



The following *draft* Minutes of the meeting of the Toronto Police Services Board held on February 16, 2012 are subject to adoption at its next regularly scheduled meeting.

The Minutes of the meeting held on January 20, 2012, previously circulated in draft form, were approved by the Toronto Police Services Board at its meeting held on February 16, 2012.

**MINUTES OF THE PUBLIC MEETING** of the Toronto Police Services Board held on **FEBRUARY 16, 2012** at 1:30 PM in the Auditorium, 40 College Street, Toronto, Ontario.

**PRESENT:**

**Dr. Alok Mukherjee**, Chair  
**Mr. Michael Thompson**, Councillor & Vice-Chair  
**Mr. Chin Lee**, Councillor & Member  
**Dr. Dhun Noria**, Member  
**Ms. Frances Nunziata**, Councillor & Member  
**Mr. Andrew Pringle**, Member

**ALSO PRESENT:**

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

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P14.           AUDIT AND QUALITY ASSURANCE UNIT - AWARD**

Chair Alok Mukherjee noted that the Institute of Internal Auditors recently recognized the Toronto Police Service - Audit and Quality Assurance Unit for its superior work in the quality of internal audit work and processes and he read the following with respect to an award that was presented to the Unit:

**Institute of Internal Auditors - International External Quality Assessment Award**

In 2007, the Toronto Police Service's (Service) Audit and Quality Assurance Unit committed to following the Institute of Internal International Auditors (IIA) Professional Practices Framework.

In order to confirm adherence with this framework, an on-site visit of the Audit and Quality Assurance unit was conducted by an IIA-selected external independent validator, Mr. Don Kirkendall.

Mr. Kirkendall who was the former Inspector General for the U.S. Department of the Treasury, found that the Service's Audit and Quality Assurance Unit achieved the highest level of conformity to the IIA Standards with respect to the quality of internal audit work and processes. In addition, six notable best practices that are embedded in Service's internal audit processes were highlighted.

As a result of its independent review, the IIA has awarded a plaque to the Service's Audit and Quality Assurance unit in recognition of its conformance to IIA Standards and successful completion of the External Quality Assessment Process.

I would like to congratulate Ms. Dana Styra, Manager, Audit and Quality Assurance and her team for achieving this important recognition and award.

**Ms. Dana Styra and members of the Audit and Quality Assurance Unit were in attendance and were congratulated by the Board on this important achievement.**

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TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P15. RE-ORGANIZATION – HUMAN RESOURCES MANAGEMENT**

The Board was in receipt of the following report January 19, 2012 from William Blair, Chief of Police:

Subject: RE-ORGANIZATION – HUMAN RESOURCES MANAGEMENT

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

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

Background/Purpose:

At its meeting held on March 22, 2011, the Board was in receipt of a report with respect to job descriptions and classifications for new positions within Human Resource Management (HRM) that reflected a change of functions and significant reorganization in order to better support the human resources functions of the Service. The positions included Manager, Human Resource Support Services (Z32017); Assistant Manager, Human Resource Information Systems Administration (Z26016); and Assistant Manager, Compensation and Benefits (Z26015).

The Board received the foregoing report and approved the following motions (Min. No. P93/11 refers):

1. THAT the foregoing report be returned to the Chief with the request that he review the proposed positions in the job descriptions as well as the names of the new units to ensure that they are accurate and consistent within the report/job descriptions and with the revised Service organizational chart approved by the Board in February 2011;
2. THAT an additional accompanying report be prepared detailing HRM's immediate and long term staffing needs and plans and further, that this report and a comprehensive presentation to the Board include the following:
  - the HRM mandate;
  - the current organizational structure for the HRM, including all units and number of individuals assigned to the unit by rank or title

- outline of the existing positions, any recently-approved positions and any proposed positions and the number of persons required for those positions;
- the process to be followed for developing new job descriptions in HRM, the process for arriving at the classification of the positions, the process for filling any new and/or proposed positions, including any previous positions that may have been amalgamated into new positions; and anticipated timelines for filling vacancies
- a financial analysis of the staffing restructuring that has occurred within Human Resources; and
- any human resource challenges that HRM may be facing; such as, retention, succession planning, recruitment; and the strategies that HRM is adopting in response to the challenge.

Subsequently, a follow-up report and presentation were provided to the Board at its meeting on July 21, 2011. The report then also included new job descriptions for a Return to Work Transitions Specialist and an EFAP Liaison/Critical Incident Response Team Coordinator. At that time, the Board deferred consideration of the reports until after a decision was made about a new organizational chart (Min. No. P/170 refers).

The Chief presented a new organizational structure arising from the retirement of nineteen Senior Officers on August 31, 2011. The Board approved the new organizational chart in October 2011 (Min. No. P252/11 refers). That new chart superseded the previous, which had been approved by the Board in February 2011.

The purpose of this report is to provide the Board with a briefing and an overview of the HRM pillar as a result of the Command reorganization and new organizational chart which was approved by the Board on October 5, 2011 (Min. No. P252/11 refers).

#### Discussion:

The new organizational chart approved in October 2011, includes the prior Human Resources Management reorganization, but it also merges all human resources functions from the prior Human Resources Management and Human Resources Development portfolios under Human Resources Command, as a single pillar known as Human Resources Management within Corporate Command.

The following consolidations, realignments and deletions have been incorporated in the Board-approved structure:

- Human Resources and Executive Command have been combined to form the new Corporate Command;

- Human Resources Management and Human Resources Development pillars have been merged into the Human Resources Management pillar and have become one pillar under Corporate Command;
- The Toronto Police College has been realigned to become part of the Human Resources Management pillar;
- The Employment Unit has merged with Compensation & Human Resources Information Systems Administration to form the Benefits & Employment Unit;
- The Diversity Management Unit has been deleted and the function now reports directly to the Director, Human Resources Management; and
- The Staff Planning Unit has been deleted and the function has merged into Human Resources Support Services.

The HRM organizational chart approved in October 2011 is attached to this report as Schedule “A” for the information of the Board members.

Effective September 1, 2011, the HRM pillar was given responsibility for all human resources functions within the Service. HRM provides direction to the units which report to the directorate, namely, Benefits & Employment, Human Resources Support Services, Labour Relations, Occupational Health and Safety, Toronto Police College and Diversity Management and Psychological Services.

The pillar is also responsible for the corporate direction, oversight, budget management, support and administration of all its units. It is responsible for planning and implementing appropriate changes to the Service’s human resources policies, procedures and practices.

As a result of efforts over the past three years to better align its functions and support structures to improve customer service in human resources throughout the Service, HRM conducted an operational review of its unit’s job functions and workload, to examine and, where necessary, revise positions and functions within the unit, without impact to its current establishment. A number of positions have been identified for deletion or revision in order to create available establishment for newly created positions to support the expanded operational and functional capacities within the units.

The restructuring and reorganization of Corporate Command, the merger of HRM and HRD, and the restructuring of the new, larger HRM has resulted in some internal redeployment of staff establishments within HRM, without any increase or decrease in overall staff establishment, except to the extent of senior officer reductions arising from the retirements in August 2011. Some of that redeployment requires the creation of new job functions, but the establishment for those positions arises with the deletion of other vacant positions, all of which is accomplished within the approved 2012 budget for HRM.

The units impacted most significantly in terms of redeployment and the need for new positions are Human Resources Support Services (arising from a merger of subunits reporting to the Director and Staff Planning), and Benefits & Employment (arising from a merger of Compensation & Human Resources Information Systems Administration, and the Employment Unit)

### Human Resources Support Services:

The restructuring resulted in the formation of the Human Resources Support Services (HRSS) unit in 2010. The establishment of this unit within the pillar is in recognition that expanded employee support services are required, and also recognizes the merger of the Staff Planning Unit as a subunit within HRSS. The only Senior Officer supervising Staff Planning retired on August 31, 2011, so the new Manager of HRSS will oversee Staff Planning and a significant redeployment of staff and functions previously reporting directly to the Director of HRM. These include Employee Records, Employee & Family Assistance Program and the Critical Incident Response Team.

Establishment for the new Manager, HRSS position replaces the position of Manager of Compensation & Benefits, which has been vacant since March 2010 due to a retirement. As well, a position known as Employee Family Assistance Plan (EFAP) Liaison/Critical Incident Response Team Coordinator has been created to replace the position of EFAP Referral Agent, which has been vacant since August 2010, after the Board contracted to a new external EFAP provider, resulting in the elimination of the internal EFAP unit and redeployment of the three civilian and two uniform positions.

The Joint Board/Senior Officers' Job Evaluation Committee evaluated the managerial position within the Hay job evaluation plan. It was determined to be classified as a Z32 (35 hour) within the Civilian Senior Officer Salary scales. The establishment arises with the deletion of the position of Manager, Compensation & Benefits Z34 (35 hour) which became vacant with a retirement in 2010.

The EFAP Liaison/Critical Incident Response Team Coordinator position was evaluated within the Deloitte and Touche job evaluation process which placed it as an A06 (35 hour). The establishment for the new position arises from the deletion of the position of EFAP Referral Agent, which had a job classification of A07 (35 hour).

Both new positions have been evaluated at a lower classification and salary level than the positions that will be deleted. Both have been filled by members in an acting capacity pending approval by the Board of the new job descriptions, and the HRM 2012 budget was approved to include the deletions of the old positions and the creation of the new ones.

### Benefits & Employment Unit:

The merged Benefits & Employment Unit within Human Resources Management is comprised of three subunits: Compensation, Human Resources Information Systems Administration (HRISA), which were previously merged into C/HRISA, and the former Employment Unit. This change has resulted in a significantly expanded scope of responsibility of the Manager of Benefits & Employment, particularly with the additional responsibility for all functions of the former C/HRISA subunit, and the merger of the Employment Unit, which includes uniform recruitment and background check. In order to properly supervise and maintain effective operations within the expanded unit, the Manager requires ongoing managerial assistance,

thereby resulting in an identified need for two new Assistant Manager positions, who will be members of the Senior Officers' Organization.

The establishment for the two new positions arises from the deletion of two other Senior Officer positions, one (1) at Z26 classification (Compensation Analyst) and one (1) at Z28 (Human Resources Senior Administrator). The first is vacant through resignation in 2009, and the second became vacant with a retirement in 2010.

The positions were evaluated by the Joint Board/Senior Officers' Job Evaluation Committee within the Service's job evaluation plan, and it was determined that they are properly classified as Z26 (35 hour) within the Civilian Senior Officer Salary scales.

The new positions in the Benefits & Employment unit are currently being performed by members in a long term acting capacity. With the Board's approval of the job description, the positions will be posted and filled in accordance with the Civilian Senior Officers' collective agreement.

There are no financial implications relating to the recommendation contained within this report, as the 2012 operating budget has been established with recognition of the need for assistant managers. Previously, all three of these subunits had managers. With the mergers and reorganization, there are one manager and two assistant managers.

#### Conclusion:

The new job descriptions are within the establishment allocated to HRM and within the approved operating budget. They will not result in any increase or decrease in overall staffing or budget. There is no variance in the ratio of senior officer and non-senior officer ranks or classifications, and all have been evaluated within the applicable job evaluation protocols under the respective collective agreements.

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

**The foregoing report was considered in conjunction with two reports pertaining to job descriptions for new positions in Benefits and Employment and in Human Resources Support Services (Min. Nos. P16/12 and P17/12 refer).**

**Deputy Chief Mike Federico, Corporate Command, and Ms. Aileen Ashman, Director of Human Resources Management, were in attendance and delivered a presentation to the Board. A paper copy of the presentation is on file in the Board office.**

**Following the presentation, Deputy Chief Federico and Ms. Ashman responded to questions by the Board.**

**Ms. Ashman said that there are several positions within HRM which are currently filled by people in an acting capacity or by uniform members who have been deployed from other positions and who may not have the qualifications or expertise for those positions. The Board was advised that, while some positions can be deferred, there is an urgent need to fill some positions as soon as possible as HRM is unable to sustain organizational needs based on the current staffing situation. Chief Blair said that some important functions, such as job evaluations, are not being done.**

**Noting that a number of units within HRM have been merged and that the merger did not result in an increase or decrease in overall staffing or budget, the Board inquired about the efficiencies that have been achieved as a result of the re-organization of HRM.**

**Deputy Chief Federico said that efficiencies have been achieved in the form of harmonizing business processes, improved accuracy in reports, prompt responses to Board requests, meeting deadlines and business continuity, as opposed to efficiencies in economies or savings.**

**Mr. Tony Veneziano, Chief Administrative Officer, said that, with respect to budget, funds were provided in the 2012 operating budget for certain critical positions that needed to be filled.**

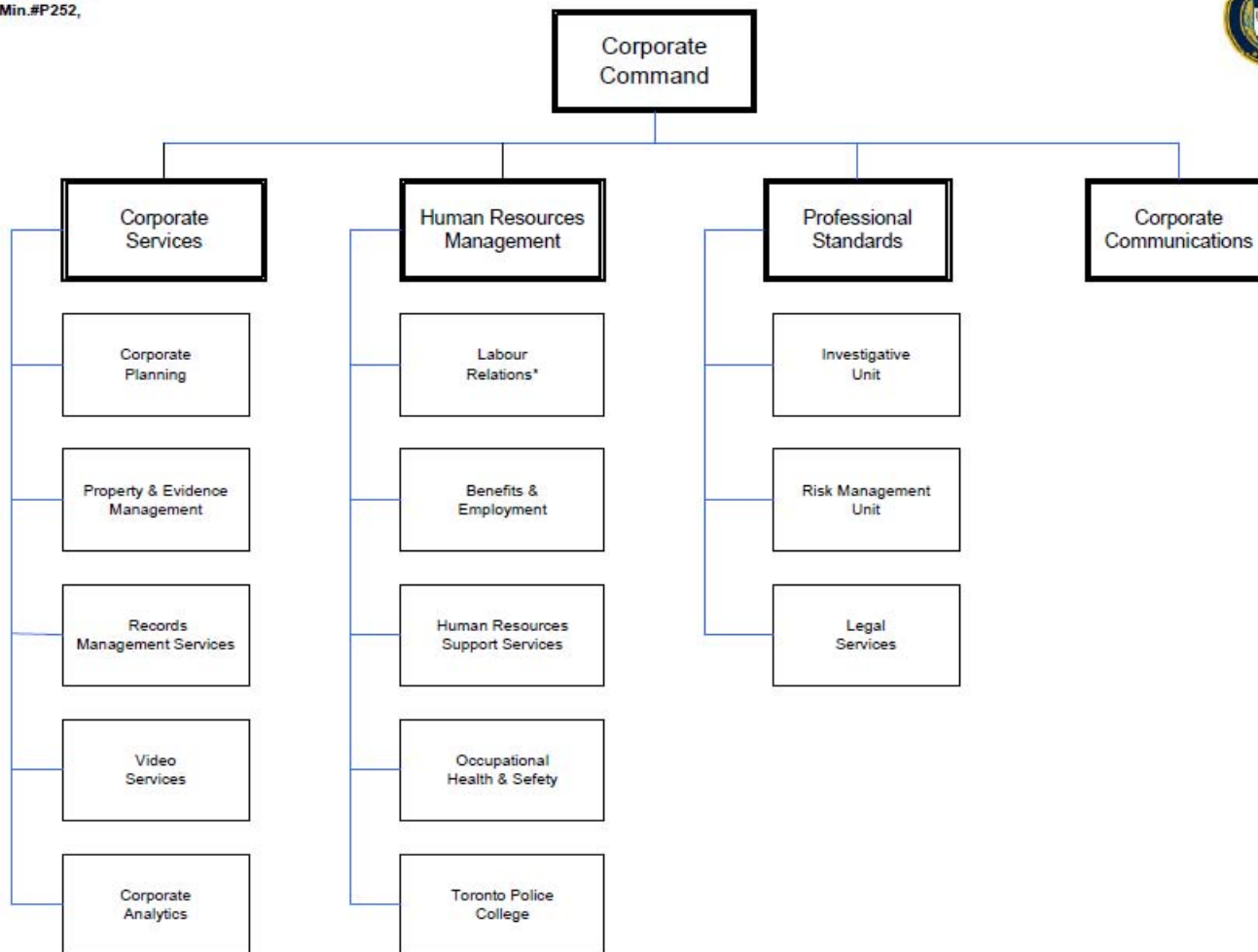
**The Board noted that there had been a recommendation to establish two new assistant manager positions in Benefits and Employment (Min. No. P16/12 refers) and inquired whether or not the Board had approved the position of Manager, Benefits and Employment. Ms. Ashman said the position of Manager, Benefits and Employment, was previously known as the Manager, Compensation & Human Resources Information Systems Administration, and that the name of the position changed when the name of the unit changed.**

**Chief Blair said that there are a number of efficiency reviews taking place, including a shared-services review with the City of Toronto, and that the TPS is constantly conducting internal reviews to identify further reductions. Chief Blair also said that some critical work is not being done and that consequences may arise from the work that is not being done.**

**The Board thanked Deputy Chief Federico and Ms. Ashman for the presentation and approved the following Motion:**

**THAT the Board receive the foregoing report and request the Chief to meet with the Chair and the Vice Chair to discuss the HRM organizational structure, efficiencies and the new positions requested today and that the Chair report back to the Board.**





\*for the purposes of Contract Negotiations only,  
Labour Relations report directly to the Police  
Services Board

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P16. NEW JOB DESCRIPTION – ASSISTANT MANAGER, BENEFITS &  
EMPLOYMENT – TWO POSITIONS**

The Board was in receipt of the following report December 28, 2011 from William Blair, Chief of Police:

Subject: NEW JOB DESCRIPTION IN BENEFITS & EMPLOYMENT – ASSISTANT  
MANAGER, BENEFITS & EMPLOYMENT – TWO POSITIONS

Recommendation:

It is recommended that the Board approve the attached job description and classification for two positions of Assistant Manager, Benefits & Employment (Z26015) arising from the restructuring of Human Resources Management under Corporate Command.

Financial Implications:

There are no financial implications relating to the recommendation contained within this report, as the 2012 operating budget has been established based on the new positions.

Background/Purpose:

Effective September 1, 2011, Human Resources Management pillar was given responsibility for all human resources functions within the Service, under Corporate Command. As a result of the restructuring, and arising from efforts over the past three years to better align its functions and support structures to improve customer service in human resources throughout the Service, Human Resources Management conducted an operational review of its unit's job functions and workload, to examine and, where necessary, revise positions and functions within the unit, without impact to its current establishment. A number of positions have been identified for deletion or revision in order to create available establishment for newly created positions to support the expanded operational and functional capacities within the units.

Discussion:

At its meeting on February 3, 2011, the Toronto Police Services Board (Board) approved the merging of the Compensation & Benefits Unit and the Enterprise Resource Management Systems Unit and renamed it to Compensation & Human Resources Information Systems Administration (CHRISA) (Min. No. P21/11 refers). The units were combined for the purposes of significantly improving customer service and responsiveness of the units to work collaboratively.

In September of this year, a further review was undertaken to reorganize the Service with the objectives of producing a leaner management structure, increased span of control and the consolidation of functions. At its meeting on October 5, 2011, the Board approved revisions to the Service Organizational Chart which included merging CHRISA with Employment and renaming the unit Benefits & Employment (Min. No. P252/11 refers).

Further to the recent restructuring initiatives, the Benefits & Employment Unit within Human Resources Management is comprised of three sections: Benefits, HRISA and Employment. This change has resulted in a significantly expanded scope of responsibility of the Manager, particularly with the additional responsibility for all functions of the former Compensation & Benefits subunit, the HRISA subunit, and the Employment subunit, which includes uniform recruitment and background checks. In order to properly supervise and maintain effective operations within the expanded unit, the Manager requires ongoing assistance, thereby resulting in an identified need for two new Assistant Manager positions, who will be members of the Senior Officers' Organization.

The establishment for the two new positions arises from the deletion of two other Senior Officer positions, one (1) at Z26 classification (Compensation Analyst) and one (1) at Z28 (Human Resources Senior Administrator). The first is vacant through resignation in 2009, and the second became vacant with a retirement in 2010.

The new job description for the Assistant Manager positions is attached. The positions were evaluated by the Joint Board/Senior Officers' Job Evaluation Committee within the Service's job evaluation plan, and it was determined that they are properly classified as Z26 (35 hour) within the Civilian Senior Officer Salary scales.

Both positions are currently being performed by members in a long term acting capacity. With the Board's approval of the job description, the positions will be posted and filled in accordance with the Civilian Senior Officer collective agreement.

#### Conclusion:

It is hereby recommended that the Board approve the job description and classification for the position of Assistant Manager, Benefits & Employment. Subject to Board approval, this position will be staffed in accordance with established procedure.

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

**The Board deferred consideration of the foregoing report and did not indicate a date when it may be considered in the future.**



**TORONTO POLICE SERVICE**

**JOB DESCRIPTION**

**Date Approved:**

**Board Minute No.:**

**Total Points:**

**Pay Class:** Z26

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<b>JOB TITLE:</b>	Assistant Manager, Benefits & Employment	<b>JOB NO.:</b>	Z26015
<b>BRANCH:</b>	Corporate Command	<b>SUPERSEDES:</b>	New
<b>UNIT:</b>	Human Resources Management	<b>HOURS OF WORK:</b>	35 <b>SHIFTS:</b> 1
<b>SECTION:</b>	Benefits & Employment	<b>NO. OF INCUMBENTS IN JOB:</b>	2
<b>REPORTS TO:</b>	Manager, Benefits & Employment	<b>DATE PREPARED:</b>	06 December 2010 Updated November 30, 2011

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**SUMMARY OF FUNCTION:** Plans and organizes the activities of the Benefits & Employment functions; ensures the efficient and timely management and administration of all recruitment, hiring, background checks, compensation plans and benefit programs in accordance with established policies, collective agreements and legislated requirements.

**DIRECTION EXERCISED:** Directly supervises the activities of the Pension & Fringe Benefits, Work - Family Care, and Retirement/Leave Administrators, Employment Unit, Background checkers, and Recruitment, comprising a combined total of approximately 90 staff.

**MACHINES & EQUIPMENT USED:**

Micro-computers/standard TPS workstations, associated software/computer applications and any other office related equipment that may be required.

**DUTIES AND RESPONSIBILITIES:**

1. Under the direction of the Manager, Benefits & Employment, both assistant managers will manage and supervise the development and maintenance of the Service's Benefits subunit, including pension and benefits administration and leave and retirement administration procedures, and the Employment subunit functions which include recruitment, hiring, background checks, .
2. Participates as assigned by the Manager, Benefits & Employment, as management member and represents the TPSB on the Services' various joint union / management Job Evaluation Committees to ensure the provision of fair and accurate job evaluations and the maintenance of consistent internal equity within each of the civilian ranking structures.

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

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



## TORONTO POLICE SERVICE

### JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points:

Pay Class: Z26

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<b>JOB TITLE:</b>	Assistant Manager, Benefits & Employment	<b>JOB NO.:</b>	Z26015
<b>BRANCH:</b>	Corporate Command	<b>SUPERSEDES:</b>	New
<b>UNIT:</b>	Human Resources Management	<b>HOURS OF WORK:</b>	35 <b>SHIFTS:</b> 1
<b>SECTION:</b>	Benefits & Employment	<b>NO. OF INCUMBENTS IN JOB:</b>	2
<b>REPORTS TO:</b>	Manager, Benefits & Employment	<b>DATE PREPARED:</b>	06 December 2010 Updated November 30, 2011

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

- Ensures the provision of appropriate TPSB representation with respect to the handling of compensation and job evaluation related issues in accordance with the confines of the Labour Relations/Police Services Act, Employment Standards Act, the Pay Equity Act and the various TPS Collective Agreements.
- Assists, as assigned by the Manager, Benefits & Employment, with the conducting of job audits for description preparation, pay research, the resolution of classification grievances and complaints filed under Pay Equity etc; handles and resolves job evaluation and ranking disputes/arbitrations etc.
- Manage, co-ordinate and supervise the efforts and activities of the various functional support groups within Benefits & Employment: Recruitment, Background, Civilian Hiring, Civilian Job Postings, Benefits, Pension Administration, Retirement/Leave Administration, Parental Family Care, Job Share, Reduced Hours etc.
- Ensures the efficient and effective maintenance of employee benefits (current and retiree), the handling of day to day issues, medical/dental, sick bank (LTD/CSB) administration, the processing of retirements, employee resignations/terminations, as well as all work and family initiative (i.e. Leaves of absences, job shares etc.) and the administration of uniform recruitment and all civilian job competition and hiring initiatives.
- Provides technical and costing analysis relating to compensation and benefits in support of negotiations, cost containment, etc; provides comparisons to the City and other police services and organizations to facilitate best practice and program competitiveness and ensures best practices in civilian hiring and promotional competitions.
- Provides guidance in application and interpretations of Collective Agreements relating to job posting, promotional competitions and civilian hire, the benefit programs, salary administration and pensions.
- Performs other related duties and responsibilities, as required

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

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**#P17. NEW JOB DESCRIPTIONS – MANAGER, HUMAN RESOURCES  
SUPPORT SERVICES, AND EFAP LIAISON/CRITICAL INCIDENT  
RESPONSE TEAM COORDINATOR, HUMAN RESOURCES SUPPORT  
SERVICES**

The Board was in receipt of the following report December 29, 2011 from William Blair, Chief of Police:

Subject: NEW JOB DESCRIPTIONS IN HUMAN RESOURCES SUPPORT SERVICES  
– MANAGER, HUMAN RESOURCES SUPPORT SERVICES AND EFAP  
LIAISON/CRITICAL INCIDENT RESPONSE TEAM COORDINATOR

Recommendation:

It is recommended that the Board approve the attached job descriptions and classifications for new positions within Human Resources Management that reflects a change of functions and significant reorganization in order to better support the human resources functions of the Service. The positions include Manager, Human Resources Support Services (Z32017) and EFAP Liaison/Critical Incident Response Team Coordinator (A06098).

Financial Implications:

There are no financial implications relating to the recommendation contained within this report, as the 2012 operating budget has been established based on the new positions.

Background/Purpose:

In 2009 and 2010, the Human Resources Management pillar of Human Resources Command undertook an operational review of its units for job function and workload, with a view towards improving its services and supports without changes to its current establishment. A number of efficiencies were identified that would better align workload and job function. Further, with the Service engaging an external Employee and Family Assistance Program (EFAP) provider as at June 1, 2010, a number of positions were identified for deletion or revision.

At its meeting on February 3, 2011, the Toronto Police Services Board approved a new organizational chart for the Service, including the creation of a new unit called Human Resources Support Services within Human Resources Management (Min. No. P21/11 refers). This unit was created to provide the recognized support services required, including an EFAP Liaison/Critical Incident Response Team Coordinator.

Following the retirement of two Deputy Chiefs in 2011 and the Board-approved Voluntary Exit Incentive Program, a review was undertaken to reorganize the Service with the objectives of producing a leaner management structure, increased span of control, and the consolidation of functions. At its meeting on October 5, 2011, the Board approved revisions to the organizational structure in which the Staff Planning Unit was deleted and merged into Human Resources Support Services (Min. No. P252/11 refers).

While this restructuring has not impacted the overall civilian establishment, it has resulted in the creation of two new position descriptions to reflect the changes in job function and unit reorganization. Salary and classifications for these position descriptions are the same as or lower than the former positions resulting in no additional cost to the Board.

#### Discussion:

Further to the Human Resources Management restructuring initiative, a new unit has been created named Human Resources Support Services. The establishment of this unit within the pillar is in recognition that expanded employee support services are required. This change has resulted in a significant redeployment of staff currently reporting directly to the Director of Human Resources Management. Two (2) new positions were developed, the Manager of Human Resources Support Services and an EFAP Liaison/Critical Incident Response Team Coordinator.

Benefits & Employment has developed new job descriptions for the two positions. The Joint Board/Senior Officers' Job Evaluation Committee evaluated the managerial position within the Hay job evaluation plan and it was determined that it should be classified as a Z32 (35 hour) within the Civilian Senior Officer Salary scales. The establishment arises with the deletion of the position of Manager, Compensation & Benefits Z34 (35 hour) which became vacant with a retirement in 2010.

The EFAP Liaison/Critical Incident Response Team Coordinator position was evaluated within the Deloitte and Touche job evaluation process which placed it as an A06 (35 hour). The establishment for the new position arises from the deletion of the position of EFAP Referral Agent, which had a job classification of A07 (35 hour).

#### Conclusion:

It is hereby recommended that the Board approve the job descriptions and classifications for the positions of Manager, Human Resources Support Services and EFAP Liaison/Critical Incident Response Team Coordinator. Subject to Board approval, these positions will be staffed in accordance with established procedure.

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

**The Board deferred consideration of the foregoing report and did not indicate a date when it may be considered in the future.**



## TORONTO POLICE SERVICE

### JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points:

Pay Class: Z32

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<b>JOB TITLE:</b>	Manager, Human Resources Support Services	<b>JOB NO.:</b>	Z32017
<b>BRANCH:</b>	Corporate Command	<b>SUPERSEDES:</b>	New
<b>UNIT:</b>	Human Resources Management	<b>HOURS OF WORK:</b>	35 SHIFTS: 1
<b>SECTION:</b>	Human Resources Support Services	<b>NO. OF INCUMBENTS IN JOB:</b>	1
<b>REPORTS TO:</b>	Director, Human Resources Management	<b>DATE PREPARED:</b>	06 December 2010 Updated November 30, 2011

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**SUMMARY OF FUNCTION:** Responsible for managing the development, administration, maintenance and delivery of those services provided by the Human Resources function specifically pertaining to Staff Planning & Uniform Deployment, Board Reports, budget tracking and allocation, administration of the Director's area, return to work programs, employee counseling and critical incidence response, employee records, and the processing of legal indemnifications as covered under the Service's collective agreements.

**DIRECTION EXERCISED:** Directly manages the efforts and activities of those Co-ordinators and Supervisors responsible for Staff Planning, Critical Incidence Response, Employee Records, and Legal Indemnification comprising a combined total of approximately 16 staff.

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

**DUTIES AND RESPONSIBILITIES:**

1. As second-in-charge of the Director's area of Human Resources Management, oversees all budget tracking and allocations, at the direction of the Director, writes and/or reviews all board Reports for HRM prior to submission to the Director, and supervises, under the guidance of the Director, all office and administrative functions to Human Resources Management (director's area) generally;
2. Manages the development and maintenance of the service's disability management programs encompassing return to work for both occupational and non-occupational cases including both regular return to work and modified/permanent re-assignments; supervises and provides direction to the Co-ordinator, Return to Work.
3. Ensures the timely provision of emotional and situational support for all employees/family members with respect to all manner or type of situation or happening requiring the need for "critical incident response intervention" through overseeing the efforts and activities and providing direction/support to the Co-ordinator, Critical Incident Response Team in meeting all of their identified roles and responsibilities.

