



The following *draft* Minutes of the meeting of the Toronto Police Services Board held on August 13, 2013 are subject to adoption at its next regularly scheduled meeting.

The Minutes of the meeting held on June 20, 2013, previously circulated in draft form, were approved by the Toronto Police Services Board at its meeting held on August 13, 2013.

MINUTES OF THE PUBLIC MEETING of the Toronto Police Services Board held on **AUGUST 13, 2013** at 1:30 PM in the Auditorium, 40 College Street, Toronto, Ontario.

PRESENT:

Dr. Alok Mukherjee, Chair
Mr. Michael Del Grande, Councillor & Member
Dr. Dhun Noria, Member
Ms. Frances Nunziata, Councillor & Member
Mr. Andrew Pringle, Member

ABSENT:

Ms. Marie Moliner, Member
Mr. Michael Thompson, Councillor & Vice-Chair

ALSO PRESENT:

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

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P184. CHIEF'S INTERNAL ORGANIZATIONAL REVIEW: PAID DUTY
SYSTEM REVIEW – STATUS UPDATE**

The Board was in receipt of the following report July 04, 2013 from William Blair, Chief of Police:

Subject: CHIEF'S INTERNAL ORGANIZATIONAL REVIEW: PAID DUTY SYSTEM
REVIEW - STATUS UPDATE

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 December 14, 2012 (Min. #P307 refers), the Chief of Police provided the Board with an update on the status of the Paid Duty Review project. The objectives of the proposed changes to the paid duty procedure and system are to create efficiencies by automating the paid duty distribution process, clarifying policies and procedures related to paid duty authority and processes and bringing the Toronto Police Service (TPS) into full compliance with *Income Tax Act* requirements as stipulated by the Canada Revenue Agency (CRA).

The purpose of this report is to update the Board on the status of TPS's paid duty review and system implementation plans as at June 30, 2013.

Discussion:

As a result of the City Auditor General's (AG) report and further review by the TPS's Financial Management Unit (FMT), recommendations were made to the Chief of Police in July 2012 related to opportunities to improve both the operation and administration of the Service's paid duty program. The recommendations included best practices that have already been implemented at other police services and the automated distribution of paid duties directly to officers, removing uniform members from the distribution process.

The Service acquired the Peel Regional Police (PRP) paid duty program and began working on infrastructure and functionality changes to both update the program code and meet the TPS' business needs. A retired Central Paid Duty Office (CPDO) Sergeant from PRP was hired as a

business consultant, working with the project team to clarify the policy/procedure and develop system functionality and business processes. The following is an update of the work performed to June 30, 2013.

Paid Duty Procedure:

A paid duty review working group (Working Group) comprised of a cross-section of TPS civilian and uniform members was established to finalize procedural and business process changes. The Working Group was tasked with the following:

- establishing a clear definition for the activities that Service members can perform as paid duties;
- establishing restrictions on the types of activities that are prohibited as paid duties and providing clear examples of such activities;
- reviewing the eligibility criteria for members to perform paid duties;
- determining when paid duties are mandatory versus discretionary, to be used in the distribution methodology employed by the new system;
- standardizing, where possible, staffing allocations for paid duty events;
- addressing specific operational issues associated with paid duties, such as the unit used for parade, the location of vehicles and specialized equipment, training requirements specific to certain paid duties such as funeral escorts; and
- approving the business processes that drive the system implementation.

Any issues arising from the Working Group meetings are escalated to the Paid Duty Review Steering Committee, comprised of uniform and civilian senior management members and headed by the Chief Administrative Officer. In addition, on June 4, 2013, the Chief of Police, Chief Administrative Officer and Command Officer representatives were presented with the main components of the new policy and procedure, along with process highlights of the new system.

The objective of dealing with both a Working Group and Steering Committee is to ensure that decisions made regarding the policy and process changes incorporate input from all key stakeholders. In addition, the business requirements for the system are built on the existing programming from the acquisition of the PRP system source code and the recommendations reached by the stakeholder groups.

System Development:

As reported to the Board in December 2012, the TPS acquired the source code for the PRP system at no cost through a Memorandum of Agreement signed by both Chiefs of Police. It was reported that the system would require modifications in order to be compatible with TPS' infrastructure. The TPS information technology team reviewed the software and determined that some work effort was needed to make the change from a two-tier system to the required three-tier system. Consulting services were available through the TPS Enterprise Architecture group. The infrastructure work will be completed by July 31, 2013.

The software is also being modified to align with the TPS business processes recommended by the Working Group and required by ancillary systems such as the current Time and Resource Management System, Payroll and Financial (SAP) systems. Programming that meets TPS business process needs will be retained, while additional functionality will be added to update and upgrade the system performance. An external resource (SharePoint programmer) has been hired to write the program changes. The programming portion of the project is approximately 30% complete.

Business Process Changes:

One of the recommendations made to the Chief of Police is the need to implement a more thorough and complete background check on customers prior to accepting their paid duty requests. The Service is taking on an additional risk with the implementation of the new process and systems because the officer payment portion of the paid duty will be received and ultimately paid by the Service in order to meet the CRA requirements. As such, customers will undergo more thorough background checks and in many instances, will be required to fully pre-pay for the entire paid duty event or leave substantial deposits which will be drawn upon at regular intervals in order to pay the officers, the administrative fee and vehicle/equipment rentals. As a result, the setup of new customers will take more time, as well as the approval process for paid duty requests.

In addition, the CPDO, and where necessary, the divisional unit commander will perform a more in-depth analysis of the event itself, the number of officers required and the impact on public and officer safety. This new process will also require that the paid duty request be received with advance notice, so that a proper review can be performed before the paid duty is entered onto the system and officers can select or apply for it.

In order to alleviate the AG's concern about the actual distribution of paid duties and the maximum number of paid duty hours performed, a two-tiered distribution system has been created. Paid duty requests will be defined as "short notice" or "discretionary", resulting in different treatment for officer selection. Short notice status will be provided to paid duties that are required by permits or legislation, last minute staffing needs or major events, which utilize a significant number of officers as a result of operational plans developed with event organizers and other City departments. In these cases, officers can select such events and be awarded the paid duty immediately. The awarded hours will not be counted against the officer's totals for distribution purposes. Short notice status will be applied in very limited circumstances to ensure that officers are given equal opportunity to perform all paid duties approved by the CPDO and if required, unit commanders.

The majority of the paid duty requests received by the Service are considered "discretionary" since they do not result from a mandatory or last minute requirement. Discretionary paid duties will be put on the system with an application time or date. Officers can "apply" to perform these duties based on what is available in the system. At the "close" of the application, the system will select the officer(s) with the least number of paid duty hours for the year. The system will re-set the hours to zero on May 1 of each calendar year, giving all officers who are interested in performing paid duties the opportunity to do so.

Cost of implementation and ongoing support:

In addition to internal staff, the project team is comprised of several external resources, utilized for their expertise in the administration of paid duties or program development. The budgeted costs for this project are as follows:

<u>One time:</u>	
Business Consultant	\$ 90,050
IT Costs	<u>\$332,660</u>
	\$422,710
<u>Ongoing:</u>	
Annual maintenance support	\$ 25,000

The business consultant costs are for the retired PRP Sergeant who brings invaluable expertise to the project, as a result of her role in the PRP implementation and roll-out and managing the PRP Central Paid Duty Office since 2007. The IT costs are associated with the SharePoint developer, the infrastructure change costs and security/threat testing costs performed by an external party. All costs are intended to cover three months post implementation, until the system stabilizes and users become more comfortable with the application.

Information Technology Services (ITS) classified the new paid duty system as a Class B system which requires support from 0800 to 1600 hours. The estimated annual support cost is for required hardware and software support.

As at June 30, 2013, the project is on time and on budget.

Additional cost recovery opportunity:

As part of the business process development, the project team looked for additional cost recovery opportunities associated with paid duties. One such opportunity, also identified by the Special Events Group, Central Field Command, was the cost recovery for the Communications Operators time when a designated individual is utilized on a dedicated communications channel for a major event involving paid duty officers. The project team will further review this cost recovery opportunity, and if feasible will include this as part of the new system roll-out.

Anticipated completion date:

The projected go live date for the new system and accompanying publication of the new procedure is January 2014. This date allows for the team to fully implement, test and train all members who will be using the system. The date also coincides with the income tax reporting year.

Next Steps:

A significant component of the change of leadership process for the roll-out of this new system is a communications strategy. Members have been updated on the upcoming changes through the Working Group members, along with several issues of Financial Management's newsletter, FMT Flash. Additional corporate communications are planned for the months to come.

In addition, customers will be receiving letters in the coming months advising them of the timing changes for paid duty requests and the need for prepayments or deposits. Several high risk and seasonal customers, such as nightclubs and construction companies are already making prepayments and deposits. Therefore, a precedent for this practice has already been established. Major customers such as sporting venues utilize a significant number of paid duty officers. As such, the communication process with these customers will be more personalized in order to maintain excellent customer relations.

The project team will continue to work on the system development and once complete, will review different options for testing and user training. Uniform members of the Working Group, along with several uniform volunteers, will perform the user acceptance testing required of the Officer Module. In addition, a variety of training formats are planned to ensure that members are familiar with the application and timesheet entry. Finally, several management reports are being created for Unit Commanders and supervisors. Consequently, training for these individuals will be developed and provided as well.

Conclusion:

In order to improve the efficiency and effectiveness of TPS's paid duty system, including the automation of the order intake and distribution processes, the TPS is moving forward with procedural, process and system modifications that incorporate input from the Service's Paid Duty Working Group as well as best practices from other police services. The project team and TPS's information technology group have been working on documenting a new procedure and altering the code from the Peel Regional Police paid duty system, with the objective of implementing an automated distribution system which will remove divisional personnel from the paid duty distribution process.

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

The Board received the foregoing report.

Moved by: M. Del Grande

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TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P185. TRIENNIAL REPORT: SKILLS DEVELOPMENT AND LEARNING
PLAN**

The Board was in receipt of the following report June 05, 2013 from William Blair, Chief of Police:

Subject: TRIENNIAL REPORT - SKILLS DEVELOPMENT AND LEARNING PLAN

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 September 28, 2000, the Board requested that every three years the Chief of Police provide the Board with the Service Procedure which implements Adequacy Standards Regulation Policy A1-002 Skills Development and Learning Plan (Min. No. P416/00 refers).

Discussion:

The Toronto Police Service (Service) has had a Skills Development and Learning Plan (SDLP) in place since December 2000. The plan is continually reviewed and updated by the Unit Commander, Toronto Police College (TPC) to ensure it remains consistent with changing legislation, policy, technology and workforce development needs. The plan was last received by the Board at its meeting of September 23, 2010 (Min. No. P254/10 refers).

Risk Management

The objective of the plan is to help ensure the highest quality of service for the citizens of Toronto by identifying the training requirements for positions within the Service. The plan also assists members to obtain the skills development and learning opportunities they require to deliver high quality, safe and effective police services.

The Service is committed to the management and mitigation of risk. Training is an integral component of this risk management strategy; it provides a foundation for member development, and an on-going platform for new skill and knowledge acquisition. Training also provides a mechanism for solving identified problems.

The SDLP has been reviewed and amended to incorporate many of the recommendations made by the Employment Systems Review reports, and the Final Report of the Specialized Policing Functions Project (SPFP). The Service is committed to ensuring that all members achieve and maintain the knowledge, skills, abilities and confidence to carry out their duties. As part of this commitment, the SPFP was created to develop a framework for the on-going development of Service members and to ensure that the associated risks are effectively managed. The development framework supports competent performance of the mission of the Service by ensuring that members achieve and maintain the knowledge, skills, attitudes, and confidence to carry out their duties, while ensuring that no unqualified member is assigned to a specialized position in contravention of mandated standards. The Ministry of Community Safety and Correctional Services accredit training for positions such as:

- Tactical Response Officers;
- Major Incident Commanders;
- Scenes of Crime Officers;
- Communications Officers; and
- Criminal Investigators

An additional focus of the project was to advance the concept of long term job satisfaction and career enhancement for all members through cataloguing and disseminating the many diverse and challenging work opportunities within the Service. The development framework supports the retention of members by identifying high-quality, relevant and accessible learning opportunities appropriate to members' current roles and future development. This will enable police officers and civilian members to become more aware of the various specialized functions within the Service and enhance their own careers by completing mandatory training and developing their skills and abilities to meet future job requirements.

The Service Procedure 14-01 titled "Skills Development and Learning Plan - Uniform" was developed through the SPFP and SDLP, and addresses adequacy standards in these areas. Incorporating the SDLP into a Service procedure ensures that this important document is more accessible to members and their supervisors. This procedure was approved and issued on September 16th, 2011, a copy of which has been appended to this report as Appendix A.

Conclusion:

Service Procedure 14-01, titled "Skills Development Learning Plan – Uniform", incorporates current Legislation and key recommendations from Employment Systems Review reports, and the Final Report of the Specialized Policing Functions Project.

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

The Board received the foregoing report.

Moved by: A. Pringle

Appendix A

PERSONNEL

14 – 01 Skills Development and Learning Plan – Uniform

New Amended Reviewed – No Amendments

Issued: R.O. 2011.09.16–1008

Replaces: R.O. 2010.04.23–0534

Rationale

This procedure meets the requirements of O.Reg. 03/99 (Adequacy and Effectiveness of Police Services) for the Toronto Police Service Skills Development and Learning Plan.

This plan establishes a process for succession planning at the unit level and provides guidance to police officers, supervisors and management for career planning and staff development. Training and skills development for generalist, specialist and support functions for the rank levels of constable through staff sergeant are also addressed.

Governing Authorities

Provincial Police Services Act
Police Services Act, O.Reg. 3/99, Adequacy and Effectiveness of Police Services
Police Services Act, O.Reg. 926/90, Equipment and Use of Force
Police Services Act, O.Reg. 266/10, Suspect Apprehension Pursuits
Police Services Act, O.Reg. 268/10 Part VI, Unsatisfactory Work Performance

Associated Service Governance

Number	Name
	Service Priorities and Goals (as found in the current TPS Business Plan)
	Toronto Police Service Criminal Investigation Management Plan (CIMP)
	Traffic and Road Safety Management Plan
	TPS Competency Dictionary
14-03	Probationary Constable/Field Training
14-34	Transfer – Police Officer
14-36	Participation in a Learning Opportunity

Forms

Number	Name	Authorization Level
TPS 503	Application for Transfer – Police Officer	Unit Commander
TPS 526	Generalist Constable Development Program - Investigative Training Activity Checklist	Supervisor
TPS 527	Generalist Constable Development Program - Interpersonal Skills Training Activity Checklist	Supervisor
TPS 528	Generalist Constable Development Program - Performance Appraisal For Constables	Unit Commander /Second in Command

Definitions

Candidate Pool	means a roster of qualified candidates maintained at the unit level to assist the unit commander in filling Generalist Training Program assignments, specialized training assignments and specialized job functions.
Learning Opportunity	means a training, developmental or educational opportunity that may include courses, seminars, workshops and programs whether taken in person, by correspondence or electronic means (e-learning).
Long Term Placement	means the assignment of a constable to a policing function for a period of more than six (6) months.
Selection Process	means the selection of members for assignment to specialized training or job functions based on an assessment of criteria that includes, but is not limited to qualifying standards review of application or résumé overall proficiency based on measurable criteria competence of the applicant in the current job assignment based on measurable criteria cultural competency and language needs other exigencies of the service, and consultation with the candidate's supervisors
Short Term Placement	means the assignment of a constable to a policing function for a period of six (6) months or less.
Specialized Policing Function	means a job function to which a police officer may be assigned and which requires accreditation to an established standard through training, education and experience, or any combination thereof.
Succession Plan	means a plan created by a unit commander to ensure the orderly rotation of qualified members into various job functions within the unit based on anticipated vacancies, changeover dates, individual skill sets, staffing initiatives and emerging needs.

Procedure

Adequacy Standards

Section 33 of O. Reg. 3/99, Adequacy and Effectiveness of Police Services, made under the *Police Services Act* requires every police service to have a Skills Development and Learning Plan that addresses

- the plan's objectives
- the implementation of a program to coach or mentor new police officers
- the development and maintenance of the knowledge, skills and abilities of members of the police service, including
 - the police service's criminal investigators
 - members of the police service who provide investigative support functions, (scenes of crime analysis, forensic identification, canine tracking, technical collision investigation and reconstruction, breath analysis, physical surveillance, electronic interception, video and photographic surveillance, polygraph and behavioural science)
 - members of a public order unit, and
- members of the police service who provide any emergency response service referred to in sections 21 and 22 of the Regulation (tactical unit, hostage rescue team, major incident commanders, crisis negotiators, police explosive forced entry technicians, explosive disposal technicians and preliminary perimeter control and containment)

Objectives

The objective of this plan is to help ensure the highest quality of service for the citizens of Toronto by

- describing the skills or training requirements for various positions within the Toronto Police Service (Service)
- assisting police officers to get the skills development and learning opportunities they need in order to provide high-quality, safe and effective service

Responsibility of the Toronto Police College

The Toronto Police College (TPC) is accountable and responsible for all training programs throughout the Service. As part of its mandate, the TPC will

- provide leadership in the development and delivery of training
- ensure and enforce appropriate management and compliance with standards
- ensure integration of information technology support and financial controls
- evaluate all training courses including those courses delivered by specialized units in order to ensure that the length and content of all such courses are appropriate
- ensure that training methods reflect best practices and are the most cost effective available

Skills Development Learning System

The knowledge, skills and abilities of officers is developed and maintained through the Skills Development Learning System (SDLS) with the continued support of supervisory officers and training staff.

The SDLS is a strategic and systematic training and staff development program, administered by the TPC and based on risk management principles, legislated requirements and professional operational needs.

Training, educational leaves of absence, developmental job laterals and other learning opportunities are allocated to train members to do their jobs better or develop them for future probable assignments.

The SDLS makes use of internal and external police training resources along with the broader educational sector, which includes community colleges, universities, training partnerships and flexible training delivery methods.

The SDLS includes

- an ongoing systematic Service-wide training needs assessment
- a training design and approval system to ensure that training needs are addressed by course offerings
- a comprehensive and consistent appraisal system for training programs
- a reporting system to allow management to assess the quantity, value and relevance of all training initiatives

Uniform Deployment

Unit commanders shall ensure that staff development initiatives do not create additional deployments in excess of the allowable maximum number as determined through the factored Staffing and Deployment Model.

Unit Succession Plan

Unit commanders shall ensure that a succession plan, based on anticipated vacancies, changeover dates, individual skill sets, staffing initiatives and emergent needs, is created to

- maintain a candidate pool for short term assignment to specialized policing functions within the unit as part of the Generalist Constable Development Program
- maintain a candidate pool for long term assignment to specialized policing functions as part of specialist training
- ensure the orderly rotation of qualified officers into specialized job functions prioritizing the following factors in placement considerations
 - satisfactory job performance
 - readiness to accept additional responsibilities
 - achievement of the minimum competency levels for constable from the *TPS Competency Dictionary*
 - seniority

Training

All training must be evaluated according to the process established by the TPC and all courses must be approved by and on record with the TPC.

Unit commanders will ensure that the total cost of all training for their respective unit is summarized, accounted and budgeted for including training provided by specialised units, divisional training sergeants, conferences and seminars.

Priorities

All staff development opportunities must support the goals of the Service. Training will be provided on a priority basis. Lower priority courses will not be provided when there are shortfalls in meeting the demands for high priority courses.

Learning opportunities will be allocated according to the following priorities:

Priority	Rationale
1	required by legislation or Service Governance
2	required to ensure member or public safety
3	cost effective training allowing officers to improve current job performance
4	training is desirable to develop an officer for future probable work assignment
5	personal interest

Officers will not generally be permitted to attend Service-sponsored training in areas not relevant to their current and/or anticipated short-term future responsibilities.

Qualifications

Course pre-requisite qualifications are clearly identified in the relevant Course Training Standard. Officers shall meet the course pre-requisite qualifications before attendance at training is permitted. Officers shall attend training when and as scheduled.

Mandatory Training and Qualifications

Both mandatory and optional training courses are listed in the TPC calendar. Unit training sergeants, in conjunction with the TPC, have a responsibility to coordinate all training for officers, ensuring timely assignment and completion of mandatory components.

Mandatory qualifications for specialized policing job functions have been benchmarked in the Position Specification Sheets. The specification sheets are reviewed annually and available to officers through the TPC website located on the Service intranet (TPSnet)

Skills Development for Police Constables

Skills development for police constables consists of five (5) areas

1. probationary constable training
2. ongoing skills development
3. Generalist Constable Development Program
4. specialized training
5. long term constable development

1. Probationary Constable Training

Service Procedure 14-03 establishes the process by which probationary constables will be coached and mentored as required by policing standards guideline AI-002, issued under O. Reg 03/99 (Adequacy and Effectiveness of Police Services).

