Bid
\$185	\$80	\$265

Relocation Tow

Relocation Charge - Vehicle	Relocation Charge - Hour	Relocation Charge - Day
\$30	\$40	\$450

Towing District No.2

Bidder: Walsh's Auto Service Ltd. o/a Bill & Son Towing

Standard Tow

Towing Charge	Storage Charge	Total Bid
\$150	\$71	\$221

Medium Tow

Towing Charge	Storage Charge	Total Bid
\$180	\$81	\$261

Relocation Tow

Relocation Charge - Vehicle	Relocation Charge - Hour	Relocation Charge - Day
\$27	\$35	\$375

Towing District No.3

Bidder: 1512081 Ontario Ltd. o/a Abrams Towing Service Ltd.

Standard Tow

Towing Charge	Storage Charge	Total Bid
\$164.90	\$65	\$229.90

Medium Tow

Towing Charge	Storage Charge	Total Bid
\$199.90	\$65	\$264.90

Relocation Tow

Relocation Charge - Vehicle	Relocation Charge - Hour	Relocation Charge - Day
\$29.95	\$39.95	\$449.95

Towing District No.4

Bidder: Williams Towing Service Ltd.

Standard Tow

Towing Charge	Storage Charge	Total Bid
\$149	\$80	\$229

Medium Tow

Towing Charge	Storage Charge	Total Bid
\$184	\$80	\$264

Relocation Tow

Relocation Charge - Vehicle	Relocation Charge - Hour	Relocation Charge - Day
\$30	\$40	\$450

Towing District No.5

Bidder: A Towing Service Ltd.

Standard Tow

Towing Charge	Storage Charge	Total Bid
\$158	\$60	\$218

Medium Tow

Towing Charge	Storage Charge	Total Bid
\$200	\$60	\$260

Relocation Tow

Relocation Charge - Vehicle	Relocation Charge - Hour	Relocation Charge - Day
\$30	\$40	\$400

Towing District No.6

Bidder: A Towing Service Ltd.

Standard Tow		
Towing Charge	Storage Charge	Total Bid
\$158	\$50	\$208

Medium Tow		
Towing Charge	Storage Charge	Total Bid
\$200	\$50	\$250

Relocation Tow		
Relocation Charge - Vehicle	Relocation Charge - Hour	Relocation Charge - Day
\$30	\$40	\$400

During the weeks following the closing of the bid, members of the Service's Purchasing Support and Traffic Services (TSV) reviewed the quotations submitted by each of the bidders. Toronto City Legal Division staff also reviewed the bid submission documents. Members from TSV conducted on-site physical inspections of the equipment and facilities of the bidders and met with Toronto Municipal Licensing and Standards staff.

As a result of this review, Co-Up Towing Services Ltd. (Co-Up Towing) was found to be non-compliant with the terms of the RFQ and was disqualified. The reasons for this disqualification are set out below.

Of the remaining bids, it is recommended that contracts be awarded for Towing District Nos. 1, 2, 3, 4 and 6.

Reasons for Bidder Disqualification

One of the bidders for District No. 1 (Co-Up Towing) was disqualified for the following reasons:

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

- "n) *Pound operators must be registered with the appropriate provincial Ministry pursuant to the Motor Vehicle Dealer's Act and provide proof thereof.*"

It was confirmed through investigation that, as of 10:00 AM, March 5, 2012, the closing date and time of the RFQ, the bidder was registered, but not in respect to the address specified as the one for the proposed pound. All other bids submitted were compliant with this requirement.

Section 2(w) of the RFQ, General Conditions and Requirements, further states;

"In addition to information to be completed on the Schedules included in this quotation, the following must also be submitted with the Quotation:

- (i) *Copy of the bidder's City of Toronto, Municipal Licensing and Standards Division, Public Garage Licence with storage endorsement for over 10 cars."*

It was also confirmed through investigation that as of the closing date and time of the RFQ, the bidder did not have the required licence as stated above for the specified location. All other bids submitted were compliant with this requirement.

Subsection 4(iv) of the same section also states that the bidder must provide:

"a letter from a Canadian financial institution showing a line of credit of not less than \$100,000.00 for the bidder."

This was not included in the bid. A letter indicating a personal line of credit in the name of a director of the bidding company was included, as was a letter referring to bank accounts of the bidder in the high "5 figures". All other bids submitted were compliant with this requirement.

Section 3 of the RFQ states as follows:

"Bidders must own or lease, or have an option to own or lease, an existing pound operation. Bidders must produce proof that, as of June 1, 2012, they will have an unrestricted right to occupy and lawfully operate the specified pound at the designated location for the full period of the contract. Such proof may take the form of an executed agreement of purchase and sale, a lease or option to lease, the only condition of which may be awarding of the contract. These agreements must be irrevocable under all other conditions."

The option to lease included in the bid was a one page document, not signed by both parties, which lacked sufficient detail to enable the conclusion that the parties had reached agreement on an enforceable option to lease the property to the bidder for the duration of the contract term. No terms or conditions were included in the option, such as rent amount, term of the lease or any other aspect required to constitute an enforceable option to lease. All other bids submitted were compliant with this requirement.

Section 4 of the RFQ also requires the following:

"The Board will accept responses from bidders proposing to increase existing towing equipment to a maximum of one third of the required towing equipment as specified by the contract. Bidders may also propose to expand the area of an existing pound by one-third of the required pound space. In either case bidders must submit proof that they will have the required equipment and pound space on the day of commencement of the contract."

- d) *Proof that the bidder will have the specified number of standard-duty, medium-duty and heavy-duty tow trucks on the date of commencement of the contract. Such proof may be in the form of an executed agreement to purchase or lease to a maximum of one-third of the number of standard-duty, and medium-duty tow trucks specified in Schedule "C" for the area bid. It should be noted that trucks must be fully licensed, insured and operational on the date of commencement of the contract. All agreements must be irrevocable in all matters except the awarding of this contract.*"

The "lease" for the vehicles included in the bid was a one page document, not signed by both parties, which lacked sufficient detail to permit the conclusion that the bidder had an enforceable agreement to obtain the necessary equipment to perform the contract. There was no indication of the specific vehicles to be acquired or the terms for their acquisition. All other bids submitted were compliant with this requirement.

To ensure the fairness and integrity of the process, the Service must ensure all bids meet the mandatory requirements of the request for quotation. As can be seen from the foregoing, the bid from Co-Up Towing was non-compliant in a number of respects and has therefore been disqualified.

One Bidder Rule

A Towing Service Ltd. was the only company to submit bids for Towing Districts Nos. 5 and 6. Based on provisions of the RFQ, the Board cannot award a bidder a contract for more than one district. Where a compliant bid is provided for more than one district by the same bidder, the contract is awarded for the bid that will result in the lowest towing and storage cost. Specifically, Section 7(a) of the RFQ states the following:

"Responses to this Quotation Request may be submitted by individuals, partnerships or corporations carrying on business as a towing operator. Each such towing operator may submit a response in respect to any or all of the towing districts; however, the Board will not award contracts for more than one district to the same towing operator.

If a towing operator has submitted a response in respect to more than one towing district, and is the lowest compliant bidder in more than one towing district, then the Board, in its sole discretion, will award the towing operator the contract for the towing district which results in the highest total score resulting from the evaluation of the fees and rates submitted in accordance with Schedule "B" to this Quotation Request."

A review of the bids submitted by A Towing Service Ltd. found it to be compliant in relation to the requirements of both districts. However, based on the evaluation of the towing and storage charges submitted, A Towing's bid for District No. 6 results in a higher total score than its bid for District No. 5. Consequently, it is recommended that A Towing Service Ltd. be awarded the contract for Towing District No. 6.

Re-Issuance of RFQ for Towing District No. 5

In the event the Board approves the recommendation to award Towing District No. 6 to A Towing Service Ltd., there will be a need to re-issue the RFQ for Towing District No. 5 as no other bids were received for this district. Further, the Service will require that towing and storage services continue to be provided in Towing District No. 5, until a new contract is awarded to a compliant bidder. This requirement is addressed in Section 1 of the RFQ, General Information, which states the following:

“d) In the event there are no formal compliant quotations for one or more of the Towing Districts, the Board will issue a further quotation request for such District or Districts, either separately or collectively in the Board’s discretion. Any such further quotation request will be on such terms and conditions as the Board, in its sole discretion, considers necessary and/or appropriate and which may differ from the terms and conditions contained in this Quotation Request. In addition, the Board, in its sole discretion, may choose to restrict the receipt of quotations on such further quotation request, as it considers appropriate.

If the Board issues such further quotation request for any Towing District or Districts, the Board may make arrangements for towing services for the relevant District or Districts in any manner it considers necessary and/or appropriate pending the award and the entering into of any contract under such quotation request. Such arrangements may include, but are not limited to, allowing a towing operator or operators to temporarily provide towing and storage services for the District or Districts without the issuance of any quotation request or tender.”

The current agreement in Towing District No. 5 was established as a short-term measure to address the Board’s termination of its agreement with the Downtown Group Towing and Storage Ltd. In order to minimize inconvenience to the public and the Service, A Towing was approved as the short-term provider of towing services for District No. 5 until a new contract was awarded (Min. No. C297/11 refers). While this arrangement was acceptable in the short-term, it is not a fair or acceptable solution over the full contract term. Consequently, the Service is recommending that the current arrangement with A Towing be extended until September 30, 2012, under the same terms and conditions, to allow for the re-issuance of the RFQ for Towing District No. 5, provided A Towing agrees to this arrangement.

In the event no compliant bids are received for Towing District No. 5, the Service is recommending that the Chief be given the authority to request the towing operators in the adjacent districts to expand the boundaries of those districts to cover the towing requirements in

Towing District No. 5 for the then remaining portion of the contract term and any extension thereof. As well, it is recommended that the Board Chair be given the authority to execute any required amendments to the contracts with the existing operators to reflect the expansion of the districts, subject to approval as to form by the City Solicitor.

Conclusion:

The procurement process for towing and pound services has evolved over the years in order to ensure it is fair to all bidders, and results in acceptable levels of service to both the community and the Service.

The most recent RFQ for towing and storage services was issued on February 3, 2012. The evaluation of bids received has resulted in contract awards being recommended for Towing District Nos. 1, 2, 3, 4, and 6. No compliant bids were received for District No. 5 other than the bid from A Towing Ltd. which cannot be accepted as A Towing is the recommended bidder for Towing District No. 6. Therefore, the Service will re-issue the RFQ for Towing District No. 5. It is recommended that the contract of the current operator for District No. 5 be extended from June 1, 2012, up to and including September 30, 2012, subject to the operator agreeing to the extension.

A report will be provided to the Board on the outcome of this further procurement process.

This report was reviewed by staff in the City of Toronto Legal Division.

Acting Deputy Chief Jeff McGuire, Specialized Operations Command, and Mr. Tony Veneziano, Chief Administrative Officer, Administrative Command, will be in attendance to answer any questions the Board may have regarding this report.