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





## TORONTO POLICE SERVICE

### JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points:

Pay Class: Z32

<b>JOB TITLE:</b>	Manager, Human Resources Support Services	<b>JOB NO.:</b>	Z32017
<b>BRANCH:</b>	Corporate Command	<b>SUPERSEDES:</b>	New
<b>UNIT:</b>	Human Resources Management	<b>HOURS OF WORK:</b>	35 SHIFTS: 1
<b>SECTION:</b>	Human Resources Support Services	<b>NO. OF INCUMBENTS IN JOB:</b>	1
<b>REPORTS TO:</b>	Director, Human Resources Management	<b>DATE PREPARED:</b>	06 December 2010 Updated November 30, 2011

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

4. Responsible for managing the administration of TPS's corporate Employee Records involving all manner of personnel status changes, release of personal information (both inside/outside of the Service), the maintenance of the performance appraisal process, constable reclassifications/confirmation of Sergeants, deferral notification, provision of statistical information, records retention/storage, etc; provides supervision and direction to the Co-ordinator, Employee Records and ensures strict adherence to Service policy and procedures.
5. Oversees the Legal Indemnification function, as outlined under the provision of the Service's Collective Agreement(s) and ensures it is effectively administered and that all applications/accounts are processed accordingly and that due diligence is appropriately applied equally to all cases; provides direction and manages the efforts and activities of the Co-ordinator Legal Indemnification in achieving timely resolutions.
6. Oversees the functions of the Staff Planning subunit responsible for uniform deployment and accommodation.
7. Prepare reports to the Police Services Board and provide advice, input, and guidance on all such reports and communications to the Service prepared by other HRM Managers or staff.
8. Participate in and provide guidance to other Human Resources Managers, HR staff and Corporate Planning on the development of human resource programs, policies and procedures to ensure they reflect best practice in the human resources field.
9. Develop the budget for Human Resources, for the Director's approval and supervise unit budgeting activities to ensure effect cost control.
10. Perform any other duties and tasks as required.

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



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

**Date Approved:**  
**Board Minute No.:**  
**Total Points:**  
**Pay Class:** A06

<b>JOB TITLE:</b>	EFAP Liaison / Critical Incident Response Team Co-ordinator	<b>JOB NO.:</b>	A06098
<b>BRANCH:</b>	Corporate Command	<b>SUPERSEDES:</b>	New
<b>UNIT:</b>	Human Resources Support Services	<b>HOURS OF WORK:</b>	35 <b>SHIFTS:</b> 1
<b>SECTION:</b>	EFAP/CIRT	<b>NO. OF INCUMBENTS IN JOB:</b>	1
<b>REPORTS TO:</b>	Manager, Human Resources Support Services	<b>DATE PREPARED:</b>	16 November 2011

**SUMMARY OF FUNCTION:** Responsible for facilitating an EFAP liaison role which includes the timely and effective provision of emotional and situational support for TPS employee/family members through co-ordinating the efforts and activities of the peer support/critical incident response teams (CIRT) in accordance with the program's overall mandate and code of practice.

**DIRECTION EXERCISED:** Acts as liaison with external EFAP provider. Provides guidance and oversees team member adherence to Service Governance (Code of Conduct) and commitment to CIRT values.

**MACHINES & EQUIPMENT USED:** Standard TPS workstations with associated software and any other office related equipment that may be required.

**DUTIES AND RESPONSIBILITIES:**

1. Acts as liaison with EFAP provider to ensure an effective and efficient delivery of the program is fulfilled as required by the demands of the Service, its active members and eligible family members.
2. Co-ordinates the provision of timely peer support and critical incident response services for active members in the performance of their duties, if required. Liaises with contracted EFAP professionals and performs a troubleshooting role as necessary in support of the program, the Service members and families.
3. In conjunction with Toronto Police College, co-ordinates the core curriculum and training standards for the CIRT and voluntary Peer Support groups including the scheduling of Critical Incident Stress Management (CISM) training and updates and supervises maintenance logs, Duty Desk training.
4. Contributes to the development of formal criterion and protocols relevant to CIRT member for recruitment, the interview process, supervision and evaluation processes; co-ordinates standardized/ongoing training for peer support team/CIRT and develops and maintains a Service peer support network.
5. Liaises with the HQ Duty Desk and Unit Commanders regarding operational requirements, maintains CIRT schedules and co-ordinates on call responsibilities for all CIRT members.
6. Monitoring the obligations/services provided by the EFAP provider.

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



## TORONTO POLICE SERVICE

### JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points:

Pay Class: A06

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<b>JOB TITLE:</b>	EFAP Liaison / Critical Incident Response Team Co-ordinator	<b>JOB NO.:</b>	A06098
<b>BRANCH:</b>	Corporate Command	<b>SUPERSEDES:</b>	New
<b>UNIT:</b>	Human Resources Support Services	<b>HOURS OF WORK:</b>	35 SHIFTS: 1
<b>SECTION:</b>	EFAP/CIRT	<b>NO. OF INCUMBENTS IN JOB:</b>	1
<b>REPORTS TO:</b>	Manager, Human Resources Support Services	<b>DATE PREPARED:</b>	16 November 2011

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

7. In conjunction with Benefits & Employment co-ordinates, as necessary, benefit protocols in support of members.
8. Participates in programs to promote and enhance employee wellness and, as directed by the EFAP Committee, participates in the scheduling of meetings, preparing of agendas etc; contributes to the promotion of employee wellness through working with the Corporate Psychologist(s) with respect to programs and educating members on the types of services/support available.
9. Performs any other related duties and tasks as assigned.

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

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

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P18. BOARD POLICY – PUBLICATION OF EXPENSE DETAILS**

The Board was in receipt of the following report February 01, 2012 from Alok Mukherjee, Chair:

Subject: BOARD POLICY: PUBLICATION OF EXPENSE DETAILS

Recommendation:

It is recommended that the Board approve the attached Board policy entitled “Publication of Expense Details.”

Financial Implications:

There are no financial implications arising out of the recommendation contained in this report.

Background/Purpose:

As was noted in a report from the City Manager dated October 19, 2011, to the Government Management Committee of the City of Toronto, “[t]o enhance accountability and transparency in government, the Government of Canada, the Province of Ontario, and some Ontario municipalities have adopted the policy and practice of posting online certain expenses for senior government officials and staff.”

This report was drafted in response to a request from the Audit Committee and recommends publishing certain expenses for senior City staff, at or above the Divisions Head level, on the City’s public website on a semi-annual basis, beginning with the 2011 calendar year.

As a result, the Government Management Committee made the following recommendations, that were approved by City Council at its meeting of November 29, 30 and December 1, 2011:

1. *City Council approve the publication on the City's public website on a semi-annual basis, commencing with the 2011 calendar year, expenses related to business travel, conferences and training, hospitality and protocol for senior staff positions at the Division Head level and above.*
2. *City Council provide a copy of this Item to the City's major agencies and corporations requesting that they adopt a similar policy for their organization if they have not already done so.*

### Discussion:

As a result of City Council's recommendation, I am recommending that the expenses of the following individuals be reported to the Board and posted on the websites of both the Toronto Police Service and the Toronto Police Services Board on a semi-annual basis:

- Board Members
- Chief
- Deputy Chiefs and Chief Administrative Officer (CAO)
- All excluded members in the rank of X40 and above
- All uniform members in the rank of Superintendent and above, and civilian members in classification Z32 and above

I believe that the practice should be done to mirror that which has been adopted by City. In particular, the City recommends that the following expenses be reported:

- Business Travel (including kilometrage reimbursement);
- Conferences and Training (including accommodation, registration and per diem allowance); and
- Hospitality or protocol expenses (hosting Service/Board events for members and non-employees at eating establishments or other, appropriate locations).

The attached policy, "Publication of Expense Details" incorporates these elements. It is my view that approving such a policy will enhance accountability and transparency in the work of both the Service and the Board.

### Conclusion:

Therefore, it is recommended that the Board approve the attached Board policy entitled "Publication of Expense Details."

**The Board approved the foregoing report with the following amendment:**

- 1. THAT the Board delete from the list of positions to be covered by the proposed policy, the last bullet point and replace it with the following new bullet point:**
  - all uniform members in the rank of Staff Superintendent and civilian members in the rank of Director.**
- 2. THAT the Board authorize the Chair to undertake a further review to identify whether any additional personnel should be included in this policy and report back to the Board at the March meeting**

**\*\*DRAFT\*\***



## **TORONTO POLICE SERVICES BOARD**

### **PUBLICATION OF EXPENSE DETAILS**

<b>DATE APPROVED</b>		Minute No: Pxxx/12
<b>DATE(S) AMENDED</b>		
<b>DATE REVIEWED</b>		
<b>REPORTING REQUIREMENT</b>	Semi-Annual (July & December)	
<b>LEGISLATION</b>	<i>Police Services Act, R.S.O. 1990, c.P.15, as amended, s. 31(1)(c).</i>	
<b>DERIVATION</b>	11-GM9.4, City of Toronto	

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

1. the expenses of the following individuals will be reported to the Board and posted on the websites of both the Toronto Police Service and the Toronto Police Services Board on a semi-annual basis:
  - Board Members
  - Chief
  - Deputy Chiefs and Chief Administrative Officer (CAO)
  - All excluded members in the rank of X40 and above
  - All uniform members in the rank of Superintendent and above, and civilian members in classification Z32 and above
2. the following expenses will be reported as part of the publication process:
  - Business Travel (including kilometrage reimbursement);
  - Conferences and Training (including accommodation, registration and per diem allowance); and
  - Hospitality or protocol expenses (hosting Service/Board events for members and non-employees at eating establishments or other, appropriate locations).

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P19. BOARD POLICY – AMENDMENTS TO AWARDS POLICY**

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

Subject: AWARDS POLICY AMENDMENTS

Recommendation:

It is recommended that the Board approve the amendments to the Awards Policy outlined in this report.

Financial Implications:

There are no financial implications arising from the recommendation in this report.

Background/Purpose:

The Board's Awards Policy governs the system that recognizes and rewards those who provide exceptional support for the Toronto Police Service core values and mission and for those who provide long and dedicated service to our organization.

Discussion:

Two amendments are proposed to the current Awards Policy. Each amendment is grey-lined in the attachment to this report.

The first amendment (found at section 1(b) on page 1 of the policy) simply updates the names of the Toronto Police Service Command areas since the 2011 reorganization.

In response to a suggestion from a TPS member, a second amendment is proposed. The proposed amendment will expand eligibility for 25 year recognition to those members of the Toronto Police Service who pass away within 6 months of achieving 25 years of service. Family of the deceased member will be invited to attend the 25 year recognition event to accept posthumous recognition of the deceased TPS member's long service. The wording of this amendment is found at section 2(h) on page 3 of the policy.

Conclusion:

I recommend that the Board approve the amendments to the Awards Policy as outlined in this report.

**The Board approved the foregoing report.**



## TORONTO POLICE SERVICES BOARD

### AWARDS

<b>DATE APPROVED</b>	September 24, 1998	Minute No: P420/98
<b>DATE(S) AMENDED</b>	November 19, 1998 February 25, 1999 November 15, 2010	Minute No: P477/98 Minute No: P100/99 Minute No: P292/10
<b>DATE REVIEWED</b>	November 15, 2010	Minute No: P292/10
<b>REPORTING REQUIREMENT</b>	Board approval is required for changes to the awards process.  Chair to report to Board annually by submitting an annual report to the Board which will provide an accounting of the members of the Service and members of the community who have received awards.	
<b>LEGISLATION</b>	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c).	
<b>DERIVATION</b>	Rule 4.1.1 – 4.1.15 – Awards	

It is the policy of the Toronto Police Services Board that it will establish and maintain an award system that supports the core values and mission of the Toronto Police Service and ensures proper recognition of its employees.

#### 1. Standing Awards Committee (“the Committee”)

- a. the Committee has been established to ensure corporate consistency and fairness in the determination of eligibility for awards. The Committee is responsible for recommending to the Toronto Police Services Board that the following awards be granted: Medal of Honour and Medal of Merit; and is responsible for granting the following awards: Merit Mark, Commendation, Teamwork Commendation, Partnership Award, Community Member Award and Auxiliary Police Commendation.
- b. the Committee membership will be as follows: 1 voting representative of the Board, 2 voting civilian representatives, 4 voting uniformed representatives from Divisional Policing Command, 1 voting uniformed representative from Corporate Command and 1 voting uniformed representative from Specialized Operations Command. The Unit Commander of Professional Standards will chair and administer the Committee but is not eligible to vote. For occasional absences, only, Committee members may appoint designates.



- c. five voting members constitute a quorum.
- d. the Executive Director of the Board will act as the Board's representative on the Committee.
- e. the Committee will administer an appeal process for reviewing decisions in cases where new information affecting the decision has come to light.
- f. the Committee will make recommendations to the Board, through the Executive Director, for changes to the awards system.

2. The Board grants the following awards:

- a. Medal of Honour
  - requires approval of the Board following recommendation by the Standing Awards Committee
  - granted to a police officer or a civilian member for distinguished acts of bravery
- b. Medal of Merit
  - requires approval of the Board following recommendation by the Standing Awards Committee
  - granted to a police officer or civilian member for outstanding acts of bravery or highest level of performance of duty
- c. Merit Mark
  - approval delegated to Standing Awards Committee
  - granted to a police officer or a civilian member for exemplary acts of bravery, performance of duty, community policing initiatives, or innovations or initiatives that enhance the image or operation of the Service
- d. Commendation
  - approval delegated to Standing Awards Committee
  - granted to a police officer or a civilian member for exceptional performance of duty, community policing initiatives, or innovations or initiatives that enhance the image or operation of the Service
- e. Teamwork Commendation
  - approval delegated to Standing Awards Committee
  - granted to groups and teams of uniform and civilian members for exceptional performance of duty, the development and implementation of community policing initiatives or any innovation or initiative that enhances the image or operation of the Service. All recipients will have successfully participated in a common goal or an event

- |    |                                      |   |
|----|--------------------------------------|---|
| f. | Community Member Award               | <ul style="list-style-type: none"> <li>• approval delegated to the Awards Co-ordinator, Professional Standards</li> <li>• granted to a citizen for grateful acknowledgement of unselfish assistance rendered to the Service, or for an initiative or innovation that has had a positive effect on the image or operation of the Service</li> </ul>  |
| g. | Partnership Award                    | <ul style="list-style-type: none"> <li>• approval delegated to Standing Awards Committee</li> <li>• acknowledges the unselfish assistance given to the Service by groups of citizens or organizations. The award also recognizes initiatives and innovations that have had a positive impact on the image or operation of the Service</li> </ul>  |
| h. | 25 Year Watch                        | <ul style="list-style-type: none"> <li>• presented to police officers and civilian members upon completion of 25 years of employment with the Board. Auxiliary members receive a watch upon the completion of 25 years of Auxiliary police service. Members who pass away within 6 months of achieving 25 years of service will also receive a watch.</li> </ul>  |
| i. | Civilian Long Service Pin            | <ul style="list-style-type: none"> <li>• presented to members upon the completion of 20, 30 and 40 years of employment in a civilian capacity</li> </ul>  |
| j. | School Crossing Guard Pin            | <ul style="list-style-type: none"> <li>• presented to school crossing guards for every five years of service. In this definition, “years” refers to school years</li> </ul>   |
| k. | Auxiliary Police Commendation        | <ul style="list-style-type: none"> <li>• approval delegated to Standing Awards Committee granted to an Auxiliary member for outstanding or meritorious auxiliary police service</li> </ul>  |
| l. | Auxiliary Police Service Certificate | <ul style="list-style-type: none"> <li>• presented upon completion of five years of continuous Auxiliary Police service with good conduct and every continuous five years thereafter</li> </ul>   |
| m. | Retirement/Resignation Certificate   | <ul style="list-style-type: none"> <li>• presented to members, in good standing, upon retirement after the completion of a minimum of ten years of service; or, upon resignation after the completion of a minimum of 25 years of service</li> <li>• the Chief of Police is authorized to determine whether or not a member is considered to be “in good standing”</li> <li>• the Chief of Police will notify the Chair of the Board of a member(s) determined not to be “in good standing”</li> <li>• the Chair of the Board will make the final decision should a conflict arise with respect to a member(s) “in good standing.”</li> </ul> |

### 3. Lieu Time Award

- a. when members are granted a Medal of Honour, Medal of Merit, Merit Mark, Commendation or Teamwork Commendation eight hours of non-cashable lieu time will be awarded to the member provided that no such other award of lieu time has been granted.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P20.           REVISED ORGANIZATIONAL CHART**

The Board was in receipt of the following report February 02, 2012 from William Blair, Chief of Police:

Subject:       REVISED ORGANIZATIONAL CHART

Recommendation:

It is recommended that the Board approve the new organizational chart for the Service.

Financial Implications:

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

Background/Purpose:

At its meeting on January 25, 2001, the Board requested that all organizational charts be submitted on an annual basis (Min. No. P5/01 refers).

At its meeting on October, 2011, the Board approved a new organizational chart (Min. No. P252/11 refers).

The purpose of this annual report is to request two amendments to the current organizational chart.

Discussion:

The amendments are requested for the following reasons:

1. Name Change – Project Management has been renamed to Project Management & IT Governance to better reflect the two functions of the unit. IT Governance was recently moved under Project Management with larger organizational changes that occurred earlier this year. The aim of the combined unit is to enable strategic alignment and sustainable delivery of IT services through the advancement of IT governance frameworks and project portfolio management practices and principles.
2. Deletion of the Benefits & Employment unit from the note at the bottom of the chart. Benefits & Employment no longer reports directly to the Board.

Conclusion:

In summary, this report provides the Board with the new organizational chart for the Service for approval.

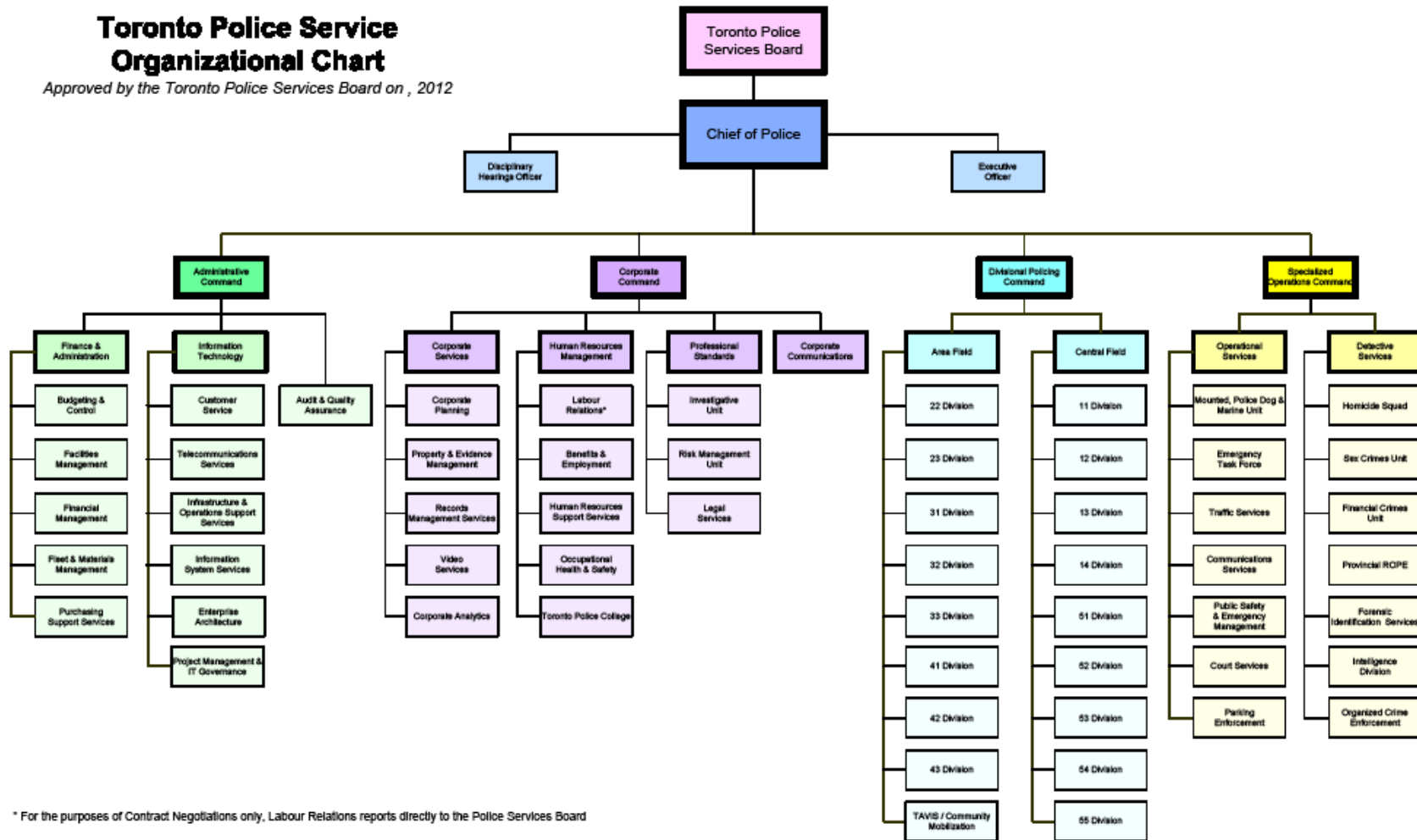
Deputy Chief Mike Federico, Corporate Command, will be in attendance to answer any questions that the Board may have regarding this report.

**The Board approved the foregoing report.**

## Appendix A

### Toronto Police Service Organizational Chart

Approved by the Toronto Police Services Board on , 2012



\* For the purposes of Contract Negotiations only, Labour Relations reports directly to the Police Services Board

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P21. STATUS UPDATE: REVIEW OF THE SPECIAL CONSTABLE  
AGREEMENTS BETWEEN THE BOARD AND THE UNIVERSITY OF  
TORONTO AND THE TORONTO COMMUNITY HOUSING  
CORPORATION**

The Board was in receipt of the following report January 05, 2012 from William Blair, Chief of Police:

Subject: STATUS UPDATE: REVIEW OF THE SPECIAL CONSTABLE  
AGREEMENTS BETWEEN THE BOARD AND THE UNIVERSITY OF  
TORONTO AND THE TORONTO COMMUNITY HOUSING  
CORPORATION

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

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

Background/Purpose:

At its meeting of August 17, 2011, the Toronto Police Services Board (Board) received a presentation on the role and responsibilities performed by special constables at the University of Toronto (U of T) and the Toronto Community Housing Corporation (TCHC) (Min. No. P205/11 refers).

Following consideration of this presentation, the Board passed the following motion: "That the Chief of Police conduct a review of the Memorandums of Agreement between the Board, the University of Toronto and the Toronto Community Housing Corporation with regard to their special constables programs and that the review specifically look at the training mechanisms to determine whether or not there is standardization in training and indicate if a special constable appointment is required compared to employing a security officer instead".

The purpose of this report is to provide the Board with a progress report on the review of the Agreements and to present the Board with an overview of the differences between a special constable and a security officer.

## Discussion:

### *Agreements*

To properly address the Board's request concerning a review of the Agreements between the Board, the U of T and the TCHC, the Service has established a working group which held its first meeting on October 4, 2011.

The working group consists of Service members representing Operational Services, Legal Services, the Toronto Police College, Divisional Policing Command, Corporate Planning, Labour Relations and Professional Standards. The working group is conducting a comprehensive review of the current Agreements between the Board, the U of T and the TCHC. This review will also require consultation with the U of T and the TCHC to identify any concerns they may have.

All facets of the Agreements are to be evaluated, including the training mechanisms, to determine if there is standardization in training between the two agencies.

### *Security Officers:*

The *Private Security and Investigative Services Act (PSISA)*, in conjunction with the Ministry, governs private security guards and private investigators. Section (4) of the *PSISA* defines a security guard as;

“A security guard is a person who performs work, for remuneration, that consists primarily of guarding or patrolling for the purpose of protecting persons or property (Appendix ‘A’ refers).”

Further, section (7) of the (*PSISA*) states that;

‘This Act does not apply to,

(c) a person who is acting as a peace officer” (Appendix ‘A’ refers).

A security officer is restricted to the authorities and powers granted to a citizen under the *Criminal Code of Canada*, and they have the ability to act as an agent of the property owner, for the corporation which he or she is employed by. Security guards are strictly limited to that boundary.

Security officers, while having the authority to arrest within the powers granted to a citizen under section 494 of the *Criminal Code*, do not have the authority to release person(s) arrested and must deliver the person(s) forthwith to a police officer (Appendix ‘B’ refers).

Security officers do not enter into an Agreement with the Toronto Police Services Board nor the Ministry of Community Safety and Correctional Services (Ministry). Therefore, the Board has no authority to oversee any of their functions. Security officers are monitored only by the



individual corporations that hire them and their duties and responsibilities are defined by their employer.

All new applicants must undergo a basic training course and pass a test of their knowledge before they can apply for a security guard license. The Ministry sets the training standard and approves the facilities that provide training to applicants for a security guard licence.

A security guard license is valid for a one year term. Existing licensees do not need to repeat the basic training testing but are required annually, to pass a Ministry test before applying for license renewal (Appendix 'C' refers).

### *Special Constables*

The authority to appoint a special constable is given to a Police Services Board in Section 53 of the *Police Services Act*. Within this section the Board, with the Ministry's approval, may grant certain authorities. This section also sets out certain limitations to the granting of that authority (Appendix 'D' refers).

Upon being appointed by the Board, special constables must take an Oath of Office and Secrecy and are granted limited authorities normally reserved for police officers, to detain, arrest and possibly release person(s), without having to deliver the person(s) forthwith to a police officer.

A special constable appointment is endorsed by the Board and is guided by the framework of the Agreement between the Board and the external agency. This Agreement enables the Board to establish the specific authorities granted by the Board and may include authorities such as those given in the *Criminal Code of Canada*, the *Controlled Drugs and Substances Act*, the *Provincial Offences Act*, the *Liquor Licence Act*, *Trespass to Property Act* and the *Mental Health Act* or others. These authorities may, if specified by the Board, permit a special constable to arrest a person based on reasonable grounds that an offence has been committed, as opposed to the limitation of found committing an offence that is currently placed on a citizen's power of arrest.

The Ministry's *'Special Constables – A Practitioners Handbook'* states, "Where the employer is not a Police Services Board or a Commissioner, the duration of the appointment or renewal will normally not exceed 5 years."

A special constable appointment will expire after a 5 year term if it is not renewed and approved by the Ministry within the timeframe of the authorized appointment. If an expiration of a special constable appointment occurs, the individual will not be able to perform their duties as a special constable until the Ministry and the Board are satisfied that the applicant meets the provincially mandated criteria to hold special constable status.

The Agreement may, if specified by the Board include such items as a Code of Conduct, reporting provisions, or other requirements the Board may set before granting a special constable appointment.

It should also be noted that while exercising the authorities of a peace officer there are no oversight provisions of those powers identical to those associated to a police officer. The requirements of the Code of Conduct under the *Police Services Act* do not apply, neither does the accountability authority provided by the Office of the Independent Police Review Director (OIPRD) or the Special Investigations Unit. Further, a special constable does not lose a citizen's powers of arrest by virtue of being a special constable; those powers are maintained.

### *Additional Information*

In February of 2010, the Ontario Association of Chiefs of Police (OACP), in its comprehensively researched "Report on Special Constables in Ontario", concluded that "Due to the simple principle of supply and demand, what has been created throughout Ontario is a system of two-tiered policing. At one tier is the traditional professional Police Constable. The second tier is populated by special constables. As the demand for policing services continues to be stretched while police services face demands for budget cut-backs by elected officials, special constable agencies have stepped in to fill the void.... This will create greater liability for those agencies associated with special constables due to the lack of accountability on the part of special constable agencies". As a result of this, the OACP called upon the Provincial Government to conduct a total review of the special constable system within the province. The Provincial Government accepted the resolution of the OACP and has advised the Service that it will be starting such a review early in 2012.

The Federal Government announced in February of 2011, the introduction of Bill C-60, proposing amendments to the *Citizen's Arrest and Self-Defence Act*. The proposed amendments will significantly alter a citizen's powers of arrest under the *Criminal Code*. This may preclude any requirement for special constable appointments as the person employed by a private company for security purposes will have those expanded authorities.

Based upon the foregoing and the need to review which authorities the U of T and TCHC require their special constables to possess, the Service is unable to provide a full response to the Board's motion "That the Chief of Police conduct a review of the Memorandums of Agreement between the Board and the University of Toronto and the Toronto Community Housing Corporation with regard to their special constable programs and that the review specifically look at the training mechanisms to determine whether or not there is a standardization in training and indicate if a special constable appointment is required compared to employing a security officer instead" (Min. No. P205/11 refers).

In light of the aforementioned provincial review and the passing of the amended federal authority, the requirements that indicate that a special constable appointment is required in lieu of a security officer are subject to change hence, providing an opinion to the Board would be premature. In addition, consultation with both U of T and TCHC will be part of the Service's review to establish what functions are required to be performed and what appropriate authority is required by the U of T and the TCHC to perform those functions.

Conclusion:

The Service will provide the Board with an update on the progress of the working group, followed by a final report upon the conclusion of the review.

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

**The Board received the foregoing report.**



*Private Security and Investigative Services Act*

2005, S.O. 2005, Chapter 34

Excerpt:

**Security guards**

(4) A security guard is a person who performs work, for remuneration, that consists primarily of guarding or patrolling for the purpose of protecting persons or property. 2005, c. 34, s. 2 (4).

**Non-application**

- (7) This Act does not apply to,
- (a) barristers or solicitors engaged in the practice of their profession;
  - (b) persons who perform work, for remuneration, that consists primarily of searching for and providing information on,
    - (i) the financial credit rating of persons,
    - (ii) the qualifications and suitability of applicants for insurance and indemnity bonds, or
    - (iii) the qualifications and suitability of persons as employees or prospective employees;
  - (c) a person who is acting as a peace officer;**
  - (d) insurance adjusters licensed under the *Insurance Act* while acting in that capacity, and their employees while acting in the usual and regular scope of their employment;
  - (e) insurance companies licensed under the *Insurance Act* and their employees while acting in the usual and regular scope of their employment;
  - (f) persons residing outside Ontario who are licensed employees of a private investigation agency licensed or registered in a jurisdiction outside Ontario, but elsewhere in Canada who,
    - (i) on behalf of a person situated outside Ontario, make an investigation or inquiry partly outside Ontario and partly within Ontario, and

- (ii) come into Ontario solely for the purpose of such investigation or inquiry;
- (g) persons who receive remuneration for work that consists primarily of providing advice with respect to security requirements but who are not soliciting or procuring the services of private investigators or security guards for the purposes of subsection (6);
- (h) persons who receive remuneration for work that consists primarily of providing an armoured vehicle service;
- (i) locksmiths; and
- (j) any class of persons exempted by the regulations. 2005, c. 34, s. 2 (7).

Criminal Code (R.S.C., 1985, c. C-46)

Excerpt:

**Arrest without Warrant and Release from Custody**

**Arrest without warrant by any person - citizen's powers of arrest**

**494.** (1) Any one may arrest without warrant

(a) a person whom he finds committing an indictable offence; or

(b) a person who, on reasonable grounds, he believes

(i) has committed a criminal offence, and

(ii) is escaping from and freshly pursued by persons who have lawful authority to arrest that person.

Arrest by owner, etc., of property

(2) Any one who is

(a) the owner or a person in lawful possession of property, or

(b) a person authorized by the owner or by a person in lawful possession of property,

may arrest without warrant a person whom he finds committing a criminal offence on or in relation to that property.