Upon placement in the field following completion of the training components at the Ontario Police College and the TPC, the development of probationary constables shall include the following

- at least two complete Compressed Work Week (CWW) cycles working with a different coach officer for each cycle; an optional third CWW cycle is available for probationary constables requiring assistance in meeting the performance standards
- performance appraisals at the completion of CWW cycles 1, 2 (coach officer), and 3, 5, 7, 9 (sergeant)
- continued monitoring and assessment during the 12 month period of probation
- probationary constables deployed to Traffic Services (TSV) will complete CWW cycles 1 and 2 at a division before being re-assigned to TSV
- probationary constables deployed to TSV shall be placed for one CWW cycle in the Traffic Enforcement Unit prior to the completion of probation
- probationary constables assigned to divisional policing shall be placed for one CWW cycle in Divisional Traffic prior to the completion of probation

2. Ongoing Skills Development

Following the successful completion of the probationary period and prior to reclassification to 2nd class constable, or earlier at the discretion of the unit commander

- divisional officers shall be assigned to one CWW cycle in the Community Response Unit (CRU)
- TSV officers shall be assigned to one CWW cycle in the Transit Patrol Unit (TPU)

Constables at any level of experience may be considered for assignment to developmental opportunities as part of their ongoing duties with appropriate supervision and direction including

- assisting with search warrants and at crime scenes
- assisting with investigations (e.g. canvassing, scribe duties, witness interviewing, etc.)
- case preparation and writing skills development
- community policing initiatives and special events
- beat patrol
- bicycle patrol
- selective traffic enforcement
- station duty position

3. Generalist Constable Development Program

3.1 Overview

Completion of the Generalist Constable Development Program (GCDP) is mandatory.

The purpose of the GCDP is to improve the overall skills and abilities of constables and to optimize their performance in the patrol function. The GCDP also provides a foundation for further specialized training for those interested in assignments to specialized policing functions.

The GCDP consists of two separate six (6) month developmental assignments plus an educational component.

The two developmental assignments will be completed consecutively. To meet the exigencies of the Service or when deemed necessary by the unit commander, the developmental assignments can be separated by an assignment to primary response duties upon the approval of the applicable staff superintendent.

3.2 Eligibility

Only constables who have achieved second or first class status may be considered for entry into the GCDP. Selection for placement in the GCDP will be made by the unit commander based on measurable performance criteria and competence of the constable in the current job assignment.

Unit commanders should target the completion of the GCDP for every constable before seven (7) years of service is attained. Where more time is required, unit commanders shall ensure that every constable completes the GCDP before ten (10) years of service is attained.

3.3 Accreditation Process

Where qualifying standards exist, constables placed in a training assignment should obtain the prescribed training prior to placement whenever possible. If pre-qualification is not possible, unit commanders shall ensure the prescribed training is acquired as soon as practicable after placement.

The accreditation process for investigative functions shall include successful completion of the prescribed training and six (6) months within a related training assignment. Where the member has successfully completed the accreditation process and the final assessment supports that they have demonstrated the necessary knowledge, skills and abilities to competently perform the investigative function, the member shall be accredited.

Mandatory qualifications and accreditations for specialist functions are set out in the individual position specifications available to officers through the TPC website located on the TPSnet. The position specifications are maintained annually.

Constables who are not properly accredited must work under the direction of an accredited member. Unaccredited officers may assist accredited officers, but cannot be assigned sole responsibility for a file or case without acquiring proper credentials.

3.4 Performance Appraisal

Officers will comply with Procedure 14-02 regarding performance appraisals for the GCDP.

3.5 Developmental Assignments

3.5.1 Investigative Skills Development

Six (6) month training assignment in one of the following areas

- divisional detective office
- fraud
- hit and run
- major crime
- specialized investigative unit (where available)
- suspension investigations
- traffic collision investigation
- warrants
- youth bureau/youth services

3.5.2 Interpersonal Skills Development

Six (6) month training assignment in one of the following areas

- Communications Services (CARU)
- Community Mobilization

community relations
community response
crime prevention
divisional alternate response
Duty Desk
Employment (recruiting)
field planning offices
police mini-stations and sub-stations
Corporate Communications
station duty
traffic complaints investigation, divisional traffic response
Traffic Services
other assignments which increase interpersonal skills and satisfy the intent of this program

3.5.3 Educational Component

As part of their ongoing development, constables must successfully complete the decentralized and roll call training modules each year as well as any mandatory e-learning initiatives.

The Service is committed to being a learning organization and all officers are encouraged to participate in learning opportunities to further their knowledge, skills and abilities to assist with career planning goals. Constables at all stages of their careers are encouraged to seek learning opportunities, both internal and external to the Service, as defined in this procedure and Procedure 14-36.

4. Specialized Training

Assignment to specialized training or a specialized policing function is not mandatory.

Constables seeking specialized training must be prepared to accept a role of increased responsibility, which includes assisting in the training of constables assigned as part of the GCDP.

At the unit level, constables must apply for specialized training and/or assignment to specialized policing functions by submitting a TPS 649 to the unit commander. Successful completion of qualifying training or otherwise acquiring qualifying standards does not ensure a member of placement in a specialized assignment.

Unit commanders will ensure that a selection process, based on measureable criteria including overall job performance, competence of the applicant in the current job assignment and consultation with the applicant's supervisors is established to determine the selection of constables for specialist assignments. Constables seeking opportunities in specialized functions in other than their assigned unit will comply with any published Routine Order regarding such opportunities and in addition, submit a TPS 503 as required by Procedure 14-34.

Once a constable has obtained the necessary specialist qualifications, assignment to a relevant specialist policing function is possible. In anticipation of a long term assignment, qualified constables may be assigned to a specialist function on a short term basis in order to gain practical experience.

A long term assignment to a specialist function shall not exceed the maximum time established by the unit specific tenure policy unless a longer period is authorized in writing by the appropriate staff superintendent. Upon completion of a long term assignment, constables shall return to a patrol assignment for a minimum of six (6) months before any other assignment is considered.

NOTE: *While completion of the GCDP is a pre-requisite for specialized training, the Service recognizes that some constables who have not completed the GCDP may possess certain knowledge, skills or*

abilities that would benefit a specific area of the Service; as such, the utilization of these constables prior to the completion of the GCDP is not prohibited.

5. Long Term Constable Development

Recognizing that individuals develop at different rates due to varying interests and opportunities, the following benchmarks have been developed as guidelines for the training, experience, performance and personal characteristics expected in a high performing generalist constable.

The intent of the guidelines are to optimize the delivery of policing services to the community as well as provide job satisfaction and personal growth through continuous learning and development.

The guidelines set out the preferred optimal training, experience and performance standards that constables should work towards in the course of their career, using ten (10) years of service as a target for attaining most of the guideline standards.

Achievement of the guideline standards must be a cooperative process involving the constable, supervisors and unit management, using the annual performance appraisal process.

5.1 Training

- completion of the GCDP, including qualification as a criminal investigator
- completion of training courses and assignments in the areas of
 - community mobilization
 - school liaison, school resource
 - traffic generalist
 - at scene collision investigation
 - coach officer (where interested and qualified)
 - scenes of crime officer (SOCO) (where interested and qualified)
 - specialist investigative training (domestic violence, sexual assault, child abuse, etc.) relevant to job assignment
 - other specialized training relevant to job assignment
- committed to continuous learning by having undertaken personal and professional learning opportunities including post secondary degree or diploma programs, as well as specific police related training

5.2 Experience

- extensive organizational awareness
- achievement orientation
- wide-ranging experience in varied assignments in both divisional and specialist units
- completion of a long term assignment in the divisional CRU
- completion of a long term assignment in an investigative function including the training of constables as part of the GCDP
- coach officer (where interested and qualified)
- SOCO (where interested and qualified)
- general traffic investigations (carries out routine investigations and has experience in court testimony)
- acts as a mentor to less experienced members, even outside the role of coach officer
- works with diverse communities and shows cultural competence through personal interactions and developing community contacts

5.3 Personal Characteristics

exemplifies the Core Values of the Service
self-motivated and dependable
accepts additional responsibilities
retains composure and a calm demeanour in stressful situations
problem solver
takes reasonable action
able to mentor and act as an informal leader among peers
able to support community based policing functions
articulate, superior written and verbal communication skills
works cooperatively with members of the Service and the diverse community on a wide range of policing matters
meets the levels of competence appropriate for constables as found in the *TPS Competency Dictionary*

5.4 Professional Behaviour/Knowledge

demonstrated understanding of and commitment to the Service Priorities
thorough understanding of laws, legislation and Service Governance affecting policing duties
thorough knowledge of law enforcement principles including reasonable grounds, search and seizure, articulable cause, arrest and release and use of force
demonstrated skills in note-taking, crime scene management, evidence and property management
self-disciplined, adheres to the Standards of Conduct as defined by Service Governance
demonstrated analytical abilities
able to identify and understand fairly complex problems and apply appropriate solutions to them
shares mutual respect with peers, supervisors and members of the public

Skills Development for Probationary Sergeants

During their probationary period sergeants will undertake a five (5) part training process consisting of

1. Operational Issues Training

Prior to field placement probationary sergeants will receive a one (1) week in-class training session focusing on operational and risk management issues.

2. Unit Orientation and Supervisory Skills Development

Each probationary sergeant will receive a developmental checklist identifying supervisory experiences for use as a guide to the activities that should be undertaken or reviewed during the probationary period. The goal of the checklist is to focus the probationary sergeant on developing a balanced and complete set of supervisory skills.

3. Leadership Enhancement Training

Upon completion of approximately six (6) months of field experience probationary sergeants will receive three (3) weeks of in-class leadership training.

4. Stand-alone Supervisory Skills Training

Upon notification of their placement on the promotional list for the rank of sergeant, the constable shall arrange for their completion of the following supervisory training components

Conducted Energy Weapon (X26 TASER)
Occupational Health and Safety for Supervisors
Use of Force
Pursuit Driving for Supervisors
Business Systems

5. Capstone Session

This session includes a combination of the following components

operational, academic and philosophical issues
Service mission and vision
wellness
addresses by the Chief and the Toronto Police Association

Skills Development for Supervisory Officers

The Service recognizes that it is best served by a supervisory staff with a breadth of experience and training that permits supervisory officers at all levels to effectively manage, mentor, teach, discipline and problem solve with those they supervise.

Specialized training for supervisory officers consists of enhanced supervision and leadership training in combination with placement in supervisory, administrative and investigative assignments, as well as learning opportunities as defined in this procedure and Procedure 14-36. Training for specialized technical skills is generally provided to supervisory officers upon assignment to a specific job function.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

#P186. "DOORING" AS A SIGNIFICANT SAFETY ISSUE

The Board was in receipt of the following report June 28, 2013 from Alok Mukherjee, Chair:

Subject: "DOORING" AS A SIGNIFICANT SAFETY ISSUE

Recommendation:

It is recommended that the Board request the Chief to report back on the feasibility of tracking the number of "dooring" incidents and including this information in the Service's annual reports beginning with the 2014 Annual Report.

Financial Implications:

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

Background/Purpose:

On June 25, 2013, the *Toronto Star* published an article entitled, "Toronto cyclists fear dooring, but police don't track it." The article is attached for your information as Appendix A.

The focus of the article is on "dooring" – i.e., when the door of a parked car is opened, hitting a cyclist riding by, sometimes resulting in serious injuries. In the article, it is stated that "[b]ecause of the way Toronto police define a collision, almost all doorings go unrecorded."

Discussion:

I believe that the issue raised by the *Toronto Star* is a significant one. Since the article was published, the Board office has also received correspondence from concerned members of the public. As a result, I believe that we need to have public discussion of what constitutes a "collision," who defines it and how we should deal with "dooring" as a danger to cyclists' safety.

Information from the Service

The *Toronto Star* article leaves the impression that "dooring" is not something that is tracked or addressed by the Service. As a result, I requested additional information from the Chief's office with respect to this issue.

In response, I received the following information from the Service. “A dooring” is *no longer* recorded as a traffic accident and is, therefore, not captured in its accident database. Up until 2012, however, this type of action *was* captured as an accident. The five-year average from 2007 to 2011 was 144 “dooring” incidents per year.

As the Chief explained, the reason a “dooring” is no longer tracked as an “accident” is due to a Ministry of Transportation (MTO) directive pertaining to the reporting of collisions. The action of a driver opening a car door while parked and a cyclist striking it is not the result of a motor vehicle in “motion” as defined by the MTO and, therefore, not a reportable collision. It is, however, an incident that police investigate and the action of opening a car door in such a way as to interfere with traffic is still an offence under sub-section 165(a) of the *Highway Traffic Act* and is captured as a *Provincial Offences Act* (POA) offence.

As the Chief notes, at this time, the Service is still capable of tracking how many charges are laid under this section. For instance, in 2013, year-to-date, the Service has laid 46 charges under this sub-section. The Service can also retrieve individual incident reports on its Enterprise Case and Occurrence Processing System (ECOPS) if it has specific information in relation to an incident. Unfortunately, as the Chief notes, there is no longer a *systematic way* to retrieve the number of reported “dooring” incidents involving cyclists.

Thus, it is incorrect to say that the Service is indifferent to this type of occurrence. The reality is that each one is investigated and charges are laid, if necessary. This is, and always has been, the case. The only change is that new MTO regulations pertaining to “reportable collisions” means that it is no longer *systematically tracked* in our accident statistics.

Business Plan Priority

The Board and Service’s current Business Plan reinforces the need for a review of this issue. The Adequacy and Effectiveness of Police Services Regulation (O. Reg. 3/99) to the *Police Services Act*, at section 30(1) establishes that “...every board shall prepare a business plan for its police force at least once every three years.” The business plan includes information on the objectives, core business and functions of the police service, quantitative and qualitative performance objectives and indicators, information technology, resource planning, and police facilities.

As part of the 2013 Business Plan, the Board has approved a priority entitled “Ensuring Pedestrian, Cyclist and Driver Safety.” The priority and its related goal and performance objectives and indicators are attached as Appendix B. The priority is focused, in part, on reducing injuries to cyclists and increasing cyclist perception of safety. Thus, a review of the issue of “dooring” is very much in keeping with this priority.

Conclusion:

Therefore, it is recommended that the Board request the Chief to report back on the feasibility of tracking the number of “dooring” incidents and including this information in the Service’s annual reports beginning with the 2014 Annual Report.

The Board was also in receipt of a Decision Letter from the July 10, 2013 meeting of the Board of Health with regard to improving safety for bicycle commuters in Toronto. A copy of the Decision Letter is attached to this Minute for information.

The Board was also in receipt of written submissions from the following:

- **Jared Kolb, Executive Director, Cycle Toronto**
- **Morgan Bot**
- **Anna Sapershteyn**
- **David Boon**
- **Chriz Miller**
- **Raymond Cosgrove**
- **Jeff Taylor, PC, 13 Division**
- **Camille Rahman**
- **Elizabeth Healey**

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

Mr. Chaieanya Kalevar was in attendance and delivered a deputation to the Board on this matter. Mr. Kalevar also provided a written submission in support of his deputation; copy on file in the Board office.

The Board referred to a discussion that took place at its October 20, 2011 meeting during which the Board approved a Motion to request Toronto City Council to prepare a comprehensive policy on bicycle use and regulations in the City of Toronto including a plan for education, implementation and enforcement (Min. No. P266/11 refers).

Councillor Frances Nunziata advised the Board that the City completed a review of the safety concerns that had been raised by cyclists and it determined that many of the issues were governed by the Province as opposed to the City. Councillor Nunziata requested that Board staff obtain a copy of the report that was prepared by the City at that time.

The Board approved the following Motions:

- 1. THAT the Board approve the Chair's report;**
- 2. THAT the Board receive the Board of Health Decision Letter and refer it to the Chief for review along with a request that he respond to the three points raised by the Board of Health (#6 A-B-C) in a report to the Board;**
- 3. THAT the Board provide a copy of this report to the Board of Health for information and indicate that a copy of the Chief's report will be provided to the Board of Health when it is submitted to the Board;**

- 4. THAT the Board receive Mr. Kalevar's deputation and the written submissions;
and**
- 5. THAT the Board's previous Motion (Min. No. P266/11 refers) recommending a comprehensive policy on bicycle use and regulations in the City of Toronto be forwarded to the City again along with a request that it undertake a further comprehensive review of the guidelines and responsibilities for cycling safety in the City.**

Moved by: A. Pringle

News / GTA / Transportation

Toronto cyclists fear dooring, but police don't track it

Cycling advocates complain there are no statistics on "door prizes" because police won't count them. And fines are tiny compared with Chicago.



RENE JOHNSTON / TORONTO STAR

For cyclists, the streets of Toronto can turn lethal in a split second. One of the most common crashes involves car doors suddenly opening as a cyclist passes, but Toronto police don't track such incidents because they're not classed as "collisions."

By: Eric Andrew-Gee Staff Reporter, Published on Tue Jun 25 2013

Chavisa Brett was riding her bike to work when the door of a parked car swung open in front of her.

She struck the door and flipped over it, landing on the street at the intersection of Carlton and Yonge Sts. In an essay she later wrote for Cycle Toronto, Brett says she needed 25 x-rays and spent two weeks off work as a result of her injuries in last year's crash.

Every cyclist knows the fear, and many know the feeling: a parked car opens its door, and you don't have time to stop. Crash.

MORE ON THESTAR.COM

Support pours in for pregnant homeless woman living with her son in a Whitby park

Meet Mr. Jane and Finch

Church Street parking spots await transformation into 'parklets'

It's called "getting doored." But in Toronto, it's the accident that dare not speak its name -- at least officially. Because of the way Toronto police define a collision, almost all doorings go unrecorded.

http://www.thestar.com/news/gta/transportation/2013/06/25/toronto_cyclis... 2013.06.26

There were 1,315 collisions involving bikes in Toronto in 2011, the last year for which complete data is available. That doesn't include a single dooring.

"There's no report created directly out of a dooring incident," said Clint Stibbe, a spokesperson for Traffic Services.

~~Cycling advocates say the missing dooring stats are a blind spot, and indicative of widespread underreporting of the perils faced by Toronto cyclists navigating roads with little room between parked cars on the right and traffic on the left.~~

"If we don't have a proper handle on the extent of the problem — if we're not even tracking the number of door prizes — how can we adequately deal with it?" said Jared Kolb, executive director of Cycle Toronto. (Cyclists often use the sarcastic phrase "door prize" to describe dooring, a play on lottery winnings given at an event.)

Police maintain there's no reason to keep records of doorings. "Realistically, there's no reason for us to track it, because it doesn't meet the criteria of collision," said Stibbe.

The Toronto, York Region and Waterloo police all define a collision as "the contact resulting from the motion of a motor vehicle or streetcar or its load that produces property damage, injury, or death."

A parked car opening its door doesn't count as "motion," they say.

"If you said how many days a week is it sunny, we're not going to track that," added Stibbe.

Chicago police have been tracking doorings for three years, with between 250 and 300 doorings reported each year, says Charlie Short, bike safety and education manager with the Chicago department of transportation.

He estimates that about two-thirds of doorings get reported.

Short says doorings cause serious injuries. In 50 per cent of Chicago doorings, an ambulance was called to the scene, while the figure dropped to 30 per cent for other cycling crashes. There have also been two deaths related to doorings in Chicago in recent years, he said.

The Windy City may be a window into the scope of Toronto's hidden dooring problem. The two cities have similar climates, and similar biking seasons. And Toronto and Chicago have nearly identical populations: 2,791,140 and 2,707,120 respectively.

They also have similar numbers of cycling collisions: in Chicago, an average of about 1,500, not including doorings, since 2005, compared with Toronto's 1,170 average for the years between 2006 and 2011.

But the penalties for motorists who door cyclists in Chicago and Toronto could hardly be more different. Chicago city council recently passed a bill that increased the fines for dooring to \$1,000. The new fine becomes law on July 6.

In Ontario, meanwhile, the maximum fine for improperly opening a vehicle's door, or opening it longer than necessary – the violations that cover dooring – is \$85. In 2011, just 118 people were convicted of the offences Ontario-wide. The Ministry of Transportation isn't sure how many of these convictions involved cyclists.

"The fines are not in keeping with the severity of what a 'door prize' can do," said Kolb.

Kolb and other cycling advocates are meeting with Minister of Transportation Glen Murray later this week to discuss the ministry's planned Ontario Cycling Strategy. Kolb says dooring will be on the agenda.

The ministry, however, says it has no plans to ask the courts to raise the fine for dooring.

Stibbe, of Traffic Services, said the force will not begin acknowledging dooring any time soon. "There's no intention of tracking it," he said.

Addressing Community Safety Issues

Members of the community should feel safe, without fear of danger, crime, intimidation, or harassment, as they go about their daily routines. While traditional safety concerns are still present in our communities, more and more, the threats posed and opportunities afforded by the ever increasing use of technology in society are of significant importance in the delivery of police services. The Toronto Police Service is committed to developing the necessary skills and processes to take advantage of the advancements in technology to better address the investigation of crimes which use or involve technology.

Goal:

Continue to develop and improve the Service's ability to address and analyze crimes committed involving or using technology.

Performance Objectives/Indicators:

- definitions determined
- Service capability to track and analyse crimes involving or using technology
- officer perception of Service ability to investigate crimes involving or using technology

Ensuring Pedestrian, Cyclist, & Driver Safety

The traffic on Toronto's roadways affects almost everyone within the City and is a consistent theme at public meetings. It has also been identified by members of the community in the Service's telephone survey as one of the most serious problems affecting neighbourhoods. The safety of pedestrians, cyclists, and drivers and the safe and efficient flow of traffic are, therefore, of significant concern to the Toronto Police Service. Mobilizing local communities to respond to local traffic problems will assist in sustaining successful efforts and improving neighbourhood roadway safety.