Ms. Suzy Goncalves, Equipment Division Manager, Co-Up Towing Services Ltd., was in attendance and delivered a deputation to the Board. Ms. Goncalves also provided a written submission in support of her deputation; copy on file in the Board office.

Ms. Goncalves noted that the submission provided by Co-Up Towing Services Ltd. to the Request for Quotation for the vehicle towing and pound services contract had been disqualified as it did not comply with five requirements set out in the RFQ. Ms. Goncalves said that Co-Up Towing Services Ltd. did not agree with the decision to disqualify it from the RFQ process and she provided a response to each of the five points that stated how Co-Up was non-compliant with the RFQ. Ms. Goncalves recommended that the Board accept the explanations she provided for each of the five points and, based upon Co-Up submitting the lowest bid for Towing District 1, the Board award the contract for Towing District 1 to Co-Up Towing.

Following the deputation, Mr. Karl Druckman, Solicitor, City of Toronto – Legal Services Division, responded to questions by the Board about the RFQ process. Mr. Druckman addressed each of the five points of non-compliance that led to the disqualification of Co-Up Towing.

Mr. Druckman advised the Board that the review of the bid quotations for all the districts was based on whether or not the bidders met the mandatory requirements at the time of the bid closing. Mr. Druckman noted that the purchasing process must be fair to all bidders, that all bids were reviewed equally and that if a bidder failed to prove compliance with any aspect of the RFQ at the time of closing, the bid was disqualified.

In response to a question by the Board, Mr. Druckman confirmed that, at the time of closing, the bid submitted by JP Towing Service and Storage Ltd. complied with the mandatory requirements of the RFQ.

The Board noted that, while Co-Up Towing had submitted a bid containing towing charges that were lower than the other bidder, the Board wanted to emphasize the importance of ensuring that the Board adheres to a contract process that is fair to all bidders and maintains the integrity of a contract process at all times.

The Board approved the following Motions:

- 1. THAT the Board approve the foregoing report; and**
- 2. THAT the Board receive Ms. Goncalves' deputation and her written submission.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON APRIL 19, 2012**

**#P91. TORONTO POLICE SERVICE BUDGET 2013 – REDUCTION
STRATEGY**

The Board was in receipt of the following report April 11, 2012 from Alok Mukherjee, Chair:

Subject: TORONTO POLICE SERVICE BUDGET 2013 – REDUCTION STRATEGY

Recommendations:

It is recommended that the Board:

- (1) approve the outsourcing of its Crossing Guard program effective January 2013;
- (2) request that the Chief of Police issue a Request for Proposals (RFP) no later than June 2012 to outsource the Crossing Guard program to an external provider effective January 2013 and report the results of the RFP to the Board;
- (3) approve the separation of the budgets for its Court Security and Prisoner Transportation service from the TPS operating and capital budgets effective 2013;
- (4) approve, in principle, the establishment of a hybrid delivery model for the Court Security and Prisoner Transportation service with TPS personnel providing only those services that an external provider cannot provide due to reasons of law and public safety;
- (5) direct the Chair, the Vice Chair and one additional Board member to enter into discussions with the Chief of Police and any representatives selected by him to develop a hybrid model for the Board's consideration at its June 2012 meeting;
- (6) request the Chief of Police to issue a Request for Interest (RFI) no later than August 2012 to solicit expressions of interest by external providers in a hybrid Court Security and Prisoner Transportation program and report the results of the RFI to the Board; and,
- (7) make a decision at its November 2012 meeting regarding transition to a hybrid delivery model for Court Security and Prisoner Transportation, based on the expressions of interest, with a view to implementing any change in 2013.

Financial Implications:

There are no financial implications of this report; however, its recommendations will have implications.

Background/Discussion:

At its October 20, 2011 meeting the Board accepted a 2012 operating budget which achieved 4.6% of the City's 10 % reduction target. At its October 5, 2011 meeting, the Board approved the following with respect to achieving the full 10 % reduction over 2 years:

2. *THAT the Board approve a target of reducing the Service budget by 10% equating to a 2012 budget of \$886.4M;*
3. *THAT, in adopting Motion No. 2, recognizing the constraints in achieving this target, the Board requests the Chief to provide options for achieving this target over two years for the Board's consideration; (Min. P251/11 refers)*

To this end, the Board approved a number of recommendations, including the following:

(3) the Chief of Police, in consultation with the Board, develop terms of reference and a selection process to engage an external consultant to conduct an assessment of the Toronto Police Service to help identify opportunities for additional budget reductions that could be achieved in 2013, in order to meet the remaining 2012 budget reduction target. (Min. No. P257/11 refers).

The 2013 budget review and approval processes will begin shortly, given that the City has determined January 7, 2013 as the date for final budget approval by City Council.

It is expected that this budget process will be complex and difficult, given this further reduction of 5.4% must be met, which, when combined with the cost of living pressure for 2013, will actually become a target of about 8%. The Service is conducting an internal organizational review and no external expert has been retained. This is the subject of a separate report from me. I do not believe that, at this stage, it is realistic to expect that the Board will benefit from the input of such an expert.

However, the Board has received and accepted in their entirety the recommendations from the KPMG Core Service Review, the Ernst & Young Service Efficiency Review and the Chair's Discussion Paper, "*Avoiding Crisis, an Opportunity: Transforming the Toronto Police Service.*"

A common thread that runs through all of these recommendations is that the Service should concentrate on the provision of effective core services and, for the non-core programs, less expensive, alternative options to the present way of doing business must be examined.

It may be added that Mr Don Drummond, in his report for the provincial government on reforming the public service, also recommends a separation between core and non-core policing services.

It is in this context that the Board must make some decisions now to find efficiencies in time to have any impact on the 2013 budget. The recommendations in this report are based on this premise.

This report deals with two programs that add up to over \$57 million in cost. These are: the Crossing Guard program and the Court Security and Prisoner Transportation service. In coming months, I propose to bring forward additional recommendations for the Board's consideration, as it engages with the 2013 budget process.

Crossing Guard Program

The Board has funded a crossing guard program in the City's neighbourhood for many years. The program employs on a part time basis approximately 620 crossing guards whose work is highly valued by families and children. However, it is not a core service.

The program costs approximately \$7.0 million. In addition to the guards, the program also involves, virtually on a full time basis, at least one police officer in each police division who coordinates the guards in the division.

My enquiries show that the program can be operated by an external provider at a lower cost to the Board. It will be possible for such a provider to continue to deploy the existing team of crossing guards, but at a lower cost due to savings in supervision and coordination. The provider will remain accountable to the Board for quality and standard of service.

Should the Board agree to explore this option, it is recommended that it act now to select a satisfactory external provider with the intent of transferring the program effective January 2013.

Court Security and Prisoner Transportation Service

Section 137 of the *Police Service Act* ("the Act") explicitly assigns the responsibility for court security and prisoner transportation to the police service board.

137. (1) A board that is responsible for providing police services for one or more municipalities has the following responsibilities, with respect to premises where court proceedings are conducted:

- 1. Ensuring the security of judges and of persons taking part in or attending proceedings.*
- 2. During the hours when judges and members of the public are normally present, ensuring the security of the premises.*
- 3. Ensuring the secure custody of persons in custody who are on or about the premises including persons taken into custody at proceedings.*
- 4. Determining appropriate levels of security for the purposes of paragraphs 1, 2 and 3. R.S.O. 1990, c. P.15, s. 137 (1); 1997, c. 8, s. 41.*

Provision of court security and prisoner transportation is not listed in the *Act* as one of the core services. It was transferred to the police service boards in 1990, when the legislation was amended. Prior to that date, this was a provincial responsibility. It is only as a matter of convenience that police service boards, including ours, have made this service a part of their policing services and given up the responsibility to their chiefs of police. There is nothing in the *Act* that prevents the Board from finding alternative ways to deliver this particular service.

Since 1990, the cost for providing security in court facilities and costs related to prisoner transportation to and from the court facilities has grown from under \$16M to an estimated \$47M in 2012. After much discussion and advocacy, the present provincial government has agreed to gradually take over partial funding of the service over a period of seven years. Each year, the province provides to the City a portion of the agreed upon limit to which it will share the cost.

While the government's decision provides a significant relief, the service is and will continue to be a pressure on the TPS budget, if the status quo is maintained. The province's commitment is to a fixed amount, which is not indexed to inflation. It is a realistic assumption that as a result of factors such as new collective agreements and possible increases to the number of premises to be secured, the cost will continue to rise.

In consideration of the fact that court security is not one of the five core services that the *Act* requires of a municipal police service and, yet, for which the responsibility is placed squarely on the police service boards, it is a cost element that the Board should review in order to determine whether there is a delivery model that is adequate and effective and, at the same time, costs less than the current model.

In the first place, I propose that the budget for this service be taken out of the TPS operating budget. I believe this will allow the Board to cost core policing services as well as this particular service more accurately.

Second, based on discussions I have had with knowledgeable individuals, I recommend that the Board explore a hybrid model whereby only those services will be provided by the TPS which are necessary for reasons of law or public safety. All other services can be provided by an external provider.

To this end, it is recommended that the Board approve, in principle, the concept of a hybrid model for providing court security and prisoner transportation service with the intent of moving to this model as soon as possible in 2013.

It is further recommended that the Board, in consultation with the Chief of Police, identify for its consideration no later than the June 2012 Board meeting the components that must be the responsibility of the Service and those that can be outsourced. It should then seek expressions of interest from qualified external providers for consideration and final decision.

Conclusion:

It is, therefore, recommended that the Board:

- (1) approve the outsourcing of its Crossing Guard program effective January 2013;
- (2) request that the Chief of Police issue a Request for Proposals (RFP) no later than June 2012 to outsource the Crossing Guard program to an external provider effective January 2013 and report the results of the RFP to the Board;
- (3) approve the separation of the budgets for its Court Security and Prisoner Transportation service from the TPS operating and capital budgets effective 2013;
- (4) approve, in principle, the establishment of a hybrid delivery model for the Court Security and Prisoner Transportation service with TPS personnel providing only those services that an external provider cannot provide due to reasons of law and public safety;
- (5) direct the Chair, the Vice Chair and one additional Board member to enter into discussions with the Chief of Police and any representatives selected by him to develop a hybrid model for the Board's consideration at its June 2012 meeting;
- (6) request the Chief of Police to issue a Request for Interest (RFI) no later than August 2012 to solicit expressions of interest by external providers in a hybrid Court Security and Prisoner Transportation program and report the results of the RFI to the Board; and,
- (7) make a decision at its November 2012 meeting regarding transition to a hybrid delivery model for Court Security and Prisoner Transportation, based on the expressions of interest, with a view to implementing any change in 2013.

The Board approved the following Motion:

THAT the Board refer the foregoing report to the Board's Budget Sub-Committee for further review.

Additional information regarding this report was considered by the Board during the in-camera meeting (Min. No. C128/12 refers).