Delivery to peace officer

(3) Any one other than a peace officer who arrests a person without warrant shall forthwith deliver the person to a peace officer.

R.S., c. C-34, s. 449;

R.S., c. 2(2nd Supp.), s. 5.

#### **Arrest without warrant by peace officer**

**495.** (1) A peace officer may arrest without warrant

(a) a person who has committed an indictable offence or who, on reasonable grounds, he believes has committed or is about to commit an indictable offence;

(b) a person whom he finds committing a criminal offence; or

(c) a person in respect of whom he has reasonable grounds to believe that a warrant of arrest or committal, in any form set out in Part XXVIII in relation thereto, is in force within the territorial jurisdiction in which the person is found.

#### **Limitation**

(2) A peace officer shall not arrest a person without warrant for

(a) an indictable offence mentioned in section 553,

(b) an offence for which the person may be prosecuted by indictment or for which he is punishable on summary conviction, or

(c) an offence punishable on summary conviction,

in any case where

(d) he believes on reasonable grounds that the public interest, having regard to all the circumstances including the need to

(i) establish the identity of the person,

(ii) secure or preserve evidence of or relating to the offence, or

(iii) prevent the continuation or repetition of the offence or the commission of another offence,

may be satisfied without so arresting the person, and

(e) he has no reasonable grounds to believe that, if he does not so arrest the person, the person will fail to attend court in order to be dealt with according to law.

Consequences of arrest without warrant

(3) Notwithstanding subsection (2), a peace officer acting under subsection (1) is deemed to be acting lawfully and in the execution of his duty for the purposes of

(a) any proceedings under this or any other Act of Parliament; and





Ministry of Community Safety and Correctional Services

**Private Investigators and Security Guards**

Excerpt:

As of April 15, 2010, the new basic Training and Testing Regulation takes effect. This Regulation helps strengthen the professional requirements for security guards and private investigators and enhance public safety.

All new applicants must undergo a basic training program and pass a test of their knowledge before they can apply for a security guard and/or private investigator licence.

**\*Existing licensees do not need to take the basic training course before attempting the ministry test. Beginning July 16, 2010, existing licensees are required to pass the ministry test before applying for their licence renewal.\***



POLICE SERVICES ACT

R.S.O. 1990, CHAPTER P.15

Special Constables

**Appointment of special constables**

**By board**

53. (1) With the Solicitor General's approval, a board may appoint a special constable to act for the period, area and purpose that the board considers expedient. R.S.O. 1990, c. P.15, s. 53 (1); 1997, c. 8, s. 33 (1).

**By Commissioner**

(2) With the Solicitor General's approval, the Commissioner may appoint a special constable to act for the period, area and purpose that the Commissioner considers expedient. R.S.O. 1990, c. P.15, s. 53 (2); 1997, c. 8, s. 33 (2).

**Powers of police officer**

(3) The appointment of a special constable may confer on him or her the powers of a police officer, to the extent and for the specific purpose set out in the appointment.

**Restriction**

(4) A special constable shall not be employed by a police force to perform on a permanent basis, whether part-time or full-time, all the usual duties of a police officer. R.S.O. 1990, c. P.15, s. 53 (3, 4).

**Idem**

(5) Subsection (4) does not prohibit police forces from authorizing special constables to escort and convey persons in custody and to perform duties related to the responsibilities of boards under Part X. R.S.O. 1990, c. P.15, s. 53 (5); 1997, c. 8, s. 33 (3).

**Suspension or termination of appointment**

(6) The power to appoint a special constable includes the power to suspend or terminate the appointment, but if a board or the Commissioner suspends or terminates an appointment, written notice shall promptly be given to the Solicitor General.

**Same**

(7) The Solicitor General also has power to suspend or terminate the appointment of a special constable.

**Information and opportunity to reply**

(8) Before a special constable's appointment is terminated, he or she shall be given reasonable information with respect to the reasons for the termination and an opportunity to reply, orally or in writing as the board, Commissioner or Solicitor General, as the case may be, may determine. 1997, c. 8, s. 33 (4).

**Oaths of office and secrecy**

(9) A person appointed to be a special constable shall, before entering on the duties of his or her office, take oaths or affirmations of office and secrecy in the prescribed form. R.S.O. 1990, c. P.15, s. 53 (9).

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P22. COLLISION REPORTING CENTRES**

The Board was in receipt of the following report January 19, 2012 from William Blair, Chief of Police:

Subject: COLLISION REPORTING CENTRES

Recommendation:

It is recommended that the Board receive the following report.

Financial Implications:

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

Background/Purpose:

The Board, at its meeting of November 24, 2011, requested that the Chief of Police provide a report to the Board with details of the contract regarding collision reporting centres (CRCs), the number of uniform members assigned to the CRCs and the annual cost associated with staffing the CRCs (Min. No. P313/11 refers).

The CRC program was developed in order to establish a process for the public to report property damage collisions to the police that was more economical, efficient and safer than police attendance at the scene. When directed to attend a CRC, motorists are provided with a safe and comfortable environment in which to report their collision.

This process is facilitated by the private CRC operator who provides the facilities in which the program operates. The CRC operator facilitates the contact between the insurer and motorists for the provision of insurance-related services following a collision. There is no cost to the police or the public for the program or the services offered. With the exception of police resources, the cost to operate each facility is entirely borne by the CRC operator. It should be noted that utilization of insurance industry services facilitated by the CRC operator is entirely at the choice of motorists reporting a collision.

The CRC process permits the restoration of regular traffic flow in a more timely manner, reduces the potential for secondary collisions and allows for effective and efficient use of policing resources.

## History of the Current Agreements

Since 1992, the Service has participated in the CRC program through various phases of implementation.

At its meeting of May 6, 1993, the Board approved a six month CRC pilot project involving the Service, private enterprise and the insurance industry, which commenced in March 1994 (Min No. P265/93 refers).

At its meeting of December 15, 1994, the Board received a report from the Service summarizing the success of the pilot project. This report highlighted the history, rationale, results and cost savings of the CRC program. The Board approved recommendations in this report to enter into an agreement with North York Accident Support Services Ltd. (NYASS) to operate the North CRC and to issue a request for proposal for two additional CRCs. (Min No. P573/94 refers). The agreement to operate the North CRC for ten years was made effective January 3, 1995, with an option for a further five years, to be exercised at the sole discretion of the Board.

After a public tendering process and evaluation of qualified bids, the Service made recommendations to the Board to enter into agreements with Toronto East Accident Support Services Ltd. (TEASS), and Toronto West Accident Support Services Ltd. (TWASS), to operate the East and West CRCs, respectively. Agreements were approved for a period of ten years, beginning on September 5, 1995, with options for a further five years, to be exercised at the sole discretion of the Board.

At its meeting held on November 8, 2004, the Board received a report from the Chief of Police regarding the option to renew all three CRC contracts for the term of five years. As a matter of convenience to the Board, in order to facilitate exercising the option for renewal and the issuance of a request for proposal (RFP) at the end of the option period, all three contracts were renewed until January 3, 2010. The Board approved this recommendation at its meeting held on December 16, 2004 (Min No. P402/04 refers).

At its meeting of December 17, 2009, the Board received and approved recommendations to extend its current three CRC agreements for one year to permit the Service an opportunity to conduct a thorough procurement process for operation of CRCs in the future (Min No. P358/09 refers).

The development of the RFP document began in early 2010 with the collaboration of members from TSV, PUR and staff in the City of Toronto Legal Division. The original agreements and RFP were reviewed along with data and experience collected from fifteen years of the Service's participation in the CRC program.

The most significant change to the CRC program was a shift from three facilities to two. This decision was based on operational needs and was reviewed against usage trends over the existence of the program to ensure minimal impact to the public. Geographic areas were identified that would centrally locate the two CRCs to facilitate use across the City. Currently the East CRC is located at 39 Howden Road and the North CRC is located at 113 Toryork Road.

At the meeting held November 15, 2010, the Board approved the awarding of the CRC contracts to Accident Support Services International Ltd. for a period of 10 years effective January 4, 2011 (Min No. P300/10 refers).

#### Discussion:

The CRCs are a sub-unit of Traffic Services (TSV) and are staffed with a total of 53 personnel working rotating shifts. At times there may be additional members from across the Service who may be assigned to a CRC due to an accommodation requirement, generally for medical reasons, on a temporary basis.

Both CRCs operate from 0630 hours to 0130 hours, 7 days a week, 365 days a year. One Staff Sergeant oversees the personnel assigned to both CRCs. Each of the locations is assigned 2 Sergeants, 3 Station Duty Operators and 21 Constables, who fulfil a variety of roles including counter customer service, fail to remain and insurance follow ups and administrative support. The total cost in 2011 of the TSV personnel, including salaries and benefits was \$5,677,100.

In 2011, in excess of 51,000 collisions were reported to the Service. Of these, approximately 33,000 or 64% of the 2011 collisions were reported at the CRCs by over 60,000 people. Further, as a result of follow up work conducted by the officers at the CRCs, over 250 charges were laid contrary to the *Compulsory Automobile Insurance Act* including operating and permitting the operation of a motor vehicle without insurance and over 580 charges were laid contrary to the *Highway Traffic Act* including driving while under suspension and failing to remain.

#### Conclusion:

The CRC program was initiated by the Service in 1992 to meet the new economic challenges in delivering customer service, in an efficient and effective manner; those economic challenges still exist in 2012. As a result of the CRCs motorists are able to report motor vehicle collisions at a specific location rather than waiting for police to attend at the scene, tying up traffic and the potential to cause further collisions.

CRCs allow the public to complete their collision report in a comfortable environment; further, if they desire, the motorist can report their collision directly to their insurer and, if required, make arrangement, for their vehicle to be removed to the repair facility of their choice. Resolution, in many cases, is completed at one location saving money and time for all concerned.

The main benefit of the CRCs is that a large number of collisions can be reported to a few officers, freeing up officers and resources to answer calls for service, work on crime reduction strategies, ongoing community issues and concerns.

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

**The Board inquired about the cost of staffing the CRCs with TPS personnel. Chief Blair said the total annual cost is approximately \$5.6 million. Chief Blair also said that, while the TPS pays the staffing costs, there is greater efficiency in service delivery through the use of CRCs as motorists can go directly to a CRC to report a collision as opposed to waiting for dispatched police resources to attend the location of a collision. Chief Blair also said that the TPS staffing costs are slightly offset by the revenue received from the fees that are charged for copies of the collision reports.**

**Vice-Chair Michael Thompson said that he had a letter from a citizen who had been at a CRC and said that there were no obvious signs at the CRC indicating that the services could be provided in French. Vice-Chair Thompson inquired whether or not the services that are provided at CRCs could be provided in French.**

**Mr. Steve Sanderson, President, Accident Support Services International Inc., was in attendance and advised the Board that the CRC forms are available in 18 languages, including French. Chief Blair said that the TPS has the ability to send a French-speaking police officer to the CRCs to provide services in French on a 24/7 basis.**

**Vice-Chair Thompson said that the CRC on Howden Road is located within his ward and noted that interior and exterior signage had been erected in languages other than French. Mr. Sanderson said that there were no signs in French because, to date, there had not been any requests for signs in French.**

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

**THAT the Chief report on an implementation plan to ensure that services at all CRCs in Toronto are offered in both of Canada's official languages and that the report be provided to the Board for its April 2012 meeting.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P23. ANNUAL REPORT: 2011 STATISTICAL REPORT – *MUNICIPAL  
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT***

The Board was in receipt of the following report January 10, 2012 from William Blair, Chief of Police:

Subject: ANNUAL REPORT - 2011 STATISTICAL REPORT - MUNICIPAL  
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Recommendations:

It is recommended that:

- (1) the Board receive the 2011 Annual Freedom of Information Statistical Report; and
- (2) the Board forward a copy of this report to the Ontario Information and Privacy Commission.

Financial Implications:

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

Background/Purpose:

Historically, the Annual Statistical Report has been completed internally by the Access and Privacy Section (formerly the Freedom of Information Unit) and forwarded directly to the Information and Privacy Commission/Ontario (IPC).

At its September 23, 2004 meeting, (Min. No. P284/04 refers), the Board made the following motion:

“Effective immediately, the Chief of Police adopt the practice of submitting the Year-End Statistical Report for the Information and Privacy Commission to the Board each year and that the Board forward the report to the Commission.”

The Toronto Police Service is legislated to provide this report on an annual basis. The attached 2011 Year-End Statistical Report is anticipated by the Ontario Information and Privacy Commission on April 1, 2012.

This report reflects a review of the Toronto Police Service’s response to access to information requests including the manner in which records have been disclosed. The IPC’s report includes the public announcement of the Service’s overall compliance legislated under the Municipal Freedom of Information and Protection of Privacy Act (the Act), including the exemptions applied as well as the nature in which access was granted or denied.



## Discussion:

In 2011, the Access and Privacy Section (APS) received 4,862 requests for access to information as held by the Toronto Police Service. This number depicts an increase of 434 requests from the previous year (a 9.79% increase). Of the 4,862 requests, 3653 requests were completed. Requests completed within the mandated 30 calendar day period resulted in a compliance rate of 75.94% for the reporting year.

In comparison, the compliance rate for the reporting year of 2010 was 77%. As routinely reported, under staffing within this office remains a significant factor in not obtaining a 100% compliance rate.

The Service has experienced yearly increases in the complexity and volume of requests. For example, requests from the media doubled, from 15 to 31 requests. The nature of these requests ranged from statistical inquiries to records containing personal information.

As reported in the 2010 Annual Report, the increase in requests has been a trend since 2003. While a possible explanation for the increase is that the public is more informed of the Freedom of Information process; the attention and reporting from the media would stand to be a reasonable factor as well, e.g., G20 exposure.

In the Annual Report, requests received are broken down into two categories based on the type of request; these are Personal Information and General Records. Similar to the 2010 statistics, both categories increased (Personal Information + 11.29%; General Records + 2.66%). The categories of Personal Information and General Records are further broken down by source of request e.g., Individual/Public, Businesses, and Media, etc. Individual/Public continues to be the majority of requests received with Businesses the second largest.

In 2011, the APS received 56 appeals. Of those 56 appeals, 13 were solely related to the G20. Reported in the 2010 Annual Report, analysis was conducted on the impact of the G20 to the FOI process and compliance rate. The APS Coordinator spent a major portion of her time in 2011 handling these requests. In spite of this, the statistical impact on the compliance rate was less than 10% overall. Of significant note are the above mentioned 13 appeals (8 extensive) that demanded nearly 90% of the Coordinator's time for the better part of 8 months in 2011.

As required by the IPC's office, reporting on the disclosure of requests is broken down by information released in full, in part or not at all. Due to the nature of police records, the APS routinely discloses records, in part, in order to protect the privacy interests of third parties (removing personal identifiers from the records). Additionally, access to records in direct relation to matters currently under investigation and/or currently before the courts is denied in full. Therefore, as the disclosure of records through the Freedom of Information process is strictly governed by the Act, the application of Section 8 (Law Enforcement) and Section 14 (Personal Privacy) continue to be the most commonly used exemptions prohibiting access as reflected by the Annual Report.

Conclusion:

The 2011 Annual Statistical Report has been prepared in accordance with the guidelines stipulated by the Ontario Information and Privacy Commission.

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

**The Board received the foregoing report and indicated that it would send a copy to the Ontario Information and Privacy Commission.**



## The Municipal Year-End Statistical Report for the Information and Privacy Commissioner of Ontario, Canada

Reporting Year: 2011 Date Report Completed: 01 / 04 / 2012  
MM. DD YY

All institutions must return a report to the Office of the Information and Privacy Commissioner of Ontario. If no requests for access to information or requests for correction of personal information were received, your institution must still complete and return Sections 1 and 2.

### SECTION 1: IDENTIFICATION

1.1 Name of Institution TORONTO POLICE SERVICE

Ministry Name ACCESS AND PRIVACY

#### Management Contact

Contact Person/Title Judy Sanford, Manager, RMS

Email Address judy.sanford@torontopolice.on.ca

#### Primary Contact

Contact Person/Title Katie Watts, Co-ordinator

Email Address kathryn.watts@torontopolice.on.ca

Phone No. (416) 808-7846 Fax No. (416) 808-7857

Mailing Address 40 College St. 4th Floor, Toronto, Ontario

Postal Code M5G 2J3

1.2 Your institution is: (check one)

Municipal Corporation	<input type="checkbox"/>	Board	<input type="checkbox"/>	School	<input type="checkbox"/>	Local Roads	<input checked="" type="checkbox"/>
Conservation Authority	<input type="checkbox"/>		<input type="checkbox"/>	Public Library	<input type="checkbox"/>	Planning	<input type="checkbox"/>
Electricity Corporation	<input type="checkbox"/>		<input type="checkbox"/>	Health	<input type="checkbox"/>	Police Services	<input checked="" type="checkbox"/>
Other: _____	<input type="checkbox"/>		<input type="checkbox"/>	Local Services	<input type="checkbox"/>	Commission: Transit	<input type="checkbox"/>
(specify)							

### SECTION 2: INCONSISTENT USE OF PERSONAL INFORMATION

2.1 Whenever your institution uses or discloses personal information in a way that differs from the way the information is normally used or disclosed (an inconsistent use), you must attach a record or notice of the inconsistent use to the affected information. How many such records did your institution attach, if any?

0

If your institution received:

☐ No requests for access or correction → please complete and return only this page. Thank you.

☐ Requests for access to information → please go to Section 3.1

☐ Requests for correction of personal information only → please complete Section 11 at the back of the report. This report can be completed online at <https://statsinfo.ipo.on.ca> or the completed report can be faxed to us at (416) 325-6195 or mailed to the Office of the Information and Privacy Commissioner of Ontario, Canada, 2800 St. E., Suite 1400, Toronto, ON M4W 1A8.

### SECTION 3: NUMBER OF REQUESTS RECEIVED AND COMPLETED

Enter the number of requests that fall into each category.

3.1 New requests received during the reporting year

3.2 TOTAL NUMBER OF REQUESTS COMPLETED for the reporting year

Personal Information	General Records
4052	810
3923	790

### SECTION 4: SOURCE OF REQUESTS

Enter the number of requests you completed from each source.

4.1 Individual/Public

4.2 Business

4.3 Academic/Researcher

4.4 Association/Group

4.5 Media

4.6 Government (All Levels)

4.7 Other

4.8 TOTAL REQUESTS  
(Add boxes 4.1 to 4.7 = box 4.8)

Personal Information	General Records
3204	131
710	475
0	14
6	82
0	31
3	56
0	1
3923	790

Box 4.8 MUST BE EQUAL TO Box 3.2

### SECTION 5: TIME TO COMPLETION

How long did your institution take to complete all requests for information? Enter the number of requests into the appropriate category.

How many requests were completed in:

5.1 30 days or less

5.2 31-60 days

5.3 61-90 days

5.4 91 days or longer

5.5 TOTAL REQUESTS  
(Add boxes 5.1 to 5.4 = box 5.5)

Personal Information	General Records
3064	532
621	142
116	52
122	64
3923	790

Box 5.5 MUST BE EQUAL TO Box 3.2

## SECTION 6: COMPLIANCE WITH THE ACT

In the following charts, please indicate the number of requests completed, within the statutory time limit and in excess of the statutory time limit, under each of the four different situations:

- A. NO notices issued;
- B. BOTH a Notice of Extension (s.20(1)) and a Notice to Affected Person (s.21(1)) issued;
- C. ONLY a Notice of Extension (s.20(1)) issued; or
- D. ONLY a Notice to Affected Person (s.21(1)) issued.

Please note that the four different situations are mutually exclusive and the number of requests completed in each situation should add up to the total number of requests completed in Section 3.2. (Add boxes 6.3+6.6+6.9+6.12 = box 6.13) and (box 6.13 must equal box 3.2)

### A. No Notices Issued

	Personal Information	General Records
6.1 Number of requests completed within the statutory time limit (30 days) where neither a Notice of Extension (s.20(1)) nor a Notice to Affected Person (s.21(1)) were issued.	3058	526
6.2 Number of requests completed in excess of the statutory time limit (50 days) where neither a Notice of Extension (s.20(1)) nor a Notice to Affected Person (s.21(1)) were issued.	686	165
6.3 TOTAL (Add boxes 6.1 + 6.2 = box 6.3)	3744	691

Personal Information	General Records
3744	691

### B. Both a Notice of Extension (s.20(1)) and a Notice to Affected Person (s.21(1)) Issued

	Personal Information	General Records
6.4 Number of requests completed within the time limit permitted under both the Notice of Extension (s.20(1)) and the Notice to Affected Person (s.21(1)).	0	0
6.5 Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.20(1)) and/or the time limit permitted by the Notice to Affected Person (s.21(1)).	0	0
6.6 TOTAL (Add boxes 6.4 + 6.5 = box 6.6)	0	0

Personal Information	General Records
0	0

**C. Only a Notice of Extension (s.20(1)) Issued**

	Personal Information	General Records		Personal Information	General Records
6.7	Number of requests completed within the time limit permitted under the Notice of Extension (s.20(1)).	49	22		
6.8	Number of requests completed in excess of the time limit permitted under the Notice of Extension (s.20(1)).	47	30		
6.9	TOTAL (Add boxes 6.7 + 6.8 = box 6.9)	96	52	96	52

**D. Only a Notice to Affected Person (s.21(1)) Issued**

	Personal Information	General Records		Personal Information	General Records
6.10	Number of requests completed within the time limit permitted under the Notice to Affected Person (s.21(1)).	54	34		
6.11	Number of requests completed in excess of the time limit permitted under the Notice to Affected Person (s.21(1)).	29	13		
6.12	TOTAL (Add boxes 6.10 + 6.11 = box 6.12)	83	47	83	47

**E. Total Completed Requests (sections A to D)**

	Personal Information	General Records		Personal Information	General Records
6.13	Overall Total (Add boxes 6.3 + 6.6 + 6.9 + 6.12 = box 6.13) and (box 6.13 must equal to box 3.2)	3923	790	3923	790

**SECTION 6a: CONTRIBUTING FACTORS**

Please outline any factors which may have contributed to your institution not meeting the statutory time limit.

If you anticipate circumstances that will improve your ability to comply with the Act in the future, please provide details in the space below.

Please see attached

## **SECTION 6: CONTRIBUTING FACTORS**

### **STAFFING:**

During the months of January through to September of 2011, one member was on maternity leave. In early December, another member began her maternity leave.

Forty-three (43) weeks of partial production is lost due to vacation leave.

### **REQUESTS:**

With over nine (9) percent increase of requests and no additional staff, the capability of maintaining a respectful compliance rate has been challenging.

### **APPEALS:**

The Toronto Police Service received fifty-six (56) appeals. Of these appeals, thirteen, (13) were G20 related and resulted in numerous hours of preparation and time from members of the Access and Privacy Section. Many internal consultations (throughout the City of Toronto) incorporated a large amount of time.

## SECTION 7: DISPOSITION OF REQUESTS

What course of action was taken with each of the requests completed? Please enter the number of requests into the appropriate category.

	Personal Information	General Records
7.1 All information disclosed	146	96
7.2 Disclosed in part	2874	455
7.3 Nothing disclosed	740	185
7.4 Requests withdrawn, abandoned or non-judicial	163	54
7.5 TOTAL REQUESTS (Add boxes 7.1 to 7.4 = box 7.5)	3923	790

Box 7.5 MUST BE GREATER THAN OR EQUAL TO Box 3.2

## SECTION 8: EXEMPTIONS & EXCLUSIONS APPLIED

For the TOTAL REQUESTS WITH EXEMPTIONS/EXCLUSIONS/FRIVOLOUS OR VEXABOUS REQUESTS, how many times did your institution apply each of the following? (More than one exemption may be applied to each request.)

	Personal Information	General Records
8.1 Section 6 — Draft Bylaws, etc.	0	0
8.2 Section 7 — Advice or Recommendations	7	0
8.3 Section 8 — Law Enforcement*	1486	184
8.4 Section 8(3) — Refusal to Confirm or Deny	0	0
8.5 Section 9 — Relations with Governments	56	5
8.6 Section 10 — Third Party Information	0	1
8.7 Section 11 — Economic/Other Interests	0	2
8.8 Section 12 — Solicitor-Client Privilege	0	0
8.9 Section 13 — Danger to Safety or Health	0	0
8.10 Section 14 — Personal Privacy (Third Party)**	2990	416
8.11 Section 14(5) — Refusal to Confirm or Deny	21	7
8.12 Section 15 — Information Soon to be Published	4	5



- 8.13 Section 20.1 -- Frivolous or Vexatious
- 8.14 Section 38 -- Personal Information (Requester)
- 8.15 Section 52(2) -- Act Does Not Apply
- 8.16 Section 52(3) -- Labour Relations & Employment Related Records
- 8.17 Section 53 -- Other Acts
- 8.18 TOTAL EXEMPTIONS (Add boxes 8.1 to 8.17 = box 8.18)
- \*not including Section 8(3)
- \*not including Section 14(5)

2	0
2876	61
1	0
12	3
2	2
7436	679

## SECTION 9: FEES

Did your institution collect fees related to requests?

- 9.1 Number of requests where fees other than application fees were collected.

Personal Information	General Records	TOTAL
304	57	361

- 9.2.1 Application fees collected

\$20245.00	\$ 4050.00	\$ 24295.00
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- 9.2.2 Additional fees collected

\$ 4417.91	\$ 2676.00	\$ 7093.91
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- 9.2.3 TOTAL FEES (Add boxes 9.2.1 + 9.2.2 = box 9.2.3)

\$24662.91	\$ 6726.00	\$31388.91
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- 9.3 TOTAL DOLLAR AMOUNT OF FEES WAIVED

\$ 5958.85	\$ 1101.00	\$ 7059.85
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## SECTION 10: REASONS FOR ADDITIONAL FEE COLLECTION

Enter the number of requests for which your institution collected fees other than application fees that apply to each category.

- 10.1 Search time
- 10.2 Reproduction
- 10.3 Preparation
- 10.4 Shipping
- 10.5 Computer costs
- 10.6 Invoice costs (and others as permitted by regulation)
- 10.7 TOTAL (Add boxes 10.1 to 10.6 = box 10.7)

Personal Information	General Records	TOTAL
N/A		
N/A		
N/A		
N/A		

## SECTION 11: CORRECTIONS AND STATEMENTS OF DISAGREEMENT

Did your institution receive any requests to correct personal information?

11.1 Number of correction requests received

11.2 Corrections carried forward from the previous year

11.3 Corrections carried over to next year

11.4 TOTAL CORRECTIONS COMPLETED:  $[(\text{box } 11.1 + \text{box } 11.2) - \text{box } 11.3 = \text{box } 11.4]$

Personal Information
5
0
2
3

Box 11.4  
MUST  
EQUAL  
Box 11.9

What course of action did your institution take regarding the requests to correct personal information that were received?

11.5 Correction(s) made in whole

11.6 Correction(s) made in part

11.7 Correction(s) refused

11.8 Correction(s) withdrawn by requester

11.9 TOTAL (Add boxes 11.5 to box 11.8 = box 11.9)

Personal Information
1
2
3

Box 11.9  
MUST  
EQUAL  
Box 11.4

In cases where corrections were denied, in part or in full, were any statements of disagreement attached to the affected personal information?

11.10 Number of statements of disagreement attached:

0

If your institution received any requests to correct personal information, the Act requires that you send any person(s) or body who had access to that information in the previous year notification of either the correction or the statement of disagreement. Enter the number of notifications sent, if applicable.

11.11 Number of notifications sent:

0

Thank you for your co-operation.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P24. ANNUAL REPORT: 2011 PARKING ENFORCEMENT UNIT TAG  
ISSUANCE**

The Board was in receipt of the following report January 19, 2012 from William Blair, Chief of Police:

Subject: ANNUAL REPORT: 2011 PARKING ENFORCEMENT UNIT TAG  
ISSUANCE

Recommendations:

It is recommended that:

- (1) the Board receive this report; and
- (2) the Board forward a copy of this report to the City of Toronto Executive Committee for its consideration.

Financial Implications:

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

Background/Purpose:

This report provides information on the Parking Enforcement Unit achievements, activities and annual parking tag issuance during the year 2011 (Appendix A refers).

Discussion:

The Parking Enforcement Unit analyzes historical parking tag data on an annual basis in order to forecast anticipated parking tag issuance for Parking Enforcement Officers (PEOs), Municipal Law Enforcement Officers (MLEOs) and Police Officers. The City of Toronto requests this information for use during the annual budget process.

Annual Parking Tag Issuance:

Based on historical trends, the total parking tag issuance for the year 2011 was forecasted to be 2,800,000 tags. The total 2011 issuance is expected to be approximately 2,836,587 tags which is an estimated 36,000 tags in excess of the forecast. Total parking tag issuance includes tags issued by PEOs, MLEOs, and Police Officers.

The final parking tag issuance numbers will be presented by the City of Toronto, Parking Tag Operations in its 2011 Year End Report, once all data is captured.

The following is a breakdown of the actual parking tag issuance estimates by group:

<b>Group</b>	<b>Tags Issued</b>
Parking Enforcement Unit	2,557,562
Municipal Law Enforcement Officers	270,491
Police Officers	8,534
<b>Total Parking Tag Issuance</b>	<b>2,836,587</b>

**Other Information:**

In addition to parking tag issuance, the Parking Enforcement Unit delivered some key accomplishments through the provision of operational support to the Toronto Police Service in the following manner:

During the 2011 calendar year, members of the Unit were responsible for towing approximately 23,808 vehicles, including 423 that were without properly registered plates and 1,288 that were relocated due to snow removal operations, parades and special events. PEOs recovered 1,023 stolen vehicles and out of this total, 721 can be directly attributed to the Project Street Sweeper program. The Unit also responded to 131,844 calls for service from members of the public, 845 Accessible Parking Permits were retained for investigation of possible misuse. From a training perspective the Unit provided training and certification to 780 new MLEOs for private property enforcement.

**Conclusion:**

The Parking Enforcement Unit continues to contribute positively to the achievement of the goals and priorities of the Toronto Police Service by:

- ensuring the safe and orderly flow of traffic;
- ensuring enforcement is fair and equitable to all;
- providing a visible uniform presence on the streets;
- ensuring positive outreach to the community through public awareness campaigns and education programs; and
- ensuring interoperability with other TPS Units and City of Toronto departments.

While the final total for 2011 is estimated to be approximately 2,836,587 tags, the City of Toronto will report the final parking tag issuance numbers in their 2011 Annual Parking Tag Activity Report.