Goal:

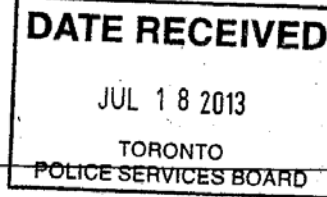
Increase traffic enforcement and education to better protect the safety of pedestrians, cyclists, and drivers.

Performance Objectives/Indicators:

- decrease in number of road-related injuries to pedestrians
- decrease in number of road-related injuries to cyclists
- decrease in number of road-related injuries to drivers
- increase in pedestrian perception of safety
- increase in cyclist perception of safety
- increase in driver perception of safety



Decision Letter



Board of Health

Meeting No. 23	Contact Dela Ting, Committee Administrator
Meeting Date Wednesday, July 10, 2013	Phone 416-397-7769
Start Time 1:00 PM	E-mail boh@toronto.ca
Location Committee Room 2, City Hall	Chair Councillor Joe Mihevc

HL23.7	ACTION	Amended		Ward:All
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Improving Safety for Bicycle Commuters in Toronto

Board Decision

The Board of Health recommends that:

1. The Board of Health forward the report (June 21, 2013) from the Medical Officer of Health to the General Manager of Transportation Services and the Chief Planner and Executive Director, City Planning, and request their collaboration with the Medical Officer of Health to ensure that up to date health evidence on the safety of specific cycling infrastructure and road design features be considered in the development of Complete Streets Guidelines for the City of Toronto.
2. The Board of Health forward this report to the General Manager of Transportation Services and request he collaborate with the Medical Office of Health when developing recommendations related to implementing a 1-metre passing rule between vehicles and cyclists.
3. The General Manager of Transportation Services, in collaboration with Toronto Public Health, be requested to:
 - a. review the City's current policies and practices for ensuring the protection of cyclists in construction areas and to develop a new comprehensive policy/guideline for ensuring the protection of cyclists in such areas, including: giving notice, advisory signage, temporary pavement marking, and detour routes, where appropriate, to ensure clear communication to all road users about construction-related cycling hazards and how to reduce them;
 - b. explore amending the Municipal Code Chapter 886 to ensure cycling infrastructure is not to be used as a storage space by any private or public agency;
 - c. review the "Watch for Bikes" bylaw and program with a view to assessing effectiveness and indentifying potential improvements;
 - d. advocate again to Transport Canada for the installation of side guards on large

- trucks; and
- e. report back to the Board of Health on the outcome of the reviews noted above.
4. The Board of Health urge the Ministry of Education in collaboration with the Ministry of Transportation and the Ministry of Health and Long-Term Care to develop and include bike safety courses as part of the provincial elementary and high school curriculum.
 5. The Board of Health urge the Ministry of Transportation in collaboration with the Ministry of Education and Ministry of Health and Long-Term Care to ensure cycling safety and information are included in driver training materials and provide information about sharing the road safely to existing drivers when renewal notices are sent out for driver's licences.
 6. The Board of Health request that Toronto Police Services:
 - a. consider this report in enforcement of existing regulations to protect cyclists.
 - b. track dooring collisions by modifying collision reporting sheets to include dooring as a type of collision.
 - c. prioritize the level of enforcement provided for bicycle lanes and cycle tracks, and conduct monthly towing blitzes as part of regular enforcement operations.
 7. The Board of Health forward this report to the Toronto Centre for Active Transportation, Cycle Toronto, Canadian Automobile Association (South Central Ontario), Ontario Trucking Association, the Toronto Area Safety Coalition, the Share the Road Cycling Coalition, and the Cities Centre at the University of Toronto.
 8. The Medical Officer of Health be requested to report back to the Board of Health on December 9, 2013 on progress to date.

Origin

(June 21, 2013) Report from the Medical Officer of Health

Summary

In September 2012, the Board of Health (BOH) considered a letter from Councillor Mihevc that raised concerns about the safety of commuter cyclists in Toronto. The BOH asked the Medical Officer of Health to identify priority actions the City could take to improve bicycle commuter safety in the city, with particular attention to actions that could be implemented quickly and easily.

Commuting by bicycle supports individual health and reduces the risk of many chronic diseases. While injuries and fatalities among bike commuters are a serious concern, research evidence indicates that the health benefits of cycling outweigh the risks. Appropriate infrastructure, policy, enforcement, and education are all important for providing a safe cycling environment. Changes to the built environment such as adding bike lanes or traffic calming can improve safety for cyclists and should be implemented in a way that supports continued

improvement of a co-ordinated, connected cycling network. A policy for accommodating cyclists in construction areas and enforcement of existing provincial and municipal regulations designed to keep cyclists safe can also reduce unnecessary risk of injury. Finally, education for all road users including motorists will enhance safety by improving skills, confidence, knowledge of the "rules of the road" and mutual respect.

Background Information

(June 21, 2013) Report from the Medical Officer of Health on Improving Safety for Bicycle Commuters in Toronto

(<http://www.toronto.ca/legdocs/mmis/2013/hl/bgrd/backgroundfile-59896.pdf>)

Communications

(July 9, 2013) E-mail from Jared Kolb, Executive Director, Cycle Toronto and Nancy Smith Lea, Director, Toronto Centre for Active Transportation (HL.New.HL23.7.1)

(<http://www.toronto.ca/legdocs/mmis/2013/hl/comm/communicationfile-38997.pdf>)

Speakers

(July 10, 2013) Jared Kolb, Executive Director, Cycle Toronto @centre for Social Innovation - Annex

(July 10, 2013) Avigail, Adelaide and Anthony Humphreys

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P187. STATUS OF RESERVE FUNDS – VEHICLE AND EQUIPMENT
RESERVE AND SICK PAY GRATUITY RESERVE**

The Board was in receipt of the following report July 04, 2013 from Alok Mukherjee, Chair:

Subject: STATUS OF RESERVE FUNDS - VEHICLE AND EQUIPMENT RESERVE
AND SICK PAY GRATUITY RESERVE

Recommendation:

It is recommended:

1. That the Board request that the Chief and the City Manager make a joint presentation to the Board no later than at the Board's November meeting with respect to the on-going collaboration between the Toronto Police Service and City of Toronto Corporate Services with respect to fleet management; and,
2. That the Board forward a copy of this report to the Board's Budget Sub-Committee for consideration during its review of the proposed 2014 Toronto Police Service's operating budget and forward a copy to the City of Toronto City Manager.

Financial Implications:

There are no financial implications arising from receipt of this report; however, as part of its review of the 2014 Toronto Police Service's operating budget, the Board will be required to approve the amounts that it will contribute to reserves.

Background/Purpose:

In its consideration of the Toronto Police Service 2013 operating budget, City Council approved the following motion:

City Council request the Chair, Toronto Police Services Board to develop a strategy prior to the 2014 Operating Budget process to increase the Service's contributions to the Sick Leave Reserve Fund (Sick Pay Gratuity) in order to match annual withdrawals.

cont...d

In addition, at its meeting on December 10, 2012, the Board approved the following motion:

THAT the Board, in consultation with the Chief and the City review the current practices and guidelines with respect to vehicle replacement in time for the 2014 budget cycle (Min. P299/12 refers).

At its *in camera* meeting on April 25, 2013, the Board approved the following motion:

THAT the Chair, or his designate, meet with Mr. Joe Pennachetti, City Manager, to discuss the impact of the City's shared services review on the Service's Fleet Management (Min. C94/13 refers).

Discussion:

On March 26, 2013, I received a briefing note from Chief Administrative Officer Tony Veneziano on the status of all Toronto Police Services reserves. This briefing note will be considered during the Board's Budget Sub-Committee's upcoming deliberations with respect to the 2014 operating budget

On June 24, 2013, in response to all of the foregoing motions I met with Mr. Rob Rossini, City of Toronto, Deputy City Manager and Chief Financial Officer, Ms Josie Scioli, City of Toronto Chief Corporate Officer and Ms Lynda Taschereau, City of Toronto Executive Director, Strategic and Corporate Policy.

With respect to both the Police Vehicle and Equipment Reserve and the City's Sick Pay Gratuity Reserve Fund, City Staff confirmed that no future reductions should be made to the contributions to these reserves by the Board. The Vehicle and Equipment Reserve will be under pressure in 2015 and 2016, particularly, as a result of the reductions made by the Board in 2013. With respect to the Sick Pay Gratuity Reserve, the funding is not sustainable and withdrawals will continue to outpace contributions, unless approximately \$6.5M is added to the Service's annual base budget for this purpose. Failure to make the required annual contribution to meet withdrawals from the Reserve will cause the estimated \$37M deficit in the Reserve as at the end of 2013, to increase further.

With respect to the Board's request that I discuss, with the City Manager, the impact of the City's shared services review on Toronto Police Services fleet management, City Staff advised that there is a productive, collaborative relationship between the Toronto Police Service and City of Toronto Corporate Services. Consideration is currently being given to a number of cooperative initiatives including the establishment of a range of corporate standards for lifecycle replacement and potential partnering on such items as the procurement of parts; however, staff advised that there will be no positive impact as far as the 2014 budget is concerned as any changes that are identified will take effect after 2014. In addition, there are no plans on the part of the City to propose that it manage Toronto Police Service fleet operations. City staff confirmed the importance, from a risk management perspective, of the Board ensuring that it has the necessary staff to ensure that its fleet is appropriately maintained to preserve member and public safety.

Conclusion:

As a result of my meeting, I recommend that the Board request that the Chief and the City Manager make a joint presentation to the Board no later than at its November meeting with respect to the on-going collaboration between the Toronto Police Service and City of Toronto Corporate Services with respect to fleet management; and that the Board forward a copy of this report to the Board's Budget Sub-Committee for consideration during its review of the proposed 2014 Toronto Police Services operating budget.

The Board approved the foregoing report.

Moved by: D. Noria

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P188. TORONTO POLICE SERVICES BOARD: OPERATING BUDGET
VARIANCE FOR THE PERIOD ENDING MAY 31, 2013**

The Board was in receipt of the following report June 26, 2013 from Alok Mukherjee, Chair:

Subject: OPERATING BUDGET VARIANCE REPORT FOR THE TORONTO POLICE
SERVICES BOARD – PERIOD ENDING MAY 31, 2013

Recommendations:

It is recommended that:

- (1) the Board request the City of Toronto Budget Committee to approve a budget transfer of \$24,300 to the Toronto Police Services Board 2013 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's Deputy City Manager and Chief Financial Officer for information.

Financial Implications:

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

Background/Purpose:

The Board, at its December 10, 2012 meeting, approved the Toronto Police Services Board's 2013 operating budget at a net amount of \$2,251,600 (Min. No. P298/12 refers). Subsequently, Toronto City Council, at its January 15 and January 16, 2013 meeting approved the Board's 2013 operating budget at the same amount.

On June 13, 2013, the Board received an Interest Arbitration Award pertaining to the renewal of the collective agreements for the uniform and civilian Senior Officers' Organization (SOO) bargaining units. The Board subsequently extended the award to the Excluded staff of the Board and the Service. The impact of this agreement on the 2013 operating budget is \$24,300. City Finance staff have confirmed that the funding to cover this award has been provided for in the City's non-program expenditure budget, and this transfer would be at no incremental cost to the City. This adjustment will result in a revised 2013 net operating budget of \$2,275,900.

The purpose of this report is to provide information on the Board's 2013 projected year-end variance.

Discussion:

The following chart summarizes the variance by category of expenditure. The budget and projection have been adjusted to reflect the impact of the salary award, with no net impact on the Board variance.

Expenditure Category	2013 Budget (\$000s)	Actual to May 31/13 (\$000s)	Projected Year- End Actual (\$000s)	Fav / (Unfav) (\$000s)
Salaries & Benefits (incl. prem.pay)	\$999.8	\$376.7	\$999.8	\$0.0
Non-Salary Expenditures	<u>\$1,276.1</u>	<u>\$270.4</u>	<u>\$1,276.1</u>	<u>\$0.0</u>
Total	<u>\$2,275.9</u>	<u>\$647.1</u>	<u>\$2,275.9</u>	<u>\$0.0</u>

It is important to note that expenditures do not all follow a linear pattern and therefore year-to-date expenditures cannot be simply extrapolated to year-end. Rather, the projection of expenditures to year-end is done through an analysis of all accounts, taking into consideration factors such as expenditures to date, future commitments expected and spending patterns.

As at May 31, 2013, no variance is anticipated. Details are discussed below.

Salaries & Benefits (including Premium Pay)

Year-to-date expenditures are consistent with the budget and therefore no year-end variance is projected.

Non-salary Budget

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

The Toronto Police Services Board cannot predict or control the number of grievances filed or referred to arbitration as filings are at the discretion of bargaining units. In order to deal with this uncertainty, the 2013 budget includes a \$610,600 contribution to a Reserve for costs of independent legal advice. Fluctuations in legal spending will be dealt with by increasing or decreasing the budgeted reserve contribution in future years' operating budgets.

No variance is anticipated in the remaining accounts at this time.

Conclusion:

The year-to-date expenditure pattern is consistent with the approved estimate. As a result, projections to year end indicate no variance to the approved budget.

The Board approved the foregoing report.

Moved by: D. Noria

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P189. TORONTO POLICE SERVICE: OPERATING BUDGET VARIANCE
FOR THE PERIOD ENDING MAY 31, 2013**

The Board was in receipt of the following report July 03, 2013 from William Blair, Chief of Police:

Subject: OPERATING BUDGET VARIANCE REPORT FOR THE TORONTO POLICE
SERVICE – PERIOD ENDING MAY 31, 2013

Recommendations:

It is recommended that:

- (1) the Board request the City of Toronto Budget Committee to approve a budget transfer of \$778,500 to the Toronto Police Service's 2013 net operating budget from the City's Non-Program operating budget, with no incremental cost to the City, to fund the cost of the 2013 portion of the arbitrated collective agreement with the Toronto Police Senior Officers' Organization; 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 Toronto Police Services Board (Board), at its December 10, 2012 meeting, approved the Toronto Police Service (Service) 2013 operating budget at a net amount of \$927.8M, which was \$19.1M less than the budget recommended by the Service (Min. No. P299/12 refers). Subsequently, Toronto City Council, at its January 15 and January 16, 2013 meeting, approved the Service's 2013 operating budget at the same amount.

On June 13, 2013, the Board received an Interest Arbitration Award pertaining to the renewal of the collective agreements for the uniform and civilian Senior Officers' Organization (SOO) bargaining units. The impact of this agreement on the 2013 operating budget is \$778,500. City Finance staff have confirmed that the funding to cover this award has been provided for in the City's non-program expenditure budget, and this transfer would be at no incremental cost to the City. This adjustment will result in a revised 2013 net operating budget of \$928.6M.

Table 1 summarizes the reductions implemented by the Board as well as the impact of the SOO Arbitration Award:

Table 1. Summary of Board-Recommended Reductions

(\$000s)		Net Expenditures
2013 Budget Recommended to Board		\$946.9
<u>Board motions:</u>		
Freeze all hiring in 2013 (civilian hiring with Board approval)	-\$6.0	
Additional premium pay reduction	-\$1.4	
Reduction in Reserve contributions	-\$5.0	
Unallocated reduction	-\$6.7	
		-\$19.1
2013 Board-Recommended Budget		\$927.8
Senior Officer Arbitration Award		\$0.8
2013 Revised Budget		\$928.6

Background/Purpose:

The purpose of this report is to provide information on the Service's 2013 projected year-end variance.

Discussion:

As at May 31, 2013, an unfavourable variance of \$2.1M is anticipated.

The following chart summarizes the variance by expenditure and revenue category. The budget and projection have been adjusted to reflect the impact of the SOO Arbitration Award, with no net impact on the Service variance. Details of each major expenditure category and revenue are discussed in the sections that follow.

Category	2013 Budget (\$Ms)	Actual to May 31/13 (\$Ms)	Projected Year- End Actual (\$Ms)	Fav / (Unfav) (\$Ms)
Salaries	\$684.7	\$261.4	\$682.6	\$2.1
Premium Pay	\$41.7	\$11.7	\$41.7	\$0.0
Benefits	\$192.3	\$77.5	\$190.9	\$1.4
Materials and Equipment	\$23.1	\$11.1	\$22.6	\$0.5
Services	\$87.4	\$21.6	\$87.2	\$0.2
Total Gross	\$1,029.2	\$383.3	\$1,025.0	\$4.2
Revenue	(\$93.9)	(\$20.1)	(\$94.3)	\$0.4
Total Net	\$935.3	\$363.2	\$930.7	\$4.6
Unspecified Reduction	(\$6.7)	\$0.0	\$0.0	(\$6.7)
Remaining Net	\$928.6	\$363.2	\$930.7	(\$2.1)

It is important to note that expenditures do not all follow a linear pattern and therefore year-to-date expenditures cannot be simply extrapolated to year-end. Rather, the projection of expenditures to year-end is done through an analysis of all accounts, taking into consideration factors such as expenditures to date, future commitments expected and spending patterns. In addition, the Service receives significant amounts of in year grant funding and the revenue and expense budgets are adjusted when receipt of funds is confirmed.

Salaries:

The salary budgets include the \$6.0M reduction approved by the Board. A favourable variance of \$2.1M is projected in the salary category. This variance is \$0.6M more favourable than previously reported.

Expenditure Category	2013 Budget (\$Ms)	Actual to May 31/13 (\$Ms)	Projected Year- End Actual (\$Ms)	Fav / (Unfav) (\$Ms)
Uniform Salaries	\$520.4	\$200.2	\$519.8	\$0.6
Civilian Salaries	\$164.3	\$61.2	\$162.8	\$1.5
Total Salaries	\$684.7	\$261.4	\$682.6	\$2.1

At this time, the Service is projecting 165 separations for the year, compared to the 180 included in the 2012 budget. Year-to-date experience and projected less-than-budgeted attrition in 2013 is currently projected to result in a \$0.2M unfavourable variance. Actual separations are monitored monthly and will continue to be reported on in future variance reports.

The Service is experiencing an increased number of members on unpaid leaves (e.g. maternity, parental) compared to what had been estimated in the 2013 budget, leading to a favourable variance of \$0.8M. As a result, uniform salaries are projected to be \$0.6M favourable by year-end.

As part of the budget approval, the Board directed that, with the exception of communication operators, there be no civilian hiring except where warranted and approved by resolution of the Board, following a detailed business case submitted by the Chief. The Board's direction has resulted in a very significant reduction in hires in 2013. The time required to fill positions has been extended due to the need to obtain Board approval to start the hiring process for any vacancies, and for the appointment or promotion of the successful candidate(s). In addition, the number of civilian separations to date is higher than what had been assumed for the 2013 budget. As a result, the Service is projecting a \$1.5M surplus in the civilian salaries area. Similar to the uniform category, civilian attrition is monitored monthly and vacancies will continue to be reviewed and reported on.

The increasing number of uniform and civilian vacancies throughout the Service is placing an ever-increasing strain on remaining staff. Staff are required to take on responsibilities left unfulfilled by vacant positions. Overburdened staff results in an increased risk of errors, omissions and missed opportunities, which could in turn lead to unnecessary or avoidable costs, and impact negatively on the Service's ability to maintain public confidence and accountability. Continued vacancies, and the Service's inability to fill these vacancies, are also negatively impacting on the well-being of some employees, and the general morale of staff is declining.

Premium Pay:

The premium pay budgets include the \$1.4M reduction approved by the Board. The Service is doing its best to achieve a net zero variance in premium pay spending, taking into account the Board's \$1.4M reduction in this area. However, it is important to note that premium pay is subject to the exigencies of policing and uncontrollable events can have an impact on premium pay costs. A net zero variance is projected in the premium pay category at this time, unchanged from what had been reported in the last variance report.

Expenditure Category	2013 Budget (\$Ms)	Actual to May 31/13 (\$Ms)	Projected Year- End Actual (\$Ms)	Fav / (Unfav) (\$Ms)
Court	\$12.9	\$4.8	\$12.9	\$0.0
Overtime	\$5.2	\$1.8	\$5.2	\$0.0
Callback	\$5.6	\$1.8	\$5.6	\$0.0
Lieutime Cash Payment	<u>\$18.0</u>	<u>\$3.3</u>	<u>\$18.0</u>	<u>\$0.0</u>
Total Premium Pay	<u>\$41.7</u>	<u>\$11.7</u>	<u>\$41.7</u>	<u>\$0.0</u>

The Service continues to carefully monitor and control premium pay. Overtime is authorized by supervisory personnel based on activities for protection of life (i.e., where persons are at risk), protection of property, processing of arrested persons, priority calls for service (i.e., where it would be inappropriate to wait for the relieving shift), and case preparation (where overtime is required to ensure court documentation is completed within required time limits).

Benefits:

A favourable variance of \$1.4M is projected in the benefits category. This is \$1.4M more favourable than previously reported.

Expenditure Category	2013 Budget (\$Ms)	Actual to May 31/13 (\$Ms)	Projected Year- End Actual (\$Ms)	Fav / (Unfav) (\$Ms)
Medical / Dental	\$40.7	\$11.4	\$39.9	\$0.8
OMERS / CPP / EI / EHT	\$120.7	\$55.0	\$120.7	\$0.0
Sick Pay / CSB / LTD	\$16.8	\$7.2	\$16.8	\$0.0
Other (e.g., WSIB, life ins.)	<u>\$14.1</u>	<u>\$3.9</u>	<u>\$13.5</u>	<u>\$0.6</u>
Total Benefits	<u>\$192.3</u>	<u>\$77.5</u>	<u>\$190.9</u>	<u>\$1.4</u>

Medical/dental costs have been lower than expected for the first five months of this year. As a result, the Service is currently projecting a \$0.8M favourable variance in this category. Various “other” benefits are projecting a \$0.6M surplus.