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON APRIL 19, 2012**

**#P92. TORONTO POLICE SERVICES BOARD – OPERATING BUDGET
VARIANCE REPORT – YEAR-ENDING DECEMBER 31, 2011**

The Board was in receipt of the following report March 19, 2012 from Alok Mukherjee, Chair:

Subject: OPERATING BUDGET VARIANCE REPORT FOR THE TORONTO POLICE
SERVICES BOARD – YEAR ENDING DECEMBER 31, 2011

Recommendation:

It is recommended that:

- (1) the Board request the City of Toronto's Budget Committee to approve a budget transfer of \$22,300 to the Board's 2011 operating budget from the City's Non-Program operating budget, with no incremental cost to the City, to fund the cost of the 2011 portion of the 2011-2012 salary award for Excluded members; and
- (2) the Board forward a copy of this report to the City's Deputy City Manager and Chief Financial Officer for information.

Financial Implications:

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

Background/Purpose:

The Board, at its meeting on January 11, 2011 (Min. No. P12/11 refers), approved the Toronto Police Services Board Operating Budget at a net amount of \$2,347,800. Toronto City Council, at its meeting of February 23 and February 24, 2011, approved the Board's 2011 Operating Budget at the same amount.

Subsequently, the Board's budget has been restated upwards by \$4,000 (to cover the cost of the negotiated contract settlement for Toronto Police Association member), resulting in a net operating budget of \$2,351,800.

The Board's Excluded staff have been awarded a salary increase, and the 2011 operating budget should be adjusted to reflect this (an impact of \$22,300). City Finance staff have confirmed that this funding has been set aside in the City's non-program expenditure budget, and this transfer would be at no incremental cost to the City. This results in a net operating budget of \$2,374,100.

The purpose of this report is to provide information on the Board's final 2011 year-end variance.

Discussion:

The following chart summarizes the variance by category of expenditure.

Expenditure Category	2011 Budget (\$000s)	Year-End Actual Expend (\$000s)	Fav / (Unfav) (\$000s)
Salaries & Benefits (incl. prem.pay)	\$947.4	\$906.8	\$40.6
Non-Salary Expenditures	<u>\$1,426.7</u>	<u>\$1,420.2</u>	<u>\$6.5</u>
Total	<u>\$2,374.1</u>	<u>\$2,327.0</u>	<u>\$47.1</u>

The final year-end favourable variance is \$47,100. Details are discussed below.

Salaries & Benefits (including Premium Pay)

The Board experienced a small savings in salaries and benefits.

Non-salary Budget

Non-salary accounts were underspent by \$6,500.

The majority of the costs in this category are for arbitrations / grievances and City charge backs for legal services.

The Toronto Police Services Board cannot predict or control the number of grievances filed or referred to arbitration as filings are at the discretion of bargaining units. In order to deal with this uncertainty, the 2011 budget includes a \$610,600 contribution to a Reserve for costs of independent legal advice.

In year financial pressures for external legal costs were offset by a favourable variance in charge backs for City legal costs.

City Council approved a one-time transfer of projected surplus funds from the Toronto Police Service's 2011 Operating Budget, in the amount of \$480,000, to the Toronto Police Services Board's 2011 Operating Budget, to cover the costs of the Independent Civilian Review from October 2011 to its estimated completion date of March 2012. In order to meet this funding obligation, the Board has contributed an additional \$30,000 to the City Legal Reserve (the remaining \$450,000 contribution has been done in the Service's budget).

Conclusion:

The year-end favourable variance is \$47,100.

The Board approved the foregoing report and agreed to forward a copy to the City's Deputy City Manager & Chief Financial Officer for information.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON APRIL 19, 2012**

**#P93. TORONTO POLICE SERVICE – OPERATING BUDGET VARIANCE
REPORT – YEAR-ENDING DECEMBER 31, 2011**

The Board was in receipt of the following report March 30, 2012 from William Blair, Chief of Police:

Subject: OPERATING BUDGET VARIANCE REPORT FOR THE TORONTO POLICE
SERVICE – YEAR ENDING DECEMBER 31, 2011

Recommendations:

It is recommended that:

- (1) the Board request the City of Toronto's Budget Committee to approve a budget transfer of \$916,300 to the Toronto Police Service's 2011 operating budget from the City's Non-Program operating budget, with no incremental cost to the City, to fund the cost of the 2011 portion of the negotiated collective agreement with the Toronto Police Senior Officers' Organization;
- (2) the Board request the City's Deputy City Manager and Chief Financial Officer to contribute \$13 Million (M) of the Service's 2011 surplus to the City's Sick Pay Gratuity Reserve to address the Service's contribution shortfall; and
- (3) the Board forward a copy of this report to the City's Deputy City Manager and Chief Financial Officer for information.

Financial Implications:

The Board, at its January 11, 2011 meeting, approved the Toronto Police Service's (Service) 2011 operating budget at a net amount of \$905.9M (Min. No. P13/11 refers). Toronto City Council, at its meeting of February 23 and February 24, 2011, approved the 2011 Operating Budget at the same amount.

Subsequently, the Service budget has been restated upwards by \$0.3M (an allocation from the Insurance Reserve Fund to the Service's 2011 operating budget) and \$23.3M (to cover the cost of the negotiated contract settlement for Toronto Police Association members), resulting in a net operating budget of \$929.5M.

The Toronto Police Senior Officers' Organization 2011-2012 collective agreement was approved in late 2011. As a result, the Service's 2011 operating budget requires an adjustment to reflect the 2011 impact (\$0.9M) of the settlement. City Finance has confirmed that the funding to cover this settlement has been provided for in the City's non-program expenditure budget, and this transfer would be at no incremental cost to the City. This adjustment will result in a revised 2011 net operating budget of \$930.4M.

Background/Purpose:

This report provides information on the Service's 2011 final year-end variance.

Discussion:

The following chart summarizes the final year-end surplus of \$24M by category.

Category	2011 Budget (\$Ms)	Year-End Actual Expend (\$Ms)	Fav / (Unfav) (\$Ms)
Salaries	\$668.8	\$670.3	(\$1.5)
Premium Pay	\$45.1	\$42.1	\$3.0
Benefits	\$176.0	\$171.1	\$4.9
Materials and Equipment	\$25.3	\$23.8	\$1.5
Services	<u>\$90.5</u>	<u>\$89.8</u>	<u>\$0.7</u>
Total Gross	<u>\$1,005.7</u>	<u>\$997.1</u>	<u>\$8.6</u>
Revenue	(\$75.3)	(\$90.7)	\$15.4
Total Net	<u>\$930.4</u>	<u>\$906.4</u>	<u>\$24.0</u>

The 2011 year-end surplus is comprised of \$8.6M from lower than budgeted expenditures and \$15.4M from higher than budgeted revenue.

2011 Expenditures

The Service implemented various cost reduction initiatives in 2011 in conjunction with reduced staffing levels, and these resulted in premium pay and non-salary savings of \$5.2M. In addition, benefit savings of \$4.9M were achieved due to less than budgeted sick pay gratuity expenditures, reversal of the liability for pension payments related to the parking taxable benefit and favourable medical/dental costs. The above savings were partially offset by a shortfall of \$1.5M in salaries due to less than anticipated staff attrition.

The 2011 expenditure experience was factored into the development of the Service's 2012 operating budget and sustainable reductions were incorporated.

2011 Revenue

Revenue for 2011 exceeded the budgeted amount by \$15.4M. The majority of the additional revenue (\$7.8M) is for the reversal of the amount established as an allowance for doubtful accounts related to the G20 Summit. In addition, the reversal of previous year's liabilities for medical/dental and resolution of job evaluation issues enabled the Service to realize another \$4.5M of revenue. The remaining additional revenue of \$3.1M was for various fee related recoveries, partially due to increased fees approved by the Board in 2011.

The majority of the additional revenue in 2011 was for one-time items (i.e. G20, previous liabilities) and the increase in revenue from fees has been taken into account in the development of the 2012 operating budget.

Contribution to City Sick Pay Gratuity Reserve

Each year the Service makes a contribution to the City's Sick Pay Reserve to cover draws from the reserves as members separate.

The Service's contributions to date have not been sufficient to cover our annual sick pay gratuity expenditures. An additional contribution of \$6.5M annually is therefore required to meet our obligations in this regard. Accordingly, in order to help mitigate future funding pressures on our operating budget, the Service is requesting that \$13M of the \$24M surplus generated in 2011 be allocated to the City's Sick Pay Gratuity Reserve. The remaining \$11M would be returned to the City.

Conclusion:

The Toronto Police Service achieved a favourable 2011 year-end operating budget surplus of \$24M.

Final expenditures and revenues in the various accounts have been taken into account in the development of the Service's 2012 operating budget. The \$24M surplus will be returned to the City. However, to help mitigate future budget pressures relating to the Service's Sick Pay Gratuity requirements, it is recommended that \$13M of the surplus be allocated to the City's Sick Pay Gratuity Reserve.

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

The Board noted that the 2011 budget process was a very long process and that the Service continuously looked at opportunities to achieve greater efficiencies. The Board approved the foregoing report and commended Chief Blair, the Command officers and staff members for their efforts that led to a 2011 year-end surplus of \$24M.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON APRIL 19, 2012**

**#P94. TORONTO POLICE SERVICE: PARKING ENFORCEMENT UNIT -
OPERATING BUDGET VARIANCE REPORT – YEAR-ENDING
DECEMBER 31, 2011**

The Board was in receipt of the following report March 30, 2012 from William Blair, Chief of Police:

Subject: OPERATING BUDGET VARIANCE REPORT FOR THE TORONTO POLICE
SERVICE PARKING ENFORCEMENT UNIT – YEAR ENDING DECEMBER
31, 2011

Recommendations:

It is recommended that:

- (1) the Board receive this report; and
- (2) the Board forward a copy of this report to the City's Deputy City Manager and Chief Financial Officer for information.

Financial Implications:

The Board, at its January 11, 2011 meeting, approved the Toronto Police Service Parking Enforcement (PEU) 2011 operating budget at a net amount of \$39.5 Million (M) (Min. No. P14/11 refers). Toronto City Council, at its meeting of February 23 and February 24, 2011, approved the PEU 2011 net operating budget at the same amount.

Subsequently, City Finance staff have confirmed that funding has been set aside in the City's non-program expenditure budget to cover the cost of the negotiated contract settlement for Toronto Police Association staff, and the PEU 2011 net operating budget is revised to \$40.4M.

Background/Purpose:

The purpose of this report is to provide information on the PEU final 2011 year-end variance.

Discussion:

The following chart summarizes the variance by category of expenditure.

Category	2011 Budget (\$Ms)	Year End Actual Expend (\$Ms)	Fav/(Unfav) (\$Ms)
Salaries	\$26.41	\$27.09	(\$0.68)
Premium Pay	\$2.55	\$1.77	\$0.78
Benefits	<u>\$6.21</u>	<u>\$6.14</u>	<u>\$0.07</u>
Total Salaries & Benefits	\$35.17	\$35.00	\$0.17
Materials	\$1.35	\$1.26	\$0.09
Equipment	\$0.10	\$0.08	\$0.02
Services	\$5.30	\$5.07	\$0.23
Revenue	(\$1.48)	(\$1.30)	(\$0.18)
Total Non-Salary	<u>\$5.27</u>	<u>\$5.11</u>	<u>\$0.16</u>
Total Net	<u>\$40.44</u>	<u>\$40.11</u>	<u>\$0.33</u>

The final year-end surplus is \$0.33M. Details for each category are provided below.