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

**The Board received the foregoing report and agreed to forward a copy to the City of Toronto – Executive Committee for consideration.**

Appendix "A"

<b>Parking Enforcement Unit</b>	<b><u>2009</u></b>	<b><u>2010</u></b>	<b><u>2011</u></b>
Parking Tag Issuance - PEOs	2,493,035	2,497,475	2,557,562
Parking Tag Issuance – PEOs, MLEOs, PCs	2,783,163	2,787,175	2,836,587*
Processable Tag Rate PEOs	99.9%	99.9%	99.8%
Absenteeism (Short-term sick)	3.4%	2.8%	2.5%
Calls for service received	126,435	125,666	131,844
Stolen Vehicles Recovered (Total)	1,314	1,189	1,023
Stolen Autos Recovered - Street Sweeper	864	865	721
Stolen Autos Recovered - PEOs	450	324	302
Hours Spent on Stolen Vehicles Recovered	1,251	1,109	975
Stolen Plates Recovered	53	56	70
Hours Spent on Stolen Plates Recovered	47	47	46
Vehicles Scanned by Street Sweeper	2,969,165	2,785,481	2,797,216
Vehicles Towed	31,377	27,412	23,808
<b>Assistance to TPS Units</b>			
Unplated Vehicles Towed	762	503	425
Directed Patrol Requests from Other Police Units	58	24	109
Arrest Assists	41	31	18
Assaults	38	34	32
Language Interpretations	94	50	72
Hours Spent on Language Interpretations	196	112	133
Accessible Permits Retained	1,202	784	845
Accessible Permits Cautioned	199	112	92
H.T.A Charges (Disabled Permits)	630	362	561
Special Events	98	32	81
Hours Spent On Special Events	1,514	673	2,226
Vehicle Relocations	598	1,042	1,288

\* Estimates, PC's and MLEO's issue manual tags and all issued tags have not yet been processed at the time of this report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P25. DOWNLOADED POLICING COSTS BY THE FEDERAL  
GOVERNMENT: RESPONSE FROM THE CITY OF TORONTO'S  
EXECUTIVE COMMITTEE**

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

Subject: DOWNLOADED POLICING COSTS BY THE FEDERAL GOVERNMENT:  
RESPONSE FROM CITY OF TORONTO'S EXECUTIVE COMMITTEE

Recommendations:

It is recommended that the Board:

- (1) receive the response from the Executive Committee with respect to the issue of downloaded policing costs by the federal government; and
- (2) forward the response, along with Board Minute No. P185/11, with respect to this issue, to both the Ontario Association of Police Services Boards (OAPSB) and the Ontario Association of Chiefs of Police (OACP).

Financial Implications:

There are no financial implications arising from the recommendations contained in this report.

Background/Purpose:

The Service and Board have long been interested in the issue of the downloaded policing costs by the federal government and have spent considerable time researching and analyzing this issue.

City Council, at its special meeting of April 14, 2010, approved the following motion.

*75.1 City Council request the Toronto Police Services Board, with assistance from the Chief Financial Officer and Deputy City Manager, report back to the Executive Committee on August 16, 2010, with an updated report on downloaded policing costs by the federal government.*

The Board also directed that the Chair review services provided by the Toronto Police Service and make recommendations to the City on opportunities for savings through uploading.

At its meeting of February 3, 2011, the Board received a report from Chief Blair responding to City Council's motion (Min. No. P30/11 refers).

This report outlined the responsibilities of the TPS in providing policing services in the areas of intelligence, national security/emergency planning, coast guard responsibilities, consulate protection, drug money seizures, organized crime, and court security, and identifies, where possible, which of those costs incurred can be attributed to federal and provincial issues.

Additionally, this report detailed the ongoing funding and “in kind” support that the TPS receives from both provincial and federal sources, in support of various policing initiatives, including, but not limited to, intelligence/national security, coast guard responsibilities, consulate protection, drug money seizures, organized crime and court security.

At this time, the Board received the Chief’s report, noting that I would prepare a high level report for the Board’s consideration and for subsequent submission to the City’s Executive Committee for information.

This report was prepared and considered at the Board’s meeting of July 21, 2011. An excerpt is included below (Min. No. P185/11 refers):

*Based on the foregoing information and discussion, the Toronto Police Services Board urges Toronto City Council to follow up on the motion that it approved in 2010 and take steps directly and through the FCM to support the efforts to achieve the federal government’s participation in the financing of municipal policing generally, and in Toronto in particular. This needs to be an important element in the Board’s and the City’s efforts to ensure an efficient, affordable and sustainable policing service for this city.*

At this time, the Board recommended that it receive the report and forward a copy of this report to the City’s Executive Committee for information and appropriate action.

#### Discussion:

The issue of downloaded policing costs by the federal government continues to be one of great significance. As a result, I believe it is important to share the response received by City Council with the organizations whose role includes advocacy on a national level on matters of mutual importance.

#### Conclusion:

Therefore, it is recommended that the Board:

- (1) receive the response from the Executive Committee with respect to the issue of downloaded policing costs by the federal government; and
- (2) forward the response, along with Board Minute No. P185/11, with respect to this issue, to both the Ontario Association of Police Services Boards (OAPSB) and the Ontario Association of Chiefs of Police (OACP).

**The Board approved the foregoing report.**



Ulli S. Watkiss  
City Clerk

City Clerk's Office

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**In reply please quote:  
Ref.: 11-EX11.19**

October 28, 2011

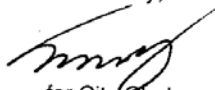
Dr. Alok Mukherjee  
Chair  
Toronto Police Services Board  
40 College Street  
Toronto, Ontario  
M5G 2J3

Dear Dr. Mukherjee:

**Subject: Executive Committee Item 11.19  
Response to Toronto City Council - Toronto Police Service: Downloaded  
Policing Costs by the Federal Government**

City Council on October 24 and 25, 2011, adopted this Item, and in so doing, supports the efforts to achieve the federal government's participation in the financing of municipal policing generally, and in Toronto in particular, and forwards this position to the Federation of Canadian Municipalities.

Yours truly,



for City Clerk

M. Toft/sb

Attachment

Sent to: Chair, Toronto Police Services Board  
Chief Executive Officer, Federation of Canadian Municipalities



**Toronto Committee Report  
Report Item**

Considered by City Council on

October 24, 2011

October 25, 2011

**Executive Committee**

EX11.19		Adopted on Consent		
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**Response to Toronto City Council - Toronto Police Service:  
Downloaded Policing Costs by the Federal Government****City Council Decision**

City Council on October 24 and 25, 2011, adopted the following:

1. City Council support the efforts to achieve the federal government's participation in the financing of municipal policing generally, and in Toronto in particular, and forward this position to the Federation of Canadian Municipalities.

**Committee Recommendations**

The Executive Committee recommends that City Council support the efforts to achieve the federal government's participation in the financing of municipal policing generally, and in Toronto in particular and forward this position to the Federation of Canadian Municipalities.

**Origin**

(August 16, 2011) Letter from the Chair, Toronto Police Services Board

**Summary**

The purpose of this report is to provide the Executive Committee with the Toronto Police Service's response to Toronto City Council regarding downloaded policing costs by the federal government.

**Background Information (Committee)**

(September 16, 2011) Letter - Response to Toronto City Council - Toronto Police Service:  
Downloaded Policing Costs by the Federal Government

(<http://www.toronto.ca/legdocs/mmis/2011/ex/bgrd/backgroundfile-41200.pdf>)

**-- COPY --**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON JULY 21, 2011**

**#P185. RESPONSE TO TORONTO CITY COUNCIL – TORONTO POLICE  
SERVICE – DOWNLOADED POLICING COSTS BY THE FEDERAL  
GOVERNMENT**

The Board was in receipt of the following report July 07, 2011 from Alok Mukherjee, Chair:

Subject: RESPONSE TO TORONTO CITY COUNCIL - TORONTO POLICE SERVICE  
- DOWNLOADED POLICING COSTS BY THE FEDERAL GOVERNMENT

Recommendation:

It is recommended that:

1. The Board receive this report; and
2. The Board forward a copy of this report to the City's Executive Committee for information and appropriate action.

Financial Implications:

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

Background/Purpose:

At its meeting held on April 14, 2010, City Council requested that the Board, with assistance from the Chief Financial Officer and Deputy City Manager, report back to the Executive Committee on August 16, 2010, with an updated report on downloaded policing costs by the federal government. The Board also directed that the Chair review services provided by the Toronto Police Service and make recommendations to the City on opportunities for savings through uploading.

According to a study prepared by the Federation of Canadian Municipalities (FCM) in 2008 entitled, Towards Equity and Efficiency in Policing a Report on Policing Roles, Responsibilities and Resources in Canada, fire and police protection is the fastest growing area of municipal spending in Canada with security, including policing, accounting for nearly 20 % of municipal operating budgets. FCM argues that police roles, responsibilities and resources have to be aligned and clarified so that each order of government is better able to ensure the performance of those duties that are mandated within its jurisdiction. This is particularly true, it notes, with respect to organized crime, drug-related operations, national security (including surveillance of possible terrorist targets), forensic identification, cyber crime, and border and port security, all areas in which municipalities appear to be underwriting federal policing costs. FCM estimates that municipalities perform close to \$600 million worth of downloaded federal policing duties in these areas.

Additionally, the FCM reports that in 2006, municipalities paid 56.6% of Canada's total \$9.9 billion policing expenditures, for a total municipal contribution of over \$5 billion, and were the predominant funding provider for 65.7% of Canada's police officers. Municipal stand-alone policing expenditures totalled \$4.988 billion, with the remainder allocated to municipal contract policing with the RCMP, Sûreté du Québec and Ontario Provincial Police.

As a result of this trend, municipalities are assuming a growing burden of the cost and execution of policing duties that should fall under federal or provincial jurisdictions. The federal share of the cost of provincial and municipal RCMP contract services has declined steadily over time, from 50% as recently as 1976, to 10-30% by 1990, and down to zero for all municipal contracts signed after 1992.

The delivery of policing services is very complex. Increasingly, federal and provincial security needs are intermingled with local policing. Indeed, FCM, the Canadian Association of Police Boards (CAPB) and the Canadian Association of Chiefs of Police (CACP) have agreed that an integrated model of policing is the reality whereby local police services participate in policing that crosses jurisdictions. What is absent is a funding arrangement through which different orders of government bear their share of the cost of policing.

As such, it is necessary to identify those services being delivered by the Toronto Police Service (TPS) which can be said to belong to the jurisdiction of federal or provincial governments in order to identify opportunities for savings through uploading.

#### Discussion:

The following information is extracted from a report dated November 30, 2010, provided to the Toronto Police Services Board (Board) by Chief of Police William Blair and considered at the February 3, 2011 Board meeting.

In addition to its local policing responsibilities, the TPS performs a number of services for and with provincial and federal agencies in support of various policing initiatives. The Chief provides an overview of the services provided to those agencies by the TPS, as well as ongoing funding and "in kind" support received by the TPS from those agencies. The information provided focuses on service provision in the areas of Intelligence/National Security, Emergency Planning, Coast Guard Responsibilities, and Consulate Protection.

#### *Intelligence/National Security*

Downtown Toronto is the financial hub of Canada, where the Toronto Stock Exchange, major banks, numerous financial firms, high-powered legal firms and insurance companies are headquartered. Thus, it is critical that sufficient resources are available to monitor, detect, investigate and disrupt terrorist activities, and related criminal acts which affect the safety and security of the public. The TPS takes a proactive approach to investigative work and intelligence gathering with respect to any real or perceived threats

and in addition has partnered with other municipal services and agencies in response to issues of national security, in an effort to enhance its intelligence gathering capabilities, as well as its response within these areas.

Terrorism investigations and managing and investigating information with respect to security threat within the City is the responsibility of the TPS Intelligence Services. TPS Intelligence Services work in conjunction with other agencies at the municipal, provincial and federal levels, to exchange and act on information.

The nature and scope of intelligence-related duties encompass a wide range of criminal, organized crime and national security issues in a single multifaceted investigation. Because the role of Intelligence Services, and of the various intelligence gathering/sharing processes within the Service are intertwined with the day-to-day policing of Toronto, for the purposes of cost recovery it is impossible to quantify the specific costs incurred by the TPS for policing services dealing with “Intelligence and National Security”. Although the TPS does not receive direct federal or provincial funding for intelligence gathering or for conducting investigations on terrorist based activity, it does receive indirect and in-kind support from the Federal and Provincial governments in support of policing activities within the areas of Intelligence, National Security and Emergency Planning. Some initiatives funded by the federal and provincial governments include:

- The Criminal Intelligence Service of Canada (CISC), which is responsible for managing the criminal intelligence operation in Canada. CISC also pays the cost of managing the Automated Criminal Intelligence Information System (ACIIS), a computer system that stores and shares intelligence information on a national basis. The TPS has access to the system and is a major contributor of intelligence information.
- Royal Canadian Mounted Police (RCMP) operations centre built in Toronto following the September 11, 2001 terrorist attacks is staffed by the RCMP and GTA police services. The centre serves Ontario and responds in the event of a serious incident, whether a terrorist attack, a natural disaster or any other major incident. The facility was constructed using federal funds and supports in part TPS policing operations in the event of a major incident.
- Also located in Toronto, the RCMP-led Integrated National Security Enforcement Team (INSET) office consists of members of the RCMP, Canada Border Services Agency (Customs and Immigration), Canadian Security Intelligence Service (CSIS) as well as members from various provincial and municipal police services. TPS has three members assigned full-time to INSET that ensure that any national security information that flows to or from TPS is acted upon. The RCMP fully funds two of the three secondments, along with the associated costs. With respect to the third position, the Service receives grant funding of \$90,000.

- The National Police Service which is managed by the RCMP supplies the TPS with access to the Canadian Police Information Centre (CPIC) at no cost other than the hardware necessary to access it from patrol vehicles and offices. The cost of the National Police Service is funded entirely by the Federal government. TPS has been a partner in CPIC since the 1970s and is consulted by RCMP regularly with respect to changes to the system. Likewise, the Federal government manages the International Criminal Police Organization (INTERPOL) system and assists TPS, at no charge, when making queries outside of Canada.
- Training of TPS uniform and civilian members provided by the Canadian Police College, which is located in Ottawa at minimal cost.
- The Provincial government pays for the purchase and upkeep of a computer system called PowerCase. This system, which was developed in the aftermath of the Paul Bernardo case, allows the Service to connect with every other police agency in Ontario, and thereby supports major investigations within the TPS.

### *Emergency Planning*

Ensuring that the TPS is able to adequately respond to, plan and prepare for, mitigate and facilitate recovery from any emergency or disaster that may impact Toronto, is a core business issue. It is a municipal responsibility to provide emergency planning regardless of whether the potential threat and/or cause of an incident may also be of provincial or federal interest. The TPS has an obligation to provide emergency response and by extension planning for that eventuality. The TPS currently participates in a number of initiatives in preparation to responding/planning for emergencies and/or disasters that may affect Toronto. TPS receives a number of grants that assist with the cost of the provision of this service as follows:

- The Joint Chemical, Biological, Radiological and Nuclear (CBRN) Team is a City funded project, staffed by the TPS, the Toronto Fire Services (TFS), and the Toronto Emergency Medical Service (EMS). The primary objective of the team is to create a specialized, unified response by all three emergency services to identify, intervene in and mitigate the consequences of a CBRN incident. A secondary objective is to provide training to all Service members on CBRN response and CBRN awareness training to the general public with the goal of improving both officer and public safety. The TPS component of the Joint CBRN Team currently has one full time and thirty part time members, fourteen of whom are members of Forensic Identification Services (FIS), and seventeen are Emergency Task Force (ETF) Explosives Technicians. All team members have received extensive training. All equipment is owned by the City of Toronto and is administered by the Office of Emergency Management, City Works and Emergency Services. Equipment has been purchased for the policing component of the team to support Forensic Identification Services (FIS) and the ETF.

- The Heavy Urban Search and Rescue (HUSAR) initiative is a TFS-led enhanced emergency management initiative. The HUSAR team provides response capability to the structural collapse of buildings, searching for survivors, stabilizing buildings to prevent further collapse and plays an important role in planning the response to such disasters within Toronto. The HUSAR budget is administered by the TFS and the City of Toronto's Office of Emergency Management. Two TPS Public Safety Unit members have received HUSAR training and could function as search/incident managers during this type of incident.
- The Federal government, through the TFS, provided \$35,000 in funding for 2001/2002, and \$50,000 in funding for 2005/2006 in support of HUSAR. The funding was used to purchase and train search and rescue dogs and their handlers.
- Purchase of specialized equipment required to respond to HUSAR incidents. TPS has submitted several Joint Emergency Preparedness Program (JEPP) grant applications for funding in support of emergency management initiatives. JEPP is a joint federal/provincial program that provides partial funding (up to 45%) for projects that enhance the national emergency response capability. JEPP has contributed \$30,000 toward the construction of the TPS Police Command Centre, \$40,000 for the TPS Emergency Logistics Equipment truck, and has committed \$16,000 to fund the Telephone Autodialer System for emergency response.

### *Coast Guard Responsibilities*

Established in 1912, the Toronto Harbour Police Force was a paid police agency that was jointly funded by the Dominion Government, the City and the Harbour Commission and carried out traditional coast guard duties in the Toronto area. After amalgamation with the TPS in 1982, all previous Toronto Harbour Police responsibilities were assumed by the TPS Marine Unit, including those that are typically regarded as coast guard type functions.

In July of 2004, Canada, through its acceptance of the *Maritime Security Regulations of the Maritime Transportation Security*, adopted the *International Ships and Port Facility Security Code* (ISPS code). The ISPS code requires airport-style security for port facilities. Compliance with this Code requires the Toronto Police Marine Unit to increase its resources, both in terms of the types and quantity of vessels maintained and the number of personnel on staff. The Federal government has committed to funding 75% of the changes required to ensure compliance with this legislation.

In 2002, the Marine Unit received \$110,000 from the Federal government NIF (New Initiative Fund), specifically from the Search and Rescue Secretariat, which supported the purchase of dive and river rescue equipment. In 2006, the Marine Unit received confirmation that the Search and Rescue Secretariat has committed \$550,000 to the TPS Marine Unit in support of the purchase of search and rescue equipment and training.

In addition, the TPS currently has three officers assigned to the Marine Security Enforcement Response Team (MSERT). These positions are fully funded by the RCMP.

The 2011 approved operating budget request for the TPS Marine Unit is \$6.6 million. However, the provision of coast guard related services is so intertwined with the day to day policing operations of the TPS Marine Unit that it is not possible to quantify the cost of such activities.

### *Consulate Protection*

The RCMP has the primary responsibility for ensuring the security of internationally protected persons from threats of murder, assault, kidnapping and hostage-taking. However, the Federal and Provincial Solicitor Generals have agreed, through a Memorandum of Understanding (MOU) established in 1986 that this primary responsibility can be specifically given to local authorities.

In 1993, the TPS entered into an MOU with the RCMP and the Ontario Provincial Police (OPP) to ensure an orderly and cooperative atmosphere under which federal, provincial, and municipal services respond to a possible threat to the security of Canada and/or an internationally protected person. The MOU outlined that the Service will exercise “lead responsibility” whenever an emergency arises to which the Service is the first to respond. In non-emergency situations, the Chief of Police shall designate a senior officer who shall form a management team with the RCMP and determine the responsibilities under which each police agency shall act. It should be noted that while the TPS responds to calls for service at these locations, just as it would at any commercial premise situated within the city, members follow the appropriate protocol as established through the MOU.

Therefore, the responsibility for providing policing services to and protecting consulates within Toronto, by virtue of agreements with the provincial and federal levels of government, is a municipal responsibility and thereby lies with the TPS. As demonstrations and protests generally take place on City of Toronto property, they are, by virtue of their location, the responsibility of the Service.

On a day to day basis, the TPS does not provide a higher level of policing services to these consulates. The TPS does not guard or provide static security at these sites, and no resources are specifically dedicated to providing protection or responding to incidents at these sites. Consequently, it is difficult to quantify, for the purposes of cost recovery, what portion of TPS day to day responsibilities is attributed to the “protection” of consulates. While the TPS receives no funding from the Federal government in support of this responsibility, the RCMP does provide protection to consulates and other locations through the use of confidential protective services, which includes a mobile patrol and response component.

## *Drug Money Seizures*

The federal legislation that allows for the seizure of proceeds of crime has been in effect since 1989. In 1993, federal legislation created the Seized Property Management Directorate (SPMD). If the seized goods are to be used as evidence, the police agency constrains the goods. However, if the assets are derived from the proceeds of crime, legislation requires that the proceeds seized be turned over to the SPMD, which maintains the property until the court case is concluded.

Once the case is concluded with a successful prosecution in court, the monies realized from the asset sale are shared between the various levels of government as follows:

- For an offence relating to a federal statute other than the Criminal Code, and which was investigated by a provincial or municipal agency, 90% of the funds flow back to the Province.
- For a Criminal Code offence, 100% flows back to the Province.
- For cases where agencies such as the OPP or TPS commence an investigation with RCMP assistance, 50% of the funds flow back to the Province.
- For cases where the RCMP is the lead agency and there is OPP or municipal assistance, 10% flows back to the Province.

At the present time, the position of the Federal government is that the proceeds seized do not flow directly back to the municipal governments. Rather, these proceeds are sent to the Provincial government to disburse through grants to the municipalities.

The funds received by the Province are divided between the Ministry of the Attorney General (MAG) (25%) and the Ministry of Community Safety and Correctional Services (MCSCS) (75%). If the matter was a Criminal Code offence, 100% flows back, with MAG getting 40% and MCSCS getting 60%. Regardless of the source, the MCSCS divides the money equally between crime prevention grants and the Criminal Intelligence Service of Ontario (CISO).

This distribution of proceeds has been a recurring subject of debate, and has been repeatedly challenged by various municipal police services, as well as by the Ontario Association of Chiefs of Police (OACP) and the Canadian Association of Chiefs of Police (CACCP).

Although funds do not flow directly back to the TPS, it does benefit considerably by receiving funds from the CISO to conduct joint forces investigations, particularly in the Organized Crime area. There are thirteen Integrated Proceeds of Crime (IPOC) units in Canada that combine local, provincial and RCMP officers along with Canada Border Services Agency (CBSA) officers.



Proceeds of crime grants are also used to fund crime reduction initiatives in communities across Canada. These funds go directly to community groups and organizations upon application to the Federal government. TPS receives several grants, \$7.7M of which were awarded in 2005 by the MCSCS. Consequently, the Service's investment in proceeds of crime investigations is very small relative to the amount in seizures it brings in, and most importantly, quite small relative to the millions of dollars in benefits the Service receives through various provincial and federal grants (discussed below).

### *Organized Crime*

Organized crime at one time confined itself to liquor or drug smuggling. However, in recent years it has proliferated into a variety of domains, including identity theft, internet and telephone fraud, theft of high end vehicles, prostitution, narcotics trafficking, and marijuana grow houses.

Organized crime investigations are very complex and frequently involve numerous and varied resources from within the TPS. While such investigations may span provincial and federal interests, it is still the responsibility of the Service to investigate such matters.

Further provincial support into organized crime investigations has come as a result of the development of the Gang Intervention Network (GangNet). GangNet is a database that allows the Service to link gang members from across the Province. Although the TPS pays for the cost of three civilian clerks to manage the GangNet database, the Provincial government paid for the purchase of the GangNet software. In addition, there are eight TPS officers assigned to the Combined Forces Special Enforcement Unit (CFSEU) whose salaries are paid for by the TPS, with RCMP providing office space, cars, equipment and tools to support major investigations carried out by the officers.

### *Court Security*

The mandate of Court Services is drawn from various municipal bylaws, as well as provincial and federal laws. These duties are the legislated responsibility of the TPS.

TPS Court Services is mandated to discharge the following duties:

- Provide court security;
- Provide prisoner transport;
- Obtain DNA samples;
- Deliver and serve court documents and notices, as mandated by several provincial and federal statutes;
- Provide training and supervision to Court Officers;
- Assist in the prosecution of offences;
- Provide certain services to the Coroner.

Prior to 1989, the Provincial government provided funding specifically for court security through the use of a “per household” grant. In 1992, this funding formula was amended and the City was provided with a revised funding formula to cover all provincial funding and previously existing cost-sharing arrangements.

In 2003, the Provincial government purchased and equipped a prisoner transportation bus and a prisoner transport vehicle, valued at approximately \$795,000.00 to offset the impacts and expenses associated with the increased travelling distance required to transport prisoners to and from, the Maplehurst Detention Centre. The Provincial government also provides the TPS with compensation for the mileage associated with the added 45 kilometre commute, to offset the expenses associated to fuel, operating costs and recapitalization of both vehicles.

The Province has steadily increased the number of courtrooms it operates in order to meet the increase in case volume. Additionally, a large percentage of courtrooms are being used for criminal matters, especially “in custody” cases, which require enhanced security. These changes have had a large impact on Court Services responsibilities with court services now servicing a total of 270 courtrooms. Staffing levels have doubled from 203 full time and 74 part time Court Officers in 1990, to 415 full time and 165 part time Court officers in 2010. There has also been an increase in the cost of delivering court services, from \$16.2 million in 1990 to \$48 million in 2010.

The Province has agreed that starting in 2012, it will upload the costs of court security over seven years, by providing funding to municipalities to a maximum of \$125 million annually at maturity. The Ministry of the Attorney General (MAG) and the Ministry of Community Safety and Correctional Services (MCSCS) are working with the Assistant Ministers Office (AMO) and the City of Toronto to develop an implementation plan to move forward with the collection of current court security costs and the development of court security standards, associated costs and related governance. Toronto’s share of this uploading is yet to be confirmed.

#### *Cost Recovery Strategies of Other Police Agencies*

A number of municipal police agencies in Ontario with significant international water boundary responsibilities were surveyed in 2005. These agencies include Niagara Regional, Kingston, Chatham-Kent, Windsor, and Durham Regional Police Services. Each of these agencies advised that they received no federal funding in support of policing these waters.

Police services whose activities are dramatically impacted by a federal government operation within their jurisdiction are not unique to marine operations. For example, Kingston Police operations are impacted by the placement of a federal penitentiary within their jurisdiction. Kingston Police are required to respond to a number of situations within the federal institution, including serious assaults on inmates, riots, and homicides, they are not provided with any special funding for these activities.

### *Funding Opportunities*

Currently, the TPS has 14 active grants that are fully funded by the provincial government. Annual grants from the provincial and federal governments total approximately \$26M in 2011.

In addition to annual grants, the TPS has also benefited from the Infrastructure Stimulus Fund (ISF). The 2009 Federal Budget established a new ISF to support the rehabilitation or construction of provincial, municipal and community infrastructure projects that could be built during the 2009 and 2010 construction seasons. The Government of Ontario agreed to match the federal program. The City of Toronto applied for and received approval for two TPS projects – 11 Division (\$9.7M of ISF funding) and 14 Division (\$8.7M of ISF funding). There are also City-led capital projects on police-occupied facilities that benefited from this funding.

The TPS performs numerous activities and maintains several programs that are related to or affected by federal legislation or jurisdiction. These include national security, emergency planning, coast guard responsibilities, consulate protection, drug money seizures, organized crime, and court security. The TPS receives a significant amount of funding from the federal government, as well as significant in-kind benefits through partnerships with various agencies at both the federal and provincial level.

The TPS proactively applies for funding at both the federal and provincial levels. The TPS seeks funding as soon as it is made available, or proactively advocates for funding when the adoption of specific legislation impacts on our resources. Additionally, the TPS seeks funding or compensation when there has been an exceptional event.

Given the inter-relationships of policing activities at the federal and provincial level with the day to day policing for the City of Toronto, it is very difficult for the TPS to isolate costs specifically attributable to the federal/provincial governments. The federal/provincial governments do not recover costs from the TPS for benefits that we receive in assisting policing operations.

### Issue and Ongoing Initiatives:

It is evident from the report by the Chief of Police, excerpted above, that under the emerging integrated framework for policing in Canada, municipal police services have assumed responsibility for numerous policing services that pertain to federal and provincial jurisdictions on the basis that the local police agency is best able to perform these functions and that these functions are so intertwined that they cannot be separated by jurisdiction. As the Chief's report notes, from time to time, the federal government has provided financial and in-kind support to the Toronto Police Service for carrying out these responsibilities. The province of Ontario provides several grants and has agreed to upload the cost of court security and prisoner transportation over a seven year period, starting in 2012.

Based on the above analysis, the Chief of Police is unable to provide a costing for the services that TPS provides on behalf of the other orders of government. However, there is a general consensus among police services boards and municipalities that while policing is essentially local, the financing of all policing services through property tax, supplemented to a small extent by the type of *ad hoc* approaches that the report by the Chief of Police outlines, is unsustainable. Property tax alone cannot bear the burden of the full cost of policing and *ad hoc* arrangements are unsatisfactory.

It is the position of municipalities and police boards/commissions that there is an urgent need for federal, provincial, territorial and municipal orders of government and police services boards/commissions to engage in an examination of the issue of police financing. To frame such a discussion among stakeholders, a Coalition on Sustainable Policing has been established and it is comprised of the CAPB, the CACP, the CPA and the FCM. The Coalition has adopted the following five principles as the basis for discussions with the federal government:

1. Individual police officers overall provide an excellent level of service to communities across Canada;
2. However, police services have not been able to keep pace with changing expectations resulting from the introduction of new legislation, technological advances, the increasing globalization of crime, the impact of judicial decisions and the unforeseen consequence of other government decisions (i.e., the termination or limiting of programs and treatment available for those with mental health issues);
3. This situation is compounded by a funding model from the 19<sup>th</sup> century which sees the majority of policing costs in Canada funded by municipalities with an over-reliance on the property tax;
4. Failure to address this issue will result in a continued reliance on bandage solutions that will inevitably lead to an erosion to the level and quality of policing that Canadians have come to expect and rely upon; and
5. The first step is for the two levels of government responsible for the Criminal Code (federal) and for the provision of police services (provincial) to acknowledge there is a problem that must be addressed before it assumes a crisis level.

The Coalition believes that operating within these five principles, a consistent approach to policing needs within Canada can be established, with a standard of practice that would ensure a quality and effective policing response, seamless and equitable services for citizens, and service delivery not constrained by unnecessary barriers to funding and resources.

In Ontario, as noted earlier, the government has agreed to assume responsibility for the cost of court security and prisoner transportation. These costs will be uploaded gradually, based on a formula and timeframe agreed upon by the province, the Association of Municipalities of Ontario (AMO) and the City of Toronto. In addition, on a recommendation by the Ontario Association of Police Service Boards, the Ministry of Community Safety and Correctional Services (MCSCS) has agreed to create a working group of all stakeholders to examine ways to achieve efficiencies in the delivery of policing services through streamlining administrative

procedures and reducing or simplifying requirements that cause police officers to spend significant time on paperwork.

Thus, some progress is being made in engaging the province in discussions related to the cost of policing. The same, regrettably, cannot be said with respect to the willingness of the federal government to come to the table. Given that the federal government has already recognized that it has a role to play in local policing through its funding of 2500 additional police officers and its periodic support for certain policing functions as described above, it is desirable that it consider a funding mechanism that is consistent with the work that municipal police services such as ours perform in areas that come under federal responsibility.

The report by FCM cited earlier proposes a formula to determine the federal share of the cost of municipal policing. In 2010, the Toronto City Council agreed to support efforts to bring the federal government to the table.

#### Conclusion:

Based on the foregoing information and discussion, the Toronto Police Services Board urges Toronto City Council to follow up on the motion that it approved in 2010 and take steps directly and through the FCM to support the efforts to achieve the federal government's participation in the financing of municipal policing generally, and in Toronto in particular. This needs to be an important element in the Board's and the City's efforts to ensure an efficient, affordable and sustainable policing service for this city.

It is, therefore, recommended that:

1. The Board receive this report; and
2. The Board forward a copy of this report to the City's Executive Committee for information and appropriate action.