Materials and Equipment:

A favourable variance of \$0.5M is projected in this category. This is \$0.5M more favourable than previously reported.

Expenditure Category	2013 Budget (\$Ms)	Actual to May 31/13 (\$Ms)	Projected Year- End Actual (\$Ms)	Fav / (Unfav) (\$Ms)
Vehicles (gas, parts)	\$13.3	\$5.4	\$12.8	\$0.5
Uniforms	\$3.0	\$2.5	\$3.0	\$0.0
Other Materials	\$4.6	\$2.1	\$4.6	\$0.0
Other Equipment	<u>\$2.2</u>	<u>\$1.1</u>	<u>\$2.2</u>	<u>\$0.0</u>
Total Materials & Equipment*	<u>\$23.1</u>	<u>\$11.1</u>	<u>\$22.6</u>	<u>\$0.5</u>

* Approx. \$0.2M is attributed to grant-funded expenditures (revenue budget has been increased by same amount)

The favourable variance is due to savings projected for gasoline. The Service is closely monitoring the cost of fuel and its impact on the budget. The Service obtains gasoline through a consolidated procurement with the City. The Service budgets based on the cost per litre as provided by City Finance. Although gas prices have increased recently, prices to date this year have been less than budgeted.

Services:

The budget for the Service’s contribution to the Vehicle and Equipment Reserve has been reduced by \$5M, as approved by the Board. A \$0.2M favourable variance is projected in this category. This is \$0.2M more than previously reported.

Expenditure Category	2013 Budget (\$Ms)	Actual to May 31/13 (\$Ms)	Projected Year- End Actual (\$Ms)	Fav / (Unfav) (\$Ms)
Legal Indemnification	\$0.6	\$0.2	\$0.6	\$0.0
Uniform Cleaning Contract	\$1.4	\$1.2	\$1.4	\$0.0
Courses / Conferences	\$1.3	\$0.4	\$1.3	\$0.0
Clothing Reimbursement	\$1.6	\$0.0	\$1.6	\$0.0
Computer / Systems Maintenance	\$11.4	\$9.7	\$11.4	\$0.0
Phones / cell phones / 911	\$5.8	\$1.9	\$5.8	\$0.0
Reserve contribution	\$29.8	\$0.0	\$29.8	\$0.0
Caretaking / maintenance utilities	\$20.8	\$0.0	\$20.8	\$0.0
Other Services	\$14.7	\$8.2	\$14.5	\$0.2
Total Services	\$87.4	\$21.6	\$87.2	\$0.2

It is important to note that the Service is currently working with City Finance and reviewing the Vehicle and Equipment Reserve with respect to planned spending, to determine whether the Board's reduction can be accommodated and what the resultant impacts will be. Reserve expenditures are reflected in the Service's capital budget, and any impacts will be reported on in future capital variance reports.

Projected savings in the "other services" category are a result of the Service's initiative to reduce spending where operationally feasible.

Revenue:

A favourable variance of \$0.4M is projected in this category. This is \$0.2M more than previously reported.

Revenue Category	2013 Budget (\$Ms)	Actual to May 31/13 (\$Ms)	Projected Year- End Actual (\$Ms)	Fav / (Unfav) (\$Ms)
Recoveries from City	(\$20.9)	(\$3.8)	(\$20.9)	\$0.0
CPP and Safer Comm'y grants	(\$14.3)	\$0.0	(\$14.3)	\$0.0
Other Gov't grants	(\$18.4)	(\$6.9)	(\$18.4)	\$0.0
Fees (e.g., paid duty, alarms, ref.)	(\$11.3)	(\$3.8)	(\$11.7)	\$0.4
Secondments	(\$3.8)	(\$1.6)	(\$3.8)	\$0.0
Draws from Reserves	(\$17.5)	\$0.0	(\$17.5)	\$0.0
Other Revenues (e.g., pris return)	(\$7.7)	(\$4.0)	(\$7.7)	\$0.0
Total Revenues	(\$93.9)	(\$20.1)	(\$94.3)	\$0.4

The favourable variance in the "Fees" category is based on the actual experience to date and projecting this to year-end using historical patterns.

Unspecified Budget Reduction

The Board's approval of the Service's 2013 operating budget included an unspecified reduction of \$6.7M. The Board indicated that this \$6.7M was to be achieved through any efficiencies, including the implementation of the recommendations arising from the Chief's Internal Organization Review (CIOR), the City's efficiency initiatives, including the KPMG and Ernst & Young reviews, and the recommendations from the Chair that were previously approved by the Board.

It is anticipated that the CIOR will yield some efficiencies, but no specific savings for 2013 are anticipated. The City Manager has advised that he does not anticipate any savings to the Service will arise from shared services studies in 2013. As the year progresses, the Service's financial situation will be carefully monitored and any areas that can be reduced, either one time or as sustainable reductions, will be identified to the Board through the variance reporting process.

Conclusion:

As at May 31, 2013, the Service is projecting an unfavourable variance of \$2.1M. The \$6.7M Board-approved reduction continues to be classified as unspecified. Some one-time savings that have been achieved to date have helped to cover some of the \$6.7 million reduction. However, much of these savings are not sustainable and will result in budget pressures in 2014. Every effort will continue to be made to identify one-time and or sustainable savings to achieve the Board-approved budget.

It is important to note that the requirement to obtain approval by resolution of the Board to fill any civilian positions has significantly delayed the number of backfills and promotions in the Service. In addition, the number of civilian separations is higher than anticipated. Although this has provided the Service with some one-time budget savings, it is having a detrimental impact on operations and staff. The Service is doing its best to provide required services and support with the ever-increasing number of vacancies. However, the risk of activities not being fulfilled, services delayed and errors and omissions occurring, continues to grow. Furthermore not filling key vacancies is not sustainable in the longer-term.

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.

Moved by: F. Nunziata

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P190. TORONTO POLICE SERVICE – PARKING ENFORCEMENT UNIT:
OPERATING BUDGET VARIANCE FOR THE PERIOD ENDING MAY
31, 2013**

The Board was in receipt of the following report July 02, 2013 from William Blair, Chief of Police:

Subject: OPERATING BUDGET VARIANCE REPORT FOR THE TORONTO POLICE
SERVICE PARKING ENFORCEMENT UNIT – PERIOD ENDING MAY 31,
2013

Recommendations:

It is recommended that:

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

Financial Implications:

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

Background/Purpose:

The Toronto Police Service Parking Enforcement (PEU) operating budget is not part of the Toronto Police Service's (Service) operating budget. While the PEU is managed by the Service, the PEU's budget is maintained separately in the City's non-program budgets. In addition, revenues from the collection of parking tags issued accrue to the City, not the Service.

The Board, at its December 10, 2012 meeting, approved the PEU 2013 operating budget at a net amount of \$42.1 Million (M) (Min. No. P300/12 refers). Subsequently, Toronto City Council, at its January 15 and January 16, 2013 meeting, approved the PEU 2013 net operating budget at \$43.4M. The City-approved amount reflected an additional \$1.3M to avoid the loss of an estimated \$6.3M in gross parking tag revenues to the City. Subsequently, the Board, at its February 19, 2013 meeting, approved the PEU 2013 operating budget at the City-approved amount (Min. No. P32/13 refers).

The purpose of this report is to provide information on the PEU 2013 projected year-end variance as at May 31, 2013.

Discussion:

The following chart summarizes the variance by category of expenditure.

Category	2013 Budget (\$Ms)	Actual to May 31/13 (\$Ms)	Projected Year- End Actual (\$Ms)	Fav/(Unfav) (\$Ms)
Salaries	\$27.68	\$10.70	\$28.09	(\$0.41)
Premium Pay	\$2.65	\$0.58	\$2.21	\$0.44
Benefits	\$7.31	\$1.84	\$7.34	(\$0.03)
Total Salaries & Benefits	\$37.64	\$13.12	\$37.64	\$0.00
Materials	\$1.58	\$0.38	\$1.58	\$0.00
Equipment	\$0.06	\$0.00	\$0.06	\$0.00
Services	\$5.74	\$1.18	\$5.74	\$0.00
Revenue	(\$1.62)	(\$0.14)	(\$1.62)	\$0.00
Total Non-Salary	\$5.76	\$1.42	\$5.76	\$0.00
Total Net	\$43.40	\$14.54	\$43.40	\$0.00

It is important to note that expenditures do not all follow a linear pattern and therefore year-to-date expenditures cannot be simply extrapolated to year-end. Rather, the projection of expenditures to year-end is done through an analysis of all accounts, taking into consideration factors such as expenditures to date, future commitments expected and spending patterns.

As at May 31, 2013, no variance is projected at year end. Details are discussed below.

Salaries & Benefits (including Premium Pay):

An unfavourable projection of \$0.44M is projected in salaries and benefits. PEU schedules one recruit class per year and hires the appropriate number of officers to ensure that, on average, it is at its full complement of officers during the year. The size of the recruit class is based on projected separations in 2013. Current trends indicate that the 2013 attrition will be less than the budgeted amount. As a result, PEU is projected to be over spent in salaries and benefits.

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

Due to the projected lower-than-budgeted staff attrition, more permanent staff are available for enforcement activities, and the PEU will reduce premium pay to offset the shortfall in the salaries and benefits. Therefore, a surplus of \$0.44M is projected in premium pay.

Non-salary Expenditures:

No variance is anticipated in the non-salary accounts at this time.

Conclusion:

As at May 31, 2013, the PEU operating budget is projected to be on budget at year end.

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.

Moved by: D. Noria

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P191. COMPUTER AIDED DISPATCH SYSTEM MAINTENANCE
AGREEMENT – SOLE SOURCE AWARD**

The Board was in receipt of the following report July 02, 2013 from William Blair, Chief of Police:

Subject: COMPUTER AIDED DISPATCH SYSTEM MAINTENANCE AGREEMENT –
SOLE SOURCE AWARD

Recommendations:

It is recommended that:

- (1) the Board approve a three-year sole source software support and maintenance agreement with Intergraph Canada Ltd., for the Computer Aided Dispatch (CAD) system for a three year total cost of approximately \$1,959,300 (including taxes), commencing January 1, 2014 and ending December 31, 2016; and
- (2) the Board authorize the Chair to execute a Maintenance Service Agreement and related documents on behalf of the Board, subject to approval by the City Solicitor as to form.

Financial Implications:

The 2014 support and maintenance cost of \$550,000 is approximately \$65,000 below the 2013 cost (without taxes). This reduction will be reflected in the 2014 operating budget request. Future year costs will be included in the respective operating budget requests, for a three year total cost of approximately \$1,959,300 (including taxes).

Background/Purpose:

The CAD system is an integrated package of hardware and software providing call taking, dispatching, and the historical recording of information, thereby enabling the timely handling and recording of Emergency 9-1-1 and other police related calls for service. The CAD system is comprised of three major environments: a primary site, a backup disaster recovery site and testing/training facilities.

The original CAD system was purchased from Intergraph Canada Ltd. in 1993 following a competitive procurement process. The current enhanced system, which includes Automatic Vehicle Location (AVL) and mobile components, was implemented in May 2004.

At its meeting of November 20, 2008, the Board approved entering into a five-year sole source software support and maintenance agreement with Intergraph Canada Ltd. for the period commencing January 1, 2009 to December 31, 2013 (Min. No. P311/08 refers).

As the current agreement for software support and maintenance expires December 31, 2013, this report seeks to replace the contract for the required services.

Discussion:

The CAD system continues to be a vital system for the delivery of 9-1-1 Emergency Services and is essential to the safety of the City.

The latest lifecycle release is planned for implementation in June 2013. This release will include the components required for interfacing to the new Versadex Integrated Records and Information System (IRIS). It will also help prepare the TPS Communications Centre for Next Generation 9-1-1 (NG911) functionality, such as texting for the deaf and in-call location updates for cell phone originated 9-1-1 calls.

Members of Communication Services and Information Technology Services have reviewed the options available to the Service with respect to the maintenance services required. The Intergraph CAD system is used by a number of Canadian police services, including the Ontario Provincial Police, Hamilton, Halton, Peel and Kitchener-Waterloo Services. Toronto Fire Services (TFS) also use Intergraph's CAD system, which allows for information sharing between the TPS and TFS. There are other vendors that can provide a CAD system. However, the implementation of another vendor's product would entail substantial licensing fees, as well as customization and professional installation costs. In addition, 251 Communications Centre operators would need to be trained on the use of a new system. As a result of the significant costs to implement a new system and the fact that the Service has built an excellent relationship with Intergraph over the years and has received good response to its needs, it is recommended that the current maintenance agreement be renewed.

The support and maintenance agreement provides the TPS with upgrade protection to the latest release of the software and 7x24 support for any operational issues. The CAD computer system and the expert services required in maintaining and supporting the software can only be performed by Intergraph Canada Ltd., the owner and sole supplier of the software and services. Intergraph Canada Ltd. does not authorize third party agents or consultants to provide services related to the support and maintenance of its products.

The renewal term being requested is for a period commencing January 1, 2014 and ending December 31, 2016. The service is reviewed and paid for annually. The estimated annual costs are provided in the table below. Intergraph's estimated costs are based on the current equipment configuration and list prices adjusted annually for inflation, which has been the Service's experience during the term of the current agreement.

	Estimated Annual Cost			
	2014	2015	2016	TOTAL
Cost	550,008	577,508	606,384	1,733,900
Taxes	71,500	75,070	78,830	225,400
Totals:	621,508	652,578	685,214	1,959,300

Conclusion:

The recommended agreement with Intergraph enables the support and maintenance of the CAD software components required for the call taking and dispatching of Emergency 9-1-1 and other police-related calls for service from January 1, 2014 to December 31, 2016. Board approval is therefore being requested for the award of the CAD system maintenance agreement to Intergraph Canada Ltd.

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.

Moved by: D. Noria

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

#P192. BELL CANADA MEGALINK DATA CIRCUIT CONTRACT

The Board was in receipt of the following report July 04, 2013 from William Blair, Chief of Police:

Subject: BELL CANADA MEGALINK DATA CIRCUIT CONTRACT

Recommendations:

It is recommended that:

- (1) the Board approve entering into an agreement with Bell Canada to provide Megalink Data Circuits for a three-year term, effective the date of signing; and
- (2) the Board authorize the Chair to execute all required agreements and related documents on behalf of the Board, subject to approval by the City Solicitor as to form.

Financial Implications:

The three-year cost for the use of twenty three (23) Megalink data circuits is \$1,198,800, inclusive of all taxes. Two-thirds or \$799,120 is recovered from Toronto Fire Services (TFS) and Toronto Emergency Medical Services (EMS) under the agreement between the agencies. The 2013 portion of the Toronto Police Service's (TPS') cost, or approximately \$130,000, is included in the TPS 2013 operating budget and future years will include the required funding request.

Background/Purpose:

TPS currently uses twenty three (23) private data circuits supplied by Bell Canada known as Megalink circuits. These circuits provide the type of network connection required for the current voice radio system to provide interconnection between radio tower sites for the City of Toronto's (COT) voice radio system. The voice radio communication system supports TPS, TFS and EMS.

The TPS originally purchased the installation and use of the Megalink circuits utilizing the previous City of Toronto Telecommunications Infrastructure (COTTI) agreement with Bell Canada. This agreement was for the period January 15, 2004 to January 14, 2009, and was approved by the Board at its May 27, 2004 meeting (Min. No. P155.04 refers). The agreement was subsequently extended by the COT and Bell Canada until January 14, 2011. The TPS continued with the COTTI agreement on a month-to-month basis and under the same terms and conditions as provided for in the Board's Financial Control By-law 147, Section 25, Successive Agreements.

The COT entered into a new agreement with Bell Canada for Integrated Telecommunications Infrastructure (ITI) effective October 1, 2010. On April 7, 2011 (Min. No.P84/2011 refers) the Board approved TPS's participation within this agreement. However, it was identified in 2012 that the ITI agreement did not include specific pricing provisions for the use of the Megalink data circuits. As a result and following discussions with COT staff and City Legal, the TPS is recommending that a contract for the required data circuits be approved by the Board.

Discussion:

The Megalink data circuits have been in use since the late 1990s for the COT voice radio system, operated by TPS and used by TPS, TFS and EMS. These circuits operate on an older type of technology and are in limited use by TPS. The construction phase of the City's Radio Infrastructure Project (TRIP) was originally anticipated to be completed in 2013, at which time the circuits would no longer be required. The TRIP project completion has been delayed and the Megalink circuits will therefore be required beyond 2013. Once the TPS, TFS and EMS migrate to the TRIP radio system, the existing radio system will be decommissioned and the Megalink circuits cancelled and removed. Based on the current TRIP project schedule, some Megalink data circuits may be required until 2016.

A new competitive procurement process is not recommended for the Megalink data circuits at this time. A new vendor would charge significant installation and configuration fees to install new circuits. The use of internal staff resources to plan and manage the installation is limited. In addition, further delay to the TRIP project, and alterations or changes to the Megalink circuits have the potential to cause radio system outages affecting the front line operations of TPS, TFS and EMS.

A three-year contract term, with annual reviews is therefore being recommended, as it allows for the cancellation of circuits each year that are no longer required thereby reducing the cost. Each year the number of circuits required for the following year will decrease.

Conclusion:

The continued use of the existing Megalink data circuits is required due to the significant costs, radio system operational impacts and staff resources that would be needed to change to an alternate provider at this time.

It is therefore recommended that the Board approve entering into a three-year agreement with Bell Canada to use the existing Megalink data circuits.

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.

Moved by: A. Pringle

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P193. CLOSED CIRCUIT TELEVISION (CCTV) – EQUIPMENT SUPPLY,
INSTALLATION AND MAINTENANCE AGREEMENT**

The Board was in receipt of the following report July 04, 2013 from William Blair, Chief of Police:

Subject: CLOSED CIRCUIT TELEVISION (CCTV) – EQUIPMENT SUPPLY,
INSTALLATION AND MAINTENANCE CONTRACT

Recommendations:

It is recommended that:

- (1) the Board approve Met-Scan Canada Limited as the Vendor of Record for all closed circuit television system equipment, hardware, software and professional services for Toronto Police Service for a period of five years commencing July 1, 2013 to June 30, 2018, with three additional one year options at the discretion of the Board; and
- (2) the Board authorize the Chair to execute all required agreements and related documents on behalf of the Board, subject to approval by the City Solicitor as to form.

Financial Implications:

All new or additional closed circuit television (CCTV) system equipment requirements and associated design and installation services are budgeted and approved on a project-by-project basis.

The replacement of existing CCTV systems are funded from the Service's Vehicle and Equipment Reserve, based on each CCTV systems' lifecycle replacement plan contained within the approved Capital Program.

The maintenance cost of the Toronto Police Service (TPS) infrastructure is estimated based on currently installed equipment, at the time of budget preparation, and funds are included in the annual operating budget request. The estimated five year cost is \$1,150,000 or \$230,000 annually based upon the current number of CCTV devices and the amount of unexpected repairs required. The 2013 approved operating budget includes a maintenance and repair budget of \$230,000 for preventative maintenance, unexpected repairs and replacement devices.

Background/Purpose:

TPS has a requirement to maintain CCTV systems at various facility locations, prisoner booking areas, detention facilities and the public space CCTV areas. The maintenance for this equipment has been provided by TPS's Telecommunications Services Unit (TSU). The number of CCTV systems within the TPS has increased significantly with no corresponding increase in support staff.

To ensure that the security cameras are in good working order and to minimize repair work, it is important that maintenance on the camera systems be done on a regular basis and not be subject to other work priorities. Utilizing an external vendor to perform regular preventative maintenance on TPS's security cameras is an efficient and cost-effective way of providing this service, and will allow internal staff to focus on their on-going core work and responsibilities.

In 2009, the maintenance of the CCTV systems for facility security was added to the facility security system maintenance contract awarded to Johnson Controls (Min. No. P201/09 refers). The first option year extension to June 30, 2013 was approved by the Board at its April 2012 meeting (Min. No. P60/2012 refers).

Discussion:

In 2012, an inventory of all CCTV hardware and systems was conducted and a consolidated CCTV maintenance requirement was developed by TSU, for inclusion in an RFP for CCTV equipment supply, installation and maintenance services.

The Service currently has approximately 3,000 CCTV equipment devices, up from about 1,300 devices that were supported at the start of the previous contract. Equipment to be supported includes detention area CCTV systems, in-building security CCTV systems, booking halls CCTV systems, front desk CCTV systems, public space CCTV systems, interview rooms and miscellaneous multimedia equipment located in training and conference rooms.

Issuance of the Request for Proposal (RFP) and Results of the RFP Process:

Due to the expiration of the current contract for the CCTV system, and the expanded CCTV maintenance requirements, TPS issued RFP #1134676-13 to establish a new contract to meet the TPS's CCTV requirements.