Salaries & Benefits (including Premium Pay):

The final unfavourable variance for salaries and benefits is \$0.61M. PEU schedules one recruit class per year and hires the appropriate number of parking enforcement officers to ensure that, on average, it is at its full complement of officers during the year. The 2011 attrition was less than what had been assumed in the budget. As a result, PEU was over-spent in salaries and benefits.

The majority of premium pay at the PEU is related to enforcement activities, attendance at court and the backfilling of members attending court. With respect to enforcement activities, premium pay is utilized to staff special events or directed enforcement activities. The opportunity to redeploy on-duty staff for special events is minimal, and would result in decreased enforcement in the areas from which they are being deployed. Directed enforcement activities are instituted to address specific problems. All premium pay expenditures are approved by supervisory staff and strictly controlled.

Due to the lower-than-budgeted staff attrition, more permanent staff was available for duty, and PEU was able to reduce premium pay expenditures to offset the shortfall in salaries and benefits. A surplus of \$0.78M was achieved in premium pay.

Non-salary Expenditures:

Expenditures in this category were under spent by \$0.16M, mainly attributable to savings in renovations and the purchase of parking tags.

Conclusion:

Parking Enforcement's final year-end surplus for 2011 is \$0.33M.

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

The Board approved the following Motion:

THAT the Board receive the foregoing report and forward a copy to the City's Deputy City Manager & Chief Financial Officer for information.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON APRIL 19, 2012**

**#P95. TORONTO POLICE SERVICE – 2011 CAPITAL BUDGET VARIANCE
REPORT – YEAR-ENDING DECEMBER 31, 2011**

The Board was in receipt of the following report March 30, 2012 from William Blair, Chief of Police:

Subject: 2011 CAPITAL BUDGET VARIANCE REPORT FOR THE TORONTO
POLICE SERVICE – PERIOD ENDING DECEMBER 31, 2011

Recommendations:

It is recommended that:

- (1) the Board approve a transfer of \$60,000 from the 5th Floor Space Optimization project to the HRMS Additional Functionality project;
- (2) the Board approve a transfer of \$500,000 from the 5th Floor Space Optimization project to the Progress Avenue project;
- (3) the Board approve a transfer of \$600,000 from the 11 Division project to the Progress Avenue project;
- (4) the Board forward a copy of this report to the City's Budget Committee for approval of recommendations no. 1, 2 and 3; and
- (5) the Board forward a copy of this report to the City's Deputy City Manager and Chief Financial Officer for information.

Financial Implications:

Capital projects are managed within a total approved project amount that can span over several years. Any unspent budget allocation approved in a particular year can be carried forward for one year.

The Council-approved net debt funding available for 2011 was \$59.4 Million (M). This amount is comprised of \$12.7M carry forward from 2010, \$44.6M for 2011 projects and \$2.1M of Infrastructure Stimulus Funding (ISF) adjustments.

From a net debt perspective, the Service incurred total expenditures of \$34.4M, compared to \$59.4M in available funding (a spending rate of 58%) which resulted in an under-expenditure of \$25M of which \$22M will be carried forward to 2012. The remaining balance of \$3M will be returned to the City.

Background/Purpose:

At its special meeting of February 23, 2011, City Council approved the Toronto Police Service's 2011-2020 capital program. Subsequently, the Board approved a revised capital program at its April 7, 2011 meeting (Min. No. P80/11 refers). Attachment A provides a summary of the Board and Council approved program.

This capital variance report provides the status of projects as at December 31, 2011.

Discussion:

Summary of Capital Projects:

Attachment B provides a status summary of the on-going projects from 2010 as well as those projects that started in 2011. Any significant issues or concerns have been highlighted below in the "Key Highlights/Issues" section of this report.

Key Highlights/Issues:

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

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

The following provides summary information on key projects within the 2011-2020 Capital Program. Summary information includes status updates as of the time of writing of this report. The requested budget transfers have been incorporated into the respective project cost estimates.

- Progress Avenue (\$35.7M, after requested transfers)

Overall Project Health Status	
Current	Previous Variance Report
YELLOW	YELLOW

This project provides funding for a new property and evidence management facility. The architect was retained in June 2011 and the information gathering phase was completed. The schematic design phase commenced in the last quarter of 2011 and the tender and contract document process is underway. A construction management firm has also been retained.

Once the design phase is complete, the project cost estimate will be re-assessed by the construction manager, and any budget impacts will be reported to the Board. From the 2011 available funding of \$5.5M, only \$124,000 was spent due to delays in getting the project started. The one year City carry forward rule required spending of \$1.2M in 2011 and as result \$1.1M of unspent funds in 2011 will be returned to the City. This reduces the funding available for this project by \$1.1M. However, the project cannot sustain a reduction in funding and requires the full estimated amount.

There are two projects within the Service’s capital program that have been completed under budget. As a result, budget transfers of \$0.6M from the 11 Division project and \$0.5M from the 5th Floor Space Optimization project to the Progress Avenue project are being requested in order to offset the 2011 lost funding due to the City’s one year carry forward rule. Subsequent to the approval of these transfers, the 2011 carry forward will be \$5.4M.

- New 11 Division Facility (\$29.4M, after requested transfer)

Overall Project Health Status	
Current	Previous Variance Report
GREEN	GREEN

This project was for the design and construction of a new 11 Division facility at 2054 Davenport Road. The project is complete, and 11 Division members moved into the facility in September 2011. The project close out process is currently underway and deficiencies and any operational issues are being dealt with.

This project has been completed approximately \$0.9M under the original budget of \$30M. Of the project surplus, \$0.6M is being requested to be transferred to the Progress Avenue project. The remaining funding of \$0.3M will be carried forward to 2012 to ensure there is available funding for any outstanding issues requiring resolution during the close-out phase.

- New 14 Division Facility (\$35.5M)

Overall Project Health Status	
Current	Previous Variance Report
GREEN	YELLOW

This project is for the construction of a new 14 Division facility at 11 St. Annes Road. The facility has been designed and will be constructed to meet the requirements for LEED Silver certification.

Construction is well underway. Substantial completion is expected to be achieved in June 2012, with the move-in anticipated for the third quarter of 2012.

From the available \$8.7M of ISF funding, the Service lost \$2.1M as the substantial completion date for the new 14 Division facility did not achieve the ISF October 31, 2011 deadline. This issue had been identified and communicated to City Finance staff from the start of the project. At its meeting of January 17, 2012, City Council approved additional debt funding to offset the lost ISF funding.

From the available funding of \$20.8M, \$18.5M was spent and \$2.3M will be carried forward to 2012. At this time, it is anticipated that the project will be completed on budget and on schedule.

- 5th Floor Space Optimization (\$0.8M, after requested transfers)

Overall Project Health Status	
Current	Previous Variance Report
GREEN	GREEN

This project provided funding for the redesign of the Information Technology Services (ITS) area on the 5th floor of Headquarters. The renovation brought the space up to a reasonable state of good repair, optimized the space available and better accommodated staff and their operational work requirements. The space design utilized the Service’s standards for furniture and space allocation. ITS staff were temporally relocated to Progress Avenue to expedite the renovation work and reduce construction costs.

This project has been completed approximately \$0.8M under the original budget of \$1.4M. Of the \$0.8M project surplus, \$0.5M is being requested for transfer to the Progress Avenue project and \$60,000 to the HRMS additional functionality project. The remaining unused funding of \$0.2M will be carried forward to 2012 to ensure there is available funding for any outstanding issues.

- IRIS – Integrated Records and Information System (\$24.4M)

Overall Project Health Status	
Current	Previous Variance Report
YELLOW	RED

The project provides funding for a commercial off-the-shelf (COTS) integrated records and information system. The IRIS project team has been established to identify potential systems and system integration services that will meet the needs of TPS for an integrated, police-purposes operations and information management system.

The Board deferred the award of a software vendor pending review of the project by the City Auditor General (AG) and City Chief Information Officer (CIO) (Min. No. P73/11 refers). Following completion of these reviews, the Board, at its October 20, 2011 meeting, approved Versaterm as the vendor for this project (Min. No. P262/11 refers). Following the Board

approval in October 2011, the IRIS project schedule and budget were re-forecasted to accommodate the deferral period. The deferral of the vendor award has resulted in an impact of approximately \$0.8M in unanticipated costs to the IRIS capital project. The Service will attempt to absorb these unplanned costs within the total project estimate, and any cost impacts will be reported to the Board.

An enabler of the efficiencies proposed by IRIS is the implementation of an Electronic Disclosure System (EDS) to reduce time spent on manual/paper preparation of court disclosure. The procurement process for the EDS has commenced and vendor selection is expected by the second quarter of 2012.

From the available funding of \$9.3M only \$2.1M was spent in 2011 due to the deferral of vendor approval. The remaining funding of \$7.3M will be carried forward to 2012.

Currently, the project remains on schedule, within budget, and in scope.

- HRMS – Upgrade and Additional Functionality (\$0.4M, after requested transfer)

Overall Project Health Status	
Current	Previous Variance Report
GREEN	YELLOW

The Service’s Human Resources Management System (HRMS) is a PeopleSoft system that provides key applications that service the Toronto Police membership through the administration of payroll functions and the maintenance of employee information.

Implementation of the Employee Self Service Portal is now complete. Available functionality includes eProfile (allows a member to review and update personal information), ePay (provides electronic pay advices and T4 and T4A slips, thus reducing printing and distribution costs for this information), eBenefits (provides health, insurance, dependent and beneficiary information) and Civilian eRecruit (eliminates many manual tasks and greatly improves overall management of the staffing process). Due to the one year carry forward rule, \$138,000 will be returned to the City. However, as the project continues into 2012, some of the funding lost due to the carry forward rule is still required. Therefore, a transfer of \$60,000 from the 5th floor space optimization to this project is being requested.

- Upgrade to Microsoft 7 (\$1.7M)

Overall Project Health Status	
Current	Previous Variance Report
GREEN	GREEN

In 2009, Microsoft announced 2012 as the end-of-life date for Windows XP Service Pack 3 (SP3), the operating system currently used by the Service. In mid-2010, Microsoft pushed

out the end-of-support date to early 2014. However, between 2012 and the final end date, only critical security patches will be available. Since April 2010, all other patches or fixes are charged as a cost directly paid for by the customer. As such, the Service must transition to the current Microsoft Operating System (OS) well in advance of January 2014 to ensure continued workstation service availability.

Each major type of device used by the Service requires its own migration strategy (e.g., networked workstation, secure laptops and mobile workstations). Based on the Service’s size and complexity, migration to a new operating system will take 18-24 months.