**The Board received the foregoing report and agreed to forward a copy to the City's Executive Committee for information and appropriate action.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P26. TORONTO POLICE SERVICE: 2012-2021 CAPITAL PROGRAM  
REQUEST – REVISED AFTER COUNCIL APPROVAL**

The Board was in receipt of the following report January 31, 2012 from William Blair, Chief of Police:

Subject: TORONTO POLICE SERVICE: 2012 - 2021 CAPITAL PROGRAM REQUEST  
– REVISED AFTER COUNCIL APPROVAL

Recommendations:

It is recommended that:

- (1) the Board approve the Toronto Police Service's revised 2012-2021 capital program with a 2012 net request of \$24.7M (excluding cash flow carry forwards from 2011), and a net total of \$276.8M for 2012-2021, as detailed in Attachment A; and
- (2) the Board forward a copy of this report to the City's Budget Committee and the City's Deputy City Manager/Chief Financial Officer for information.

Financial Implications:

The 2012 net capital request (excluding cash-flow carry forwards from 2011) remains unchanged from the Board-approved amount of \$24.7M. However, the ten-year program, as approved by Council, at a net total of \$276.8M for 2012-2021 is \$40M lower than the Board-approved program. In order to achieve the \$40M Council-approved reduction, cash flow requirements have been deferred by \$15.5M for the long-term facility renovation projects (Divisions 32, 52 and 22), and by \$24.5M for the Progress Site (future use) project.

Background/Purpose:

At its meeting of October 5, 2011, the Board approved the 2011-2021 capital program for \$24.7M in 2012, and \$316.8M for 2012-2021 (Min. No. P253/11 refers). This program met the City-identified total debt affordability target for the ten-year program. Details are provided in Attachment B.

City Finance staff recommended a 2012-2021 capital program that was \$40M lower than the program approved by the Board. The City's Budget Committee approved the lower budget. The Board was advised of this development at its meeting of December 15, 2011, at which time the Board confirmed the Service's 2012-2021 capital program, as approved at its special meeting on October 5, 2011, and further approved the motion that "the Board forward this report to the Budget Committee and remind the Committee of the *Police Services Act* provision which

stipulates that “in establishing an overall budget for the board, the council does not have the authority to approve or disapprove specific items in the estimates (sec 39.(4)).” (Min. No. P318/11 refers).

Subsequently, at its meeting of January 17, 2012, Toronto City Council approved the Service’s 2012-2021 capital program at a net amount of \$24.7M in 2012 and \$276.8M for 2012-2021 (\$40M lower than the Board-approved program) with no change to the Service’s debt-affordability target.

#### Discussion:

Each year, the Board-approved program is reviewed by City Finance staff, and the Budget Committee is provided with both the Board-approved program and the City’s Capital Budget Analyst Notes (Analyst Notes).

This year, the Analyst Notes included a recommendation to reduce the Board-approved program by \$40M. The rationale in the Analyst Notes specifically referred to reductions in the “Progress Avenue (Future Use)” project. The Analyst Notes indicated that *“due to pressures on the City’s debt levels and the lack of specific details on this project, this placeholder project is not recommended for inclusion... Specific uses must be outlined and project details provided including operating costs and savings before this project can be considered in a future 10 Year Capital Plan.”*

Budget Committee approved the Service’s capital program as recommended in the Analyst Notes. As a result, at its meeting of January 17, 2012, Toronto City Council approved the Service’s 2012-2021 capital program at a net amount of \$24.7M in 2012 and \$276.8M for 2012-2021 (\$40M lower than the Board-approved program). No adjustment was made to the Service’s debt-affordability target, and the approval did not reference a reduction to any specific project.

#### *Revised 2012-2021 Program:*

Service staff have reviewed the 2012-2021 program to determine which projects could be deferred in the latter years of the program to address the \$40M budget reduction. The following changes are recommended:

- **Progress Site (Future Use) (\$24.5M deferral):** The Analyst Notes recommended a complete deferral of this project to beyond 2021, as no specific use has been identified for this site. The City acquired the Progress site for the Service’s new Property and Evidence Management Unit (PEMU) facility. The site (facility and land) is much larger than what is required for the PEMU. During the 2012-2021 capital budget process, the Service identified the anticipated use of both the unused space in the current facility, and some of the unused land at the Progress site to accommodate the potential move of two Service units (Public Safety and Forensic Identification). While these units could be moved to the Progress Avenue site, there are other possibilities that the Service will be reviewing (e.g. Parking Enforcement) prior to finalizing any decision. The relocation of facilities to the

Progress site will result in current facilities being declared surplus and returned to the City, or leases terminated for leased space.

- Renovation Projects (Division 52, 55 and 22) (\$15.5M deferral): The renovation of 52 Division has been deferred to begin in 2021 (previously planned to begin in 2020). The remaining renovation projects will begin sometime after 2021.

Attachment A summarizes the revised program.

Conclusion:

Toronto City Council approved the Service's 2012-2021 capital program at a net amount of \$24.7M in 2012 and \$276.8M for 2012-2021 (\$40M lower than the Board-approved capital program). The revised 2012-2021 capital program recommended in this report achieves this reduction through the deferral of long-term facility renovation projects (Divisions 52, 55 and 22) by \$15.5M and Progress Site (Future Use) by \$24.5M. The remaining cost of these projects will be included in the 2013-2022 capital program.

The annual capital budget process reviews all projects in the current plan, taking into consideration any changing and emerging needs, to ensure the program meets the Service's strategic objectives and requirements. Future capital programs will consider the impact of any initiatives that arise from the Chief's internal review and other reviews being conducted.

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

**The Board approved the foregoing report and agreed to forward a copy to the City of Toronto - Budget Committee and the City's Deputy City Manager/Chief Financial Officer for information.**



## REVISED 2012-2021 CAPITAL PROGRAM (\$000s)

Project Name	Plan to end of 2011	2012	2013	2014	2015	2016	Total 2012-2016 Request	2017	2018	2019	2020	2021	Total 2017-2021 Forecast	Total 2012-2021 Program	Total Project Cost
<b>On-Going Projects</b>															
State-of-Good-Repair - Police		4,510	4,565	4,594	4,469	4,621	22,759	4,331	4,529	4,841	5,113	5,238	24,051	46,810	46,810
Radio Replacement	23,018	5,371	0	0	0	0	5,371	0	0	0	0	0	0	5,371	28,389
14 Division - Central Lockup	26,605	8,910	0	0	0	0	8,910	0	0	0	0	0	0	8,910	35,515
Progress Site (Property & Evidence)	27,339	7,149	2,581	0	0	0	9,729	0	0	0	0	0	0	9,729	37,068
IRIS - Integrated Records and Information System	10,047	0	9,507	4,866	0	0	14,373	0	0	0	0	0	0	14,373	24,420
Upgrade to Microsoft 7	1,492	160	0	0	0	0	160	0	0	0	0	0	0	160	1,652
<b>Total, On-Going Capital Projects</b>	<b>88,502</b>	<b>26,099</b>	<b>16,653</b>	<b>9,460</b>	<b>4,469</b>	<b>4,621</b>	<b>61,302</b>	<b>4,331</b>	<b>4,529</b>	<b>4,841</b>	<b>5,113</b>	<b>5,238</b>	<b>24,051</b>	<b>85,353</b>	<b>173,854</b>
<b>New Projects</b>															
54 Division (includes land)	500	0	0	9,060	21,665	5,721	36,446	0	0	0	0	0	0	36,446	36,946
Data Warehouse Establishment	0	0	0	3,617	1,354	3,233	8,204	0	0	0	0	0	0	8,204	8,204
Electronic Document Management	0	0	0	49	441	0	490	0	0	0	0	0	0	490	490
HRMS Upgrade	0	0	0	155	682	0	836	0	0	0	0	0	0	836	836
TRMS Upgrade	0	0	0	1,943	1,470	0	3,413	0	0	0	0	0	0	3,413	3,413
Digital Content Manager	0	0	0	1,360	1,673	0	3,033	0	0	0	0	0	0	3,033	3,033
41 Division (includes land)	0	0	0	0	372	8,564	8,937	20,636	9,506	0	0	0	30,142	39,079	39,079
Expansion of Fibre Optics Network	0	0	0	0	881	5,585	6,466	5,585	0	0	0	0	5,585	12,051	12,051
Radio Replacement	0	0	0	0	0	10,193	10,193	2,836	4,622	1,174	4,954	11,581	25,167	35,360	35,360
13 Division (includes land)	0	0	0	0	0	0	0	372	8,645	19,903	10,159	0	39,079	39,079	39,079
AFIS (next replacement)	0	0	0	0	0	0	0	0	3,053	0	0	0	3,053	3,053	3,053
Disaster Recovery Site	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32 Division - Renovation	0	0	0	0	0	0	0	0	3,053	3,934	0	0	6,987	6,987	6,987
52 Division - Renovation	0	0	0	0	0	0	0	0	0	0	0	2,062	2,062	2,062	8,300
55 Division - Renovation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8,000
22 Division - Renovation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8,000
Progress (Future use) - Public Safety Facility											5,088	10,440	15,528	15,528	70,000
<b>Total, New Capital Projects:</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>16,183</b>	<b>28,539</b>	<b>33,296</b>	<b>78,018</b>	<b>29,429</b>	<b>28,879</b>	<b>25,012</b>	<b>20,200</b>	<b>24,083</b>	<b>127,603</b>	<b>205,621</b>	<b>282,831</b>
<b>Total debt funded Capital Projects:</b>	<b>89,002</b>	<b>26,099</b>	<b>16,653</b>	<b>25,643</b>	<b>33,008</b>	<b>37,917</b>	<b>139,320</b>	<b>33,760</b>	<b>33,408</b>	<b>29,852</b>	<b>25,313</b>	<b>29,321</b>	<b>151,654</b>	<b>290,974</b>	<b>456,685</b>
<b>Recoverable debt Project</b>															
eTicketing Solution	0	1,719	0	0	0	0	1,719	0	0	0	0	0	0	1,719	1,719
<b>Total, Recoverable debt project:</b>	<b>0</b>	<b>1,719</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,719</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,719</b>	<b>1,719</b>
<b>Total Reserve Projects:</b>	<b>130,369</b>	<b>13,926</b>	<b>23,854</b>	<b>18,259</b>	<b>18,654</b>	<b>23,054</b>	<b>97,747</b>	<b>17,451</b>	<b>24,325</b>	<b>19,567</b>	<b>19,519</b>	<b>24,525</b>	<b>105,387</b>	<b>203,134</b>	<b>333,503</b>
<b>Total Gross Projects</b>	<b>219,371</b>	<b>41,745</b>	<b>40,507</b>	<b>43,902</b>	<b>51,662</b>	<b>60,971</b>	<b>238,786</b>	<b>51,211</b>	<b>57,733</b>	<b>49,419</b>	<b>44,832</b>	<b>53,846</b>	<b>257,041</b>	<b>495,827</b>	<b>791,908</b>
<b>Funding Sources:</b>															
Vehicle and Equipment Reserve	(130,369)	(13,926)	(23,854)	(18,259)	(18,654)	(23,054)	(97,747)	(17,451)	(24,325)	(19,567)	(19,519)	(24,525)	(105,387)	(203,134)	(333,503)
Infrastructure Stimulus Fund (ISF) (14D)	(8,572)	0	0	0	0	0	0	0	0	0	0	0	0	0	(8,572)
Recoverable debt - eTicketing	0	(1,719)	0	0	0	0	(1,719)	0	0	0	0	0	0	(1,719)	(1,719)
Funding from Development Charges	(7,230)	(1,434)	(231)	(1,721)	(2,565)	(1,596)	(7,547)	(273)	(1,651)	(3,161)	(1,530)	0	(6,615)	(14,162)	(21,392)
<b>Total Funding Sources:</b>	<b>(146,171)</b>	<b>(17,079)</b>	<b>(24,085)</b>	<b>(19,980)</b>	<b>(21,219)</b>	<b>(24,650)</b>	<b>(107,013)</b>	<b>(17,724)</b>	<b>(25,976)</b>	<b>(22,728)</b>	<b>(21,049)</b>	<b>(24,525)</b>	<b>(112,002)</b>	<b>(219,016)</b>	<b>(365,187)</b>
<b>Total Net Debt-Funding Request:</b>	<b>73,200</b>	<b>24,665</b>	<b>16,422</b>	<b>23,922</b>	<b>30,443</b>	<b>36,321</b>	<b>131,773</b>	<b>33,487</b>	<b>31,757</b>	<b>26,691</b>	<b>23,783</b>	<b>29,321</b>	<b>145,039</b>	<b>276,811</b>	<b>426,721</b>
<b>5-year Average:</b>							<b>26,355</b>						<b>29,008</b>	<b>27,681</b>	
<b>City Target (= net approved in 2010):</b>		<b>33,339</b>	<b>11,619</b>	<b>20,051</b>	<b>30,443</b>	<b>36,321</b>	<b>131,773</b>	<b>33,487</b>	<b>36,845</b>	<b>37,131</b>	<b>38,788</b>	<b>38,788</b>	<b>185,039</b>	<b>316,812</b>	
<b>City Target - 5-year Average:</b>							<b>26,355</b>						<b>37,008</b>	<b>31,681</b>	
<b>Variance to Target:</b>		<b>8,674</b>	<b>(4,803)</b>	<b>(3,871)</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>5,088</b>	<b>10,440</b>	<b>15,005</b>	<b>9,467</b>	<b>40,000</b>	<b>40,001</b>	
<b>Variance to Target - 5-year Average:</b>							<b>0</b>						<b>8,000</b>	<b>4,000</b>	

Changes from the original submission are highlighted

## BOARD-APPROVED 2012-2021 CAPITAL PROGRAM (\$000s)

Project Name	Plan to end of 2011	2012	2013	2014	2015	2016	Total 2012-2016 Request	2017	2018	2019	2020	2021	Total 2017-2021 Forecast	Total 2012-2021 Program	Total Project Cost
<b>On-Going Projects</b>															
State-of-Good-Repair - Police		4,510	4,565	4,594	4,469	4,621	22,759	4,331	4,529	4,841	5,113	5,238	24,051	46,810	46,810
Radio Replacement	23,018	5,371	0	0	0	0	5,371	0	0	0	0	0	0	5,371	28,389
14 Division - Central Lockup	26,605	8,910	0	0	0	0	8,910	0	0	0	0	0	0	8,910	35,515
Progress Site (Property & Evidence)	27,339	7,149	2,581	0	0	0	9,729	0	0	0	0	0	0	9,729	37,068
IRIS - Integrated Records and Information System	10,047	0	9,507	4,866	0	0	14,373	0	0	0	0	0	0	14,373	24,420
Upgrade to Microsoft 7	1,492	160	0	0	0	0	160	0	0	0	0	0	0	160	1,652
<b>Total, On-Going Capital Projects</b>	<b>88,502</b>	<b>26,099</b>	<b>16,653</b>	<b>9,460</b>	<b>4,469</b>	<b>4,621</b>	<b>61,302</b>	<b>4,331</b>	<b>4,529</b>	<b>4,841</b>	<b>5,113</b>	<b>5,238</b>	<b>24,051</b>	<b>85,353</b>	<b>173,854</b>
<b>New Projects</b>															
54 Division (includes land)	500	0	0	9,060	21,665	5,721	36,446	0	0	0	0	0	0	36,446	36,946
Data Warehouse Establishment	0	0	0	3,617	1,354	3,233	8,204	0	0	0	0	0	0	8,204	8,204
Electronic Document Management	0	0	0	49	441	0	490	0	0	0	0	0	0	490	490
HRMS Upgrade	0	0	0	155	682	0	836	0	0	0	0	0	0	836	836
TRMS Upgrade	0	0	0	1,943	1,470	0	3,413	0	0	0	0	0	0	3,413	3,413
Digital Content Manager	0	0	0	1,360	1,673	0	3,033	0	0	0	0	0	0	3,033	3,033
41 Division (includes land)	0	0	0	0	372	8,564	8,937	20,636	9,506	0	0	0	30,142	39,079	39,079
Expansion of Fibre Optics Network	0	0	0	0	881	5,585	6,466	5,585	0	0	0	0	5,585	12,051	12,051
Radio Replacement	0	0	0	0	0	10,193	10,193	2,836	4,622	1,174	4,954	11,581	25,167	35,360	35,360
13 Division (includes land)	0	0	0	0	0	0	0	372	8,645	19,903	10,159	0	39,079	39,079	39,079
AFIS (next replacement)	0	0	0	0	0	0	0	0	3,053	0	0	0	3,053	3,053	3,053
Disaster Recovery Site	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32 Division - Renovation	0	0	0	0	0	0	0	0	3,053	3,934	0	0	6,987	6,987	6,987
52 Division - Renovation	0	0	0	0	0	0	0	0	0	0	3,559	4,741	8,300	8,300	8,300
55 Division - Renovation	0	0	0	0	0	0	0	0	0	0	1,529	6,471	8,000	8,000	8,000
22 Division - Renovation	0	0	0	0	0	0	0	0	0	0	0	1,290	1,290	1,290	8,000
Progress (Future use)								5,088	10,440	15,005	9,467	40,000	40,000	40,000	40,000
<b>Total, New Capital Projects:</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>16,183</b>	<b>28,539</b>	<b>33,296</b>	<b>78,018</b>	<b>29,429</b>	<b>33,967</b>	<b>35,452</b>	<b>35,205</b>	<b>33,550</b>	<b>167,603</b>	<b>245,621</b>	<b>252,831</b>
<b>Total debt funded Capital Projects:</b>	<b>89,002</b>	<b>26,099</b>	<b>16,653</b>	<b>25,643</b>	<b>33,008</b>	<b>37,917</b>	<b>139,320</b>	<b>33,760</b>	<b>38,496</b>	<b>40,292</b>	<b>40,318</b>	<b>38,788</b>	<b>191,654</b>	<b>330,974</b>	<b>426,685</b>
<b>Recoverable debt Project</b>															
eTicketing Solution	0	1,719	0	0	0	0	1,719	0	0	0	0	0	0	1,719	1,719
<b>Total, Recoverable debt project:</b>	<b>0</b>	<b>1,719</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,719</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,719</b>	<b>1,719</b>
<b>Total Reserve Projects:</b>	<b>130,369</b>	<b>13,926</b>	<b>23,854</b>	<b>18,259</b>	<b>18,654</b>	<b>23,054</b>	<b>97,747</b>	<b>17,451</b>	<b>24,325</b>	<b>19,567</b>	<b>19,519</b>	<b>24,525</b>	<b>105,387</b>	<b>203,134</b>	<b>333,503</b>
<b>Total Gross Projects</b>	<b>219,371</b>	<b>41,745</b>	<b>40,507</b>	<b>43,902</b>	<b>51,662</b>	<b>60,971</b>	<b>238,786</b>	<b>51,211</b>	<b>62,821</b>	<b>59,859</b>	<b>59,837</b>	<b>63,313</b>	<b>297,041</b>	<b>535,827</b>	<b>761,908</b>
<b>Funding Sources:</b>															
Vehicle and Equipment Reserve	(130,369)	(13,926)	(23,854)	(18,259)	(18,654)	(23,054)	(97,747)	(17,451)	(24,325)	(19,567)	(19,519)	(24,525)	(105,387)	(203,134)	(333,503)
Infrastructure Stimulus Fund (ISF) (14D)	(8,572)	0	0	0	0	0	0	0	0	0	0	0	0	0	(8,572)
Recoverable debt - eTicketing	0	(1,719)	0	0	0	0	(1,719)	0	0	0	0	0	0	(1,719)	(1,719)
Funding from Development Charges	(7,230)	(1,434)	(231)	(1,721)	(2,565)	(1,596)	(7,547)	(273)	(1,651)	(3,161)	(1,530)	0	(6,615)	(14,162)	(21,392)
<b>Total Funding Sources:</b>	<b>(146,171)</b>	<b>(17,079)</b>	<b>(24,085)</b>	<b>(19,980)</b>	<b>(21,219)</b>	<b>(24,650)</b>	<b>(107,013)</b>	<b>(17,724)</b>	<b>(25,976)</b>	<b>(22,728)</b>	<b>(21,049)</b>	<b>(24,525)</b>	<b>(112,002)</b>	<b>(219,016)</b>	<b>(365,187)</b>
<b>Total Net Debt-Funding Request:</b>	<b>73,200</b>	<b>24,665</b>	<b>16,422</b>	<b>23,922</b>	<b>30,443</b>	<b>36,321</b>	<b>131,773</b>	<b>33,487</b>	<b>36,845</b>	<b>37,131</b>	<b>38,788</b>	<b>38,788</b>	<b>185,039</b>	<b>316,811</b>	<b>396,721</b>
<b>5-year Average:</b>							<b>26,355</b>						<b>37,008</b>	<b>31,681</b>	
<b>City Target (= net approved in 2010):</b>		<b>33,339</b>	<b>11,619</b>	<b>20,051</b>	<b>30,443</b>	<b>36,321</b>	<b>131,773</b>	<b>33,487</b>	<b>36,845</b>	<b>37,131</b>	<b>38,788</b>	<b>38,788</b>	<b>185,039</b>	<b>316,812</b>	
<b>City Target - 5-year Average:</b>							<b>26,355</b>						<b>37,008</b>	<b>31,681</b>	
<b>Variance to Target:</b>		<b>8,674</b>	<b>(4,803)</b>	<b>(3,871)</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>1</b>	
<b>Variance to Target - 5-year Average:</b>							<b>0</b>						<b>0</b>	<b>0</b>	

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P27. TORONTO POLICE SERVICES BOARD 2012 OPERATING BUDGET  
REQUEST – UPDATE AFTER COUNCIL APPROVAL**

The Board was in receipt of the following report January 31, 2012 from Alok Mukherjee, Chair:

Subject: TORONTO POLICE SERVICES BOARD 2012 OPERATING BUDGET  
REQUEST – UPDATE ON COUNCIL APPROVAL

Recommendations:

It is recommended that:

- (1) the Board request the City of Toronto Budget Committee to approve a budget transfer of \$42,900 to the Toronto Police Services Board's 2012 net operating budget from the City's Non-Program operating budget, with no incremental cost to the City; and
- (2) the Board forward a copy of this report to the City of Toronto's Executive Committee for approval.

Financial Implications:

There are no financial implications related to the recommendations contained in this report. City Finance staff have confirmed that the requested budget transfer amount of \$42,900 has been set aside in the City's Non-Program budget and therefore, this transfer represents a technical adjustment.

Background/Purpose:

The Board, at its meeting of October 20, 2011, approved the Toronto Police Services Board's operating budget at a net amount of \$2,251,600 (Min. No. P258/11 refers). City Council, at its meeting of January 17, 2012, approved the Board's 2012 net operating budget request at a net amount of \$2,208,700.

The difference between the two amounts is attributed to a reduction of \$42,900 for the Senior Officer salary award for 2011 and 2012 which was included in the Board-approved amount but ratified after the City's final date for any budget adjustments and therefore not included in Council approval.

Discussion:

Council approved the Board's net operating budget at essentially the Board-approved amount, with one adjustment: the Senior Officer Organization's 2011-2012 contract had not been ratified at the time of Board approval. However, the Board-approved budget anticipated ratification and included an amount of \$42,900 in this regard. City Finance recommended exclusion of this \$42,900 from the Board's budget, pending ratification, and included an equivalent amount in the City's Non-Program budget. Now that the contract has been ratified, a technical adjustment is required to transfer these funds to the Board's net operating budget.

Conclusion:

I recommend that the Board request the City of Toronto Budget Committee to approve a budget transfer of \$42,900 to the Toronto Police Services Board's 2012 net operating budget from the City's Non-Program operating budget, with no incremental cost to the City; and that the Board forward a copy of this report to the City of Toronto's Executive Committee for approval.

**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 FEBRUARY 16, 2012**

**#P28. TORONTO POLICE SERVICE 2012 OPERATING BUDGET REQUEST –  
UPDATE AFTER COUNCIL APPROVAL**

The Board was in receipt of the following report January 31, 2012 from William Blair, Chief of Police:

Subject: TORONTO POLICE SERVICE 2012 OPERATING BUDGET REQUEST –  
UPDATE AFTER COUNCIL APPROVAL

Recommendations:

It is recommended that:

- (1) the Board approve the Toronto Police Service's 2012 net operating budget request at a revised amount of \$935.6 Million (M);
- (2) the Board request the City of Toronto Budget Committee to approve a budget transfer of \$1.8M to the Toronto Police Service's 2012 net operating budget from the City's Non-Program operating budget, with no incremental cost to the City; and
- (3) the Board forward a copy of this report to the Deputy City Manager and Chief Financial Officer, and the City of Toronto's Budget Committee for approval.

Financial Implications:

There are no financial implications related to the recommendations contained in this report. City Finance staff have confirmed that the requested budget transfer amount of \$1.8M has been set aside in the City's Non-Program budget and therefore, this transfer represents a technical adjustment, prompted by the items discussed later in this report.

Background/Purpose:

The Board, at its meeting of October 20, 2011, approved the Toronto Police Service's (Service) operating budget at a net amount of \$936.3M (Min. No. P257/11 refers). City Council, at its meeting of January 17, 2012, approved the Service's 2012 net operating budget request at a net amount of \$933.8M.

The difference between the two amounts is attributed to:

- an additional \$0.8M in Court Services provincial uploading funding, identified after Board approval of the budget in October 2011, and incorporated into the Council approved amount; and

- a reduction of \$1.8M for the Senior Officer salary award for 2011 and 2012 which was included in the Board-approved amount but ratified after the City's final date for any budget adjustments and therefore not included in the Council approved budget for the Service.

Discussion:

Council approved the Service's net operating budget at essentially the Board-approved amount, with two adjustments:

- (a) The Service's Board-approved operating budget assumed \$5.5M for provincial funding of court security costs (based on provincial announcements of funding at that time). Subsequently, the province confirmed the Service's specific 2012 funding envelope at an amount of \$6.3M. The \$0.8M increase in revenue was announced in sufficient time for City staff to incorporate this amount in the Service's City-recommended budget to the City's Budget Committee, Executive Committee and Council. This adjustment now needs to be reflected in the Board-approved budget.
- (b) The Service's Senior Officer Organization's 2011-2012 contract had not been ratified at the time of Board approval. However, the Board-approved budget anticipated ratification and included an amount of \$1.8M in this regard. City Finance recommended exclusion of this \$1.8M from the Service's budget, pending ratification, and included an equivalent amount in the City's Non-Program budget. Now that the contract has been ratified, a technical adjustment is required to transfer these funds to the Service's net operating budget.

Conclusion:

This report provides the Board with a revised operating budget request of \$935.6M, which represents the Council-approved Service budget of \$933.8M, plus a technical transfer of \$1.8M from the City's Non-Program budget to fund the 2012 impact of the Senior Officer Organization's 2011-2012 contract.

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

**The Board approved the foregoing report.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P29. NEW 14 DIVISION CAPITAL PROJECT – PURCHASE ORDER  
AMENDMENT FOR CONSTRUCTION SERVICES**

The Board was in receipt of the following report January 24, 2012 from William Blair, Chief of Police:

Subject: NEW 14 DIVISION CAPITAL PROJECT - PURCHASE ORDER  
AMENDMENT FOR CONSTRUCTION SERVICES

Recommendation:

It is recommended that the Board approve an amendment of \$4.3 Million (M) (excluding taxes) to the current purchase order (No. 6029344) with Eastern Construction Company Limited for construction services, resulting in a revised purchase order amount of \$28.3M (excluding taxes).

Financial Implications:

The total approved capital project budget for the new 14 Division facility is \$35.5M. The construction services portion of the total budget amounts to \$28.3M. The original approval by the Board for construction services and awarded to Eastern Construction Company Limited (Eastern) was for an amount of up to \$24M (Min. No. P328/09 refers). As was reported to the Board at the time, the estimate for construction services did not reflect the total construction services budget as the project was in the early design stages and tender results were not yet available. The revised purchase order amount of \$28.3M is within the construction services project estimate and there is no impact on the overall project budget.

Background/Purpose:

This report is requesting an amendment to the original purchase order for construction services being provided by Eastern at the new 14 Division facility.

Discussion:

The new 14 Division facility project is within the Service's approved capital program at an amount of \$35.5M. Substantial completion for the project is expected by June 2012, and at this time the project is on schedule and within the approved budget. The construction services component of the project is estimated at \$28.3M. Similar to other facility projects, the Service did not recommend an award for the total estimated construction services amount at the start of this project. This is due to the fact that at the start of a project it is unknown what impact market conditions will have on the tendering process. In addition, it allows the Service to better manage the construction costs. The new 14 Division project is now at a stage where all of the major tenders are complete and the risk of unknown site conditions are minimal. Based on the results of the tenders, an increase to the construction services award is necessary at this time.

Conclusion:

The new 14 Division facility project is included in the Service's approved capital program at a total budget of \$35.5M. The construction services component of the budget is \$28.3M. The Board approved an original award to Eastern of up to \$24M for the provision of construction services. This initial award was made at the start of the project without the benefit of tender results. At this time, the project is at the stage where all major construction tenders are complete and the risk of unknowns reduced.

An amendment of \$4.3M to the original award of \$24M is therefore being requested, increasing the commitment for construction services to \$28.3M. This revised amount is within the estimate for the construction services component of the budget and has no impact on the overall project budget.

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

**The Board approved the foregoing report.**



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P30. CONSTRUCTION MANAGEMENT SERVICES CONTRACT AWARD –  
NEW PROPERTY AND EVIDENCE MANAGEMENT UNIT CAPITAL  
PROJECT**

The Board was in receipt of the following report January 24, 2012 from William Blair, Chief of Police:

Subject: CONSTRUCTION MANAGEMENT SERVICES CONTRACT AWARD - NEW  
PROPERTY AND EVIDENCE MANAGEMENT UNIT CAPITAL PROJECT

Recommendations:

It is recommended that:

- (1) the Board award the contract for construction management services to Eastern Construction Company Limited for an estimated amount of \$712,578 (including all taxes), with a fixed management fee of \$214,700 and estimated disbursements of \$497,878; and
- (2) the Board authorize the Chair to execute the agreement for construction management services on behalf of the Board, subject to approval as to form by the City Solicitor.

Financial Implications:

The approved capital budget for the new Property and Evidence Management Unit (PEMU) facility project is \$35.5M. The construction management services portion of the total project budget is \$750,000 and the award of \$712,578 is therefore within the budget. The disbursements include costs for the operation of the site during construction such as trailer rental, temporary hydro, temporary heat (winter conditions), temporary fire protection, signage, washroom facilities, telephone, site security, etc.

Background/Purpose:

The replacement of the current PEMU facility was identified as a Service priority following an in-depth review of requirements by IGC Logistics Group Inc. The review identified several deficiencies with the existing facility in terms of its capacity to store property and evidence based on retention trends. It concluded that if property retention trends continue, the existing facility would be at maximum capacity by 2013. At that time, the Service took steps to extend the life of the existing facility that included the purging of items, a minor renovation to add push-back racks (increasing the cubic foot print) and the installation of a “lean-to” racking system on the exterior of the warehouse. Due to funding constraints and time required to find a suitable site, it has taken some time to reach this stage of development. A suitable site was identified by the City in 2009 and was acquired by the City in April 2010. The Board subsequently awarded a contract for design services to Onespace Unlimited Inc. (Min. No. P158/11 refers).