Four submissions were received and met the mandatory requirements. The submissions were from Johnson Controls Limited, Met-Scan Canada Limited, Motorola Solutions Canada Limited and Stanley Security Solutions. TPS technical staff, with process oversight from the TPS Purchasing Manager, evaluated the four submissions utilizing the following weighted criteria, as specified in the RFP.

Services

- Service providers experience (25%)
- Qualifications and experience of provider's personnel & resources (20%)
- Quality of service execution, post-sales support (15%)
- Proponents Health and Safety, Quality Insurance and Warranty program. (5%)

Services Total 65%

Pricing

- Service providers' Hardware pricing (15%)
- Service providers' Preventative Maintenance cost proposal (10%)
- Service providers' Emergent services cost proposal (5%)
- Service providers' Service Providers Subcontractors (5%)

Pricing Total 35%

As a result of the evaluation, Met-Scan achieved the highest overall score and is therefore being recommended as the Vendor of Record (VOR) for TPS's CCTV equipment, service and maintenance requirements.

Acquisition of Hardware, Software and Services:

Met-Scan, as the VOR, will provide TPS with all required equipment, hardware, software and services for TPS's CCTV system requirements. These requirements may include the installation of complete CCTV systems in any new facilities, and any additions/changes to current systems due to renovations or other service requirements. Met-Scan's proposal includes an itemized equipment price list for items typically required by TPS.

A majority of the existing CCTV systems within TPS are based upon obsolete analog technology and operate in isolation of each other. With the CCTV industry moving to digital Internet Protocol (IP) based formats, ITS is developing a consolidated CCTV lifecycle plan using existing lifecycle funds. This plan will allow for numerous CCTV systems to leverage existing infrastructure and networks to maximize available funds and reduce operating costs.

Due to the numerous CCTV systems involved in this developing plan, it is anticipated that a five to eight year period will be required to complete the migration from existing systems to a centralized IP-based platform.

Maintenance Services:

Preventative maintenance on the CCTV systems is critical to ensure that these systems are in good working order. The Met-Scan proposal includes regular preventative maintenance and a cost schedule for all projected maintenance replacement items and repair services. The preventative maintenance costs for existing CCTV inventory will total \$87,800 for the five year period. An estimated \$1,062,000 (based on TPS's past experience) will be required for unscheduled maintenance/repairs for the five (5) year period. The unscheduled repair cost is an estimate and could change based on TPS requirements and/or the addition of new equipment.

Any unscheduled repairs, maintenance and/or new CCTV installations will be authorized based on the submission of detailed quotes from the vendor.

Conclusion:

Effective and reliable CCTV systems are critical to protecting our members, our buildings and the public, as well as ensuring all legislated TPS video requirements are met.

The current vendor of record arrangement for TPS's Facility Security CCTV system and the agreement for maintenance and repair services expired on June 30, 2013. As a result, an RFP process has been conducted to establish a VOR to enable the continuation of all of TPS's CCTV equipment and service requirements. Met-Scan Canada Limited achieved the highest score in the evaluation process and is therefore the recommended vendor for this contract award.

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.

Moved by: D. Noria

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

#P194. IRIS CAPITAL PROJECT – ONE YEAR EXTENSION OF CONTRACTS

The Board was in receipt of the following report July 04, 2013 from William Blair, Chief of Police:

Subject: ONE YEAR EXTENSION OF CONTRACTS - IRIS CAPITAL PROJECT

Recommendations:

It is recommended that:

- (1) the Board approve a one year extension of the current agreement with Provision IT Resources for the provision of project management services for the IRIS capital project at a cost of \$310,000 for the period January 1, 2014 to December 31, 2014;
- (2) the Board approve a one year extension of the current agreement with Modis Canada Inc. for the provision of senior business analyst services for the IRIS capital project for the period January 1, 2014 to December 31, 2014, at no additional cost;
- (3) the Board approve a one year extension of the current agreements with Modis Canada Inc. for the provision of information technology system development services for the IRIS capital project at an estimated cost of \$405,000, for the period January 1, 2014 to December 31, 2014; and
- (4) the Board authorize the Chair to execute the required agreements and related documents on behalf of the Board, subject to the approval by the City Solicitor as to form.

Financial Implications:

The cost for a full one-year extension of the stipulated contracts, as recommended in this report, is estimated to be \$715,000 plus taxes, and funds are available in the capital budget for this purpose.

This estimate includes an additional \$310,000 for the services of an external project manager, increasing the cost of the agreement for project management services from the Board approved \$0.95M (Min. No. P145/10 refers) to \$1.26M.

The agreement for senior business analysis services was approved by by the Board in August 2010 (Min. No. P221/10 refers). The contract was for a three year period ending December 31, 2013, at a cost of \$1.3M. The extension of this agreement to the end of 2014 will not require an increase to the cost of the agreement approved by the Board in August 2010.

The estimated cost to extend the services of two information technology system developers to the end of 2014 is \$405,000.

These estimates are based on the current hourly rates, which would continue through 2014.

All contracts awarded to the pre-qualified vendors have been approved in accordance with the requirements of the Board's Financial By-law No. 147, as amended. As per the terms of each contract, there is a binding agreement in place for the fixed term of the engagement. However, the Toronto Police Service (Service) has the right to terminate the agreement with 30 days' notice. Contractors will be released sooner than year-end 2014 if their services are no longer required.

Background/Purpose:

In February 2011, the Board was requested to approve the award of a contract to Versaterm Inc. for the acquisition and implementation of a new records management system in accordance with the statement of work that was acceptable to the Service. The Board deferred consideration of this request (Min. No. P27/11, and Min. No C59/11 refer), and at its April 7, 2011 meeting, the Board referred the report requesting contract approval to the City Auditor General and City Chief Information Officer for review and comment regarding the proposed new records management system (Min. No. P73/11 and Min. No. C93/11 refer).

The Board also made a secondary motion as follows:

THAT the Chief of Police prepare a report on the cost implications that would result from a delay in implementing a new records management system and that it be provided to the Board at a special meeting to be held on April 14, 2011 (Min. No. P73/11 refers).

As the Board was informed at its April 14, 2011 meeting, the deferral of the contract award has impacted the project planning, project schedule, resources assigned to the project, information technology planning and implementation preparation, in addition to the monthly capital and operating expenses incurred during the deferral period (Min. No. P106/11 refers). Due to the lengthy deferral period, the project costs and requirement for both internal and external resource assignment have been pushed into 2014, approximately ten months past the original target date for project conclusion in the fourth quarter of 2013.

Discussion:

In October 2011, the Board approved the Versaterm Inc. contract for the supply and delivery of software, maintenance, and professional services in relation to the acquisition and implementation of a new records management system (Min. No. P262/11 refers).

The Board was advised at that time that the product stabilization period would follow the Service-wide rollout of the Versadex application, targeted for November 5, 2013, and would continue through 2014 to ensure the stable and efficient operation of the system, maximum benefits realization, and overall stakeholder and end user acceptance. The decommissioning of existing applications and the transition to the Sustainment Team would also take place in 2014, followed by project closeout targeted for completion in the last quarter of 2014 (Min. No. P262/11 refers).

Project Management Services

At its May 2010 meeting, the Board approved the retention of Provision IT Resources to provide project management services for the IRIS project at a cost of \$0.95M (Min. No. P145/10 refers).

The existing contract is a fixed-term agreement expiring December 31, 2013. Project management services are still required into 2014, and Board approval is therefore being requested to renew this contract through 2014 in order to provide oversight and governance through the implementation support and warranty period, sustainment, and project closeout. The extension of project management services is required due to the lengthy deferral period for the project in 2011 and the anticipated work in 2014 following implementation in November 2013. The estimated cost to retain the services of a dedicated project manager through 2014 is \$0.3M.

Senior Business Analysis Services

In August 2010, the Board approved the hiring of two Senior Business Analysts from Ajilon Canada Inc. (now Modis Canada Inc.) at a cost of up to \$1.3M (inclusive of applicable taxes) to support the statement of work development and subsequent implementation of the new records management system (Min. No. P221/10 refers). These services have proven to be critical to the IRIS Project, and it would be at a significant detriment to lose the unique skill sets provided by these analysts. The total expenditure for business analysis services is not anticipated to exceed the \$1.3M approved by the Board in 2010. However, the existing agreement expires December 31, 2013, and Board approval is therefore requested to extend the existing agreement for these required services to year-end 2014.

Information Technology Services – Backfill for Internal Resources Assigned to the IRIS Project

The technological complexity of the IRIS Project has required the long-term assignment of skilled internal resources from Information Technology Services (ITS), placing a strain on the division and a freeze on development in other areas. To compensate for the utilization of ITS resources, the IRIS Project has provided three backfill programmers/developers for a three-year period. The agreement with Modis Canada Inc. for the backfill resources expires at year-end, and the Board's approval is therefore requested to extend these agreements to December 31, 2014. However, the consultants will be released earlier if their services are no longer required. The total expenditure to retain their services through 2014, will exceed the \$500,000 approval authority delegated to the Chief under By-Law 147. As such, Board approval is required to extend the agreements until the end of 2014 at an estimated cost of \$405,000.

Conclusion:

The IRIS project will achieve Service-wide improvements in terms of records and information management, silo reduction, interoperability, and increased efficiencies through configuration and streamlining of existing business processes for the new environment. The introduction of electronic disclosure, centralized occurrence review and disclosure management, and eTicketing will also contribute to enhanced service delivery and support the strategic goals of the Service.

The Service has been satisfied with the performance of the vendors during the existing contract periods, as documented in periodic contractor evaluations.

The contractors and consultants' roles as outlined in the existing agreements are essential to meet the anticipated needs of the IRIS capital project through to project closeout. It is in the best interest of the Service to retain this expertise rather than risk project delays due to transfer of knowledge and lack of internal capacity.

It is the intention of IRIS management to complete periodic reviews of the job functions performed by each contractor to ascertain an appropriate release date during 2014.

It is therefore recommended that the Board approve the extension of the current agreements for a one year period from January 1, 2014 to December 31, 2014.

Deputy Chief Peter Sloly, Divisional Policing Command, and Mr. Tony Veneziano, Administrative Officer, Administrative Command, will be in attendance to answer any questions from the Board.

The Board approved the foregoing report.

Moved by: F. Nunziata

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P195. ONTARIO CRIME PREVENTION STRATEGY PHASE II –
COMMUNITY ENGAGEMENT**

The Board was in receipt of the following report June 25, 2013 from Alok Mukherjee, Chair:

Subject: ONTARIO CRIME PREVENTION STRATEGY PHASE II - COMMUNITY
ENGAGEMENT

Recommendations:

It is recommended that:

1. the Board host a Crime Prevention Strategy community consultation meeting; and
2. the Board authorize the Chair to organize the event in collaboration with representatives of the Ministry of Community Safety and Correctional Services.

Financial Implications:

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

Background/Purpose:

Since spring 2009, the Ministry of Community Safety and Correctional Services (MCSCS) has been working with its police and inter-ministerial partners to develop a provincial crime prevention strategy. The Ministry has completed Phase I of the initiative which has resulted in the development of the *Crime Prevention in Ontario: A Framework for Action* booklet, which is intended to raise awareness and promote the benefits of crime prevention to Ontario communities and set the stage for the development of further crime prevention work which will build and enhance crime prevention partnerships, encourage the development of coordinated, multi-sectoral responses and promote community leadership and participation in crime prevention.

Discussion:

MCSCS has moved to Phase II of the initiative which entails community engagement with a number of interested communities across Ontario. The objective of the consultation is to develop an analysis of the crime issues, risk factors, challenges, resources/partnerships in Ontario's communities and an overview of promising crime prevention practices currently being used in Ontario.

The Ministry has asked its Crime Prevention Strategy partners to assist with Phase II by hosting a community engagement meeting with key stakeholders in their respective communities. The Ministry will facilitate the discussions and will be responsible for collating and analysing information garnered from the consultation. It is anticipated that the consultations will begin in mid to late July with an expected conclusion date of late August to early September.

A copy of correspondence from Mr. Glenn Murray, Assistant Deputy Minister, MCSCS, dated June 6, 2013, is attached to this report for your information. An electronic copy of the booklet is available from the Board office upon request. I note, however, that a hard copy of the publication has been provided to Board Members recently.

Conclusion:

Therefore, it is recommended that

1. the Board host a Crime Prevention Strategy community consultation meeting; and
2. the Board authorize the Chair to organize the event in collaboration with representatives of the Ministry of Community Safety and Correctional Services.

The Board approved the foregoing report.

Moved by: A. Pringle

Ministry of Community Safety
and Correctional Services

Ministère de la Sécurité communautaire
et des Services correctionnels

Public Safety Division

Division de la sécurité publique

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MEMORANDUM TO: All Chiefs of Police and
Commissioner Chris D. Lewis
Chairs, All Police Services Boards

FROM: Glenn Murray
Assistant Deputy Minister
Public Safety Division

SUBJECT: Ontario Crime Prevention Strategy
Phase II - Community Engagement

DATE OF ISSUE:	June 6, 2013
CLASSIFICATION:	General
RETENTION:	June 26, 2013
INDEX NO.:	13-0038
PRIORITY:	Medium

As you may know, the Ministry of Community Safety and Correctional Services (MCSCS) is committed to working with its inter-ministerial partners and with its policing partners to develop a provincial crime prevention strategy.

The first step in this process (Phase I) was to raise awareness and to promote the benefits of crime prevention to Ontario communities through the development of the *Crime Prevention in Ontario: A Framework for Action* booklet (attached). The booklet provides integral background information on the current criminal landscape, offers a variety of crime prevention approaches, and outlines the cost-effectiveness of being proactive when it comes to addressing the root causes of crime.

I am pleased to advise you that MCSCS is now in the second phase in the development of an *Ontario Crime Prevention Strategy*, i.e., Phase II – Community Engagement. This phase involves the strategic partnerships of various stakeholders.

MCSCS is engaging Ontario communities to:

- Provide an educational component on crime prevention to the stakeholders in attendance through a presentation on the *Framework for Action* booklet and an overview of current government initiatives; and
- Obtain community specific responses to the following questions:
 1. What types of crime prevention/community safety strategies and programs does your community currently have in place?
 2. Is there anything that could help your community enhance your crime prevention/community safety strategies and programs?

.../2

3. Are there any barriers in your community that are preventing you from addressing concerns or gaps (systemic, disorder, quality of life, crime, etc.)?

As a result of Phase II, MCSCS will develop the following key deliverables:

- *Crime Prevention in Ontario: A Community Analysis*, which will provide an analysis of the crime issues, risk factors, challenges, resources/partnerships in Ontario's communities; and
- *Crime Prevention in Ontario: Promising Practices*, which will provide an overview of promising practices currently being used in Ontario.

The information collected in Phase II - Engagement will also inform the development of Phase III – an *Ontario Crime Prevention Strategy*.

Commencing in July, 2013, MCSCS would like to conduct face-to-face meetings on crime prevention with a number of interested communities across Ontario. In order to ensure a diverse and multi-sectoral participation, we are seeking your assistance and engagement to organize a broad group of your community partners/agencies for discussion.

If you are interested in leading an engagement in your community and would like to obtain further details, please contact Julie Moscato, Manager, Program Development Section at Julie.Moscato@Ontario.ca or at 416-314-3015 by June 26, 2013.



for Glenn Murray
Assistant Deputy Minister
Public Safety Division

Attachment

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P196. *APPROVAL OF EXPENSES: THE ECONOMICS OF POLICING: POLICE
EDUCATION AND LEARNING SUMMIT***

The Board was in receipt of a report dated July 05, 2013 from Alok Mukherjee, Chair, with regard to his attendance at the *Economics of Policing: Police Education & Learning Summit* that will be held in September 2013 in Charlottetown, Prince Edward Island. A copy of the report is on file in the Board office.

At the Chair's request, the foregoing report was withdrawn from the agenda.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P197. SPECIAL CONSTABLES – TORONTO COMMUNITY HOUSING
CORPORATION: APPOINTMENTS**

The Board was in receipt of the following report June 20, 2013 from William Blair, Chief of Police:

Subject: APPOINTMENT OF SPECIAL CONSTABLES FOR THE TORONTO
COMMUNITY HOUSING CORPORATION

Recommendation:

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

Financial Implications:

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

Background/Purpose

Under Section 53 of the *Police Services Act of Ontario* (the 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 Toronto Community Housing Corporation (TCHC) for the administration of special constables (Min. No. P414/99 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 TCHC, dated April 3, 2013, to appoint the following individuals as special constables:

**Christopher Baker
Kenny Yee**

Discussion:

The TCHC 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 TCHC property within the City of Toronto.

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

The TCHC has advised that the individuals satisfy all of the appointment criteria as set out in the agreement between the Board and the TCHC for special constable appointment. The TCHC's approved strength of special constables is 83; the current complement is 80.

Conclusion:

The Toronto Police Service and the TCHC 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 TCHC property. The individuals currently before the Board for consideration have satisfied the criteria contained in the agreement between the Board and the Toronto Community Housing Corporation.

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

The Board approved the foregoing report.

Moved by: M. Del Grande

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P198. SPECIAL CONSTABLES – UNIVERSITY OF TORONTO – ST. GEORGE
CAMPUS: APPOINTMENTS**

The Board was in receipt of the following report June 20, 2013 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 recommendation 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, dated April 2, 2013, to appoint the following individuals as special constables:

**Justin Bartlett
Tyler Sadler
Lito Jr. Naniog Peregrino
Arvydas Blauzdziunas
Jillian Sromek**

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 background investigations 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 the individuals satisfy all of the appointment criteria as set out in the agreement between the Board and the U of T for special constable appointment. The U of T, St. George Campus' 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.

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

The Board approved the foregoing report.

Moved by: M. Del Grande

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P199. APPOINTMENT – ACTING VICE-CHAIR DURING THE PERIOD
BETWEEN JULY 20, 2013 AND JULY 28, 2013, INCLUSIVE**

The Board was in receipt of the following report July 03, 2013 from Alok Mukherjee, Chair:

Subject: Appointment – Acting Vice Chair During the Period Between July 20, 2013 and July 28, 2013, Inclusive

Recommendation:

It is recommended that the Board appoint one member to act as Acting Vice-Chair during the period between July 20, 2013 and July 28, 2013, inclusive, for the purposes of the execution of all documents that would normally be signed by the Vice-Chair on behalf of the Board.

Financial Implications:

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

Background:

I have been advised by Vice-Chair Michael Thompson that he will not be able to perform the duties of Vice-Chair of the Toronto Police Services Board during the period between July 20, 2013 and July 28, 2013, inclusive.

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

Conclusion:

I am requesting that the Board appoint one member who is available during that period of time to perform the duties of Acting Vice-Chair of the Board.

The Board approved the following Motion:

THAT the Board receive the foregoing report and ratify a decision made by a quorum of the Board via an e-poll on July 16, 2013 to appoint Ms. Marie Moliner as Acting Vice-Chair for the period between July 20, 2013 and July 26, 2013, inclusive.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P200. TORONTO POLICE SERVICES BOARD SPECIAL FUND: 2012
SPECIFIED PROCEDURES REPORT**

The Board was in receipt of the following report June 25, 2013 from Alok Mukherjee, Chair:

Subject: TORONTO POLICE SERVICES BOARD SPECIAL FUND – 2012 SPECIFIED
PROCEDURES REPORT

Recommendation:

It is recommended that the Board approve the annual Specified Procedures Report, performed by Price Waterhouse Coopers LLP.

Financial Implications:

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

Background/Purpose:

Attached is the 2012 Specified Procedures report for the Police Services Board Special Fund, 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, 2012.

It was determined that an assessment of the Special Fund procedures and processes is a more useful approach as it tests the degree to which the Board is adhering to its policy governing the Special Fund.

The assessment revealed that the Board is in keeping with the administrative processes as outlined in the Board Special Fund Policy.

A copy of the auditor's findings is attached to this report.

Conclusion:

It is recommended that the Board approve the annual Specified Procedures Report, performed by Price Waterhouse Coopers LLP.

The Board approved the foregoing report.

Moved by: A. Pringle



June 11, 2013

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 (TPSB Special Fund).

The procedures were performed solely to assist you in evaluating the application and disbursement procedures and processes related to the TPSB Special Fund for the year ended December 31, 2012.

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 TPSB Special Fund as at and for the year ended December 31, 2012, we express no opinion on these account balances as at December 31, 2012 or the transactional activity for the year ended December 31, 2012. Had we performed additional procedures or had we performed an audit of the account balances and transactional activity of the TPSB 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 Accountant

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PwC refers to PricewaterhouseCoopers LLP, an Ontario limited liability partnership



Appendix 1: Specified Procedures

Application and disbursement procedures

Haphazardly select 25% of the number of annual disbursements (cheques) from the Toronto Police Services Board Special Fund (TPSB Special Fund) general ledger and:

1. Ensure that Board approval has been obtained for the disbursement
2. Ensure that the cheque amount agrees to the approved amount, and that such amount is recorded in the TPSB Special Fund general ledger (book of accounts)
3. Ensure that a Board report which includes an overview of the funding proposal is submitted to the Board for approval in accordance with the TPSB Special Fund Policy
4. Ensure that the cheque is signed by the appropriate signatories in accordance with the TPSB Special Fund approval guidelines and policies

General procedures

5. Haphazardly select ten disbursements from the TPSB Special Fund and ensure that the funding is provided prior to the date of the event/activity, as specified in the funding application
6. Haphazardly select six bank statements and ensure that the account balance does not fall below \$150,000 during the period covered by the statement, as set out in the TPSB Special Fund Policy
7. 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 by reference to the Board minutes
8. Haphazardly select ten deposits within the general ledger and ensure that they are from authorized revenue sources as allowed by the Police Services Act



Appendix 2: Findings

1.-4. We haphazardly selected nineteen disbursements from the TPSB Special Fund for testing, itemized below, for the year ended December 31, 2012, representing 25% of the total number of annual disbursements for the year ended December 31, 2012.