In addition to the upgrade, this project also includes funds for the acquisition and implementation of a desktop management tool that will provide the ability to remotely deploy standard images consistently to workstations, without the requirement for a technician to attend on-site. Implementing this tool avoids the cost of hiring eight temporary deployment technicians (approximately \$300,000) to manually perform this work, each time the Service performs an operating system upgrade.

From the \$1.5M available funding in 2011, only \$0.4M was spent due to the deferral of the IRIS project. The remaining funds of \$1.1M will be carried forward to 2012. Roll out will begin in the first quarter of 2012.

This project is currently projected to be completed on budget and on schedule.

- Automated Fingerprint Identification System (AFIS) (\$2.8M)

Overall Project Health Status	
Current	Previous Variance Report
GREEN	GREEN

This project provides for the replacement of the current Automated Fingerprint Identification System (AFIS). AFIS interfaces with other systems in the Service; specifically, with the Repository for Integrated Criminalistic Imaging system (RICI), used for the booking / mugshot process, and with Livescan workstations (used for biometrics capture). AFIS must also be compliant with new Royal Canadian Mounted Police (RCMP) standards. Over the last few years, there have been major advancements in matching algorithms, drastically improving accuracy. The current system is almost at capacity and the hardware partially obsolete. The maintenance agreement to sustain the current system has been extended for one year only. Replacing AFIS will address all these issues.

The Board awarded the maintenance and support for the new Automated Fingerprint Identification System to Morpho Canada, Inc. (Min. No. P233/11 refers). The project timing was delayed due to the complexity of the RFP process, vendor selection and lab testing. As a result, the entire available funding of \$2.8M will be carried forward to 2012.

This project is currently projected to be completed on budget.

- Vehicle and Equipment Lifecycle Replacements (approved \$32.2M for 2011 – including carry forward from 2010)

Projects listed in this category are funded from the Vehicle and Equipment Reserve (Reserve), which is in turn funded through annual contributions from the Service's and Parking Enforcement's operating budgets. The Reserve has no impact on the Capital Program and does not require debt funding. Items funded through this Reserve include the regular replacement of vehicles, furniture and information technology equipment.

The projected under-spending of \$15.7M in 2011 is primarily due to:

- \$4M carry forward for Vehicle Replacement (the impact of advance purchases of marked vehicles is being analysed, and any adjustments to reserve requirements for vehicle replacements will be included in the next budget cycle);
- \$1.7M for Workstations, Laptop, printers – This amount is comprised of cashflow carryforward from previous years that is no longer required (\$0.8M) and savings in 2011 due to a reduced cost of equipment (\$0.9M). This funding is no longer required and is being returned to the reserve;
- \$2.4M carry forward for Server Replacement – Timing of acquisition of servers has been deferred to 2012 due to various resource-related pressures in the Service's Information Technology Services (ITS);
- \$1.2M carry forward for IT Business resumption – Due to assessment on Don Mills UPS power shortage and IRIS project delay, funds were not utilized in 2011;
- \$0.8M carry forward for Voice Logging Lifecycle Replacement – Pending City Radio RFP closing; to be completed in year 2012;
- \$2.8M carry forward for Wireless Parking System – The Request for Proposal (RFP) for the replacement of the Wireless Parking System was re-issued due to hardware requirement issues and closed February 9, 2012;
- \$0.4M carry forward for Livescan Machines – Delayed due to AFIS project.

Of the \$15.7M unspent funding, \$14M will be carried forward to 2012 and \$1.7M will be returned back to Reserve.

Conclusion:

As of December 31, 2011, from a net debt perspective, the Service incurred total expenditures of \$34.4M, compared to \$59.4M in available funding (a spending rate of 58%) which resulted in an under-expenditure of \$25M of which \$22M will be carried forward to 2012. The remaining balance of \$3M will be returned to the City.

The spending rate of 58% in 2011 is lower than average mainly due to underspending in two projects: Progress Site (which experienced project start delays) and IRIS (due to the Board's deferral of vendor selection).

All of the projects in the capital program are projected to be completed on budget and are being carefully monitored. The Board will be updated accordingly as required tendering processes are completed and more up-to-date information on various issues and processes becomes available on these projects.

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

Mr. Tony Veneziano, Chief Administrative Officer, was in attendance and responded to questions about the Progress Avenue project.

Mr. Veneziano said that Progress Avenue is a large project that spans over several years. Some aspects of the project, such as purchasing a site (including completing the agreement), the process to get the design started and completed and establishing a construction schedule, took longer than expected which led to project delays impacting the annual cash flows. As a result, unspent funds in the amount of \$1.1M were returned to the City in accordance with its one-year-carry-forward rule which resulted in a reduction in the funds now available for the project. Given that the full estimated amount of funds is still required for the project, budget transfers from two other projects, both of which have been completed under budget, have been requested. Mr. Veneziano said that a full discussion on the status of funds for this project will take place at the next Board Budget Subcommittee meeting.

The Board approved the following Motion:

THAT the Board approve the foregoing report and forward a copy to the City's Deputy City Manager & Chief Financial Officer for information.

2011-2020 CAPITAL PROGRAM (\$000s) - BOARD APPROVED

Project Name	Plan to end of 2010	2011	2012	2013	2014	2015	Total 2011-2015 Request	2016	2017	2018	2019	2020	Total 2016-2020 Forecast	Total 2011-2020 Program	Total Project Cost
On-Going Projects															
State-of-Good-Repair - Police	0	1,526	3,749	4,729	4,899	4,388	19,291	4,182	4,328	4,500	4,841	5,085	22,935	42,226	42,226
Radio Replacement	16,133	6,885	5,371	0	0	0	12,256	0	0	0	0	0	0	12,256	28,389
11 Division - Central Lockup	20,527	9,459	0	0	0	0	9,459	0	0	0	0	0	0	9,459	29,986
14 Division - Central Lockup	7,374	19,231	8,910	0	0	0	28,141	0	0	0	0	0	0	28,141	35,515
Progress Avenue	23,258	4,214	7,149	1,281	0	0	12,643	0	0	0	0	2,035	2,035	14,678	37,936
Acquisition, Impl'n of New RMS	2,114	7,933	8,674	4,704	995	0	22,306	0	0	0	0	0	0	22,306	24,420
911 Hardware / Handsets	757	335	0	0	0	0	335	0	0	0	0	0	0	335	1,092
Total, On-Going Capital Projects	70,162	49,583	33,853	10,714	5,894	4,388	104,430	4,182	4,328	4,500	4,841	7,120	24,971	129,401	199,563
New Projects															
5th floor workspace rationalization	0	1,357	0	0	0	0	1,357	0	0	0	0	0	0	1,357	1,357
AFIS	0	2,827	0	0	0	0	2,827	0	0	3,053	0	0	3,053	5,880	5,880
Upgrade to Microsoft 7 (new in 2011)	0	1,492	160	0	0	0	1,652	0	0	0	0	0	0	1,652	1,652
SmartCard (new in 2011)	0	0	678	793	0	0	1,472	0	0	0	0	0	0	1,472	1,472
54 Division (includes land)	0	500	0	0	9,060	21,665	31,225	5,721	0	0	0	0	5,721	36,946	36,946
Data Warehouse Establishment	0	0	0	336	3,281	1,354	4,971	3,233	0	0	0	0	3,233	8,204	8,204
Electronic Document Management	0	0	0	0	49	441	490	0	0	0	0	0	0	490	490
41 Division (includes land)	0	0	0	0	0	372	372	8,564	20,636	9,506	0	0	38,706	39,079	39,079
HRMS Upgrade	0	0	0	0	155	682	836	0	0	0	0	0	0	836	836
TRMS Upgrade	0	0	0	0	1,943	1,470	3,413	0	0	0	0	0	0	3,413	3,413
Digital Content Manager	0	0	0	0	1,360	1,673	3,033	0	0	0	0	0	0	3,033	3,033
Expansion of Fibre Optics Network	0	0	0	0	0	881	881	5,585	5,585	0	0	0	11,171	12,053	12,053
Disaster Recovery Site	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13 Division (includes land)	0	0	0	0	0	0	0	372	8,645	21,410	8,652	39,079	39,079	39,079	
Long Term Facility Plan	0	0	0	0	0	0	0	0	3,053	3,053	3,053	9,158	9,158	9,158	
Radio Replacement	0	0	0	0	0	0	0	10,193	2,836	4,622	1,174	4,981	23,806	23,806	31,936
Future use of 330 Progress (new in 2011)	0	0	0	0	0	0	0	0	0	5,088	10,440	16,512	32,040	32,040	40,704
Total, New Capital Projects:	0	6,177	838	1,129	15,847	28,539	52,531	33,296	29,429	33,967	36,077	33,197	165,967	218,498	235,292
Total Capital Projects:	70,162	55,760	34,691	11,843	21,741	32,927	156,961	37,479	33,757	38,467	40,918	40,317	190,938	347,899	434,855
Other than debt expenditure (Recoverable debt)		408.5	-255.5	123.8	313.9	298.1	888.8	306.8	187.0	-109.8	507.9	-0.9	891.0	1,779.7	
E-Ticketing	0	0	428	2,798	1,104	0	4,330	0	0	0	0	0	0	4,330	4,330
Other than debt expenditure (Recoverable debt)	0	0	428	2,798	1,104	0	4,330	0	0	0	0	0	0	4,330	4,330
Total Reserve Projects:	106,017	26,137	13,719	23,897	18,133	18,111	99,996	21,568	18,017	23,828	20,761	44,791	128,965	228,961	334,978
Total Gross Projects	176,179	81,897	48,837	38,538	40,978	51,038	261,288	59,046	51,774	62,295	61,679	85,108	319,903	581,191	774,164
Funding Sources:															
Vehicle and Equipment Reserve	(106,017)	(26,137)	(13,719)	(23,897)	(18,133)	(18,111)	(99,996)	(21,568)	(18,017)	(23,828)	(20,761)	(44,791)	(128,965)	(228,961)	(334,978)
ISF estimate for 11 and 14 Div	(8,421)	(8,862)	0				(8,862)						0	(8,862)	(17,283)
Funding from Development Charges	(4,966)	(2,264)	(1,352)	(224)	(1,691)	(2,483)	(8,014)	(1,157)	(269)	(1,623)	(3,787)	(1,530)	(8,366)	(16,380)	(21,346)
Recoverable debt (eTicketing)	0		(428)	(2,798)	(1,104)	0	(4,330)	0	0	0	0	0	0	(4,330)	(4,330)
Total Funding Sources:	(119,404)	(37,263)	(15,499)	(26,919)	(20,928)	(20,594)	(121,202)	(22,725)	(18,286)	(25,451)	(24,548)	(46,321)	(137,331)	(258,533)	(377,937)
Total Net Debt-Funding Request:	56,775	44,634	33,339	11,619	20,050	30,444	140,085	36,322	33,488	36,844	37,131	38,787	182,572	322,657	396,226
5-year Average:							28,017						36,514	32,266	
City Target (= net approved in 2010):		44,633	31,163	10,528	20,067	33,693	140,085	27,417	39,581	38,111	38,731	38,731	182,572	322,657	
City Target - 5-year Average:							28,017						36,514	32,266	
Variance to Target:		(0)	(2,175)	(1,091)	17	3,249	(0)	(8,904)	6,093	1,267	1,600	(56)	0	(0)	
Variance to Target - 5-year Average:							(0)						0	(0)	