The next important step in moving forward with the design/construction phase of the project is the selection of a Construction Manager (CM).

Discussion:

On October 19, 2011, the Service's Purchasing Support Services (PSS) unit issued a Request for Proposal (RFP) #1124197-11 for the provision of construction management services for the new PEMU facility. The PSS received eight responses to the RFP.

Service staff reviewed and evaluated the proposals submitted. The submissions were evaluated independently using a weighted matrix format, and based on the following criteria:

(1) Management fee and completeness of estimated disbursements	20%
(2) Quality and completeness of construction cost estimate	15%
(3) Qualifications and experience of proponent and personnel	25%
(4) Past Projects completed by the proponent in the specialized areas	25%
(5) Quality of construction plan, approach and schedule	15%

Based on the evaluation performed, Eastern Construction Company Limited received the highest overall score, and is the recommended proponent for the construction management services required for this project.

The Service utilizes a limited-risk method of construction management in the completion of the project. Under a limited risk scenario, the construction management firm will assume the role of the "Constructor" as defined by the *Occupational Health & Safety Act*. In order to accomplish this, the CM must retain the services of the various contractors required to complete the project. All tender documents will be reviewed by Service staff to ensure they adhere to the City's various union agreements, fair wage policy and other requirements. In addition, no purchase order or other such agreement can be issued by the CM, without the approval of the Service.

Actual construction work is scheduled to start in late third quarter 2012. Prior to the actual start of construction, the Service will seek Board approval for the construction services component of the project. The estimated construction cost will be based on the final facility design and a more detailed estimate prepared by the CM.

Conclusion:

The Service utilizes a construction management approach for large capital projects. The selection of a qualified CM, who will manage the construction, is critical to the success of the project. The CM will be part of the project design team and have input on issues that could impact on the actual construction. Eastern Construction Company Limited is recommended to be the CM for the new PEMU facility based on the results of the RFP process conducted by the Service. The estimated cost for these services is \$712,578 (including all taxes). This includes a fixed management fee of \$214,700 and estimated disbursements of \$497,878.

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

**The Board approved the foregoing report.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P31. INDEPENDENT CIVILIAN REVIEW INTO MATTERS RELATING TO  
THE G20 SUMMIT – FUNDING UPDATE**

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

Subject: INDEPENDENT CIVILIAN REVIEW INTO MATTERS RELATING TO THE  
G20 SUMMIT - FUNDING UPDATE

Recommendations:

It is recommended:

- (1) that the Board receive this report for information; and
- (2) that the Board forward a copy of this report to the Executive Committee for information.

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.

Background/Purpose:

At its meeting on September 23, 2010, the Toronto Police Services Board approved the appointment of Justice John W. Morden to conduct the Independent Civilian Review (ICR) into matters relating to the G20 Summit. The Board also approved the use of the Special Fund as the source of funding for the ICR (Board Minute P271/10 refers).

Discussion:

One of the requirements of the Board's Special Fund policy is that the Special Fund must maintain a minimum balance of \$150,000 in order to meet its obligations to fund corporate recognition programs. Given the pressure placed on the Special Fund as a result of the cost of the ICR, the Board determined in the 4<sup>th</sup> quarter of 2011 that it would not be able to comply with the Special Fund policy requirements in 2012.

As a result, at its meeting of October 4, 2011, the Board determined that there was a need to explore a number of options so that it could continue to meet its obligations and bring the Special Fund back into compliance with Board policy. Consequently, the Board agreed to request the City's approval to fund the completion of the ICR.

City Council on November 29, 30 and December 1, 2011, adopted the following:

*City Council approve 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.*

It was determined at year end, that payment of ICR invoices from October to December 2011 could be accommodated within the Board's 2011 approved operating budget and that the use of 2011 surplus funds, as approved by City Council, would be applied to invoices received in 2012. The Reviewer has estimated that the ICR will be completed in March 2012.

Conclusion:

It is, therefore, recommended:

- (1) that the Board receive this report for information; and
- (2) that the Board forward a copy of this report to the Executive Committee for information.

**The Board received the foregoing report and indicated that it would forward a copy to the City of Toronto – Executive Committee for information.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P32. INDEPENDENT CIVILIAN REVIEW INTO MATTERS RELATING TO  
THE G20 SUMMIT – ACCOUNT FOR PROFESSIONAL SERVICES**

The Board was in receipt of the following report January 30, 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 January 20, 2012, in the amount of \$20,941.66 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 \$805,034.58. 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:

<b>Period Ending</b>	<b>Amount</b>
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

\* 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 January 16, 2012, in the amount of \$20,941.66. A detailed statement is included on the in-camera agenda for information. It should be noted that a reduction of \$1,836.00 for fees and disbursements have been applied to this account.

Conclusion:

It is, therefore, recommended that the Board approve payment of an account dated January 20, 2012, in the amount of \$20,941.66 and that such payment be drawn from the Board's operating budget.

**The Board approved the foregoing report and noted that the detailed statement of account was considered during its in-camera meeting (Min. No. C41/12 refers).**

# Heenan Blaikie

## Via Email and Regular Mail

Of Counsel:  
The Right Honourable Pierre Elliott Trudeau, P.C., C.C., C.H., Q.C., FRSC (1984 - 2000)  
The Right Honourable Jean Chrétien, P.C., C.C., O.M., Q.C.  
The Honourable Donald J. Johnston, P.C., O.C., Q.C.  
Pierre Marc Johnson, G.O.Q., FRSC  
The Honourable Michel Bastarache, C.C.  
The Honourable René Dussault, O.C., O.Q., FRSC, Ad. E.  
The Honourable John W. Morden  
Peter M. Blaikie, Q.C.  
André Bureau, O.C.

January 26, 2012

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

File No. 058057-0001

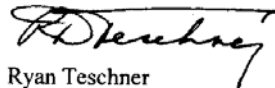
Dear Dr. Mukherjee:

### Re: Independent Civilian Review of Matters Related to the G20 Summit

Enclosed please find our account for services rendered up to and including January 16, 2012, which we trust you will find satisfactory. Please note that we have provided the Toronto Police Services Board with a reduction of \$1,836.00 for fees and disbursements with respect to this account.

Yours truly,

Heenan Blaikie LLP



Ryan Teschner

RT/dk  
Encl.

- c.c. Joanne Campbell [Toronto Police Services Board]  
[By email and regular mail]
- c.c. Sheri Chapman [Toronto Police Services Board]  
[By email and regular mail]

HBdocs - 11676453v1

Ryan Teschner  
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LAWYERS

N° 23028539

Page 1

January 20, 2012

## PRIVATE & CONFIDENTIAL

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

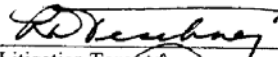
Attention : Joanne Campbell

Reference: File: 058057-0001 Confidential

FOR PROFESSIONAL SERVICES RENDERED for the period ending January 16, 2012

FEES	\$ 18,217.50
DISBURSEMENTS (TAXABLE)	\$ 178.57
SUB-TOTAL	\$ 18,396.07
HST (13%)	\$ 2,391.49
DISBURSEMENTS (NON TAXABLE)	\$ 154.10
AMOUNT DUE	\$ 20,941.66

HEENAN BLAIKIE LLP

  
Litigation Toronto

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PAYABLE UPON RECEIPT

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P33. APPROVAL OF EXPENSES: CANADIAN ASSOCIATION OF POLICE  
BOARDS (CAPB) ANNUAL PARLIAMENTARY ADVOCACY DAYS  
AND THE ANNUAL JOINT MEETING WITH THE CANADIAN  
ASSOCIATION OF CHIEFS OF POLICE (CACP), THE CANADIAN  
POLICE ASSOCIATION (CPA) AND THE CANADIAN ASSOCIATION  
OF POLICE BOARDS (CAPB)**

The Board was in receipt of the following report January 20, 2012 from Alok Mukherjee, Chair:

Subject: APPROVAL OF EXPENSES: CANADIAN ASSOCIATION OF POLICE  
BOARDS (CAPB) ANNUAL PARLIAMENTARY ADVOCACY DAYS AND  
THE ANNUAL JOINT MEETING OF THE CANADIAN ASSOCIATION OF  
CHIEFS OF POLICE (CACP) THE CANADIAN POLICE ASSOCIATION  
(CPA) AND THE CAPB

Recommendation:

It is recommended that the Board approve an expenditure not to exceed \$600.00 to cover the costs of my attendance at the Annual Parliamentary Advocacy Days and the Annual Joint Meeting of the CACP/CPA/CAPB to be held in Ottawa on March 6 to March 9, 2012.

Financial Implications:

Funds are available in the business travel account in the Board's 2012 operating budget.

Background/Purpose:

Representing 75 municipal police boards and commission across Canada, the CAPB is the only national organization dedicated to excellence in police governance in Canada. One of its goals is to become the credible and leading national voice advocating for civilian police governance in Canada.

Thus, each year CAPB organizes advocacy days to raise matters of concern with Ministers, MPs and Senators and a joint meeting with the Canadian Association of Chiefs of Police (CACP) and the Canadian Police Association (CPA). This year, these events will be held from March 6 to the 9, 2012.

Discussion:

I hold the position of a Director on the CAPB Board of Directors. The Toronto Police Services Board is expected to cover the cost of members of CAPB Board of Directors when they attend spring meeting of the Board in Ottawa and the annual conference.

In March, I will be attending both the Advocacy Days and the joint CAPB meeting with CACP and CPA. These will be held in Ottawa on March 6, 7, 8, and the 9. Due to an earlier commitment, I am unable to attend the last day of the joint meeting, which is on the 9<sup>th</sup>.

CAPB will bear the cost of accommodation. Therefore, my participation will result in the following expense:

Travel expense (approximate)	\$400.00
Per diem (2 days @ \$75.00)	<u>150.00</u>
	\$550.00

Conclusion:

I request that the Board approve an expenditure not to exceed \$600.00 to fund my attendance at the two meetings.

I will report to the Board on the outcomes of these two events.

**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 FEBRUARY 16, 2012**

**#P34. APPROVAL OF EXPENSES: ONTARIO ASSOCIATION OF POLICE  
SERVICES BOARDS (OAPSB) 2012 CONFERENCE**

The Board was in receipt of the following report January 25, 2012 from Alok Mukherjee, Chair:

Subject: APPROVAL OF EXPENSES: ONTARIO ASSOCIATION OF POLICE  
SERVICES BOARDS (OAPSB) 2012 CONFERENCE

Recommendation:

It is recommended that the Board approve the conference attendance and the estimated expenditures described in the following report, for me, and one Board staff member to attend the Ontario Association of Police Services Board's (OAPSB) 2012 Annual General Meeting and Conference.

Financial Implications:

This report recommends that the Board approve an expenditure from the 2012 operating budget to cover costs associated with attendance at the OAPSB conference.

Background/Purpose:

The Ottawa Police Services Board will be hosting the OAPSB's 50<sup>th</sup> Annual General Meeting and Conference in Ottawa, Ontario from April 18 - 21, 2012. The theme of this year's conference is "50 Years of Police Governance....What's Ahead?"

The OAPSB conference is one of only two annual opportunities for professional development for Board Members and networking with fellow police board members from across Ontario. As such, it is important that the Board provide its support and attendance to help ensure the success of the conference.

Discussion:

The "Board Member Expense and Travel Reimbursement Policy" approved by the Board in 2006 establishes that the Board's approval must be sought for the attendance of Board Members at conferences.

Board Members were advised of this conference and were canvassed for their availability. In addition to my attendance, Ms. Joanne Campbell, Executive Director, has been asked to attend the conference and to facilitate a training session on Section 31: Strategic & Business Planning.

A preliminary conference program received from the OAPSB is attached for your information.

**The Board approved the foregoing report.**

**PRELIMINARY**



## **50th ANNUAL GENERAL MEETING AND CONFERENCE**

*50 Years of Police Governance...What's Ahead?*

**Hosted by the  
Ottawa Police Services Board**

***April 18<sup>th</sup> - 21st, 2012***

**Westin Hotel  
11 Colonel By Drive  
Ottawa, Ontario K1N 9H4**

Ontario Association of Police Services Boards  
10 Peel Centre Drive, Brampton, Ontario, L6T 4B9  
Tel. 905-458-1488 1-800-831-7727 Fax 905-458-2260  
E-Mail: [admin@oapsb.ca](mailto:admin@oapsb.ca) Website: [www.oapsb.ca](http://www.oapsb.ca)



## 50<sup>th</sup> ANNUAL CONFERENCE PROGRAM

"50 Years of Police Governance...What's Ahead?"

### Wednesday, April 18<sup>th</sup> Pre-Conference Activities

11:00 am – 5:30 pm <i>Foyer (Level 4)</i>	Conference Registration Ottawa Information and Tourism Desk	
1:00 pm – 4:30 pm (including refreshment break)	BOARD TRAINING	
	<i>Governor General I (Level 4)</i>	<i>Governor General II (Level 4)</i>
	<b>1) Board Training – Section 31 Strategic &amp; Business Planning</b> <b>Facilitators:</b> Joan Roberts, Consultant, Joanne Campbell, Executive Director, Toronto PSB	<b>2) Board Training – Section 10 Contract Monitoring</b> <b>Facilitators:</b> TBA, OPP Contract Policing Section, Fred Kaustinen, ED, OAPSB
3:00 pm – 5:00 pm <i>Birch Room (Executive Level)</i>	OAPSB Board of Directors Meeting	
5:00 pm – 5:15 pm	Guided 5-minute walk to Ottawa City Hall for Welcoming Reception (there will be transportation for those with mobility challenges)	
5:30 pm – 7:00 pm	<b>Welcoming Reception</b> Hosted by City of Ottawa Mayor Jim Watson Ottawa City Hall	
7:00 pm	<b>Dine Around Program</b> Conference delegates will receive information and the Ottawa Delegate Insider Badge in advance and in their delegate package, entitling you and a companion to discounts at a variety of restaurants. Just present your delegate badge at the restaurant when you arrive. Reservations may be required at participating restaurants, so please call ahead.	



# 50<sup>th</sup> ANNUAL CONFERENCE PROGRAM

"50 Years of Police Governance...What's Ahead?"

**Thursday, April 19<sup>th</sup>**

7:30 am - 4:00 pm Foyer (Level 4)	Conference Registration Ottawa Information and Tourism Desk		
7:30 am - 8:30 am Confederation I (Level 4)	Hot Buffet Breakfast Delegates and Companions		
8:30 am - 9:30 am Confederation II/III (Level 4)	OFFICIAL OPENING CEREMONIES (Delegates and Companions) Premier of Ontario, The Honourable Dalton McGuinty ( <i>invited</i> )		
9:30 am - 10:00 am Confederation Foyer (Level 4)	Refreshment and Stretch Break		
10:00 am - 11:30 am Confederation II/III (Level 4)	PLENARY SESSION Keynote Speaker: TBA		
11:30 am - 12:00 pm Confederation II/III (Level 4)	OAPSB 50 Year Retrospective Speaker: Cheryl Jamieson, Past President, OAPSB		
12:00 pm - 1:30 pm Confederation I (Level 4)	BUFFET LUNCH Guest Speaker: Chief Vern White, Ottawa Police Service		
1:30 pm - 3:00 pm	CONCURRENT SESSIONS		
	Confederation II/III (Level 4)	Les Saisons (Level 3)	Quebec (Level 4)
	Emerging Governance Issues	Emerging Advocacy Issues	Emerging Operational Issues
	Risk Management Approach to Board Governance Facilitator: Fred Kaustinen, ED, OAPSB	Advocating, including using Social Media Speaker: Sarbjit Kaur, Consultant	Freeman on the Land Movement Speaker: Sgt. Will Hinterberger, Ottawa Police Service
3:00 pm - 3:15 pm Confederation Foyer (Level 4)	Refreshment and Stretch Break		





## 50<sup>th</sup> ANNUAL CONFERENCE PROGRAM

"50 Years of Police Governance...What's Ahead?"

### Thursday, April 19<sup>th</sup> ...continued

3:15 – 4:45 pm	CONCURRENT SESSIONS		
	<i>Confederation II/III (Level 4)</i>	<i>Les Saisons (Level 3)</i>	<i>Quebec (Level 4)</i>
	Emerging Governance Issues	Emerging Advocacy Issues	Emerging Operational Issues
	<b>Risk Management Approach to Board Governance</b> <i>Facilitator:</i> Fred Kaustinen, ED, OAPSB	<b>Advocating, including using Social Media</b> <i>Speaker:</i> Sarbjit Kaur, Consultant	<b>Human Trafficking</b> <i>Speaker:</i> Inspector Uday Jaswal, Ottawa Police Service
5:15 pm – 5:45 pm	<b>Transportation to Host Board Night Event</b> Buses will board from the front door of the Westin hotel		
6:00 pm – 9:30 pm	<b>HOST BOARD'S NIGHT – OTTAWA POLICE SERVICES BOARD</b> <b>CANADIAN WAR MUSEUM</b> Delegates and companions will have a unique opportunity to visit the outstanding exhibits in Canada's national War Museum, followed by dinner and entertainment in the LeBreton Gallery. <i>(Dress: Casual Attire, Cash Bar)</i>		

### Friday, April 20<sup>th</sup>

8:00 am – 4:00 pm <i>Foyer (Level 4)</i>	<b>Conference Registration</b> <b>Ottawa Information and Tourism Desk</b>
8:00 am – 9:00 am <i>Confederation I (Level 4)</i>	<b>Hot Buffet Breakfast</b> Delegates and Companions
9:00 am – 9:30 am <i>Confederation II/III (Level 4)</i>	<b>WELCOME &amp; MINISTER'S ADDRESS</b> <b>The Honourable Madeleine Meilleur (<i>invited</i>)</b> <b>Minister of Community Safety and Correctional Services</b>
9:30 am – 10:00 am <i>Confederation Foyer (Level 4)</i>	<b>Refreshment and Stretch Break</b>



50<sup>th</sup> ANNUAL CONFERENCE PROGRAM

"50 Years of Police Governance...What's Ahead?"

Friday, April 20<sup>th</sup>...continued

10:00 – 11:15 am	CONCURRENT SESSIONS	
	<i>Les Saisons (Level 3)</i>	<i>Confederation II/III (Level 4)</i>
	<b>Section 10 Meeting &amp; Election of 3 Directors</b>	<b>Police Oversight Issues – What's Ahead?</b>  <b>Panel Speakers:</b> Gerry McNeilly, Director, OIPRD, David Gavsie, Chair, OCPC, Ian Scott, Director, SIU
11:30 am – 1:00 pm <i>Confederation I (Level 4)</i>	<b>BUFFET LUNCH</b>  <b>Guest Speaker:</b> The Honourable John Gerretsen, Attorney General <i>(invited)</i>	
1:00 pm – 2:30 pm <i>Confederation II/III (Level 4)</i>	<b>OAPSB ANNUAL GENERAL MEETING</b> Revisions to by-laws, resolutions, confirmation of the Board of Directors and Executive, and receipt of the 2011 Financial Statement and Auditor's Report.  <b>This session is <u>restricted</u> to voting delegates who are full members of the OAPSB, and their Board staff.</b>	
2:30 pm – 2:45 pm <i>Confederation Foyer (Level 4)</i>	<b>Refreshment and Stretch Break</b>	
2:45 pm – 4:15 pm	CONCURRENT SESSIONS	
	<i>Les Saisons (Level 3)</i>	<i>Confederation II/III (Level 4)</i>
	<b>Section 10 Best Practices</b> Share concerns & solutions with colleagues  <b>Facilitator: TBA</b>	<b>Section 31 Best Practices</b> Share concerns & solutions with colleagues  <b>Facilitator: TBA</b>



## 50<sup>th</sup> ANNUAL CONFERENCE PROGRAM

"50 Years of Police Governance...What's Ahead?"

### Friday evening, April 20<sup>th</sup>

5:30 pm - 6:00 pm <i>Governor General Ballroom</i>	<b>OAPSB PRESIDENT'S RECEPTION</b> <i>(Cash bar)</i>
6:00 pm - 11:00 pm <i>Governor General Ballroom</i>	<b>OAPSB PRESIDENT'S GALA BANQUET DINNER &amp; DANCE</b> <b>Entertainment: Eagleson Band</b> <i>(Dress: Business Attire)</i>  A gala evening paying tribute to OAPSB President Dr. Alok Mukherjee (Chair, Toronto Police Services Board), and welcoming the new and re-elected members serving on the OAPSB Board of Directors.  You will be treated to a spectacular evening of food, wine, fun and great entertainment by retired Ottawa Police officer Dan Dunlop and the Eagleson Band.

### Saturday, April 21<sup>st</sup>

8:00 am - 9:00 am <i>Confederation I (Level 4)</i>	<b>Continental Breakfast - Delegates and Companions</b>
9:00 am - 11:00 am <i>Confederation II (Level 4)</i>	<b>PLENARY SESSION</b> <b>Addressing The Rising Cost of Policing</b> <i>Panel: TBA</i>



## 50<sup>th</sup> ANNUAL CONFERENCE PROGRAM

*"50 Years of Police Governance...What's Ahead?"*

### Registration Fees

1. Full Conference Delegate - OAPSB Member Rate	$\$428 + \$55.64 \text{ HST} = \mathbf{\$483.64}$	$\$450 + \$58.50 \text{ HST} = \mathbf{\$508.50}$
2. Full Conference Delegate – Non-Member Rate	$\$660 + \$85.80 \text{ HST} = \mathbf{\$745.80}$	$\$695 + \$90.35 \text{ HST} = \mathbf{\$785.35}$
3. Companions - See Companion Program	$\$332 + \$43.16 \text{ HST} = \mathbf{\$375.16}$	$\$350 + \$45.50 \text{ HST} = \mathbf{\$395.50}$
4. Day Pass: Member Non-Member	$\$243 + \$31.59 \text{ HST} = \mathbf{\$274.59}$ $\$290 + \$37.70 \text{ HST} = \mathbf{\$327.70}$	$\$256 + \$33.28 \text{ HST} = \mathbf{\$289.28}$ $\$307 + \$39.91 \text{ HST} = \mathbf{\$346.91}$

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P35. G8/G20 SUMMITS – FINAL PAYMENT**

The Board was in receipt of the following report January 27, 2012 from William Blair, Chief of Police:

Subject: G8/G20 SUMMITS – FINAL PAYMENT

Recommendations:

It is recommended that:

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

Financial Implications:

The total claim submitted to Public Safety Canada (PSC) by the Toronto Police Service (Service) for the G8/G20 policing and security related costs was \$89.2M, which was \$55.2M (or 38.2%) below the net budget of \$144.4M approved by Public Safety Canada. The total claim submitted by the Service includes security-related costs provided by external police services and the City of Toronto.

The total claim was subject to audit by Audit Services Canada (Auditors). The Service received two interim payments from PSC totalling \$20.5M. After conclusion of the audit, the Service received the third and final payment of \$67.7M from PSC for a total receipt of \$88.2M, which is \$1M (1.2%) less than the total amount claimed. The difference between the amount submitted and received represents items that the auditor has disallowed. The table below summarizes the claim and payments received.

	G8/G20 Submitted Costs (\$M)	Payment Received from PSC (\$M)	Difference (\$M)
Toronto Police	61.9	61.2	0.7
External Services	14.3	14.6	(0.3)
City of Toronto	13.0	12.4	0.6
Total	89.2	88.2	1.0

As a result of the audit, the Service received \$0.7M less than its portion of the claim. Included in the \$0.7M difference is \$0.4M related to Senior Officers' overtime and benefits claimed. These overtime and benefit costs have been disallowed by the Auditors. As payment to members was conditional on receiving payment from PSC for these costs, the Service will therefore not be

paying this amount. As a result, the actual impact on the Service of the disallowed amount is \$0.3M. This disallowed amount will be offset against the allowance for doubtful accounts of \$8.1M, which was established at the end of the 2010 fiscal year for the G8/G20 Summits. The remaining amount (approximately \$7.8M) of the doubtful allowance will be taken into income in the 2011 year as a surplus amount.

#### Background/Purpose:

This report provides information on the financial close-out of the security and policing operations administered by the Service, related to the G8/G20 Summits.

#### Discussion:

The G8/G20 Summits that took place in June 2010 resulted in significant incremental costs for the provision of policing and security. These costs are eligible for full or partial reimbursement under the Federal Government's Security Cost Framework Policy (the Policy). The Policy is intended to contribute towards the incremental, extraordinary and justifiable policing and security-related costs of municipal partners. It identifies which items are funded at 100% (e.g., incremental staffing costs, services, specialized training, leased equipment and consumables) and which items are funded at 50% (e.g., purchased equipment and telecommunication infrastructure).

Based on the Service's responsibilities for the G8 and G20 Summits, and in accordance with the Federal Government's Policy on reimbursements, a budget was developed identifying the estimated incremental costs to the Service and the City. This budget covered planning, mobilization and demobilization costs to September 30, 2010. Requirements for the budget were determined based on the best available information regarding planning assumptions for the G8 and G20 Summits. Given the many unknowns at the time and the short time line to plan (approximately six months) and prepare the budget (less than one month), the estimate was based on a worst-case scenario. The budget estimate was reviewed in detail with PSC and the final approved budget formed part of a Cost Contribution Agreement with the Federal Government.

Under the Agreement with PSC, two interim claims and a final claim were required to be submitted for reimbursement of eligible costs. All of the claims were submitted to PSC, and final payment was subject to audit by Audit Services Canada before the final payment could be made.

The final cost, reported to the Board in February 2011 (Min. No. P25/11 refers) and submitted to Public Safety Canada for reimbursement totalled \$89.2M, of which \$61.9M represents the portion directly associated with the Service. The remaining \$27.3M is attributable to costs incurred by City of Toronto departments (e.g., Toronto Fire, Emergency Medical Services, etc.) and other police services that were processed through the Service to PSC.

Consistent with the terms of the Agreements, claims made by the Service were audited by Audit Services Canada. The audit was a lengthy process with the Auditors on site at Police Headquarters for over six months and subsequently concluding their work in their offices. On November 15, 2011, audit results were provided to the Service for review and response.

Although the funding Agreement specifies, in respect of final payment, that “it shall be the objective of both Parties to have a complete reconciliation and payment by the end of March 31, 2011 but no later than September 30, 2011,” final payment was not received until mid-December, 2011.

A summary of G8/G20 Summit audited expenditures against the amounts claimed is provided below in Table 1.

Table 1 - Total G8/G20 Policing and Security Audited Expenditures

Function	Budget Approved by Public Safety Canada	Expenditures Claimed	Expenditures Approved by Auditors	Difference	% Difference
Toronto Police Service	\$ 123,304,600	\$ 61,891,062	\$ 61,195,342	\$ 695,720	1.1%
External Police Services		\$ 14,334,320	\$ 14,639,713	(\$ 305,393)	-2.1%
Emergency Medical Services	\$ 5,965,300	\$ 3,027,509	\$ 2,760,119	\$ 267,390	8.8%
Toronto Fire Service	\$ 17,954,400	\$ 7,937,375	\$ 7,667,536	\$ 269,839	3.4%
City	\$ 0	\$ 2,028,722	\$ 1,913,653	\$ 115,069	5.7%
Contingency	\$ 8,124,000				
Total	\$ 155,348,300	\$ 89,218,988	\$ 88,176,363	\$ 1,042,625	1.2%
Less: Cost Share in Budget	(\$ 10,937,300)				
Grand Total	\$ 144,411,000	\$ 89,218,988	\$ 88,176,363	\$ 1,042,625	1.2%

As shown in Table 1, the audited amount is \$1M less than the amount claimed; this represents a 1.2% difference. The difference is attributed to amounts disallowed by the Auditors.

The information below summarizes the significant adjustments made by the Auditors.

- *Senior Officers Overtime and Benefits – \$387,000 disallowed:* In accordance with the memorandum of understanding (MOU) “re: temporary compensation accord” between the Toronto Police Services Board and the Toronto Police Senior Officers’ Organization, the Service’s claim included a cost for Senior Officers’ overtime and benefits for overtime performed during the period of deployment from June 14, 2010 to June 28, 2010. This claim was made consistent with Annex 1 of the Agreement with PSC that states that “Overtime wages of personnel engaged in planning, deployment and demobilization phases are reimbursed in accordance with relevant collective agreements or contracts of employment.” The Auditors disallowed this expenditure on the basis that it is not allowed in the “relevant”

collective agreement, which was determined by the Auditors to be the original collective agreement between the Board and the Senior Officers' Organization and not the MOU that was entered into in June, 2010. The Service disputed this claim; however, the Auditors did not reconsider the adjustment. Consideration is being given to escalating this matter within Public Safety Canada.

- *Supplies and Equipment (Service) – \$199,940 disallowed:* An adjustment was made to disallow 50% of the cost claimed for certain items retained by the Service that were claimed at 100%.
- *Supplies and Equipment (City of Toronto) – \$404,733 disallowed:* Adjustments were made to disallow 50% of costs claimed by Toronto Fire Service and Emergency Medical Services on equipment retained that was claimed at 100% and amounts denied for expenditures that were deemed not solely for the provision of policing and security for the Summit.
- *Administrative Salaries for Outside Services – \$68,116 disallowed:* Although the funding Agreement with Public Safety Canada stipulates that “Internal handling or administration costs or interdepartmental and intergovernmental service fees and overhead” are not eligible for reimbursement, a number of external police services had raised concerns about the recovery of planning and administrative expenses during the negotiation of their Memorandums of Agreement with the Service. Approval was received by Public Safety Canada for one external police service prior to the event. Only that police service was reimbursed for their claim of administrative costs and the other police services' expenditure claims were denied. The Service disputed this adjustment; however, the Auditors did not revise their recommendation. Although the above explains the amount disallowed for administrative salaries of external services, the actual net adjustment to external police services is an increase to the amounts claimed. This net increase is due to the Auditor's adjustment to include an invoice received by an outside police service (Ontario Provincial Police) for salaries, overtime and benefits subsequent to the final claim being made to Public Safety Canada.

Other smaller adjustments, several of which could be disputed based on interpretations received from Public Safety Canada that differ from the Auditor's interpretations, were also made. The total adjustments, however, represent only 1.2% of the costs claimed. Given that the budget was developed under extremely short time-lines and that the Security Cost Framework Policy contained many areas that were subject to interpretation, the Service sees no value to further disputing these claims.

At the time that the funding Agreement was negotiated with Public Safety Canada, concerns were expressed regarding the wording in the Agreements regarding eligibility of costs. The Security Cost Framework Policy, upon which the Agreement is based, is meant to be used as a guide to determine the Federal Government and the participants' respective contributions to the event. In many instances, the Policy is unclear and the Agreement was therefore subject to interpretations. Given this uncertainty and utilizing accounting best practices, the Service established an allowance for doubtful accounts of \$8.1M at the end of 2010. This allowance was established for the Service's portion of the total costs while the external Services and the City of



Toronto could establish their own allowances. The Service's portion of the claim that was disallowed by the Auditors was \$0.7M and after deducting the adjustment for Senior Officers' overtime and benefits that will not be paid out to members, the net impact on the Service is \$0.3M. After applying this against the doubtful allowance, an amount of approximately \$7.8M can be taken into income, increasing the Service's surplus for 2011.