For each disbursement selected, we completed procedures 1 through to 4 and have noted no exceptions.

Disbursements (cheque numbers)						
742	746	753	754	749	750	751
768	774	778	793	797	781	780
801	811	810	815	818		

5. We haphazardly selected ten disbursements from the TPSB Special Fund and ensured that the funding was provided prior to the date of the event/activity, as specified in the funding application.

For each disbursement selected, we have noted no exceptions.

Disbursements (cheque numbers)				
742	768	746	793	753
781	754	780	750	811

6. We haphazardly selected six bank statements of the TPSB Special Fund, itemized below, and have noted no exceptions as a result of completing this procedure.

Monthly bank statements		
March, 2012	May, 2012	July, 2012
August, 2012	October, 2012	December, 2012



7. Based on enquiry of Joanne Campbell (Executive Director, Toronto Police Services Board), there was one exception to the policy, itemized below, during the year ended December 31, 2012. We have reviewed the minutes to the Board meeting outlining the exception and have no exceptions to report as a result of completing this procedure.

Exceptions to the Policy	
Description	Board minutes reviewed
Assessment of the Human Rights Project with Ryerson University	BM 117/2010

8. We haphazardly selected ten deposits to the TPSB Special Fund, itemized below, and have no exceptions to report as a result of completing this procedure.

Deposit Date	Revenue Source
March 14, 2012	Unclaimed Cash
March 21, 2012	Unclaimed Cash
March 28, 2012	Unclaimed Cash
April 16, 2012	Public Auction Proceeds
May 4, 2012	Unclaimed Cash
May 4, 2012	Unclaimed Cash
March 28, 2012	Unclaimed Cash
August 13, 2012	Public Auction Proceeds
September 18, 2012	Public Auction Proceeds
November 14, 2012	Public Auction Proceeds

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P201. REQUEST TO MEET WITH THE HONOURABLE MADELEINE
MEILLEUR, MINISTER OF COMMUNITY SAFETY AND
CORRECTIONAL SERVICES**

The Board was in receipt of the following report July 08, 2013 from Alok Mukherjee, Chair:

Subject: REQUEST TO MEET WITH MINISTER MEILLEUR, COMMUNITY SAFETY
AND CORRECTIONAL SERVICES

Recommendation:

It is recommended that the Board advise Minister Meilleur that the Board wishes to discuss the items noted in this report and forward a copy of this report along with the public Board minutes noted below, to the Minister for information.

Financial Implications:

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

Background/Purpose:

At its meeting on March 27, 2013 the Board decided to invite the Minister of Community Safety and Correctional Services to attend a future meeting to address the administration of discipline under Part V of the Police Services Act (Min. P74/13 refers).

Discussion:

In response to the Board's request, Minister Meilleur forwarded the appended letter dated June 19, 2013. In her response, the Minister requests that the Board provide the specific items for the proposed discussion so that the Ministry may assess the Board's request.

It is my recommendation that the Board advise the Minister that it wishes to discuss:

Suspension of police officers – the Board's position that amendments should be made to the *Police Services Act* to provide chiefs of police with the ability to suspend police officers without pay in a greater range of circumstances than which is currently permitted under the law (Min. C7/13, C310/11, C55/1, P283/06 and P148/04 refer).

Serving Notices of Hearing – the Board’s position that given the complexity of the internal investigations that police services are required to conduct, the *Police Services Act* should be amended to extend the limitation period from the current six months to nine months (Min. P283/06 refers)

Probationary period for police constables – while not an issue arising from Part V, it is the Board’s position the *Police Services Act* ought to be amended to permit a police services board to extend the probationary period for police officer by an additional six months, if in the board’s view, this would be necessary to thoroughly assess the officer’s suitability (Min. P283/06 refers)

Conclusion:

It is my recommendation that the Board approve the items noted in this report as the topics for discussion with Minister Meilleur and forward this report and the public Board minutes referenced above to the Minister for information.

The Board approved the foregoing report and the following Motion:

THAT a copy of this report and the applicable public Minutes be forwarded to the Ontario Association of Police Services Boards along with a request that it also seek a meeting with the Minister to address concerns about the administration of discipline under Part V of the *Police Services Act*.

**Ministry of Community Safety
and Correctional Services**

Office of the Minister

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

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

Bureau de la ministre

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



JUN 19 2013

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

DATE RECEIVED

JUN 25 2013

**TORONTO
POLICE SERVICES BOARD**

MC-2013-1699

Dear Dr. Mukherjee:

Thank you for your letter of April 19, 2013, inviting me to attend a future meeting of the Toronto Police Services Board to discuss the administration of discipline under Part V of the *Police Services Act* (PSA). I apologize for the delay in responding.

I would like to begin by stating that it is a matter of concern to those of us responsible for the administration of justice when judges allege that a police officer has been deliberately untruthful under oath. Last fall, the Ontario government responded.

Under the *Practice Memorandum* approved by the Ministry of the Attorney General (MAG), a Crown prosecutor is required to report such judicial comments or any questionable police behaviour to his/her Crown attorney for review. Where there are concerns about perjury or other criminal offences, the Crown attorney will forward the matter to the Criminal Law Division at MAG, which may request a police investigation. This policy formalizes Ontario's long-standing approach to such allegations.

The processing of public complaints against police is anchored in Part V of the PSA. The revisions to Part V in October 2009 established the Office of the Independent Police Review Director (OIPRD), which as you know is an independent civilian oversight agency of MAG.

Given that there are a multitude of items that could fall within a discussion of Part V of the PSA which may also impact on MAG, I am requesting that you provide me with specific items for the proposed discussion so that we can assess this request further.

Also, as you are aware, the Future of Policing Advisory Committee (FPAC), of which the Toronto Police Services Board and the Ontario Association of Police Services Boards are members, offers an appropriate venue where your concerns regarding the PSA, its regulations and ministry policies may be presented for consideration by other stakeholders and ministry staff. MAG also participates in these discussions.

I look forward to hearing from you. Again, thank you for the invitation.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Meilleur".

Madeleine Meilleur
Minister

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P202. RECOMMENDATION TO AMEND ONTARIO REGULATION 266/10 –
SUSPECT APPREHENSION PURSUITS**

The Board was in receipt of a copy of correspondence dated June 25, 2013 from John Sewell, Toronto Police Accountability Coalition, to Madeleine Meilleur, Minister of Community Safety and Correctional Services, containing a recommendation to amend Ontario Regulation 266/10 (under the *Police Services Act*) – Suspect Apprehension Pursuits. A copy of Mr. Sewell's correspondence is attached to this Minute for information.

The Board received Mr. Sewell's correspondence.

Moved by: A. Pringle

Toronto Police Accountability Coalition
c/o Suite 206, 401 Richmond Street West, Toronto ON M5V 3A8.
416 977 5097. info@tpac.ca , www.tpac.ca

June 25, 2013.

Madeleine Meilleur,
Minister of Community Safety and Corrections
18th floor
25 Grosvenor Street
Toronto M7A 1Y6.

By email and postal service

Dear Madam Minister:

Subject: Police Pursuits

Several police pursuits have recently been in the news, some in Toronto, and some where several police jurisdictions are involved. Police pursuits are dangerous to police and to the public, and we believe the provincial government should act to reduce the number of police pursuits (chases) in Toronto and in Ontario.

Police chases in Ontario are regulated by Ontario Regulation 266/10 (under the Police Services Act) which requires authorization for chases by a manager. The regulation also sets out when an officer may embark on a pursuit. Section 2(1) of the Regulation states:

A police officer may pursue, or continue to pursue, a fleeing motor vehicle that fails to stop,

(a) if the police officer has reason to believe that a criminal offence has been committed or is about to be committed; or

(b) for the purposes of motor vehicle identification or the identification of an individual in the vehicle.

Subsection 3 states:

A police officer shall, before initiating a suspect apprehension pursuit, determine whether in order to protect public safety the immediate need to apprehend an individual in the fleeing motor vehicle or the need to identify the fleeing motor vehicle or an individual in the fleeing motor vehicle outweighs the risk to public safety that may result from the pursuit.

In our opinion the issue is not trying to manage pursuits more carefully, but instead restricting the number that occur: that will reduce the risk to police officers and members of the public. The data shows most chases in Toronto, and probably in the rest of Ontario, are commenced for possible violations of the Highway Traffic Act. Those risks should not be undertaken. Chases should not be commenced for such minor matters.

Here is the data for Toronto. In 2011 there were 142 chases in Toronto. More than half were initiated because of possible Highway Traffic Act offences; 42 per cent because of alleged dangerous driving or other Criminal Code offence, or stolen vehicle.

In 2011, ten per cent of these chases resulted in collisions, and about 6 per cent resulted in personal injury or fatality, half of whom were police officers. The rate of collisions and injuries were higher in 2010 and 2009.

We believe the data in Toronto is not unique but is repeated throughout the province. A report for the Ministry of the Solicitor General in 1999 found that between 1991 and 1997 there were 10,421 chases in Ontario, in which 33 people were killed and 2451 injured – which meant that about a quarter of all chases resulted in injury or death.

Experience shows the risks involved in chases are simply too high, particularly when in half the cases the offence is simply under the Highway Traffic Act. The initiation of a chase should be more than just vehicle or individual identification.

In fact, we believe that in most cases where a Criminal Code offence is suspected, or where the vehicle is thought stolen, the outcomes of a chase are not significant enough to commence a chase. No great harm will ensue by the officer not apprehending the person at that moment – apprehension can occur at a later time, given that the vehicle can be identified.

The only time when a chase should be undertaken is where it is reasonable to assume that if the person escapes that person will cause death or serious bodily harm to another person. That is the only case where the risk of a collision or personal injury or death should be undertaken.

We have requested that the Toronto Police Service limit chases in the way we have suggested, but have been told by the Chair that the Regulation sets the limitation and that the Board cannot restrict chases further. Accordingly, a change of the Regulation is required by the provincial government.

We request the Minister to begin a process to amend the Regulation so that it reads:

A police officer may pursue, or continue to pursue, a fleeing motor vehicle that fails to stop if the officer reasonably believes that if the person escapes that person will cause death or serious bodily harm to another person.

Yours very truly,

A handwritten signature in black ink, appearing to read "J. Sewell". The signature is fluid and cursive, with a large initial "J" and "S".

John Sewell for
Toronto Police Accountability Coalition

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P203. RESPONSE TO RECOMMENDATION TO IMPROVE THE WITNESS
PROTECTION PROGRAM**

The Board was in receipt of correspondence dated June 06, 2013 from Vic Toews, Minister of Public Safety, in response to the Board's earlier recommendation for improvements to the witness protection program. A copy of the Minister's response is attached to this Minute for information.

The Board received the Minister's correspondence.

Moved by: A. Pringle

Minister of Public Safety



Ministre de la Sécurité publique

Ottawa, Canada K1A 0P8

JUN 06 2013

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

DATE RECEIVED

JUN 13 2013

TORONTO
POLICE SERVICES BOARD

Dear Mr. Mukhurjee:

Thank you for your letter of March 8, 2013, regarding the Toronto Police Services Board's motion to support the strengthening of witness protection to improve protection of individuals who may be witnesses to a crime.

As you are aware, the federal Government recently tabled Bill C-51, the *Safer Witnesses Act*. I was pleased to hear your supportive testimony before the House of Commons Public Safety committee on March 19, 2013. Your support was echoed by Toronto Police Chief Bill Blair.

This Bill aims to enhance the effectiveness and security of the federal Witness Protection Program and its interaction with provincial/territorial/municipal programs, as well as make it more responsive to the needs of law enforcement from across Canada. Specifically, Bill C-51 will improve the process to obtain secure identity changes for witnesses from provinces and territories, broaden prohibitions against the disclosure of information, and expand admissions for national security, national defence and public safety sources.

I would like to take this opportunity to assure you that the *Safer Witnesses Act* will not increase costs to Canada's police services.

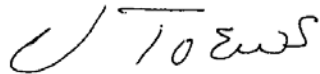
In addition to legislative amendments, the RCMP is also undertaking a number of administrative and programmatic improvements to enhance the federal witness protection program. These enhancements include psychological counselling for protectees and their families, the offer of the services of legal counsel to all candidates and enhancing training for witness handlers and administrators of the program.

Canada

This Government believes that, in combination, RCMP efforts and legislative amendments within Bill C-51 will ensure that effective witness protection continues to be offered at both the federal and provincial levels.

Thank you for taking the time to write on this important issue.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Vic Toews". The signature is written in a cursive style with a large initial "V" and "T".

Vic Toews, P.C., Q.C., M.P.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P204. RESPONSE TO RECOMMENDATION TO REVIEW THE
 APPOINTMENT PROCESS FOR SPECIAL CONSTABLES**

The Board was in receipt of correspondence dated June 19, 2013 from Madeleine Meilleur, Minister of Community Safety and Correctional Services, in response to the Board's earlier recommendation to review the appointment process for special constables. A copy of the Minister's correspondence is attached to this Minute for information.

The Board received the Minister's correspondence.

Moved by: D. Noria

Ministry of Community Safety
and Correctional Services

Ministère de la Sécurité communautaire
et des Services correctionnels

Office of the Minister

Bureau de la ministre

25 Grosvenor Street
18th Floor
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MC-2013-2263

JUN 19 2013

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

Dear Dr. Mukherjee:

Thank you for your letter of May 21, 2013, requesting a review of the reappointment process for special constables, and exploring the feasibility of making Toronto Police Service's special constable appointments valid for the duration of their employment as opposed to the current five-year term.

As a part of the Future of Policing Project, the Ministry of Community Safety and Correctional Services has initiated a review of its special constable program in Ontario. The review includes the following areas: streamlining the appointment and approvals processes and the renewals and background check processes; training standards; use-of-force issues; oversight; and special constable identification/nomenclature issues.

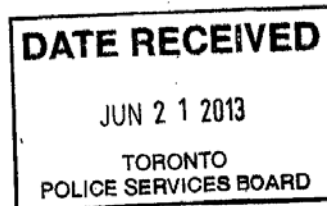
A series of draft recommendations that address stakeholder concerns pertaining to special constables was presented to the Future of Policing Advisory Committee (FPAC) on March 13, 2013. The FPAC supported taking these draft recommendations to other ministries and affected stakeholders for broader consultation. That consultation will occur over the course of this year.

While the review is ongoing, it would be premature to comment on your request until the FPAC process is completed. Further, since the Toronto Police Services Board is represented on the FPAC, any concerns or issues with respect to the review may be raised by your representative through that process.

Again, thank you for writing.

Sincerely,


Madeleine Meilleur
Minister



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P205. RESPONSE TO RECOMMENDATION PERTAINING TO INTEREST
ARBITRATION IN THE PUBLIC SECTOR**

The Board was in receipt of correspondence dated June 18, 2013 from Yasir Naqvi, Minister of Labour, in response to the Board's earlier recommendation pertaining to interest arbitration in the public sector. A copy of the Minister's correspondence is attached to this Minute for information.

The Board received the Minister's correspondence.

Moved by: D. Noria

Ministry of Labour

Ministère du Travail

Office of the Minister

Bureau du ministre



400 University Avenue
14th Floor
Toronto ON M7A 1T7
Tel: 416 326-7600
Fax: 416 326-1449

400, avenue University
14^e étage
Toronto ON M7A 1T7
Tél. : 416 326-7600
Télééc. : 416 326-1449

June 18, 2013

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

Dear Mr. Mukherjee:

The Honourable Kathleen Wynne, Premier of Ontario, has forwarded to me your recent correspondence regarding interest arbitration in the public sector. I appreciate your sharing the recommendation of the Toronto Police Services Board on this issue.

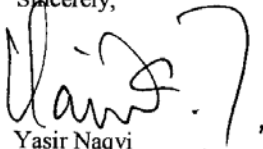
As the Premier's response to you points out, we are committed to continuing to work on addressing issues related to the interest arbitration system. As highlighted in the recent Speech from the Throne, the new Ontario government is seeking to build a sustainable model for wage negotiations that is respectful of both collective bargaining and a fair and transparent interest arbitration process.

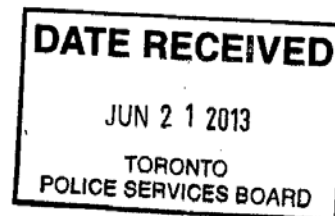
Since my appointment as Minister of Labour, I have met with municipal, employer and labour stakeholders, and expect these discussions to continue as we seek support and consensus in respect of interest arbitration reforms. I want to acknowledge the critical role played by the Association of Municipalities of Ontario and the Emergency Services Steering Committee in addressing this issue.

I will be continuing these discussions, and appreciate receiving your input in this regard. More broadly, I look forward to continuing to work with municipal stakeholders on our shared goal of advancing safe, fair and harmonious workplace practices that are essential to the social and economic well-being of the people of Ontario.

Thank you for writing.

Sincerely,


Yasir Naqvi
Minister of Labour



c: The Honourable Kathleen Wynne, Premier

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

#P206. CENTRAL JOINT HEALTH & SAFETY COMMITTEE

The Board was in receipt of the Minutes from the Central Joint Health and Safety Committee Meeting held on June 13, 2013. A copy of the Minutes is appended to this Minute for information.

The Board received the Minutes from the CJHSC meeting held on June 13, 2013.

Moved by: D. Noria



Central Joint Health and Safety Committee

- MEETING MINUTES -

Meeting Room
Toronto Police Marine Unit – Queen’s Quay
Toronto, Ontario

Thursday,
June 13, 2013
at 12:00 PM

Meeting No. 49 – June 13, 2013

Members Present: Dr. Alok Mukherjee, TPSB, Committee Co-Chair
Mr. Larry Molyneaux, TPA, Committee Co-Chair
Deputy Chief Mike Federico, TPS, Command Representative
Mr. Rick Perry, TPA, Executive Representative

Also Present: Ms. Wendy Ryzek, Manager, Occupational Health & Safety
Mr. Rob Duncan, Safety Officer, Occupational Health & Safety
Ms. Deirdre Williams, Recording Secretary

Guests: S/Insp. Bill Wardle, Mounted, Police Dog & Marine Unit *
S/Sgt. Ronald Tapley, Marine Unit *
Ms. Prochi Gazdar, Marine Unit
Mr. Eric Kowal, Fleet & Materials Management (based at the Marine Unit) *

* Members of the Marine Unit Local Joint Health and Safety Committee

Chair for this Meeting: Mr. Larry Molyneaux, TPA, Committee Co-Chair

Opening of the Meeting:

1. Mr. Molyneaux extended a welcome to the guests, provided an overview of the Central Joint Health and Safety Committee and explained how it works in conjunction with the Local Joint Health and Safety Committees (“local JHSCs”), which are operating throughout the Toronto Police Service.
2. Dr. Mukherjee advised the Committee that Mr. Molyneaux has indicated his intention to retire from the Toronto Police Service effective July 31, 2013. Dr. Mukherjee noted that he and Mr. Molyneaux had worked together as Co-Chairs of the Committee for almost nine years. Dr. Mukherjee commended Mr. Molyneaux for his strong commitment to issues involving the health and safety of TPS members during his time as Co-Chair. Dr. Mukherjee extended appreciation on behalf of the Toronto Police Services Board to Mr. Molyneaux for the valuable services he has provided to the Committee.

The Committee was advised that upon Mr. Molyneaux’s retirement, Mr. Perry will assume the role of Co-Chair of the Committee on behalf of the TPA and another Director will join the Committee as the Executive Representative for the TPA.

3. The Committee approved the public and confidential Minutes from its meeting held on March 15, 2013.

The Committee considered the following matters:

4. Marine Unit

S/Insp. Wardle and S/Sgt. Tapley advised the Committee of the following ongoing matters that impact the health and safety of the members at the Marine Unit:

- Barn Swallows: The infestation of barn swallows in the boat house and the exposure to the birds’ feces continue to be a concern. The boat house was recently powerwashed to remove any existing deposits of feces but the birds have since returned and begun to nest. The next cleaning of the boat house will be conducted by the City of Toronto in the fall 2013 after the birds depart for the season. (Note: additional information regarding barn swallows was provided in an update by Deputy Chief Federico – see item no 5.)
- Potential Hazards on the Dock: One section, approximately 10 cm in diameter, of the anti-slipping coating at the end of a dock has torn and the cut edges have curled upward and away from the tear, resulting in a potential tripping hazard. In addition, the exposed portion of the dock is no longer protected by the anti-slipping coating which creates a potential slipping hazard. The City of Toronto has inspected the tear in the anti-slipping coating and recommended that the exposed portion of the dock be “scored” as opposed to re-coating the affected area. It is anticipated that this work will be completed in the fall 2013, in conjunction with the installation of the bird netting. A TPS-Building Deficiency Report has been filed with regard to this issue.