2011 Capital Budget Variance Report as at December 31, 2011 (\$000s)

Project Name	Carry Forward from 2010	2011 Budget	Available to Spend in 2011	2011 Actuals	Year-End Variance - (Over)/ Under	Total Project Budget	Total Project Cost (Projects)	Project Variance (Over) / Under	Carry Forward to 2012	Comments	Overall Project Health
Debt-Funded Projects											
<u>Facility Projects:</u>											
Progress Site	1,256.5	5,314.0	6,570.5	124.0	6,446.6	35,737.0	35,737.0	-	5,314.0	Please refer to the body of the report.	Yellow
2nd Floor space optimization	1,437.6	0.0	1,437.6	969.7	467.9	2,675.0	2,675.0	-	0.0	Completed	Green
11 Division (excludes cost of land)	161.3	8,859.3	9,020.6	8,464.7	555.9	29,386.0	28,830.1	555.9	303.5	Please refer to the body of the report.	Green
14 Division (excludes cost of land)	1,533.0	19,230.6	20,763.6	18,481.2	2,282.3	35,515.0	35,515.0	-	2,282.3	Please refer to the body of the report.	Green
54 Division	0.0	500.0	500.0	3.0	497.0	36,946.0	36,946.0	-	497.0	Some issues with respect to cost and environmental assessment of property.	Yellow
5th Floor Space Optimization	0.0	797.0	797.0	587.2	209.8	787.0	487.0	300.0	209.8	Please refer to the body of the report.	Green
<u>Information Technology Projects:</u>											
In - Car Camera	2,202.6	0.0	2,202.6	2,057.4	145.2	9,765.3	9,765.3	-	0.0	Please refer to the body of the report.	Green
HRMS Additional Functionality	346.0	60.0	406.0	207.5	198.5	406.0	406.0	-	60.0	Project is on budget and is expected to be completed by December.	Green
Integrated Records and Information System (IRIS)	1,388.0	7,933.0	9,321.0	2,020.1	7,300.9	24,420.0	24,420.0	-	7,300.9	Please refer to the body of the report.	Yellow
911 Hardware/Handset	757.0	335.5	1,092.5	780.8	311.7	1,092.0	1,092.0	-	311.7	Health is still amber as precaution due to tight timelines creating some risks. Upgrades are going as planned and on time with 50% completion at this time	Yellow
Replacement of Voice Mail	1,222.0	0.0	1,222.0	1,175.6	46.4	1,222.0	1,222.0	-	0.0	Project is on budget and on schedule.	Green
Fuel Management System	697.0	0.0	697.0	0.0	697.0	697.0	-	697.0	0.0	Project is not proceeding.	N/A
Radio Replacement	414.6	6,885.0	7,299.6	6,482.1	817.5	34,389.0	34,389.0	-	817.5	Project is on budget and on schedule.	Green
Upgrade to Microsoft 7	0.0	1,492.0	1,492.0	442.4	1,049.6	1,652.0	1,652.0	-	1,049.6	Please refer to the body of the report.	Green
<u>Replacements / Maintenance / Equipment Projects</u>											
State-of-Good-Repair - Police	1,574.5	1,526.0	3,100.5	1,106.2	1,994.3	n/a	n/a	n/a	1,526.0	Project is on budget and on schedule.	Green
AFIS	0.0	2,826.6	2,826.6	12.2	2,814.4	2,827.0	2,827.0	-	2,814.4	Please refer to the body of the report.	Green
Total Debt-Funded Projects	12,990.1	55,759.0	68,749.1	42,914.1	25,835.0				22,486.7		
<u>Lifecycle Projects (Vehicle & Equipment Reserve)</u>											
Vehicle Replacement	324.4	11,784.0	12,108.4	8,060.3	4,048.2	n/a	n/a	n/a	4,048.2	\$2.4M will be carried forward to 2012.	Green
IT-Related Replacements	4,306.0	9,167.0	13,473.0	5,948.0	7,525.0	n/a	n/a	n/a	5,734.0	Variance will be carried forward to 2012 for projects such as Servers, Voice logging, business resumption, etc.	Green
Other Equipment	1,428.4	5,187.0	6,615.4	2,466.2	4,149.2	n/a	n/a	n/a	4,149.2	Projects are on budget and on schedule except for Wireless Parking System that RFP has to be re-issued	Green
Total Lifecycle Projects	6,058.8	26,138.0	32,196.8	16,474.4	15,722.3				13,931.4		
Total Gross Expenditures:	19,048.9	81,897.0	100,945.9	59,388.6	41,557.3	Percent spent:		58.8%	36,418.0		
<u>Less other-than-debt funding:</u>											
Funding from Developmental Charges	0.0	-2,264.0	-2,264.0	-1,821.0	443.0	n/a	n/a	n/a	-443.0		
Infrastructure Funding	-245.6	-6,776.9	-7,022.5	-6,770.1	252.4	n/a	n/a	n/a	0.0		
Vehicle & Equipment Reserve	-6,058.8	-26,138.0	-32,196.8	-16,474.4	15,722.3	n/a	n/a	n/a	-13,931.4		
Total Other-than-debt Funding:	-6,304.4	-35,178.9	-41,483.3	-25,065.6	-16,417.8				-14,374.4		
Total Net Expenditures:	12,744.5	46,718.1	59,462.6	34,323.0	25,139.6	Percent spent:		57.7%	22,043.7		

Total Project cost reflects budget transfer requests

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON APRIL 19, 2012**

**#P96. 2013 BUDGET REVIEW PROCESS – CAPITAL AND OPERATING
BUDGETS**

The Board was in receipt of the following report April 10, 2012 from Alok Mukherjee, Chair:

Subject: 2013 BUDGET REVIEW PROCESS – CAPITAL AND OPERATING
BUDGETS

Recommendation:

It is recommended:

1. THAT the Board's Budget Sub-Committee (BSC) convene to consider the 2013-2017 capital program, and the 2013 operating budget;
2. THAT the Budget Sub-Committee be chaired by me; that I ensure that all members of the Board are informed of the meetings and that in addition to myself, two members of the Board are present at each BSC meeting in order to have quorum;
3. THAT Mr. Joseph Pennachetti, City Manager be invited to attend and observe BSC meetings; and
4. THAT the Board approve the budget review process.

Financial Implications:

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

Background/Purpose:

Historically, the Board has convened Budget Sub-Committee meetings in order to conduct reviews of the Toronto Police Service, Parking Enforcement Unit and Toronto Police Services Board budgets.

This report sets out the framework for budget review.

Discussion:

This report outlines my proposed recommendations for the structure of the BSC, as well as a framework for the Board's consideration of the capital and operating budgets.

The BSC process is to begin June 2012 to review operating budget, as follows:

- The BSC will conduct a line-by-line review by Command, Parking Enforcement and Board of the proposed 2013 budget in terms of the targets and reduction scenarios established by the Board;
- The proposed 2013 operating budget will be available for presentation and public comment at the October 15, 2012 Board meeting;
- Final Board approval of the 2013 operating budget will take place at the November 14, 2012 Board meeting; budget to be forwarded to City Budget Committee; and,
- five BSC meetings will be held during June to September to review operating budgets as follows:
 - one full day meeting to review preliminary targets and reduction scenarios
 - three full day meetings to review 2013 budgets by Command, Parking Enforcement, Board
 - two half-day meetings (or one full day meeting) to review and agree on the overall 2013 budget to be proposed to Board.

I am proposing that the BSC take a line-by-line approach to budget review and focus its agenda on the preliminary targets, set by the City and the Board, with a review of the various proposed reduction scenarios.

Conclusion:

I recommend that the Board approve the budget review process outlined in this report.

It is anticipated that the BSC will hold its first meeting in June 2012 to review the proposed 2013-2017 capital program.

Therefore, it is recommended:

1. THAT the Board's Budget Sub-Committee (BSC) convene to consider the 2013-2017 capital program, and the 2013 operating budget;
2. THAT the Budget Sub-Committee be chaired by me; that I ensure that all members of the Board are informed of the meetings and that in addition to myself, two members of the Board are present at each BSC meeting in order to have quorum;
3. THAT Mr. Joseph Pennachetti, City Manager be invited to attend and observe BSC meetings; and
4. THAT the Board approve the budget review process.

The Board approved the foregoing report.

THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 19, 2012

#P97. INDEPENDENT CIVILIAN REVIEW INTO MATTERS RELATING TO THE G20 SUMMIT – ACCOUNT FOR PROFESSIONAL SERVICES

The Board was in receipt of the following report March 27, 2012 from Alok Mukherjee, Chair:

Subject: INDEPENDENT CIVILIAN REVIEW INTO MATTERS RELATING TO THE G20 SUMMIT (ICR) - ACCOUNT FOR PROFESSIONAL SERVICES

Recommendation:

It is recommended that the Board approve payment of an account dated March 13, 2012, in the amount of \$40,695.43 and that such payment be drawn from the Board's operating budget.

Financial Implications:

City Council approved the use of \$480,000 in 2011 surplus funds to continue funding the Independent Civilian Review of matters relating to the G20 Summit (ICR). Surplus funds from the Toronto Police Services Board's 2011 operating budget will be supplemented with surplus funds from the Toronto Police Service 2011 operating budget to make up the \$480,000. This surplus amount will be used to pay invoices received from the Reviewer in 2012.

The total amount invoiced to date is \$913,496.06. The balance of the Special Fund as at January 2012 is estimated at \$329,283.00.

Background/Purpose:

At its meeting on September 23, 2010, the Board approved the appointment of Justice John W. Morden to conduct the Independent Civilian Review (ICR) into matters relating to the G20 Summit.

Since September 2010, Justice Morden has submitted the following invoices for services rendered for the ICR:

Period Ending	Amount
October 14, 2010	\$24,008.99
November 14, 2010	\$45,402.32
December 17, 2010	\$42,462.62
January 14, 2011	\$19,899.15
February 10, 2011	\$43,165.19
March 14, 2011	\$84,775.57
April 14, 2011	\$64,935.58

May 13, 2011	\$28,365.43
June 13, 2011	\$64,385.37
June 28, 2011*	\$3,295.00
July 14, 2011	\$58,990.88
August 15, 2011	\$27,378.81
September 22, 2011	\$100,448.00
October 28, 2011	\$50,607.60
November 14, 2011	\$64,102.13
December 15, 2011	\$61,870.28
January 20, 2012	\$20,941.66
February 23, 2012	\$67,766.05
March 13, 2012	\$40,695.43

* Invoice from the City of Toronto related to the rental of a room for the public hearings.