Conclusion:

The G8/G20 Summits that occurred in June 2010 required significant expenditures for human resources, equipment and supplies, and enabled the Service to meet its mandate for a safe and secure Summit. Expenditures related to the G8/G20 Summits total \$89.2M net, and cover the costs for the Service, City divisions and external police services that assisted during the event. Following the final audit by Audit Services Canada, a total amount of \$88.2M has been received, resulting in a difference of \$1M from the total amount claimed. \$0.7M of the difference represents costs attributed directly to the Service, of which \$0.3M is for costs incurred that will not be recovered.

The Service established an allowance for doubtful accounts of \$8.1M at the end of 2010. After applying the unrecoverable amount of \$0.3M, in the Service's claim, against the allowance for doubtful accounts set up at the end of 2010, an amount of approximately \$7.8M can be taken into income, thereby increasing the Service's surplus for 2011.

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

**Mr. Miguel Avila was in attendance and delivered a deputation to the Board. A copy of Mr. Avila's deputation is on file in the Board office.**

**The Board received the foregoing report and agreed to forward copies to the City of Toronto – Budget Committee and the City's Deputy City Manager/Chief Financial Officer for information. The Board also received the deputation by Mr. Avila.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P36.        ADDITIONAL INFORMATION:    TORONTO POLICE SERVICE –  
POLICE REFERENCE CHECK PROGRAM OUTSOURCING SERVICES  
TO A THIRD PARTY COMPANY**

The Board was in receipt of the following report January 17, 2012 from William Blair, Chief of Police:

Subject:        ADDITIONAL INFORMATION: TORONTO POLICE SERVICE – POLICE  
REFERENCE CHECK PROGRAM OUTSOURCING SERVICES TO A THIRD  
PARTY COMPANY

Recommendation:

It is recommended that the Board receive this report for information

Financial Implications:

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

Background/Purpose:

At its meeting of December 15, 2011, the Board received a report entitled “Toronto Police Service – Police Reference Check Program Outsourcing Services To A Third Party Company” (Min. No. P321/11 refers).

At this time the Board put forth the following motion directed to the Chief:

*That the Chief of Police provide a further report to the Board’s February 2012 meeting on the following:*

- *the benefits and premium pay paid to and contributions made on behalf of the PRCP staff in the Records Management Services Unit in 2009, 2010 and 2011;*
- *the net revenue, excluding HST, for 2009, 2010 and 2011;*
- *the amount remitted in HST in 2009, 2010 and 2011; and*
- *any portion of the HST that was rebated in 2009, 2010 and 2011*

This report provides the Board with the additional financial information pertaining to the Toronto Police Service (Service) – Police Reference Check Program (PRCP) for the annual periods of 2009, 2010, and 2011.

Discussion:

*PRCP Salary*

The following charts indicate the annual average salary, benefits, and premium pay paid to Service PRCP staff in 2009, 2010 and 2011:

**2009 – PRCP Salary / Benefits / Premium Pay**

<u>No. of Staff</u>	<u>Pay Class</u>	<u>Status</u>	<u>Annual Base Salary (\$)</u>	<u>Total (\$)</u>
1	Class 7	Permanent	58,598	58,598
16	Class 5	Permanent	50,355	805,680
3	Class 4	Temporary	39,466	118,398
1	Class 2	Permanent	35,478	35,478
			Total Base Salaries	1,018,154
			Total Benefits @ 25%	254,539
			Total Premium Pay	16,253
			<b>Total PRCP Salaries</b>	<b><u><u>\$1,288,946</u></u></b>

**2010 – PRCP Salary / Benefits / Premium Pay**

<u>No. of Staff</u>	<u>Pay Class</u>	<u>Status</u>	<u>Annual Base Salary (\$)</u>	<u>Total (\$)</u>
1	Class 7	Permanent	60,701	60,701
16	Class 5	Permanent	52,161	834,576
3	Class 4	Temporary	40,882	122,646
1	Class 2	Permanent	36,750	36,750
			Total Base Salaries	1,054,673
			Total Benefits @ 25%	263,668
			Total Premium Pay	33,241
			<b>Total PRCP Salaries</b>	<b><u><u>\$1,351,582</u></u></b>

**2011 – PRCP Salary / Benefits / Premium Pay**

<u>No. of Staff</u>	<u>Pay Class</u>	<u>Status</u>	<u>Annual Base Salary (\$)</u>	<u>Total (\$)</u>
1	Class 7	Permanent	62,865	62,865
16	Class 5	Permanent	54,021	864,336
3	Class 4	Temporary	42,340	127,020
1	Class 2	Permanent	38,061	38,061
			Total Base Salaries	1,092,282

Total Benefits @ 25%	273,071
Total Premium Pay	<u>53,407</u>
<b>Total PRCP Salaries</b>	<b><u>\$1,418,760</u></b>

### *PRCP Revenue*

On July 1, 2010 the Harmonized Sales Tax (HST) took effect in Ontario replacing the federal goods and services tax (GST) and the provincial sales tax (PST).

The following charts indicate the annual revenue (Pre-Tax) and remitted tax for 2009, 2010, and 2011:

#### **2009 – PRCP Revenue / Tax**

<u>PRCP Service</u>	<u>Pre-Tax Revenue (\$)</u>	<u>Remitted Tax GST (\$)</u>
Clearance Letters	1,089,308	34,045
Vulnerable Sector Screening – Employed	338,130	16,907
Vulnerable Sector Screening – Volunteer	<u>290,745</u>	<u>14,537</u>
<b>Totals</b>	<b><u>\$1,718,183</u></b>	<b><u>\$65,489</u></b>

#### **2010 – PRCP Revenue / Tax**

<u>PRCP Service</u>	<u>Pre-Tax Revenue (\$)</u>	<u>Remitted Tax GST/HST (\$)</u>
Clearance Letters	1,082,874	78,300
Vulnerable Sector Screening – Employed	464,490	43,298
Vulnerable Sector Screening – Volunteer	<u>506,535</u>	<u>49,066</u>
<b>Totals</b>	<b><u>\$2,053,899</u></b>	<b><u>\$170,664</u></b>

#### **2011 – PRCP Revenue / Tax**

<u>PRCP Service</u>	<u>Pre-Tax Revenue (\$)</u>	<u>Remitted Tax HST (\$)</u>
Clearance Letters	872,119	113,375
Vulnerable Sector Screening – Employed	737,305	95,850
Vulnerable Sector Screening – Volunteer	<u>595,005</u>	<u>77,351</u>
<b>Totals</b>	<b><u>\$2,204,429</u></b>	<b><u>\$286,576</u></b>

### *PRCP Tax Rebate*

The Service does not receive any portion/rebate for HST remitted on an annual basis.

### Conclusion

This report contains additional financial information to supplement the initial report received by the Board at its meeting of December 15, 2011. It is the intent that this information may assist the Board in determining if further examination of outsourcing criminal record checks to a third party company is warranted.

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

**The Board approved the following Motion:**

**THAT the foregoing report be referred to the Chair for further analysis and report back to the Board in conjunction with the review that will be conducted pursuant to Min. No. P321/11.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P37. SPECIAL CONSTABLES – UNIVERSITY OF TORONTO, ST. GEORGE  
CAMPUS: APPOINTMENTS**

The Board was in receipt of the following report January 16, 2012 from William Blair, Chief of Police:

Subject: APPOINTMENT OF SPECIAL CONSTABLES FOR THE UNIVERSITY OF  
TORONTO ST. GEORGE CAMPUS

Recommendation:

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

Financial Implications:

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

Background/Purpose

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

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

The Service received a request from the U of T on November 7, 2011, to appoint the following individuals as special constables.

**Jeffrey William CHANDLER  
Lucas Ted DZIEMIANKO  
John Martin BONGERS**

Discussion:

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

The agreement between the Board and the U of T requires that background investigations be conducted on all individuals recommended for appointment and re-appointment as special constables. The Service's Employment Unit completed a background investigation on these individuals and there is nothing on file to preclude them from being appointed as special constables for a five year term.

The U of T has advised that these individuals satisfy all the appointment criteria as set out in the agreement between the Board and the U of T for special constable appointments. The U of T approved strength of special constables is 34; the current complement is 28.

Conclusion:

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

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

**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 FEBRUARY 16, 2012**

**#P38.           DISPOSITION REPORT – REVIEW OF CONCERNS REGARDING THE  
CONDUCT OF COUNCILLOR FRANCES NUNZIATA**

**Declaration of Potential Interest:** Councillor Frances Nunziata indicated that she may have an interest in this item as she was the subject of the report and did not participate in the consideration of this matter.

The Board was in receipt of the following report November 30, 2011 from Alok Mukherjee, Chair

Subject:       DISPOSITION REPORT - REVIEW OF CONCERNS REGARDING THE  
CONDUCT OF COUNCILLOR FRANCES NUNZIATA

Recommendation:

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

Financial Implications:

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

Background/Purpose:

The Board, at its in camera meeting held on November 24, 2011, reviewed its concerns arising from comments attributed to Councillor Frances Nunziata reported in the Toronto Star on October 19, 2011. The Board was concerned that the comments may have constituted a breach of the Regulation to the *Police Services Act* governing Board member conduct, namely, O. Reg. 421/97 Members of Police Services Boards – Code of Conduct.

Councillor Nunziata responded to the Board in writing, indicating that it was her view that the Code was not breached. The Board decided to correspond with Councillor Nunziata to remind her of the importance of adhering to the Oath of Secrecy and Oath of Office and to provide her with a copy of Ontario Regulation 421/97 entitled “Members of Police Services Boards – Code of Conduct”, drawing her attention to section 4 of the Code.

As required by Board policy, I will communicate the Board’s decision, including a copy of Councillor Nunziata’s response, to the Ontario Civilian Police Commission for its information.



Conclusion:

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

**The Board received the foregoing report.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P39. DISPOSITION REPORT – REVIEW OF CONCERNS REGARDING THE  
CONDUCT OF COUNCILLOR MICHAEL THOMPSON**

**Declaration of Potential Interest:** Vice-Chair Michael Thompson indicated that he may have an interest in this item as he was the subject of the report and did not participate in the consideration of this matter.

The Board was in receipt of the following report February 02, 2012 from Alok Mukherjee, Chair:

Subject: DISPOSITION REPORT - REVIEW OF CONCERNS REGARDING THE  
CONDUCT OF COUNCILLOR MICHAEL THOMPSON

Recommendation:

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

Financial Implications:

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

Background/Purpose:

The Board, at its in camera meeting held on January 20, 2012, reviewed its concerns arising from comments attributed to Councillor Michael Thompson reported in the Toronto Sun on October 19, 2011 and in The Globe and Mail on October 20, 2011. The Board was concerned that the comments may have constituted a breach of the Regulation to the *Police Services Act* governing Board Member conduct, namely, O. Reg. 421/97 Members of Police Services Boards – Code of Conduct (Minute No. C27/12 refers).

Councillor Thompson responded to the Board in writing and indicated to the Board that it was his view that the Code was not breached. The Board reviewed its concerns, reviewed Councillor Thompson's response and decided to take no further action.

On behalf of the Board and in accordance with the Board's policy, I will communicate the Board's decision, including a copy of Councillor Thompson's response, to the Ontario Civilian Police Commission for its information.

**The Board received the foregoing report.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P40. QUARTERLY REPORT - OCTOBER TO DECEMBER 2011:  
OCCUPATIONAL HEALTH AND SAFETY UPDATE AND YEAR-END  
SUMMARY**

The Board was in receipt of the following report January 24, 2012 from William Blair, Chief of Police:

Subject: OCCUPATIONAL HEALTH AND SAFETY UPDATE: OCTOBER 1, 2011 TO  
DECEMBER 31, 2011 AND YEAR-END SUMMARY

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

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

Background/Purpose:

At its meeting on January 24, 2005, the Board received an update on occupational health and safety matters relating to the Service (Min. No. C9/05 refers). Following consideration of the report, the Board requested the Chief of Police to provide quarterly updates on matters relating to occupational health and safety. The Board, at its meeting on August 21, 2008, further requested public quarterly reports for occupational health and safety matters (Min. No. C224/08 refers).

Discussion:

This quarterly update report is for the period from October 1 to December 31, 2011 and includes a year-end summary. This public report corresponds to additional information provided in the confidential agenda.

Accident and Injury Statistics

From October 1 to December 31, 2011, 281 members reported that they were involved in 305 workplace accidents/incidents resulting in lost time from work or health care which was provided by a medical professional. These incidents were reported as claims to the Workplace Safety and Insurance Board (WSIB). During this same period, 58 recurrences for previously approved WSIB claims were reported. Recurrences can include, but are not limited to, on-going treatment, re-injury and medical follow-ups ranging from specialist appointments to surgery.

A workplace incident may have several attributes and can be reported in more than one category. For example, an officer can be assaulted and sustain a laceration injury at the same time. Each attribute would be reported. For this reporting period, the 305 workplace or work-related accidents/incidents were categorized according to the following attributes:

- 59 arrest incidents involving suspects
- 10 vehicle incidents (member within vehicle as driver or passenger)
- 10 bicycle accidents (falls)
- 19 assaults
- 25 cuts/lacerations/punctures
- 3 traumatic mental stress incidents
- 7 slips and falls
- 73 communicable diseases and possible exposures
- 3 inhalations of other substances.

As a Schedule 2 Employer, the Toronto Police Service paid \$83,363.51 in health care costs for civilian members and \$239,928.56 in health care costs for uniform members for the fourth quarter of 2011. The costs represent a decrease of 0.30% for civilian members and an increase of 30.23% for uniform members from the third quarter of 2011.

### Critical Injuries

The employer has the duty to report but not adjudicate the seriousness of injuries and pursuant to *Section 51* of the *Occupational Health and Safety Act (OHSA)* and *Regulation 834*, must provide notice to the Ministry of Labour (MOL) of all critical injuries which occur in the workplace.

For the fourth quarter of 2011, there were six incidents reported to the MOL of which five were classified as “Critical Injury Incidents” by the MOL.

### Communicable Diseases

As part of the Communicable Disease Exposure Surveillance Program, members of Occupational Health and Safety (OHS) reviewed reported exposures during the months indicated. The majority of these reports did not result in claim submissions to WSIB; however, there is an obligation to ensure the surveillance program maintains its administrative requirements and that there is a communication dispatched to members of the Service from a qualified “designated officer” from the Medical Advisory Services (MAS) team.

<b>Reported Exposures</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Q4 Total</b>
1. Hepatitis A, B, & C & HIV	8	4	13	25
2. Influenza	0	0	0	0
3. Tuberculosis (TB)	3	18	6	27
4. Meningitis (All)	3	0	0	3
5. Lice and Scabies	2	4	0	6
6. Other*	50	14	29	93
<b>Total</b>	<b>66</b>	<b>40</b>	<b>48</b>	<b>154</b>

\* This category can include, but is not limited to exposures to:

- infectious diseases not specified above including smallpox, severe acute respiratory syndrome (SARS), rubella, and measles;
- respiratory condition/irritations;
- bites (human, animal or insect);
- varicella (chickenpox);
- Methicillin-Resistant Staphylococcus Aureus (MRSA, also known as multidrug-resistant bacteria); and,
- bodily fluids (blood, spit, vomit, etc.).

As a result of a determination made at the Central Joint Health and Safety Committee (CJHSC) meeting of March 29, 2010, OHS monitors incidents where members report exposure to bed bugs. There were sixteen (16) reported exposures to bed bugs in the fourth quarter.

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

During the week of October 17 to 21, 2011, fifteen (15) members participated in the Basic Certification and Sector Specific Training at the Toronto Police College. Seven were worker representatives and eight were management representatives.

Currently, the Service has 361 certified members comprised of 220 worker representatives and 141 management representatives. For administrative purposes, uniform management representatives consist of the rank of Staff/Detective Sergeant and higher.

#### Seasonal Influenza Vaccination Clinics

The Service, in partnership with Toronto Emergency Medical Services (EMS), hosted eleven (11) seasonal influenza vaccination clinics at various police facilities across the Service. A total of 458 members of the Service were immunized during these clinics.

#### Medical Advisory Services

The statistics identified below relate to non-occupational cases of illnesses and/or injuries of both civilian and uniform members. The statistics will vary and become relatively stable as the parameters of the data base become more clearly defined.

The function of MAS is to work with ill and/or injured members, their health care providers and home units to facilitate a healthy, safe and timely return-to-work with or without medical accommodations or restrictions.

The statistics are divided into Short Term and Long Term absences. Short Term Disability refers to members that are absent from work for greater than fourteen days but less than six months. Long Term Disability refers to members that have been absent from work for greater than six months.

<b>Disability</b>	<b>July</b>	<b>August</b>	<b>September</b>
Short Term*	205	217	216
Long Term*	81 (**75)	80 (**75)	79(**75)
Total Disability per Month	288	297	295

\* The above reported statistics are cumulative.

\*\* Members on Central Sick Leave Bank.

### Workplace Violence and Harassment

*Bill 168, the Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009, came into force on June 15, 2010. As a result of the above amendment, the Occupational Health and Safety Act now includes definitions of workplace violence and workplace harassment and Part III.0.1 refers specifically to Violence and Harassment.*

- Workplace Violence/Harassment Complaints

In the fourth quarter of 2011, there was one documented complaint which has been categorized by Professional Standards to meet the criteria of workplace harassment as defined in the *OHSA*. This investigation has been completed and found to be unsubstantiated.

### Respiratory Protection Program

The Service's Respiratory Protection Plan Working Group, has drafted a Respiratory Protection Program procedure and Emergency Scene/Respiratory Hazard Assessment Form. The draft Respiratory Protection Program procedure and Emergency Scene/Respiratory Hazard Assessment Form is being reviewed by the Public Safety and Emergency Management Unit and Corporate Planning.

### Automatic External Defibrillators (AED)

According to the Toronto EMS Cardiac Safe City Program, sudden cardiac arrest (SCA) kills over 30,000 Canadians each year. Approximately 20% of these SCA incidents occur in public places. The current national survival rate from SCA is less than 5% and a victim loses 10% chance of survival for each minute that passes. They further state that a quick response by trained responders may increase the victim's chances of survival by up to 70%.

In an effort to improve the safety of our members and any person within Service facilities, OHS facilitated the purchasing and distribution of sixty-nine (69) new AED's throughout the Service in the fourth quarter. In cooperation with Toronto EMS Safe City, ongoing training is continuing at the Toronto Police College (TPC).

## Section 21 Committee

The quarterly meeting of the Section 21 Ontario Police Health and Safety Committee was held on November 25, 2011. The following were items of interest were on the agenda:

- Advisory # 4, “Incident Management System and the Role of a Safety Officer for Police Personnel”, has been signed off by Doug Allan the Labour Co-Chair, from the Police Association of Ontario and Director Aileen Ashman, the Management Co-Chair. The Advisory is intended to reinforce the role of a Safety Officer in the Incident Management System in protecting the health and safety of police personnel who are responding to an emergency.
- Advisory # 5, “Emergencies Involving Hazardous Materials”. As reported in the second quarter, members of the committee agreed that the focus of the draft Advisory regarding “Police First Response and Health Risks at Emergencies involving Hazardous Materials” must be replaced with “First Responders”; and, that the advisory should reinforce the role of police at emergencies involving hazardous materials. The revised draft is to be sent for MOL approval.
- Advisory # 6, “Hazards at Construction Projects”, the draft Advisory regarding “Hazards at Construction Projects” which was reported in the second quarter, is still under discussion. This Advisory is intended to address concerns that were raised about the provision of personal protective equipment for first responders at construction projects and for police officers on planned visits such as paid duty work.

## Ministry of Labour Orders, Charges & Issues

There were no Ministry of Labour Orders or Charges during the fourth quarter of 2011.

## Annual Inspection of X-ray Machines.

Members of the Service operate thirteen (13) X-ray machines. These machines are primarily located in the court facilities. One is located in the mail room at Headquarters and the remainder of the machines are operated by the Emergency Task Force and Public Safety and Emergency Management.

OHS conducted the annual inspection of the X-ray machines during the third quarter with the Service’s radiation consultant.

In compliance with the report and to ensure that the members of the Service have current knowledge of safety procedures and use of X-ray equipment, an ‘X-Ray Train the Trainer’ course was held at the TPC on Monday, December 12, 2011.

## **Year-End Summary**

### **Annual Workplace Safety and Insurance Board Claims and Costs**

For the year 2011, the Service processed 3,211 Injured on Duty (IOD) reports, of which 1,359 were reported to WSIB as workplace injury or illness claims. For 2009 and 2010, there were 1,504 and 1,621 claims reported respectively which was relatively consistent from year to year. In 2011, there was a modest 16% decrease in reportable claims from 2010.

WSIB claims must be reported when workers receive medical attention, lose time or are absent from work and any recurrences due to a work-related injury or illness. First aid instances do not meet the threshold for reporting to the WSIB.

The following chart lists WSIB claims for the Service for the last three years for comparison purposes.

<b>WSIB Claims for Toronto Police Service</b>			
<b>Claim Description</b>	<b>2009</b>	<b>2010</b>	<b>2011*</b>
Medical (no time lost)	851	844	606
Lost Time Incidents	461	518	506
First Aid Incidents	2,067	1,837	1,852
Recurrences	192	259	247
<b>Total</b>	<b>3,571</b>	<b>3,458</b>	<b>3,211</b>

\* Claims can be reported at any time. This is accurate as of the date of this report. It is anticipated that there will be few reports forthcoming.

The cost to the Service for workplace injuries and illnesses, as a Schedule 2 employer, including income replacement up to 85% of net, healthcare costs, administration fees and all other pensions and awards for the last three years was as follows:

<b>WSIB Costs</b>	<b>2009</b>	<b>2010</b>	<b>2011*</b>
Total	\$8.49 M	\$8.34 M	\$8.86 M

\* The cost is accurate as of the date of this report.

### **Annual Year-end Accident and Injury Statistics**

The selected 2011 year-end statistics when compared to 2010 show a decrease of 13.15%. The following selected information has also been reported to WSIB, as per protocol, and each category percentage difference has been calculated as year-end, over year-end.



<b>Reason</b>	<b>2010</b>	<b>2011</b>	<b>% difference</b>
Arrest incidents involving suspects	385	313	(18.70)
Vehicle incidents (member within vehicle as driver or passenger)	52	34	(34.61)
Bicycle accidents (falls)	42	44	4.76
Assaults	136	105	(22.79)
Cuts/lacerations/punctures	140	130	(7.14)
Traumatic mental stress incidents	40	31	(22.50)
Slips and falls	29	49	68.97
Exposures to communicable diseases	52	52	0
Inhalations of other substances	6	8	(33.33)
<b>Total</b>	<b>882</b>	<b>766</b>	<b>(13.15)</b>

#### Annual Year-end Communicable Disease Statistics

For the year 2010, as part of the Communicable Disease Exposure Surveillance Program, OHS processed 572 reported incidents involving exposures or, more prevalently, possible exposures. These would include WSIB claims and non-reportable first aid incidents. The following table details the type of exposures arising from the reported 572 incidents.

<b>Reported Exposures</b>	<b>2010</b>	<b>2011</b>	<b>% difference</b>
Hepatitis A, B, & C & HIV	122	131	7.38
Influenza (including A/H1N1)	0	0	0
Tuberculosis (TB)	72	70	(2.78)
Meningitis (All)	27	20	(25.93)
Lice and Scabies	32	38	18.75
Other*	506	559	10.47
<b>Total</b>	<b>759</b>	<b>818</b>	<b>7.77</b>

\* This category can include, but is not limited to exposures to:

- infectious diseases not specified above including smallpox, severe acute respiratory syndrome (SARS), rubella, and measles;
- respiratory condition/irritations;
- bites (human, animal or insect);
- varicella (chickenpox);
- Methicillin-Resistant Staphylococcus Aureus (MRSA, also known as multidrug-resistant bacteria); and,
- bodily fluids (blood, spit, vomit, etc.).

#### Annual Year-end Critical Injury Statistics

<b>Year</b>	<b>Critical Injury Incidents Reported to the MOL</b>	<b>Critical Injury Incidents Confirmed</b>
<b>2010</b>	19	19
<b>2011</b>	29	27

The Service continually monitors critical injury incidents and follows up thereafter, as required.

#### Annual Year-end Workplace Violence and Harassment

In 2011, there were three documented complaints which were categorized by Professional Standards to meet the criteria of workplace harassment as defined in the OHSA. Two of these complaints have resulted in charges under the *Police Service Act*. One complaint was found to be unsubstantiated.

#### Conclusion:

In summary, this report will update the Board on matters relating to occupational health and safety issues for the fourth quarter in 2011 and provide year-end summary information.

The next quarterly report for the period of January 1 to March 31, 2012 will be submitted to the Board for its meeting in May 2012.

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

**The Board received the foregoing report.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P41. ANNUAL REPORT: 2011 SECONDMENTS**

The Board was in receipt of the following report January 04, 2012 from William Blair, Chief of Police:

Subject: ANNUAL REPORT - 2011 SECONDMENTS

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

In 2011, forty five (45) uniform and five (5) civilian members were seconded to various agencies at full cost recovery for salaries and benefits to the Service. The total cost recovery for funded secondments was \$6,320,000.

For the same time period, twenty two (22) uniform members were assigned to various agencies with no cost recovery to the Service. The total cost to the Service for salaries and benefits for unfunded assignments in 2011 was \$2,753,000.

The unfunded assignments include partnerships with federal and provincial government agencies operating in the Greater Toronto area, with both the Service and the partner agencies benefitting from the efficiencies arising from the working relationship.

Background/Purpose:

At its meeting of January 25, 2001, the Board directed that the Chief of Police report annually on secondments of Service members (Min. No. P5/01 refers). This report is submitted in compliance with the Board's direction.

Conclusion:

A list of secondment positions filled by Service members during 2011 is attached in Appendix "A".

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

**In response to an inquiry by the Board, Chief Blair said that some of the TPS positions held by the seconded members are backfilled by other members during the secondments and that the authorized strength is maintained when backfilling occurs.**

**The Board received the foregoing report.**

## APPENDIX “A”

No. of Members	RANK	LOCATION	TERM			COST
1	Inspector	Royal Canadian Mounted Police Asian Organized Crime	2009.04.15	to	2011.04.15	UFD
2	Detective	Royal Canadian Mounted Police Asian Organized Crime	2009.04.15	to	2011.04.15	UFD
2	D/Constable	Royal Canadian Mounted Police Asian Organized Crime	2009.04.15	to	2011.04.15	UFD
1	Inspector	Royal Canadian Mounted Police CFSEU	2010.01.01	to	Pending	UFD
1	D/Sergeant	Royal Canadian Mounted Police CFSEU	2010.01.01	to	Pending	UFD
1	Detective	Royal Canadian Mounted Police CFSEU	2010.01.01	to	Pending	UFD
5	D/Constable	Royal Canadian Mounted Police CFSEU	2010.01.01	to	Pending	UFD
1	Inspector	Royal Canadian Mounted Police INSET	2009.03.01	to	2010.04.01	FCR
1	P/C	Royal Canadian Mounted Police INSET	2010.04.01	to	2011.04.01	GFD
1	D/Constable	Royal Canadian Mounted Police INSET	2009.03.01	to	2010.04.01	UFD
1	Inspector	Royal Canadian Mounted Police IPOB	2011.01.09	to	2011.09.11	FCR
6	Detectives	Royal Canadian Mounted Police IPOB	2011.01.10	to	2011.09.10	FCR
3	D/Constable	Royal Canadian Mounted Police IPOB	2010.08.02	to	2011.08.02	FCR
2	PC	Royal Canadian Mounted Police MSERT	2010.01.01	to	2012.01.01	FCR
1	PC	Royal Canadian Mounted Police MSET	2010.04.01	to	2012.04.01	FCR
2	D/Constable	Royal Canadian Mounted Police Pearson International Airport	2006.11.06	to	2007.02.22	UFD
1	D/Constable	Royal Canadian Mounted Police Source Development	2009.01.01	to	Pending	GFD
1	Detective	Royal Canadian Mounted Police TADEU	2009.11.08	to	2011.11.08	UFD
1	D/Constable	Royal Canadian Mounted Police TADEU	2009.11.08	to	2011.11.08	UFD
1	PC	Royal Canadian Mounted Police TIPOC	2009.04.01	to	2011.04.01	GFD
1	Civilian	Royal Canadian Mounted Police NWEST	2009.11.02	to	2012.11.02	FCR

No. of Members	RANK	LOCATION	TERM			COST
1	Civilian	Royal Canadian Mounted Police NWEST	2010.04.01	to	2012.01.31	FCR
1	PC	Corrections Canada CCLO Liaison Officer	2010.08.16	to	2012.08.16	FCR
1	Inspector	Ontario Provincial Police ROPE	2009.09.01	to	2012.08.31	FCR
2	Detective	Ontario Provincial Police ROPE	2009.09.01	to	2012.08.31	FCR
7	D/Constable	Ontario Provincial Police ROPE	2009.09.01	to	2012.08.31	FCR
1	Temporary Civilian	Ontario Provincial Police ROPE	2009.09.01	to	2012.08.31	FCR
1	Civilian	Ontario Provincial Police ROPE	2009.09.01	to	2012.08.31	FCR
1	S/Sergeant	Ontario Police College Basic Constable Training	2008.08.31	to	2011.07.31	FCR
1	Sergeant	Ontario Police College Basic Constable Training	2009.09.08	to	2011.08.05	FCR
1	Sergeant	Ontario Police College Basic Constable Training	2010.08.30	to	2012.08.03	FCR
1	Sergeant	Ontario Police College Basic Constable Training	2011.01.04	to	2012.12.02	FCR
1	A/Sergeant	Ontario Police College Basic Constable Training	2010.12.02	to	2012.03.31	FCR
1	A/Sergeant	Ontario Police College Basic Constable Training	2009.04.27	to	2011.04.08	FCR
1	A/Sergeant	Ontario Police College Basic Constable Training	2011.01.04	to	2012.12.02	FCR
1	A/Sergeant	Ontario Police College Basic Constable Training	2010.01.04	to	2011.12.02	FCR
1	D/Sergeant	Ministry of Solicitor General CISO	2010.03.01	to	2011.03.01	UFD
1	Detective	Ministry of Solicitor General CISO	2011	to	2012	UFD
1	Detective	Ministry of Solicitor General CISO	2009.05.04	to	2010.05.03	FCR
1	Sergeant	Ministry of Solicitor General CISO	2009.03.02	to	2012.03.02	FCR
2	PC	Ministry of Solicitor General VICLAS	2009.05.01	to	2011.05.01	FCR

No. of Members	RANK	LOCATION	TERM			COST
1	D/Constable	Ministry of Community Safety & Correctional Services Chief Firearms Office	2010.01.02	to	2011.02.02	FCR
1	PC	Ministry of Community Safety & Correctional Services Chief Firearms Office	2010.01.02	to	2011.02.02	FCR
2	D/Constable	Ministry of Community Safety & Correctional Services Child Exploitation	2009.04.01	to	2011.03.31	GFD
1	Detective	US Immigration and Customs ICE	2010.03.13	to	2013.03.13	UFD
1	Detective	New York Police Department Liaison	2010.09.15	to	2011.09.15	UFD
1	D/Constable	United States Postal Service Telemarketing	2010.01.31	to	2012.01.31	FCR
1	Temporary Civilian	United States Postal Service Telemarketing	2010.01.31	to	2012.01.31	FCR

**Legend:**

FCR - Full Cost Recovery  
GFD Grant Full (Partial Recovery)  
UFD - Unfunded

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P42. ANNUAL REPORT: 2011 UNIFORM PROMOTIONS**

The Board was in receipt of the following report January 06, 2012 from William Blair, Chief of Police:

Subject: ANNUAL REPORT – 2011 UNIFORM PROMOTIONS

Recommendation:

It is recommended that the Board receive the following report.