- **Building Temperature:** The temperature in the meeting room and the work area by the station's front counter is extremely high and, in addition, both areas have glass west-facing walls which compounds the problem. On some hot summer days, the inside temperature in these areas has been as high as 38°C. Despite the installation of blinds and the use of portable fans in an attempt to move the flow of air, the temperature has been uncomfortable for the members working in these areas. Although many technicians have inspected the heating and cooling systems, they have not been able to identify the reason for the extreme heat. This has been an ongoing problem for many years. TPS-Facilities Management is working with contractors to resolve this matter.
- **New Rules Governing Diver Certification:** New divers at the Marine Unit will be required to possess specific diver certification that meets new rules and standards for commercial and occupational divers. The current divers at the Marine Unit have been “grandfathered” but all new divers will have to complete extensive and mandatory training through the Diver Certification Board of Canada and the cost, estimated at \$8,000 to \$9,000 per diver, will have a significant impact on the Marine Unit's operating budget.

Following the meeting, S/Insp. Wardle conducted a tour of the boat house for the Committee members and the guests who attended this meeting.

Status:	Marine Unit: Resolved.
Action:	The Committee agreed that this matter has been resolved and that no further action is required at this time.

5. Barn Swallows at the Marine Unit

Update by: Deputy Chief Mike Federico, Command Representative

Deputy Chief Federico advised the Committee that the City of Toronto continues to monitor the concerns about the infestation of barn swallows at the Marine Unit. The City will clean the boat house and install netting in the fall 2013 when it is presumed that the birds will leave for the winter.

Written notes provided by Deputy Chief Federico with respect to this matter are attached to these Minutes for information.

Status	Barn Swallows at the Marine Unit: Ongoing
Follow-up	Deputy Chief Federico will provide an update at the next meeting on the progress of the cleaning and the steps to prevent the return of the barn swallows.

cont...d

6. Request to Amend the *Terms of Reference*

Update by: Dr. Alok Mukherjee, Co-Chair

Dr. Mukherjee referred to his written submission (dated June 03, 2013) advising the Committee that the Toronto Police Services Board had approved the Committee's recommended amendments to the *Terms of Reference*. A copy of Dr. Mukherjee's written submission is attached to these Minutes for information.

Mr. Molyneaux advised the Committee that the TPA Board of Directors had also approved the Committee's recommended amendments.

Dr. Mukherjee said that he and Mr. Mike McCormack, President, TPA, would now jointly send correspondence to the Ministry of Labour recommending that it approve the revised *Terms of Reference*.

Note: subsequent to the meeting, correspondence dated June 13, 2013, signed jointly by Dr. Mukherjee and Mr. McCormack, was sent to the Ministry of Labour. A copy of the correspondence is on file with the Recording Secretary.

Status:	Request to Amend the <i>Terms of Reference</i>: <u>Resolved</u>
Action:	The Committee agreed that this matter has been resolved and that no further action is required at this time.

Quarterly Update:

7. TPS Wellness Initiatives

Update by: Deputy Chief Mike Federico, Command Representative

Deputy Chief Federico updated the Committee on the wellness initiatives that are in place and the new initiatives that are being developed across the TPS. Specific details of the initiatives are contained in written notes that Deputy Chief Federico provided and are attached to these Minutes for information.

Status:	Quarterly Update: TPS Wellness Initiatives: <u>Ongoing</u>
Action:	Deputy Federico will provide a further update in three months.

NEXT MEETING:

Date: Wednesday, October 02, 2013

Time: 12:00 PM

Location: Toronto Police College

Members of the Central Joint Health and Safety Committee:

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

Central Joint Health & Safety Committee (CJHSC)

Notes for Minutes

Date of Meeting: Thursday, June 13, 2013
Time: 12:00hrs
Location: Marine Unit, 259 Queen's Quay West

Public Agenda Items

Item	Notes
Barn Swallows at Marine Unit	<p>City of Toronto (COT) facilitated cleaning of the boathouse, which was completed the week of April 29. OHS attended and confirmed the completion of the work. The birds have since returned for the season and cannot be disturbed until they depart due to their protected status.</p> <p>COT has advised that the netting has been identified as the preferred solution. COT Operations will need to tender the work through COT Purchasing and the process will not be completed until Q3 2013. COT confirmed that cleaning will be conducted again in the fall prior to installation of the netting.</p>
Quarterly Wellness Update	<p><u>Statistics: January to April 2013</u></p> <p>Healthy Eating Programs</p> <p>TAVIS Number of people attended: 6 Total weight (pounds) lost: 24 pounds</p> <p>D11 Number of people attended: 15 Total weight (pounds) lost: 51 pounds</p> <p>ISTP Wellness Surveys completed on workplace health/role overload study to date: 594 by uniform members. This initiative is in partnership with Dr. Linda Duxbury from Carleton University (Goal: 1000 surveys).</p> <p>Number of members who attended the ISTP Wellness Presentation: 1350</p>

	<p>Cancer Screening Program – Your Health Matters (Canadian Cancer Society) Number of people reached: 50</p> <p>Wellness Website Average number of monthly visits: 549</p> <p>Nutrition Presentations Number: 33 (including a Recruit wellness presentation and platoon training) People attended/reached: 610</p> <p>Nutrition Consults Number of consults/people reached: 80</p> <p>Emotional Survival Presentations (for courts and as requested) Number: 17 People attended/reached: 135</p> <p>Fitness Pin Incentive Number of tests: 576 fitness pin tests (550 passes, 26 fails)</p> <p>Fitness Consults Number of consults/people reached: 65</p>
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TORONTO POLICE SERVICES BOARD REPORT



June 03, 2013

To: Members,
Central Joint Health and Safety Committee

From: Alok Mukherjee, Co-Chair, Central Joint Health & Safety Committee
Chair, Toronto Police Services Board

Re: Update – Recommendation to Amend the *Terms of Reference*

Background:

At the Central Joint Health and Safety Committee (CJHSC) meeting held on March 15, 2013, the CJHSC conducted its annual review of the *Terms of Reference* and subsequently agreed to two amendments as described in the attached Appendix A. Mr. Larry Molyneaux, Co-Chair, and I agreed to forward the recommended amendments to the Toronto Police Association (TPA) and the Toronto Police Services Board (TPSB), respectively, for approval. It was noted that pending approval by the TPA and TPSB, the revised *Terms of Reference* would be submitted to the Ministry of Labour for approval under section 9(3) of the *Occupational Health and Safety Act*.

Discussion:

On April 25, 2013, the TPSB approved the recommended amendments to the *Terms of Reference* as set out in Appendix A (TPSB Min. No. P103/13 refers).

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Alok Mukherjee".

Alok Mukherjee
Co-Chair, Central Joint Health & Safety Committee
Chair, Toronto Police Services Board

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“Appendix A”

CJHSC Terms of Reference

Proposed Amendments in Italics

INSPECTIONS

It is jointly agreed that the Committee ~~is not~~:

1. *Is not* responsible for workplace inspections as defined in Section 9(23) of the Act;
2. *Is not* required to be present during testing as described in Section 9(18)(e) of the Act, except where such testing may reasonably be expected to have Service-wide implications; *and*
3. *Will participate in tours of new Toronto Police Service facilities, when possible, for the purpose of information only. A tour will not replace the requirement that workplace inspections be conducted by the Joint Health and Safety Committees.*

MEETING AGENDA

The Co-Chair of the meeting will prepare an agenda and forward a copy of the agenda to all Committee members at least one week in advance of the meeting.

The Committee may accept any item as proper for discussion and resolution that pertains to health and safety, except to amend, alter, subtract from or add to any terms of the Collective Bargaining Agreements. All items raised from the agenda in meetings will be dealt with on the basis of consensus rather than by voting. Formal motions will not be used.

Items discussed, both resolved and unresolved, will be reported in the Minutes. Unresolved items will be placed on the agenda for the next meeting. Should either of the parties be of the firm conviction that no resolution is attainable on a specific item, they shall have the option of inviting the intervention of the Ministry of Labour; but only after providing one month’s written notice to the other party of their intention to do so along with an explanation for the decision to so proceed.

Committee members who are required to provide a response to an unresolved matter or intend to raise a new matter are requested to provide the response, or details of the new matter, in writing. If the written information is available prior to a meeting, it should be provided to the Recording Secretary so that it can be included on the meeting agenda, alternatively, copies of the written information should be circulated to the members during the meeting. A copy of the written information will be attached to the Minutes, either public or confidential, as applicable, and will form part of the record for the matter under discussion.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P207. QUARTERLY REPORT: OCCUPATIONAL HEALTH AND SAFETY
UPDATE: APRIL TO JUNE 2013**

The Board was in receipt of the following report July 03, 2013 from William Blair, Chief of Police:

Subject: QUARTERLY REPORT: OCCUPATIONAL HEALTH AND SAFETY
UPDATE: APRIL 1, 2013 TO JUNE 30, 2013

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).

The purpose of this report is to update the Board on matters relating to occupational health and safety issues for the second quarter of 2013.

Discussion:

This quarterly update report is for the period from April 1, 2013 to June 30, 2013. This public report corresponds with additional information provided in the confidential agenda.

Accident and Injury Statistics

From April 1, 2013 to June 30, 2013, 254 members reported that they were involved in 285 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, 51 recurrences of 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 285 workplace or work-related accidents/incidents were categorized according to the following attributes:

- 43 arrest incidents involving suspects
- 7 vehicle incidents (member within vehicle as driver or passenger)
- 8 assaults
- 23 cuts/lacerations/punctures
- 12 traumatic mental stress incidents
- 4 slips and falls
- 170 communicable diseases and possible exposures

As a Schedule 2 Employer, the Toronto Police Service paid \$40,947.70 in health care costs for civilian members and \$124,825.30 in health care costs for uniform members for the second quarter of 2013.

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 second quarterly report for 2013, there were four Critical Injury Incidents reported to the MOL. All incidents were confirmed by the MOL to be Critical Injury Incidents as defined in *Regulation 834*, which resulted from a cause in a workplace.

Communicable Diseases

As part of the Communicable Disease Exposure Surveillance Program, members of the Occupational Health and Safety Unit (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.

Reported Exposures	April	May	June	Q2 Total
1. Hepatitis A, B, & C & HIV	5	2	0	7
2. Influenza	0	0	0	0
3. Tuberculosis (TB)	24**	3	2	29
4. Meningitis (All)	4	1	2	7
5. Lice and Scabies	0	10	12	22
6. Other*	35	28	42	105
Total	68	44	58	170

* 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.).

** A Divisional Unit and support Squad had single exposures to multiple members following the execution of a criminal search warrant. The submissions account for the spiked increase.

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 13 reported exposures to bed bugs in the second quarter.

Medical Advisory Services

The statistics provided are limited to a consideration of non-occupational cases. By definition, short term refers to members that are off work for greater than fourteen days, but less than six months. Long term refers to members that have been off work for greater than six months.

An examination of disability distribution amongst Service members revealed the following:

Disability	April	May	June
Short Term	80	77	58
Long Term - LTD	4	4	4
Long Term - CSLB	82	80	81
Total Disability per Month	166	161	143

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

Currently, the Service has 420 certified members comprised of 256 worker representatives and 164 management representatives. For administrative purposes, uniform management representatives consist of the rank of Staff/Detective Sergeant and above.

Members of Occupational Health and Safety attended the National Forum for Law Enforcement Occupational Safety and Health held on June 20 and June 21, 2013, in Mississauga, Ontario. The following items of interest were discussed: Traffic collisions, psychological health in the workplace, body armour, critical incident stress and the “Vision of Courage” keynote speaker Dr. Bobby Smith.

Victoria Police Service will be hosting the 2014 National Forum for Law Enforcement Occupational Safety and Health Conference.

Other Occupational Health and Safety Matters

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 second quarter of 2013, there were two documented complaints which have been categorized by Professional Standards to meet the criteria of workplace harassment as defined in the *OHSA*.

Ontario Police Health and Safety Association

On June 27, 2013, a meeting of the Ontario Police Health and Safety Association was hosted by the Ontario Provincial Police at their Western Region Headquarters in London. The main focus of the meeting was a presentation by the London Police Service on Critical Incident Stress Management. The meeting was concluded with a round table discussion of current issues faced by Services represented at the meeting.

Central Joint Health and Safety Committee

Members of the Central Joint Health and Safety Committee (CJHSC) toured the Marine Unit. The committee received an update on the plan to reduce the impact on boathouse safety caused by the presence of barn swallows and their waste products.

Ministry of Labour Orders, Charges & Issues

There were no Ministry of Labour orders, charges, or issues during the second quarter of 2013.

Conclusion:

In summary, this report will update the Board on matters relating to occupational health and safety issues for the second quarter in 2013.

The next quarterly report for the period of July 1, 2013 to September 31, 2013, will be submitted to the Board for its meeting in November 2013.

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.

Moved by: A. Pringle

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

#P208. STATUS OF RECOMMENDATION TO AMEND THE *TERMS OF REFERENCE* FOR THE CENTRAL JOINT HEALTH AND SAFETY COMMITTEE

The Board was in receipt of correspondence dated June 28, 2013 from Ken Fox, Regional Director, Ministry of Labour, providing an update on the Board's recommendation to amend the *Terms of Reference* for the Central Joint Health and Safety Committee. A copy of Mr. Fox's correspondence is attached to this Minute for information.

The Board received the foregoing correspondence.

Moved by: M. Del Grande

Ministry of Labour

Regional Director
Central East Region
Operations Division

5001 Yonge Street
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M7A 0A3

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Région du Centre-Est
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June 28, 2013

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

Mr. Michael McCormack
President
Toronto Police Association
180 Yorkland Boulevard
Toronto, Ontario
M2J 1R5

Dear Mr. Mukherjee and Mr. McCormack:

Thank you for your letter requesting approval of your amended Joint Health and Safety Committee multi-site Terms of Reference.

This is to acknowledge that I have forwarded your request to Mr. Len May, Program Manager of our Industrial Program, Toronto West, who will have your request reviewed for consideration.

Should you need to contact Mr. May regarding your request, he may be reached at the Ministry of Labour office located at 5001 Yonge Street, Suite 1600, North York, ON M7A 0A3 and can be reached directly at 647-777-5050.

I trust that you will forward this information to the rest of your Joint Health and Safety committee members.

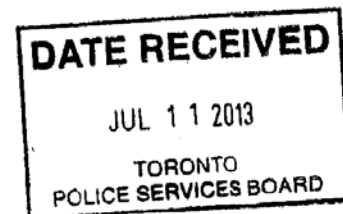
Thank you for writing.

Yours truly,

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

Ken Fox
Regional Director

c Mr. Len May, Ministry of Labour



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

#P209. COMMUNITY INQUIRY PROCESS AND INTERIM RECEIPT

The Board was in receipt of the following report July 18, 2013 from Marie Moliner, Member and Chair, Street Check Sub-Committee:

Subject: COMMUNITY INQUIRY PROCESS AND INTERIM RECEIPT

Recommendations:

It is recommended:

1. THAT the Chief of Police provide to the Board at its public meetings brief, written monthly progress reports on the ongoing development of the Community Inquiry process and the implementation of the receipting process beginning at the Board's meeting on September 12, 2013; and,
2. THAT the Chief of Police provide the Board with a comprehensive written report detailing all aspects of the development and implementation of the new community inquiry process and providing an evaluation of the interim receipt for the Board's December 12, 2013 public meeting.

Financial Implications:

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

Background/Purpose:

At its meeting on June 20, 2013, the Board received an update report from the Street Check Sub-Committee, considered a report from the Auditor General indicating that his review of community contacts would be deferred pending implementation of the new community inquiry process, and received a presentation with respect to the July 1 implementation of the interim receipt (Form 307) which is to be provided as an outcome of certain community contacts (Min. P160/13 refers).

Discussion:

During the June 20th meeting, the Board considered the presentation from the Chief on the interim Community Inquiry receipt process and made a number of motions. However, it did not address the on-going need for the Board to be informed and updated on the Community Inquiry receipting process as it evolves over the next few months.

During a subsequent meeting of the Street Check Sub-Committee, held on July 3, 2013, a need for on-going reporting was identified in order to assess the success of the implementation of the interim receipt. A need for clarification also arose between the TPS work to implement the interim receipt and the TPS work on the broader Community Inquiry work (revised Form 208).

As a result, the Street-check subcommittee recommends a framework for on-going reporting to the Board during the implementation of both the Community Inquiry Process and the interim receipt. The request is for reports on receipting as well as the rest of the changes that the Service is working on respecting the Community Inquiry process. In particular, the Committee seeks a monthly brief written progress report, beginning in September 2013, and a comprehensive written report, to be provided for the Board's December 2013 public meeting.

This comprehensive report should include:

1. an assessment of the FIR/208 process and the rationale for both retaining the practice of street checks and for contemplating changes to this process;
2. synopses of any research conducted into the practices of other jurisdictions, including the practices of other large Canadian police services;
3. details of stakeholder consultations conducted by the Service and a synopsis of the issues arising from those consultations;
4. an assessment of the utility and application of the interim receipt;
5. details of the proposed new community inquiry process and the procedures that will implement the process as well as plans for officer training, communication to the community, retention of data and access to data;
6. an evaluation of the interim receipt process.

Conclusion:

Monthly updates will help provide the public with timely information in response to a subject that is very much in the public interest. The time-frame proposed for the detailed progress report should allow the Service sufficient time to present a substantive and meaningful report while giving sufficient advance notice of the report to the community.

The Board was also in receipt of the following correspondence dated July 10, 2013 from John Sewell, Toronto Police Accountability Coalition:

Subject: Carding, Form 306

We request that this letter be placed on the agenda for the July 18 Board meeting.

At the June Board meeting, Deputy Chief Sloly made a presentation about the ways in which a new Form 307 would be given as a 'receipt' in some cases where police and community members interact. He talked at some length about how the police

were trying to be more transparent in what they were doing. He then indicated that Form 208, which is the documentation of information gathered by police, is being replaced by a new Form 306.

We have requested to see copy of Form 306 but were told “A copy of this report is not publicly available.”

The new form is obviously different from the old one. Form 208 was called ‘Field Information Report’, whereas Form 306 is called ‘Community Inquiry Report’. What information does Form 306 record?

If any headway is to be made regarding carding or street checks, it will start with the Police Service being clear and open about the kind of information officers are gathering on people they stop to question. We request the Board to ensure Form 306 is made public without delay.

Mr. Miguel Avila was in attendance and delivered a deputation to the Board. Mr. Avila also provided a written submission in support of his deputation; copy on file in the Board office.

The Board approved the following Motions:

- 1. THAT the Board receive Mr. Avila’s deputation and forward a copy of his written submission to the Street Check Sub-Committee for consideration; and**
- 2. THAT the Board defer consideration of the foregoing report and Mr. Sewell’s correspondence to its September 2013 meeting.**

Moved by: A. Pringle

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

#P210. BACKFILLING COURT OFFICER POSITIONS

The Board was in receipt of the following report July 31, 2013 from William Blair, Chief of Police:

Subject: BACKFILLING COURT OFFICER POSITIONS

Recommendation:

It is recommended that:

- 1) The Board make an exception to its motion requiring a detailed business case for the hiring of civilian members for the purposes of this report; and
- 2) The Board approve the hiring of thirty (30) Part Time court officers for the reasons detailed in this report.

Financial Implications:

The net financial impact is expected to be minimal. Although the average salary budget per Part-Time Court Officer for 2013 is \$58,100, resulting in a total annual expenditure of \$1,743,000 for the 30 Part-Time Court Officers, it is expected that Court Services will see a reduction in premium pay spending and a reduction in salary costs for the current complement of Part-Time Court Officers.

Year to date premium pay for Court Services as at July 31st is up from \$179,000 this time last year (COLA adjusted) to \$402,000 this year. If this trend continues to year end, premium pay would be \$1,162,000 in 2013 vs \$517,000 in 2012, for an increase of \$645,000.

There has been a significant increase in premium pay in Court Services over 2012. Part Time Court Officers are guaranteed a minimum 3 hours per day as per the Unit D Collective Working Agreement. Up until 2012, most Part Time Court Officers were scheduled, on average, for 5 to 6 hours per day. Currently, all Part Time Court Officers are routinely working 8 hours, or more per shift. As an example, it has been necessary to change the practice of staffing weekend Bail Court and bring in court officers on callback instead of scheduling alternate days off during the week. Due to the staffing shortage all court officers are working more overtime than in 2012.

The average actual yearly salary per Part-Time Court Officer for 2013 is projected to be \$67,638 vs \$61,172 in 2012. The closer Court Services is to established and part time strength, the less the reliance will be on premium pay spending and the lower the average salary will be for the remaining complement of Part Time Court Officers. The recruitment, hiring and training process will take up to 10 months to complete, if approved. It would be expected that improvements in premium pay accounts would not be realised until deployment.

Background/Purpose:

The Board, after considering the submission for the 2013 operating budget at its December 10, 2012 meeting, approved the following motions (Min. No. P299/12 refers):

2. *THAT, with the exception of communication operators, the Board direct that there be no hiring of uniform or civilian members, effective December 31, 2012, except where warranted and approved by resolution of the Board, following consideration of a detailed business case submitted by the Chief; and*

3. *THAT, the Board direct that there be no promotion of uniform or civilian members, effective December 31, 2012, except where warranted and approved by resolution of the Board, following consideration of a detailed business case submitted by the Chief.*

The purpose of this report is to seek an exemption for the requirement to provide a detailed business case for the hiring of thirty (30) part time court officers to backfill positions in Court Services and to provide the Board with the reasons why hiring 30 part time court officers is necessary.