Discussion:

I have attached a copy of Justice Morden's most recent account for services rendered up to and including February 29, 2012, in the amount of \$40,695.43. A detailed statement is included on the in-camera agenda for information. It should be noted that a reduction of \$4,451.61 for fees and disbursements have been applied to this account.

Conclusion:

It is, therefore, recommended that the Board approve payment of an account dated March 13, 2012, in the amount of \$40,695.43 and that such payment be drawn from the Board's operating budget.

The Board approved the foregoing report and said that it hopes that the discussions with Justice Morden will conclude no later than the end of June 2012.

A detailed statement of account for the fees noted above was considered during the in-camera meeting (Min. No. C111/12 refers).

Heenan Blaikie LLP

Bay Adelaide Centre
333 Bay Street, Suite 2900
P.O. Box 2900
Toronto, Ontario M5H 2T4
T. 416 360.6336
F. 416 360.8425

LAWYERS

N^o 23031757

Page 1

March 13, 2012

PRIVATE & CONFIDENTIAL

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

Attention : Joanne Campbell

Reference: File: 058057-0001 Confidential

FEEs	\$ 35,848.50
DISBURSEMENTS (TAXABLE)	\$ 33.38
SUB-TOTAL	<u>\$ 35,881.88</u>
HST (13%)	\$ 4,664.65
DISBURSEMENTS (NON TAXABLE)	\$ 148.90
AMOUNT DUE	<u>\$ 40,695.43</u>

HEENAN BLAIKIE LLP

Litigation Toronto

TERM:	Payment due upon receipt in accordance with section 33 of the <i>Solicitors Act</i> . Interest will be charged at the rate of 3.3% per annum on unpaid fees, charge or disbursements calculated from a date that is one month after this statement is delivered
--------------	---

Reference / File: 058057-0001

GST / HST N^o 864865936
QST N^o 1090192490TQ0001

Initials: RT

PAYABLE UPON RECEIPT

Heenan Blaikie LLP

N° 23031757

Page 2

We have made every effort to include fees and disbursements incurred on your behalf for the current billing period. In the event additional fees or disbursements are subsequently incurred and/or recorded, a subsequent account will be forwarded.

Reference / File: 058057-0001

GST / HST N° 864865936
QST N° 1090192490TQ0001

Initials: RT

PAYABLE UPON RECEIPT

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON APRIL 19, 2012**

**#P98. REQUEST FOR A REVIEW OF A COMPLAINT INVESTIGATION
PERTAINING TO THE SERVICE PROVIDED BY THE TORONTO
POLICE SERVICE**

The Board was in receipt of the following report March 28, 2012 from William Blair, Chief of Police:

Subject: REQUEST FOR A REVIEW OF A COMPLAINT INVESTIGATION
PERTAINING TO THE SERVICE PROVIDED BY THE TORONTO POLICE
SERVICE

Recommendations:

It is recommended that:

- (1) the Board receive the complaint summarized in this report;
- (2) the Board determine whether to concur with the decision that no further action be taken with respect to the complaint; and
- (3) the complainant, the Independent Police Review Director and I be advised, in writing, of the disposition of the complaint, with reasons.

Financial Implications:

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

Background/Purpose:

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

Legislative Requirements:

Section 63 of the *Police Service Act (PSA)* directs the Chief of Police to review every complaint about the policies of or services provided by a municipal police force that is referred to him or her by the Independent Police Review Director.

The Chief of Police shall, within 60 days of the referral of the complaint to him or her, notify the complainant in writing of his or her disposition of the complaint, with reasons, and of the complainant's right to request that the Board review the complaint if the complainant is not satisfied with the disposition. A complainant may, within 30 days after receiving the notice, request that the board review the complaint by serving a written request to that effect on the board.

Review by Board:

Upon receiving a written request for a review of a complaint previously dealt with by the chief of police, the Board shall:

- (a) advise the chief of police of the request;
- (b) subject to subsection (7), review the complaint and take any action, or no action, in response to the complaint, as it considers appropriate; and
- (c) notify the complainant, the chief of police and the Independent Police review Director in writing of its disposition of the complaint, with reasons

Nature of Complaint and Discussion:

On Saturday, November 12, 2011, at approximately 8:06 pm the complainant called 9-1-1 to report that he had been bitten by a dog. The incident occurred in a convenience store in the area of Jarvis Street and Gerrard Street East. Another customer entered the store with a dog which bit the complainant on his right hand as he was waiting in line.

TPS Communications Services received the call from the complainant and at 8:08 pm created an event for an Animal Complaint, a priority 6 event. At 11:39 pm the complainant called back and requested an ambulance as his hand was now swollen. This event was upgraded to priority 2 at this time.

Police were dispatched at 11:49 pm. The officers met with the complainant at a nearby hospital and subsequently notified City of Toronto Animal Control and completed an occurrence (occurrence number 3901686 refers).

On November 19, 2011, the complainant filed a complaint about the incident with the Office of the Independent Police Review Director (OIPRD). The OIPRD classified the matter as a service complaint and on November 24, 2011, it was assigned to the TPS for investigation.

The complaint was given file number 2011.EXT-0275 and assigned to 51 Division for investigation. The complaint was concluded as unsubstantiated and on February 7, 2012, the complainant and the OIPRD were sent correspondence from the TPS advising of this outcome.

The investigation conducted by 51 Division determined that the complainant contacted 9-1-1 to report that he had received a dog bite while in a convenience store. When asked if an ambulance was required the complainant informed the dispatcher that he wanted the police to tell him whether or not he needed one.

The call was broadcast over the 51 Division radio at 8:10 pm, however, there were no units available to respond. The investigation determined that there were three two-officer cars and one one-officer car working at the time of this radio call. The midnight shift commenced duty at 11:00 pm and they had a strength of four two-officer cars. From 7:00 pm until the complainant contacted police there were 16 calls for service in 51 Division and a total of 52 calls for service

until the complainant was attended to by an available night shift unit. All cars within 51 Division were assigned these calls.

The dispatcher continually monitored this outstanding call for service and on a regular basis broadcast the call to inquire if any unit was available to attend, however, there were other calls that took priority and with a limited number of officers it took some time before they could attend to see the complainant.

On February 15, 2012, the complainant sent correspondence to the Board requesting a review of his complaint.

The Chief's Decision

As indicated in the Report of Investigation, the TPS received a call from the complainant at 8:06 pm in regards to him receiving a dog bite. Officers were not dispatched until 11:49 pm, approximately 3 hours and 43 minutes later.

The service complaint was investigated by 51 Division and focused on the service provided by the TPS in response to this dog bite. The investigation was in compliance with the direction of the OIPRD and pursuant to the *PSA*. The conduct and/or actions of individual Service members did not form part of the scope of the investigation.

The officers in 51 Division were tied up on calls such as a break and enter, disorderly people, wanted persons, a fire and medical complaints. The complainant's call was assessed based on the information provided and placed in the proper priority sequence and attended to when there was an available car to attend.

I am satisfied with the investigator's findings and the review by Professional Standards. I concur that the policing services provided for this event were appropriate under the circumstances.

Conclusion

This complaint was classified by the OIPRD as a service complaint involving the TPS. As such, the scope of the investigation was limited to examination of the service provided to the complainant by the Toronto Police Service. Given the information available the service provided to the complainant was appropriate.

Pursuant to the notice provided, the complainant requested that the Board review my decision. It is the Board's responsibility to review this investigation to determine if they are satisfied that my decision to take no further action was reasonable.

In reviewing a police or service complaint, the Board may:

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

- provide recommendations to the Board; or
- Hold a public meeting respecting the complaint

To assist the Board in reviewing this matter, Board members will receive confidential information in a separate report.

Deputy Chief Mike Federico, Corporate Command, will be in attendance to answer any questions the Board may have regarding this report.

Deputy Chief Mike Federico, Corporate Command, was in attendance and responded to questions about the foregoing report.

The Board approved the following Motions:

- 1. THAT, with respect to recommendation no. 1, the Board receive the complaint summarized in this report;**
- 2. THAT, with respect to recommendation no. 2, the Board concur with the decision that no further action be taken with respect to this complaint for the reasons outlined in the Chief's report; and**
- 3. THAT the Board approve recommendation no. 3.**

Additional information, including a copy of the Report of Investigation, was considered during the in-camera meeting (Min. No. C114/12 refers).

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON APRIL 19, 2012**

#P99. CENTRAL JOINT HEALTH AND SAFETY COMMITTEE

The Board was in receipt of a copy of the Minutes from the Central Joint Health and Safety Committee meeting held on January 12, 2012. A copy of the Committee Minutes is appended to this Minute for information.

The foregoing Minutes were considered in conjunction with confidential Minutes that were also prepared for the same meeting (Min. No. C108/12 refers).

The Board received the Minutes from the Committee meeting held on January 12, 2012.



Central Joint Health and Safety Committee

- MEETING MINUTES -

**Toronto Police Association
180 Yorkland Boulevard
Toronto, Ontario**

**Thursday
January 12, 2012
at 10:00 AM**

Meeting No. 43

PRESENT: Mr. Larry Molyneaux, TPA, Co-Chair
Dr. Alok Mukherjee, PSB, Co-Chair
Mr. Rick Perry, Member
Deputy Chief Mike Federico, Member

ALSO PRESENT: Inspector Riyaz Hussein, Manager, Occupational Health and Safety
Ms. Elizabeth Alexander, Recording Secretary

GUESTS: SRD Minh Luu, Telecoms
Mgr. Brenda Radix, Prop. & Evid. Mgt.
Tech. Analyst Kevin Kwan, Info Tech.
S/Sgt. Jim Farrell, PSU
Sgt. Gary Haitzer, OHS
PC Brad Donais, FIS
S/Insp. David Marks, ETF
S/Sgt. Jim Darbyshire, ETF

OPENING OF THE MEETING:

Mr. Larry Molyneaux and Dr. Alok Mukherjee, Co-Chairs, extended a welcome to the guests and provided an over view of the purpose of the Central Joint Health and Safety Committee and how it works in conjunction with the Local Joint Health and Safety Committees which are in place throughout the Toronto Police Service.

The Committee confirmed the public and confidential Minutes from the October 11, 2011 meeting.

Follow-Up Issues Discussed by the Committee:

1. Fall Arrest Systems

Update by: Deputy Federico

Deputy Federico advised that since the last CJHSC meeting, the following sites were visited and discussions held regarding equipment and training needs: ETF, Public Order Unit, PDS, Marine Unit, Video Services, Property & Evidence Management, Telecom, and Forensic. Video Services was identified as having an ongoing need for training for work at height, and policy and procedure development. Seven of the eight units expressed satisfaction with the training policies and procedures and did not express a need for additional intervention. Video Services has started to install fibre optic cable at height but are asking Toronto Hydro and the telecom companies to conduct the installation. Video Services has installed antenna at elevated heights on roof tops.

S/Insp. Ryaz informed the Committee that seven of the eight units are doing really well and have accommodation of both the manufacturers' standard operation procedures and unit specific policies. Their members are internally certified through these manufacturers.

Deputy Federico will email the chart created by OHS to the committee.