Financial Implications:

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

Background/Purpose:

At its meeting on May 29, 2003, the Board approved standing authority to the Chair and Vice Chair, or their designates, to sign, authorize and approve uniform promotions to the ranks of Sergeant and Staff/Detective Sergeant. The Board further approved an annual summary report be submitted for its February meeting each year with respect to the promotions made to the above noted ranks in the previous year (Min. No. P136/03 refers).

In 2011, sixty-four (64) police constables were promoted to the rank of Sergeant, and thirty (30) sergeants and detectives were promoted to the rank of Staff/Detective Sergeant. There are currently one hundred and thirteen (113) police constables eligible for promotion on the 2011 Sergeant promotional list; and, one sergeant on the 2010 Staff/Detective Sergeant promotional list and forty (40) sergeants eligible for promotion on the 2011 Staff/Detective Sergeant promotional list. The next processes for promotion to Sergeant and Staff/Detective Sergeant have not been determined at this time.

At its meeting on March 22, 2007, the Board further requested that employment equity statistics provide an analysis of the success rate of female and racial minority officers in the promotional processes by comparing the number of such officers at all stages of the process with the number of those who were promoted (Min. No. P124/07 refers). An employment equity analysis of the processes for promotion to the rank of Sergeant which concluded in 2011 is attached (see Appendices A and A1) and an employment equity analysis of the processes which were concluded in 2011 for promotion to the rank of Staff/Detective Sergeant (see Appendices B and B1).

Appendices C and C1 list the effective dates for the officers promoted to the higher ranks.

The officers have been promoted in accordance with Service Procedure 14-10 entitled “Uniform Promotional Process – Up To and Including the Rank of Inspector” which was approved by the Board (Min. No. P49/01 refers). In addition, the officers have been the subject of an extensive background review of employment, legal, human rights and disciplinary files.

Conclusion:

This report lists the officers of the Toronto Police Service who were promoted to the ranks of Sergeant and Staff/Detective Sergeant during the year 2011, including detailed employment equity analysis of the processes they participated in.

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

**The Board received the foregoing report.**



**Appendix A**

<b>TPS 2010 Promotional Process to Sergeant (53 who were remaining on list were all promoted in 2011)</b>				
<b>Employment Equity Results</b>	<b>Entered Process</b>	<b>Wrote Exam</b>	<b>Interviewed</b>	<b>53 who remained on list all promoted in 2011</b>
<b><u>Female</u></b>				
<b>Female Aboriginal</b>	1	1	1	1
<b>Female Visible Minority</b>				
Black	4	4	3	3
S. Asian (Indo Pakistani)	3	3	1	
Korean	1			
<b>Total Female Visible Minority</b>	8	7	4	3
% Female VM of Total Female	9.76%	11.48%	9.30%	12.00%
Non Respondent Female	73	53	38	21
<b>Total Female</b>	82	61	43	25
% Female of Total Members	15.71%	14.73%	17.92%	20.83%
<b><u>Male</u></b>				
<b>Male Aboriginal</b>	4	4	3	1
<b>Male Visible Minority</b>				
S. Asian (Indo Pakistani)	27	22	13	7
% S. Asian(I.P.) of Total Males	6.14%	6.23%	6.60%	7.37%
Black	34	28	18	9
% Black of Total Males	7.73%	7.93%	9.14%	9.47%
Chinese	10	9	3	1
Filipino	9	8	5	2
West Asian / N. African	6	3	2	2
Central & S. American	1	1		
Korean	2	1		
Japanese	2	2	1	1
Mixed Race or Colour	5	3	1	1
Other Southeast Asian	5	3	1	
Sum VM other than Black/S.Asian (I.P.)	40	30	13	7
% Sum VM other than of Total Males	9.09%	8.50%	6.60%	7.37%
<b>Total Male Visible Minority</b>	101	80	44	23
% Male VM of Total Male	22.95%	22.66%	22.34%	24.21%
Non Respondent Male	335	269	150	71
<b>Total Male</b>	440	353	197	95
<b>Total Visible Minority (Male &amp; Female)</b>	109	87	48	26
% Total VM of Total Members	20.88%	21.01%	20.00%	21.67%
<b>Total Members</b>	522	414	240	120

**Appendix A1**

<b>TPS 2011 Promotional Process to Sergeant (7 of 121 Promoted in 2011)</b>				
<b>Employment Equity Results</b>	<b>Entered Process</b>	<b>Wrote Exam</b>	<b>Got Interview</b>	<b>7 of 121 promoted in 2011</b>
<b><u>Female</u></b>				
<b>Female Aboriginal</b>	0	0	0	0
<b>Female Visible Minority</b>				
Black	2	2	1	1
S. Asian (Indo Pakistani)	4	3	2	
Chinese	2	2		
<b>Total Female Visible Minority</b>	8	7	3	1
% Female VM of Total Female	10.53%	11.48%	6.67%	3.45%
Non Respondent Female	68	54	42	27
<b>Total Female</b>	76	61	45	29
% Female of Total Members	15.54%	14.73%	18.67%	23.97%
<b><u>Male</u></b>				
<b>Male Aboriginal</b>	3	3	2	1
<b>Male Visible Minority</b>				
S. Asian (Indo Pakistani)	30	28	13	3
% S. Asian(I.P.) of Total Males	7.26%	7.93%	6.63%	3.26%
Black	29	25	10	4
% Black of Total Males	7.02%	7.08%	5.10%	4.35%
Chinese	8	8	2	1
Filipino	5	4	3	1
West Asian / N. African	4	3	2	2
Central & S. American	5	5	3	1
Korean	4	3	1	
Japanese	2	2	1	
Mixed Race or Colour	6	5	3	2
Other Southeast Asian	4	4	1	
Sum VM other than Black/ S. Asian (I.P.)	38	34	16	7
% Sum VM other than of Total Males	9.20%	9.63%	8.16%	7.61%
<b>Total Male Visible Minority</b>	97	87	39	14
% Male VM of Total Male	23.49%	24.65%	19.90%	15.22%
Non Respondent Male	313	263	155	77
<b>Total Male</b>	413	353	196	92
<b>Total Visible Minority (Male &amp; Female)</b>	105	94	42	15
% Total VM of Total Members	21.47%	22.71%	17.43%	12.40%
<b>Total Members</b>	489	414	241	121

## Appendix B

TPS 2010 Promotional Process to Staff/Detective Sergeant (28 of 29 who were remaining on list were promoted in 2011)				
Employment Equity Results	Entered Process	Wrote Exam	Interview	28 of 29 who remained on list promoted in 2011
<b>Female</b>				
<b>Female Aboriginal</b>	2	2	2	2
<b>Female Visible Minority</b>				
Black	5	4	1	1
S. Asian (Indo Pakistani)	1	1	0	0
Chinese	2	1		
Mixed Race or Colour	1	1	1	0
<b>Total Female Visible Minority</b>	9	7	2	1
% Female VM of Total Female	14.75%	15.22%	8.33%	7.69%
Non Respondent Female	50	37	20	10
<b>Total Female</b>	61	46	24	13
% Female of Total Members	20.27%	19.74%	23.53%	28.89%
<b>Male</b>				
<b>Male Aboriginal</b>	2	2	1	0
<b>Male Visible Minority</b>				
S. Asian (Indo Pakistani)	8	6	4	0
% S. Asian(I.P.) of Total Males	3.33%	3.21%	5.13%	0.00%
Black	16	11	9	4
% Black of Total Males	6.67%	5.88%	11.54%	12.50%
Chinese	6	5	2	1
Filipino	2	1	0	0
West Asian / N. African	1	1	1	1
Central & S. American				
Korean				
Japanese				
Mixed Race or Colour				
Other Southeast Asian				
Sum VM other than Black/S. Asian (I.P.)	9	7	3	2
% Sum VM other than of Total Males	3.75%	3.74%	3.85%	6.25%
<b>Total Male Visible Minority</b>	33	24	16	6
% Male VM of Total Male	13.75%	12.83%	20.51%	18.75%
Non Respondent Male	205	161	61	26
<b>Total Male</b>	240	187	78	32
<b>Total Visible Minority (Male &amp; Female)</b>	42	31	18	7
% Total VM of Total Members	13.95%	13.30%	17.65%	15.56%
<b>Total Members</b>	301	233	102	45

**Appendix B1**

<b>TPS 2011 Promotional Process to Staff / Detective Sergeant (1 of 41 promoted in 2011)</b>				
<b>Employment Equity Results</b>	<b>Entered Process</b>	<b>Wrote Exam</b>	<b>Got Interview</b>	<b>1 of 41 Promoted in 2011</b>
<b><u>Female</u></b>				
<b>Female Aboriginal</b>	1	1	0	0
<b>Female Visible Minority</b>				
Black	4	4	2	
Mixed Race or Color	1	1	1	1
S. Asian (Indo Pakistani)	2	1	1	1
Chinese	1	1		
<b>Total Female Visible Minority</b>	8	7	4	2
% Female VM of Total Female	12.12%	13.46%	20.00%	25.00%
Non Respondent Female	57	44	16	6
<b>Total Female</b>	66	52	20	8
% Female of Total Members	22.92%	22.91%	24.10%	19.51%
<b><u>Male</u></b>				
<b>Male Aboriginal</b>	1	1	1	0
<b>Male Visible Minority</b>				
S. Asian (Indo Pakistani)	10	5	4	2
% S. Asian(I.P.) of Total Males	4.50%	2.86%	6.35%	6.06%
Black	16	14	1	1
% Black of Total Males	7.21%	8.00%	1.59%	3.03%
Chinese	6	5	3	1
Filipino	3	2		
West Asian / N. African	1	1		
Central & S. American	1	1		
Korean				
Japanese	1	1		
Mixed Race or Colour				
Other Southeast Asian	2	1		
Sum VM other than Black/S.Asian (I.P.)	14	11	3	1
% Sum VM other than of Total Males	6.31%	6.29%	4.76%	3.03%
<b>Total Male Visible Minority</b>	40	30	8	4
% Male VM of Total Male	18.02%	17.14%	12.70%	12.12%
Non Respondent Male	181	144	54	29
<b>Total Male</b>	222	175	63	33
<b>Total Visible Minority (Male &amp; Female)</b>	48	37	12	6
% Total VM of Total Members	16.67%	16.30%	14.46%	14.63%
<b>Total Members</b>	288	227	83	41

### Appendix C

Promotions to the rank of Sergeant in 2011	
Number Promoted	Effective Date
6	2011-01-03
6	2011-01-17
2	2011-01-31
5	2011-02-14
6	2011-02-28
1	2011-03-14
3	2011-03-28
6	2011-04-11
7	2011-04-25
7	2011-05-09
1	2011-05-12
2	2011-05-23
5	2011-06-06
1	2011-06-10
2	2011-07-18
3	2011-08-01
1	2011-11-07
<b>TOTAL- 64</b>	

Constables were promoted to the rank of Sergeant. All promotions to the rank of Sergeant had a one year probationary period.

### Appendix C1

Promotions to the rank of Detective /Staff Sergeant in 2011		
Number	Promoted to Rank	Effective Date
1	Staff Sergeant	2011-01-03
2	1 Staff Sergeant & 1 Detective Sergeant	2011-01-31
4	1 Staff Sergeant & 3 Detective Sergeant	2011-02-14
2	Detective Sergeant	2011-02-28
1	Staff Sergeant	2011-03-14
1	Staff Sergeant	2011-03-28
7	4 Staff Sergeant & 3 Detective Sergeant	2011-04-11
1	Staff Sergeant	2011-04-25
10	3 Staff Sergeant & 7 Detective Sergeant	2011-05-23
1	Detective Sergeant	2011-09-15
<b>Total :</b>		
<b>13 promotions</b>	<b>Staff Sergeant</b>	
<b>17 promotions</b>	<b>Detective Sergeant</b>	

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P43. SCHOOL CROSSING GUARD LONG SERVICE AWARDS - 2012**

The Board was in receipt of the following report February 01, 2012 from Alok Mukherjee, Chair:

Subject: SCHOOL CROSSING GUARD LONG SERVICE AWARDS - 2012

Recommendation:

It is recommended that the Board approve an expenditure not to exceed \$6,000.00 from the Board's Special Fund to cover the costs associated with hosting the 2012 School Crossing Guard Long Service Awards Ceremony.

Financial Implications:

The following is the budget for the 2012 School Crossing Guard Long Service Awards Ceremony. One thousand dollars is budgeted in the unlikely event that City Hall has to bring in cleaning staff. Although budgeted for each year to date it has never been used.

Expense	2011 Actual Costs	2012 Budget
Incidental cleaning fee – Rotunda	\$-	\$1,000.00
Refreshments	3,400.00	3,800.00
Cakes	110.00	150.00
Appreciation chocolates	635.00	650.00
School Guard of the Year Award	15.00	20.00
25 / 30 Year Guard Awards	15.00	20.00
Photo finishing	-	200.00
Frame for proclamation	5.00	20.00
Cover paper for programs	30.00	40.00
Bag Piper	75.00	100.00
Long Service pins	1,615.00	sufficient quantity in stock
Presentation boxes	sufficient quantity in stock	sufficient quantity in stock
Total:	<b>\$5,900.00</b>	<b>\$6,000.00</b>

If the recommendation contained in this report is approved, funding for this event will come from the Board's Special Fund. The balance of the Board's Special Fund as at January 2012 is \$329,283.00

### Background/Purpose:

On Wednesday April 18, 2012, the Toronto Police Services Board will host the annual School Crossing Guard Long Service Awards honouring school crossing guards for their exemplary service. The ceremonies will commence at 7:00 p.m. in the Rotunda at Toronto City Hall. A reception featuring light refreshments will follow the ceremonies.

The proposed budget for the ceremony and reception this year has been estimated based upon the actual costs incurred in 2011, the number of eligible recipients and information provided by the caterers, and other suppliers.

The Board will present commemorative lapel pins to each of the school crossing guards who have completed 5, 10, 15, 20, and 25 years of service with the School Crossing Guard Program. A plaque will be presented to the 25 year award recipient. In addition, a special "School Crossing Guard of the Year" award will be presented to a guard who has displayed outstanding enthusiasm, dedication and commitment to community safety.

The proposed budget for the 2012 ceremony and reception is included in this report under the heading of Financial Implications. The budget has been prepared by members of Traffic Services, who are co-ordinating this event on behalf of the Board. Any surplus funds will be returned to the Board's Special Fund.

### Conclusion:

The citizens of Toronto who perform the function of School Crossing Guards contribute significantly to the safety and well-being of the school-aged children in our city. In many cases, these individuals have become meaningful members of the school community by volunteering at their local school before and after performing their crossing duties. This year, approximately 113 school crossing guards will be honoured. I encourage all members of the Board to attend this event so that we may officially recognize the exemplary service and dedication these individuals display on a daily basis.

**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 FEBRUARY 16, 2012**

**#P44. TORONTO POLICE SERVICES BOARD SPECIAL FUND – 2010  
SPECIFIC PROCEDURES REPORT AND AMENDMENTS TO BOARD  
POLICY**

The Board was in receipt of the following report February 03, 2012 from Alok Mukherjee, Chair:

Subject: TORONTO POLICE SERVICES BOARD SPECIAL FUND – 2010 SPECIFIC  
PROCEDURES REPORT

Recommendation:

It is recommended that:

1. the Board receive the annual Specific Procedures Report, performed by Price Waterhouse Coopers LLP; and
2. the Board approve the amended Special Fund Policy.

Financial Implications:

There are no financial implications associated with the recommendations in this report.

Background/Purpose:

At its meeting held on December 15, 2011 the Board received a draft version of the 2010 Specific Procedures report for the Police Services Board Special Fund (Min. No. P335/11 refers). The audit is performed by independent external auditors, to assist the Board in evaluating the application and disbursement procedures and processes related to the Special Fund for the year ended December 31, 2010. It was determined that an assessment of the Special Fund procedures and processes is a more useful approach because it tests the degree to which the Board is adhering to its policy governing the Special Fund.

The assessment revealed that exceptions to the Special Fund Policy are not always clearly stated in the request for funding considered by the Board. Consequently, the policy has been amended to address this finding. A further amendment to the policy includes an update of the audit requirement.

A final version of the Specific Procedures Report and a copy of the Special Fund Policy reflecting the amendments are appended to this report.

Conclusion:

Therefore, it is recommended that:

1. the Board receive the annual Specific Procedures Report, performed by Price Waterhouse Coopers LLP; and
2. the Board approve the amended Special Fund Policy.

**The Board approved the foregoing report.**



January 18, 2012

To the Toronto Police Services Board:

We have performed the procedures agreed with you and enumerated in Appendix 1 to this report with respect to the Toronto Police Services Board Special Fund (TPS Special Fund)

The procedures were performed solely to assist you in evaluating the application and disbursement procedures and processes related to the TPS Special Fund for the year ended December 31, 2010.

As a result of applying the procedures detailed in Appendix 1, we set out our findings in our report attached as Appendix 2.

Because the above procedures do not constitute an audit of the account balances or transactional activity within the TPS Special Fund as at and for the year ended December 31, 2010 we express no opinion on these account balances as at December 31, 2010 or the transactional activity for the year ended December 31, 2010. Had we performed additional procedures or had we performed an audit of the account balances and transactional activity of the TPS Special Fund, other matters might have come to our attention that would have been reported to you.

This report has been prepared solely for the use of the Toronto Police Services Board, and should not be used by anyone other than this specified party. Any use that a third party makes of this report, or any reliance or decisions made based on it, are the responsibility of such third party. We accept no responsibility for any loss or damages suffered by any third party as a result of decisions made or actions taken based on this report.

*PricewaterhouseCoopers LLP*

**Chartered Accountants, Licensed Public Accountants**

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\*PwC\* refers to PricewaterhouseCoopers LLP, an Ontario limited liability partnership, which is a member firm of PricewaterhouseCoopers International Limited, each member firm of which is a separate legal entity.



## **Appendix 1**

### **Agreed upon procedures**

#### **Application and disbursement procedures**

Haphazardly select 25% of the annual disbursements (cheques) from the TPS Special Fund and:

1. Ensure that Board approval has been obtained
2. Ensure that the cheque amount agrees to the approved amount, and that such amount is recorded in the TPS Special Fund general ledger (book of accounts).
3. Ensure that an application form was submitted and approved in accordance with the TPS Special Fund approval guidelines and policies.
4. Ensure that the cheque is signed by the appropriate signatories in accordance with the TPS Special Fund approval guidelines and policies.
5. Ensure that the cheque was cashed.

#### **General procedures**

6. Haphazardly select ten disbursements from the TPS Special Fund and ensure that the funding is provided prior to the date of the event/activity.
7. Haphazardly select six bank statements and ensure that the account balance does not fall below \$150,000 as set out in the TPS Special Fund Policy.
8. Request the Board office to provide a listing of disbursements, which were exceptions to the policy, and ensure that the Board approved the disbursement despite the exception.
9. Haphazardly select ten deposits and ensure that they are from authorized revenue sources as allowed by the Police Services Act.



### Findings

Haphazardly select 25% of the annual disbursements (cheques) from the TPS Special Fund and:

1. Ensure that Board approval has been obtained.
2. Ensure that the cheque amount agrees to the approved amount, and that such amount is recorded in the TPS Special Fund general ledger (book of accounts).
3. Ensure that each general ledger entry is supported by an application form that was submitted and approved in accordance with the TPS Special Fund approval guidelines and policies.
4. Ensure that the cheque is signed by the appropriate signatories in accordance with the TPS Special Fund approval guidelines and policies.
5. Ensure that the cheque was cashed.

We haphazardly selected twenty-seven disbursements from the TPS Special Fund for testing, itemized below, for the year ended December 31, 2010, representing 25% of the total number of annual disbursements for the year ended December 31, 2010.

For each disbursement selected, we completed procedures 1 through to 5 and have the following exception to note:

- Cheque # 605 was signed by only one signatory.

Disbursements (cheque #'s)						
504	538	551	562	579	587	602
508	540	552	566	581	588	605
524	541	554	571	583	589	610
526	542	558	577	586	592	



6. Haphazardly select ten disbursements from the TPS Special Fund and ensure that the funding is provided prior to the date of the event/activity.

We haphazardly selected ten disbursements from the TPS Special Fund for testing, itemized below, and have no exceptions to report as a result of completing this procedure.

Disbursements (cheque #'s)	
504	562
524	579
538	588
540	589
541	592

7. Haphazardly select six bank statements and ensure that the account balance does not fall below \$150,000 as set out in the TPS Special Fund Policy.

We haphazardly selected six bank statements of the TPS Special Fund, itemized below, and have no exceptions to report as a result of completing this procedure.

Monthly Bank statement	
January 2010	September 2010
March 2010	October 2010
April 2010	December 2010



8. Request the Board office to provide a listing of disbursements, which were exceptions to the policy, and ensure that the Board approved the disbursement despite the exception.

Based on enquiry of Sandra Califaretti, Manager, Financial Management, there were two exceptions, itemized below, to the policy during the year ended December 31, 2010. We have reviewed the minutes to the Board meeting for each of these exceptions and have no exceptions to report as a result of completing this procedure.

Exceptions to the Policy
Independent Civilian Review into matters relating to the G20 Summit (Board Minute numbers P189/2010, P243/2010, P271/2010, C376/2010 and P299/2010).
Human Rights Project performed by Ryerson University (Board Minute number BMP117/2010).

9. Haphazardly select ten deposits and ensure that they are from authorized revenue sources as allowed by the Police Services Act.

We haphazardly selected ten deposits to the TPS Special Fund, itemized below, and have no exceptions to report as a result of completing this procedure.

Deposit date	
January 29, 2010	June 29, 2010
February 8, 2010	July 27, 2010
May 5, 2010	September 15, 2010
May 5, 2010	October 22, 2010
June 23, 2010	December 7, 2010



## TORONTO POLICE SERVICES BOARD

### SPECIAL FUND

<b>DATE APPROVED</b>	November 4, 1993	Minute No: P624/93
<b>DATE(S) AMENDED</b>	May 1, 2000 January 25, 2007 May 21, 2009 November 15, 2010	Minute No: P156/00 Minute No: P32/07 Minute No: P149/09 Minute No: P292/10
<b>DATE REVIEWED</b>	May 12, 2005 November 15, 2010	Minute No: P157/05 Minute No: P292/10
<b>REPORTING REQUIREMENT</b>	Quarterly unaudited financial reports Annual Audited Financial Statement Chair to report annually on requests authorized by Chair and Vice Chair Program evaluation report	
<b>LEGISLATION</b>	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, ss. 31(1)(c), 132(2).	
<b>DERIVATION</b>		

Section 132(2) of the *Police Services Act* establishes that the Toronto Police Services Board has the sole authority for spending the proceeds from the sale of property which lawfully comes into the possession of the police service. The *Act* stipulates that "the Chief of Police may cause the property to be sold, and the Board may use the proceeds for any purpose that it considers in the public interest."

It is the policy of the Toronto Police Services Board with respect to the approval of expenditures from the Special Fund that expenditures will fall within one of the following five categories:

#### 1. Community Outreach

Initiatives supporting community-oriented policing that involve a co-operative effort on the part of the Toronto Police Service and the community.

- a. Initiatives benefiting children and/or youth and/or their families. Initiatives must involve members of the Toronto Police Service. For example, the project must reduce the need for policing intervention or strengthen the relationship between police and the community, particularly with marginalized youth; and
- b. Initiatives addressing violence prevention or prevention of repetition of violence or the root causes of violence. Initiatives must involve members of the Toronto Police Service.



## 2. Awards and Recognition Programs

Expenditures related to recognition of the work of Board Members, Toronto Police Service members, auxiliary members, other volunteers and school crossing guards.

- a. The Chair and the Vice Chair have been granted standing authority to approve expenditures from the Special Fund for costs associated with the Board's awards and recognition programs; and
- b. The Chair is required to report to the Board annually, all approved requests.

## 3. Toronto Police Amateur Athletic Association

Funding to offset the expenses of members participating in Toronto Police Amateur Athletic Association ("TPAAA") sponsored events and competitions

- a. The Special Fund will be used for funding the TPAAA sponsored sporting events and competitions to a maximum of \$200.00 per member, per event;
- b. The Chair and the Vice Chair have been granted standing authority to approve these requests; and
- c. The Chair is required to report to the Board annually, all approved requests.

## 4. Fitness Facilities

Shared funding of fitness equipment for police facilities.

- a. The Board will offset the cost of equipment located in police facilities;
- b. To offset the cost of equipment for fitness facilities, and, as referenced in the collective agreement, the Board will endeavour to obtain the maximum amount of government funding possible. The balance of the cost will be shared according to the Board's current policy: 1/3 payable by the Board; 1/3 payable by the TPAAA (assuming that the TPAAA agrees) and 1/3 payable by the members;
- c. The Chair and the Vice Chair have been granted standing authority to approve these requests; and
- d. The Chair is required to report to the Board annually, all approved requests.

## 5. Consultative Committees

In accordance to the Board's Community Consultative Groups Policy, the Board will provide an annual contribution to each of the following:

- a. Divisional and Traffic Services Community Policing Liaison Committee
- b. Chief's Consultative Committees
- c. Chief's Advisory Council
- d. Chief's Youth Advisory

## Application Assessment Criteria

Requests for funding will be evaluated according to the following criteria:

- a. Falls within one of the five delegated categories;
- b. Proposes clear, measurable objectives and benefits;
- c. Involves both community partners and the Toronto Police Service;
- d. Clearly indicates how funded initiatives will be evaluated;
- e. Where appropriate, applicants must indicate how they propose to sustain the initiative after Board funding has been utilized; and
- f. Provides evidence of management and fiscal responsibility with respect to funds granted by the Board.

## Application Procedures

Request for funding must be made in writing, signed and forwarded to the Chair of the Toronto Police Services Board.

In addition to the requirements stated in the Application Assessment Criteria section, requests must include:

- a. Project mandate
- b. Budget
- c. Timelines for completion
- d. One or more letters of endorsement

## Assessment Procedures

Requests for funding will be forwarded to the Board's regular monthly meeting for consideration, with a recommendation from the Chair, based on assessment of the request for completeness, accuracy and compliance with this policy.

Applications not complying with this policy will be deemed incomplete and will not be forwarded to the Board for consideration.

## Administration

It is the policy of the Toronto Police Services Board with respect to the administration of the Special Fund that:

1. All requests for funding will be considered as part of the Board's public agenda;
2. The Board will not commit to recurring donations or to the on-going funding of particular initiatives/projects. The approval of funding for a particular purpose will not be considered as a precedent which binds the Board;
3. The Special Fund will not support retroactive funding of events that have already taken place;
4. The Special Fund must maintain a minimum balance of \$150K (one hundred and fifty thousand) in order to meet its corporate recognition obligations;
5. Recipients of funding will be advised that as a condition of receiving funds, they must file a report that accounts for and evaluates the effectiveness of the event or project which was funded, the use of the funds and, further, they must return any unexpended monies;
6. Recipients of funding must provide this report to the Board within 60 days of the conclusion date noted in their application;
7. All unaudited expenditures will be reported to the Board on a quarterly basis. Expenditures will be compared to the Fund balance;
8. The Special Fund will be audited by independent external auditors annually;
9. The cost of auditing the Special Fund will be borne by the Special Fund; and
10. The Board, on a case-by-case basis, may consider exceptions to this policy. Exceptions must be clearly stated in the Board report requesting funding.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P45. INFORMATION TECHNOLOGY – COOPERATION BETWEEN THE  
TORONTO POLICE SERVICE AND THE CITY OF TORONTO**

The Board was in receipt of the following report February 13, 2012 from Alok Mukherjee, Chair:

Subject: Information Technology – Presentation on Cooperation Between the Toronto Police Service the City of Toronto

Recommendation:

It is recommended that the Board receive this report and the presentation.

Financial Implication:

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

Background/Purpose:

At its meeting on September 14, 2011, the Board, while approving the Integrated Records and Information System (IRIS) capital project, approved, among others, the following Motion:

5. THAT the City Manager be requested to review the merits of a closer IT relationship between the City and the Service with a view to assessing whether any functions may be amalgamated.

(Min. No. P223/11)

In a report and a presentation to the Board at the September 14, 2011 meeting, Mr David Wallace, Chief Information Officer (CIO), Information & Technology, City of Toronto, had identified the various ways in which cooperation between the Service's Information Technology Service (ITS) and his office could benefit from the implementation of the new IRIS project.

The Chief of Police and the Chief Administrative Officer had undertaken to ensure the involvement of the City CIO in the project.

Discussion:

In a recent conversation, Mr. Wallace expressed his satisfaction with the cooperative relationship that has developed between his office and the Service.

I believe that the Board will be interested in receiving a presentation on the way in which the Service and the CIO's office are working together on this critical project. Therefore, I have invited Mr. Wallace and Mr Cel Giannotta, Director, Information Technology Services, Toronto Police Service, to make a joint presentation to the Board.

Recommendation:

It is recommended that the Board receive this report and the presentation.

**Mr David Wallace, Chief Information Officer, Information & Technology, City of Toronto, and Mr. Cel Giannotta, Director, Information Technology Services, Toronto Police Service, were in attendance and delivered a presentation to the Board. A paper copy of the presentation is on file in the Board office.**

**Following the presentation, Mr. Wallace and Mr. Giannotta responded to questions by the Board.**

**The Board received the foregoing report and the presentation.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P46. LIST OF PUBLIC REPORTS REQUESTED BY THE BOARD**

The Board was in receipt of a copy of the list of public reports requested by the Board as of the January 20, 2012 meeting. A copy of the list of reports is on file in the Board office.

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

- 1. THAT the foregoing list of reports be submitted to the Board on a semi-annual basis in the future as opposed to quarterly;**
- 2. THAT the following reports, which are currently submitted by the Chief on a semi-annual basis, be submitted annually in the future:**
  - **towing – compliance with the terms of the contracts**
  - **Professional Standards matters – statistics and analysis**
- 3. THAT the following report, which is currently submitted by the Chief on a quarterly basis, be submitted to the Board annually in the future:**
  - ***Municipal Freedom of Information and Protection of Privacy Act - TPS compliance rates.***

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P47. TAVIS INITIATIVES - WESTON COMMUNITY**

Councillor Frances Nunziata submitted the following Motion which was subsequently approved by the Board:

THAT the Board request the Chief to report on TAVIS initiatives in the Weston Community in 2011 and include the reasons for not installing security cameras that may have been part of the program.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P48. IN-CAMERA MEETING – FEBRUARY 16, 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:

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



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TORONTO POLICE SERVICES BOARD HELD ON FEBRUARY 16, 2012**

**#P49.           ADJOURNMENT**

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Alok Mukherjee  
Chair