Status:	Fall Arrest Systems: On-Going
Action:	Deputy Federico to e-mail to the Committee the chart created by OHS

2. Communicable Diseases

Update by: Mr. Larry Molyneaux

Mr. Molyneaux advised that Police Constable Natalie Hiltz, the expert from Pee Regional Police Service, has been transferred back into uniform and permission for her to speak to the Committee had been denied by her Unit Commander. Arrangements will be made to have her replacement address the Committee.

Status:	Fall Arrest Systems: On-Going
Action:	Mr. Haitzer to contact Allan Newley from Peel Regional Police Service

3. 51 Division - Vertigo

Update by: Mr.Larry Molyneaux

Mr. Molyneaux informed the Committee that seven cases of vertigo had been reported at 51 Division but a brief investigation by the Chief Steward had revealed this was not the case.

Status:	51 Division - Vertigo: <u>Resolved.</u>
Action:	

4. The Badge – Profile of the Central Joint Health and Safety Committee

Update by: S/Insp. Ryaz Hussein

Staff Inspector Hussein advised that Mr. Ron Fanfare would produce an article featuring the work of the Central Joint Health and Safety Committee to be published in the January or February 2012 issue of The Badge.

Status:	The Badge - Ongoing
Action:	

5. Wellness Initiatives

Update by: Deputy Mike Federico

Deputy Federico outlined various wellness initiatives for 2012. He mentioned emphasis will be placed on nutrition, emotional support and musculo-skeletal strength. The issue of critical incident stress was discussed and Deputy Federico suggested that a portion of an upcoming CJHSC meeting be devoted to a presentation of the TPS critical incident and critical injury response.

Deputy Federico advised that last year over a thousand TPS employees participated in fitness pin testing.

Dr. Mukherjee asked if an assessment had been conducted of whether there are particular wellness issues depending on the type of work TPS employees do. Deputy Federico advised that there are ongoing surveys, usually coordinated by the Global Wellness Committee through the local wellness committees to identify if there are particular issues in their units. He also pointed out that there is a wellness component when job evaluations are conducted.

Mr. Perry asked how information is disseminated. Deputy Federico pointed out that wellness information is conveyed in a number of ways including, bulletins, announcements and other communications.

Status:	Wellness Initiatives: <u>Ongoing.</u>
Action:	Deputy Federico will update the committee regarding wellness initiatives

SEMI-ANNUAL UPDATE:

6. Critical Injuries – Awareness and Education
Update by: Deputy Chief Mike Federico, Member

The Committee was informed there were five critical injuries in the third quarter and five in the fourth quarter.

Status:	Critical Injuries – Awareness and Education: <u>On-Going.</u>
Action:	Next Report – June 201

7. Review of TPSB Occupational Health and Safety Policy
Update by: All Members

Deputy Federico was asked by the Committee to ensure that the policy posted is the most current version.

Status:	Review of TPSB Occupational Health and Safety Policy: <u>On-Going.</u>
Action:	Deirdre Williams to be asked to ensure policy is signed off.

8. Terms of Reference – 2012 Review
Update by: All Members

The Ministry of Labour has not yet approved the amendments to the Terms of Reference. The Committee determined that Deirdre Williams be asked to send a reminder letter to the Ministry and in the meantime, the Committee will operate under the current Terms of Reference.

Status:	Terms of Reference – 2012 Review – <u>On-Going</u>
Action:	Deirdre Williams to send a reminder to Ministry.

9. New CJHSC Initiatives for 2012
Update by: All Members

Mr. Haitzer suggested the next meeting be held at Parking West. The Committee agreed to make the meeting open to questions and answers. Mr. Molyneaux noted that bed bugs are still an ongoing problem and Mr. Haitzer will contact Toronto Public Health for information to be made available.

The issue of critical incident stress was also raised and Deputy Forde suggested that a portion of an upcoming CJHSC meeting be devoted to a presentation of the Service's critical incident and critical injury response. It was also suggested that Avis Ottey and one of the staff from Psychological Services speak at an upcoming meeting.

Mr. Molyneaux commented that in the case of a critical incident, Unit Commanders should contact the Employee and Family Assistance Program and the critical incident debriefing team. Deputy Forde suggested that a presentation on critical incident response should be made at the next Occupational Health and Safety Day.

Status:	New CJHSC Initiatives for 2012 – On-Going
Action:	CJHSC Committee to continue holding meetings at various Units

NEW ITEMS:

10. Blood Contamination Procedures

Update by: Mr. Larry Molyneaux, Co-Chair

Mr. Molyneaux informed the Committee that a civilian member of Forensic Identification Services had been dealing with blood-stained evidence. Although she was wearing gloves, she was unaware of the procedures relating to handling and processing such evidence and there were concerns regarding potential contamination by a biohazardous agent.

Status:	Blood Contamination Procedures – On-Going
Action:	Mr. Molyneaux to follow up on this issue

OBSERVERS' COMMENTS:

The guests expressed their appreciation to the Committee for its work and for the opportunity to attend the meeting and said that it is important that the concerns of members are being looked at the corporate level.

LOCATION OF NEXT MEETING:

The Committee discussed possible venues for the next meeting. It was agreed the next meeting would be held at Parking West.

****Confidential Matters****

The Committee also considered two confidential matters.

Details of the Committee's discussions and decisions regarding these matters have been recorded in confidential Minutes which form part of the Minutes for this meeting.

Next Meeting:

Date: March 29, 2012
Time: 10:00 AM
Location: Parking Enforcement West

Members of the Central Joint Health and Safety Committee:

Mr. Larry Molyneaux, Co-Chair Toronto Police Association	Dr. Alok Mukherjee, Co-Chair Toronto Police Services Board
Mr. Rick Perry, Executive Member Toronto Police Association	Deputy Chief Mike Federico Command Representative

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON APRIL 19, 2012**

**#P100. REQUEST TO AMEND THE TERMS OF REFERENCE FOR THE
CENTRAL JOINT HEALTH AND SAFETY COMMITTEE - APPROVED**

The Board was in receipt of the attached correspondence dated March 20, 2012 from Ken Fox, Regional Director, Ministry of Labour, advising the Board that the Ministry had recently approved the revised Terms of Reference for the Central Joint Health and Safety Committee.

The Board received the correspondence from Mr. Fox.

Ministry of Labour

Regional Director
Central Region
Operations Division

5001 Yonge Street
Suite 1600
North York, Ontario
M7A 0A3

Telephone: 647-777-5005
Fax: 647-777-5010

Ministère du Travail

Directeur Régional
Région du Centre
Division des opérations

5001, rue Yonge
Bureau 1600
North York (Ontario)
M7A 0A3

Téléphone : 647-777-5005
Télécopieur : 647-777-5010



DATE RECEIVED

MAR 26 2012

TORONTO
POLICE SERVICES BOARD

March 20, 2011

Ms. Deirdre Williams
Toronto Police Services Board
40 College Street
Toronto, ON M5G 2J3

Dear Ms. Williams,

The Minister has delegated to me the power under subsection 9 (3.1) of the Occupational Health & Safety Act. I would like to thank you for the submission dated July 15, 2011, requesting approval of the revised terms of reference for the multi-workplace Joint Health and Safety Committee developed and agreed to by the Toronto Services Board on behalf of the employer, and the Toronto Police Association on behalf of the workers.

I am most pleased that a cooperative approach has been achieved regarding the structure and Terms of Reference for the committee and that the arrangement satisfies the recommended criteria. The attached order indicates my approval of the arrangement.

I would like to wish the Committee members every success in their endeavours towards a fully effective health and safety program.

Yours truly,

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

Ken Foy
Regional Director

c: Len May, Ministry of Labour
Victor Yu, Ministry of Labour

Order under Subsection 9 (3.1)
The Occupational Health and Safety Act
R.S.O. 1990, c.0.1


Whereas subsection 9 (3.1) of the Occupational Health and Safety Act provides that the Minister may, by order in writing, permit a constructor or an employer to establish and maintain one joint health and safety committee for more than one workplace or parts thereof, and may, in the order, provide for the composition, practice and procedure of any committee so established.

And whereas the Toronto Police Services Board on behalf of the employer; and the Toronto Police Association on behalf of the workers, in an executed document between them dated June 29, 2011, stated a desire to have the Multi-workplace Joint Health and Safety Committee;

and have the Minister approve such an arrangement.

NOW THEREFORE BE IT ORDERED that pursuant to subsection 9 (3.1) of the Occupational Health and Safety Act, Toronto Police Service, is hereby permitted to establish and maintain the one Joint Health and Safety Committee to be governed as to composition, practice and procedure by the provisions of the executed document dated June 29, 2011, between the Toronto Police Services Board on behalf of the employer, the Toronto Police Association on behalf of the workers.

Dated at Toronto, this 20th day of March, 2012.


Regional Director

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON APRIL 19, 2012**

#P101. BOARD COMMUNICATIONS

The Board also discussed the following matters:

PC Jeffrey Blair, 13 Division

The Board extended its good wishes for a speedy recovery to PC Jeff Blair who was seriously injured while on duty on April 15, 2012. The Board also extended its good wishes to PC Blair's family and his colleagues at 13 Division. Chief Blair said that he would convey the Board's message to PC Blair.

D/Sgt. Steve Ryan, Homicide Squad – Cold Cases

Acting Chair Michael Thompson expressed a personal message of appreciation to D/Sgt. Steve Ryan of the Homicide Squad – Cold Cases on behalf of the family of Melonie Biddersingh in Kingston, Jamaica. Acting Chair Thompson advised the Board that D/Sgt. Ryan travelled to Kingston to obtain DNA information which subsequently led to the identity of Ms. Biddersingh and then the quick arrests of two people in relation to her death 18 years ago. Acting Chair Thompson said that Ms. Biddersingh's family wanted him to convey their appreciation for the dedication and care with which D/Sgt. Ryan and his colleagues visited the family and obtained the DNA information.

Insp. Mark Barkley, 54 Division

Dr. Dhun Noria drew the Board's attention to an article in the Toronto Star (April 19, 2012) about the work that Insp. Mark Barkley had done over many years to reduce the number of auto thefts. Dr. Noria said that Insp. Barkley had met with representatives in the auto manufacturing industry to discuss improvements to anti-theft devices, he was instrumental in the establishment of a national committee reviewing auto thefts and he spoke with government officials and recommended changes to legislation. Dr. Noria commended Insp. Barkley for his initiative and the remarkable work he has accomplished.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON APRIL 19, 2012**

#P102. IN-CAMERA MEETING – APRIL 19, 2012

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:

Mr. Michael Thompson, Councillor & Acting Chair
Dr. Dhun Noria, Member & Acting Vice-Chair
Mr. Chin Lee, Councillor & Member
Ms. Marie Moliner, Member
Ms. Frances Nunziata, Councillor & Member
Mr. Andrew Pringle, Member

Absent: Dr. Alok Mukherjee, Chair

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON APRIL 19, 2012**

#P103. ADJOURNMENT

Michel Thompson
Acting Chair