Discussion:

The Mandate of Court Services is to contribute to the achievement of the Toronto Police Service's (TPS) mission, goals and objectives by providing an effective, efficient and economical support service with continued support in all areas of managing security at court locations, prisoner care, prisoner transport, and document service.

Position Responsibilities:

The Part-Time Court Officer position includes the following duties:

- Transports prisoners to and from detention centres, psychiatric hospitals, police divisions, and courthouses. Maintains the security of prisoners in the cell area of the courthouse and escorts prisoners to and from courtrooms. Maintains the security of each courtroom and the courthouse. Searches prisoners and/or members of the public entering the courthouse. Receives and records information regarding prisoners. Obtains DNA samples from persons in and out of custody as ordered by the court. Checks, records and files various Court Documents pertaining to the status of prisoners. Orders and distributes meals and/or medication to prisoners.
- Performs the duties of Court Liaison Officer: Collects, organizes, updates and tracks the progress of Crown Envelopes for each case appearing in court. Prepares the court docket for each day. Takes appropriate action once each case had been dealt with. Acts as a liaison between the Crown Attorney, the Officer in Charge of the case, the Divisional Case Tracking

Officer, and Court staff. Prepares various court documents and certificates and performs various computer checks as required. Performs the duties of the Drug Exhibits Liaison Officer: Transports narcotic exhibits to and from court locations to the Drug Repository. Searches and records Drug Exhibit numbers, Notice(s) of Intention, and Certificate(s) of Analysis required for court. Prepares and swears to Affidavits of Service. Serves defendants with appropriate Notices and testifies in court as required. Prepares, updates and distributes required paperwork.

- Performs the duties of the Training Officer: Performs ‘needs assessment’ evaluations and prepares training materials. Assists with the recruitment of new Court Officers. Interviews applicants and administers various written and physical tests. Co-ordinates orientation sessions for recruits and schedules or leads various specific training sessions. Schedules ‘swearing-in’ ceremonies for graduates. Maintains training files and databases. Composes training-related correspondence as required.
- Performs the duties of a Booking Officer: Accepts individuals into custody at a Police Division. Parades, books, and fingerprints the prisoner. Searches and places the prisoner in a cell. Arranges for the prisoner to be transported to other divisions, to court, and/or to a correctional facility. Fingerprints individuals who are not in custody but are appearing for fingerprinting pursuant to a “Promise to Appear”.
- Performs typical duties inherent to the position.

Justification for Staffing 30 Part Time Court Officer Positions:

Court Services has an establishment of 769 members, comprised of 17 uniform positions and 752 civilian positions, working in criminal and civil court locations as well as Prisoner Transportation, DSS, CASC, Planning, Risk Management, Training and divisional prisoner management.

In 2012, Court Services was responsible for:

- the continued detention and supervision of 80,851 persons in custody
- the transportation of 155,668 persons in custody

As a result of a recommendation of the Chief’s Internal Organisational Review (CIOR), in September of 2012, Court Services began placing court officers, in phases, into divisions to take on the function of divisional booking officer. By January of 2013, Court Services had placed 65* court officers into divisional booking officer positions:

- First phase – twenty (20) were deployed on September 10th, to 11, 32, 41, and 51 Divisions.
- Second phase - twenty (20) were deployed October 15th, 2012 to 14, 23, 43 and 52 Divisions
- Third phase – twenty (20) were deployed on November 19th, to 12, 22, 31, 55 Divisions

- Fourth phase – five (5) were deployed on December 24th to 42 Division
- The remaining fourth and full fifth phases were not implemented due to a shortage of court officers and the operational need at court locations.
- There are no Court Services Divisional Bookers at 13, 33, 53 and 54 Divisions.

*As of July 31, 2013 there are 61 court officers assigned to divisional prisoner management due to recent court officer transfers, retirements and a police constable recruit class.

Staffing numbers:

Current Court Services Establishment	769
Minus non-court officer positions (doc. servers, clerical, supv, etc)	- 189
Court officers (full time 415, part time 165)	= 580
Minus court officers assigned to Divisional Prisoner Management	- 61
Minus court officer vacancies	- 30
Court officers available for deployment	
(across 15 court locations & prisoner transportation)	= 489

Court rooms and average prisoner numbers:

2012	Court rooms	Prisoners Daily Avg.	Required staffing (Court Officers)	Comments
Old City Hall	18	85	104	Weekend bail courts, Federal courts, & Mental health court
College Park	11	61	67	males and females
Youth Crt	10	8	20	increased accountability for youth prisoner management
Superior Crts	133	23	101	includes 6 separate courthouse locations
West Crt	26	37	80	includes 2 separate courthouse locations and youth courts
North Crt	21	31	63	includes 2 separate courthouse locations
East Crt	29	48	66	includes 2 separate courthouse locations and youth courts
Prisoner Transport	-	-	73	CWW to service divisions and day shifts to service courts
	248	293	574	
Prisoner Transport		425		daily prisoner transports (div to div, jail to crt, crt to jail)

CIOR Review – Divisional Prisoner Management Final Report and Recommendations 2012/07/25 - excerpt

“The Divisional Prisoner Management Review Team concludes that Court Officers with proper training should replace Prisoner Management positions in all divisions. The savings for the differential between the two salaries, would amount to more than two million dollars per year. As indicated in the Divisional Prisoner Management Review, there were two areas of focus in the proposal; the assignment of Court Officers to the booker positions at all divisions and producing a more efficient prisoner Central Lock-up system.

It is recommended the Service move to the implementation of assigning Court Officers to the booker positions. This will require a phase in period that would coincide with the time required to hire and train the additional 110 Court Officers. The police officers that currently hold these positions would be returned to other duties, and would be lost through attrition over time, thus maintaining the same overall member strength of our Service. “

CIOR Updates

In the monthly CIOR update meetings in 2012 and 2013, the following issues related to the Divisional Prisoner Management Program were brought forward to the Board:

- Chief Blair said that the TPS is incurring significant overtime costs for the court officers who are filling in for the court officers were assigned to the prisoner management duties and that many part time court officers are working full-time hours. Chief Blair also said that there will be a need to back-fill the positions of the court officers who have been transferred to the divisions (Min. No C327/12 refers).
- Chief Blair provided an update on the progress of the CIOR and identified the following
 - - The need to backfill the 60 court officers who have been assigned to prisoner management duties on primary response platoons;
 - Currently, there is no financial ability to replace the 60 court officers and, as a result there would be a “pause” in the deployment of court officers to additional divisions until the vacant positions in Court Services are filled (Min. No. C351/12 refers)
- The implementation of the Divisional Prisoner Management Review, which began in September, is temporarily suspended. The transition of Court Officers to the first phase of divisional booking officer roles took place on September 10, 2012, a second phase on October 15, 2012, and a third phase of transition as completed November 19, 2012. On December 24th, the fourth phase of implementation took place with one more police division. Thirteen (13) of the seventeen (17) divisions now have Court Officers assigned to each of the Primary Response platoons for prisoner management duties, for a total of 65 deployed. To continue with the initiative would make it impossible for Court Services unit to fulfil its on-going obligations and mandate. The new challenge causes delay in implementation of civilian bookers into 33, 53, 13 and 54 divisions. This delay is directly caused by attrition due to retirements, 11 hires into the last constable recruit class and the deferred hiring of the Court Officer recruit class for 2013 (Min. No. C29/13 refers)
- As originally reported to the Board in July 2012, a Chief’s Internal Organizational Review into Divisional Prisoner Management was completed. As further reported, that review was approved by the CIOR Steering Committee for immediate implementation. The Review recommended that prisoner management in divisions be assigned to Court Officers, thus freeing up police officers to other duties.

- The first phase of implementation began on September 10, 2012 and was to continue through to finality in January 2013.

Implementation of the review recommendations required Courts to internally recruit, train and transfer one Court Officer to every platoon at every police division to assume the prisoner management duties. As further directed by the Steering Committee the staff to do this had to be from the existing established staffing in Courts with no backfill for those positions. This required some major changes to the existing service delivery model at Courts which included the elimination of some services and changes to business processes.

Implementation of the Divisional Prisoner Management Review continued from September 2012 until December 24, 2013. As reported to the Board in January 2013, implementation was delayed due to a number of factors including attrition from retirements and hires into the police recruit class. To date, sixty five (65) court officers have been deployed to divisions; four divisions remain without court officers. Deployment will continue once hiring begins and the vacancies at Courts are backfilled (Min No. 77/13 refers).

Risks Associated to Not Staffing These Vacancies:

Our current court officer vacancies cause a significant strain on operational staffing resources which in turn affects our ability to meet critical operational, legislative and/or risk management needs for court house security, prisoner management, prisoner transportation and divisional prisoner management requirements.

- Court Services must remain responsive to the needs of the courts. Security demands fluctuate as situations arise in the courtrooms and the prisoner holding cells. Redeploying court officers to respond to dynamic events reduces staffing available to manage overall court security needs.
- The transfer of court officers to divisional prisoner management positions necessitated a staffing reduction across all court locations and has resulted in the need to schedule part time court officers for longer shifts and call-backs.
- The transfer of court officers to divisional prisoner management positions necessitated a staffing reduction of six (6) members in the Prisoner Transportation Section. This resulted in the removal of one transport team per shift, over 3 shifts. Court Services is experiencing an increase in the late arrival of prisoners to court, partly attributed to the reduction in staff. Court Services is receiving complaints from the Ministry of the Attorney General (MAG) regarding court process delays because of late arriving prisoners.
- Court Services is now not able to provide security for all the additional Bail Courts that MAG would like to open, thus affecting the efficient administration of justice.

- There has been an increase in prisoners that must be kept segregated. Segregated prisoners require a higher level of care and monitoring and add a layer complexity to efficient prisoner transportation and management. Our current staffing levels at our court locations cause this to be an area of great concern.
- Adequate staffing allows for appropriate staging of prisoners moving in and out of court as matters are dealt with. Current staffing restraints are affecting the efficient movement of prisoners within the court house. Open court is frequently required to wait while prisoners are escorted to and from the cells by one court officer.
- High risk and high profile trials require additional court security and pooling of court security staffing resources from across all court locations. Over the past several years there has been an increase in these types of trials, creating a further strain on the staffing at all court locations. In order to appropriately staff recent high risk and high profile trials, with large numbers of co-accused, requiring heightened security measures, it has been necessary to bring in additional court officers on call back.

Alternatives Considered:

A collapse of the Divisional Prisoner Management initiative and a return of Court Officers operating as Divisional Bookers to Court Services has been considered. This would require the reassignment of police officers to the divisional booking duties, eliminating the cost benefit savings from the salary differential, which had been estimated to be more than two million dollars per year.

Conclusion:

The court officer position fulfills a critical operational and legislative requirement for the Service. Court Services continues to contribute to the overall needs of the TPS and our justice partners by providing an effective, efficient and economical support service that manages all areas of court security, prisoner care and transport. Court officer positions directly support the front line function by managing the continued detention of prisoners and by assisting in the processing of TPS matters through the court system. Court Services is struggling to maintain standards of service and is recommending that the request to hire a class of thirty (30) part time court officers be approved.

Court Services is currently experiencing a critical court officer staffing shortage. In addition to the court officer vacancies, sixty one (61) court officers have been removed from front line Court Officer duties within Court Services and were deployed to the new Divisional Prisoner Management positions. While contributing to the overall needs of the Service these court officers are no longer supporting the daily operational, legislative and risk management needs for court house security and prisoner management. With current vacancies and the transfer of personnel to divisions, Court Services is struggling to continue to operate with ninety (91) less court officers at our court locations. As already indicated this staffing crisis has created a significant risk for the TPS.

Deputy Chief Mark Saunders, Specialised Operations Command, will be in attendance to answer any questions the Board may have regarding this report.

The Board approved the foregoing report.

Moved by: D. Noria

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 13, 2013**

**#P211. APPOINTMENTS – ACTING CHAIR AND ACTING VICE-CHAIR:
SPECIFIC DATES BETWEEN SEPTEMBER AND DECEMBER 2013**

The Board was in receipt of the following report July 22, 2013 from Alok Mukherjee, Chair:

Subject: Appointments – Acting Chair and Acting Vice-Chair: Specific Dates between
September 2013 and November 2013

Recommendation:

It is recommended that the Board appoint members to the positions of Acting Chair and Acting Vice-Chair during the periods of times set out below for the purpose of performing the duties and responsibilities that would normally be performed by the Chair and Vice-Chair, including the execution of legal contracts and personnel and labour relations documents on behalf of the Board.

Financial Implications:

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

Background/Purpose:

During the months of September, October and November 2013, there will be periods of time when both Vice-Chair Michael Thompson and I will not be available to perform the duties of Vice-Chair and Chair of the Toronto Police Services Board.

Vice-Chair Thompson has confirmed that he will be available to perform the role of Acting Chair during most of my absence, which includes the September 12, 2013 Board meeting. On the occasions when Vice-Chair Thompson is Acting Chair, an Acting Vice-Chair will need to be appointed. During the times when Vice-Chair Thompson and I are both unavailable, an Acting Chair and Acting Vice-Chair will be required.

There is one yet-to-be scheduled special public Board meeting for the purpose of approving the 2014 operating budgets. In order to meet the City's timeline for submitting the budgets, the special Board meeting will be held between October 24, 2013 and October 30, 2013. Currently, October 29, 2013 has been proposed as the date for this meeting. Therefore, in addition to the usual duties performed by an Acting Vice-Chair, the member who is Acting Vice-Chair on September 12, 2013 and October 29, 2013 may be called upon to assist Acting Chair Thompson with the proceedings related to conducting these Board meetings.

Conclusion:

It is, therefore, recommended that the Board appoint members to acting positions for the dates set out below:

Dates (inclusive)	Acting Chair	Acting Vice-Chair
Sep. 03 to Sep. 07	Acting Chair to be appointed. Name_____	Acting Vice-Chair to be appointed. Name_____
Sep. 08 to Sep. 13 (TPSB meeting: Sept. 12)	Michael Thompson, Acting Chair	Acting Vice-Chair to be appointed. Name_____
Oct. 17 to Oct. 18	Michael Thompson, Acting Chair	Acting Vice-Chair to be appointed. Name_____
Oct. 19 to Oct. 27	Acting Chair to be appointed. Name_____	Acting Vice-Chair to be appointed. Name_____
Oct. 28 to Nov. 03 (includes potential date for special meeting)	Michael Thompson, Acting Chair	Acting Vice-Chair to be appointed. Name_____

The Board received the foregoing report and approved the acting appointments noted below in italics:

Sep. 03 to Sep. 07	<i>Acting Chair appointed:</i> <i>Dr. Noria</i>	<i>Acting Vice-Chair appointed:</i> <i>Councillor Del Grande</i>
Sep. 08 to Sep. 13	Michael Thompson, Acting Chair	<i>Acting Vice-Chair appointed:</i> <i>Councillor Nunziata</i>
Oct. 17 to Oct. 18	Michael Thompson, Acting Chair	<i>Acting Vice-Chair appointed:</i> <i>Mr. Pringle</i>

Oct. 19 to Oct. 27	<i>Acting Chair appointed:</i> <i>Mr. Pringle</i>	<i>Acting Vice-Chair appointed:</i> <i>Dr. Noria</i>
Oct. 28 to Nov. 03	Michael Thompson, Acting Chair	<i>Acting Vice-Chair appointed:</i> <i>Mr. Pringle</i>

The Board also approved the following Motion:

THAT Dr. Noria be appointed as Acting Vice-Chair during the period from December 21, 2013 to December 28, 2013, inclusive.

Chair Mukherjee advised the Board that, at its meeting June 20, 2013, the Board approved a Motion appointing Dr. Noria as Acting Vice-Chair from August 05, 2013 to August 20, 2013, inclusive (Min. No. P180/13 refers). Subsequently, the dates for his attendance at the Canadian Association of Police Board's annual conference in Saskatoon were confirmed for August 14, 2013 to August 18, 2013, inclusive.

Chair Mukherjee recommended that Dr. Noria be appointed as Acting Chair during the time that he is attending the CAPB conference.

The Board approved the following Motion:

THAT Dr. Noria be appointed as Acting Chair from August 14, 2013 to August 18, 2013, inclusive.

Moved by: D. Noria

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**#P212. QUARTERLY REPORT: TORONTO POLICE SERVICES BOARD
SPECIAL FUND UNAUDITED STATEMENT: APRIL TO JUNE 2013**

The Board was in receipt of the following report July 24, 2013 from Alok Mukherjee, Chair:

Subject: QUARTERLY REPORT: TORONTO POLICE SERVICES BOARD SPECIAL
FUND UN-AUDITED STATEMENT: APRIL TO JUNE 2013

Recommendation:

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

Financial Implications:

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

Background/Purpose:

As required by the Toronto Police Services Board (TPSB) Special Fund policy (Board Minute #P73/13) expenditures for the Special Fund shall be reported to the Board on a quarterly basis. This report is provided in accordance with such directive. The TPSB remains committed to promoting transparency and accountability in the area of finance.

Discussion:

Enclosed is the un-audited statement of receipts and disbursements with respect to the Toronto Police Services Board's Special Fund for the period April 1 to June 30, 2013.

As at June 30, 2013, the balance in the Special Fund was \$1,557,017. During the second quarter, the Special Fund recorded receipts of \$92,091 and disbursements of \$163,254. There has been a net increase of \$280,890 against the December 31, 2012 fund balance of \$1,276,127.

Auction proceeds have been estimated for the months of May to June 2013 as the actual deposits have not yet been made.

For this quarter, the Board approved and disbursed the following sponsorships:

- Divisional Policing Support/CPLC \$29,000
- Ryerson University \$27,400
- Victim Services Toronto (VST) \$25,000

- United Way Campaign \$10,000
- Caribbean Carnival Kick-off \$10,000
- Toronto Police Cricket Club \$9,000
- Asian Heritage Month \$5,000
- National Aboriginal Day \$5,000
- Law Enforcement Torch Run \$5,000
- Toronto Regional Board of Trade \$3,500
- TPSB/Chiefs Pride Reception \$3,000
- National Volunteer Appreciation Night \$2,000
- TP Amateur Athletic Association \$1,500
- Divisional Policing Support \$500

The following unused funds were returned:

- Asian Heritage month \$2,215
- Volunteer Day \$1,110
- Victims of Crime \$217

In addition, the Board approved and disbursed the following:

- Divisional Policing Support/CPC Confer. \$8,500
- OAPSB Annual Spring Conference \$7,500
- Auxiliary Volunteer Appreciation Night \$3,000
- TPS – Youth In Policing Initiative \$2,800

Conclusion:

As required by Toronto Police Services Board Special Fund policy, it is recommended that the Board receive the attached report.

The Board received the foregoing report.

Moved by: M. Del Grande

THE TORONTO POLICE SERVICES BOARD SPECIAL FUND								
2013 SECOND QUARTER RESULTS WITH INITIAL PROJECTIONS								
PARTICULARS	2013						2012	COMMENTS RELATING TO THIS QUARTER
	INITIAL PROJ.	JAN 01 TO MAR 31/13	APR 01 TO JUN 30/13	JUL 01 TO SEPT 30/13	OCT 01 TO DEC 31/13	JAN 01 TO DEC 31/13 TOTALS	JAN 01 TO DEC 31/12 ACTUAL	
BALANCE FORWARD	1,276,127	1,276,127	1,628,180	1,557,017	1,557,017	1,276,127	318,675	
<u>REVENUE</u>								
PROCEEDS FROM AUCTIONS	350,000	42,703	114,608			157,312	358,500	Auction proceeds for the first quarter are based on estimates. Overhead is at 37% of the proceeds.
LESS OVERHEAD COST	(129,500)	(15,800)	(42,405)			(58,205)	(132,475)	
UNCLAIMED MONEY	330,000	337,497	16,081			353,578	1,016,280	
LESS RETURN OF UNCLAIMED MONEY	(7,000)	(2,302)	(3,505)			(5,807)	(15,613)	
INTEREST	5,000	1,709	3,206			4,915	6,743	Interest income is based on the average monthly bank balance.
LESS BANK SERVICE CHARGES	(2,000)	(783)	(76)			(859)	(1,934)	
OTHERS	3,000	11,754	4,182			15,936	2,388	
OTHERS	0	0	0			0	10,000	
TOTAL REVENUE	549,500	374,778	92,091	0	0	466,869	1,243,889	
BALANCE FORWARD BEFORE EXPENSES	1,825,627	1,650,905	1,720,271	1,557,017	1,557,017	1,742,996	1,562,564	
<u>DISBURSEMENTS</u>								
<u>POLICE COMMUNITY INITIATIVES</u>								
SERVICE								
CPLC & COMM. OUTREACH ASSISTANCE	29,000	0	29,000			29,000	29,000	
UNITED WAY	10,000	0	10,000			10,000	10,000	
OTHER	0	0	0			0	0	
COMMUNITY								
VICTIM SERVICES PROGRAM	25,000	0	25,000			25,000	12,000	
VARIOUS ORGANIZATIONS	80,000	16,000	70,400			86,400	153,650	Black History Month, Int'l Francophone, DMU-Anti-Bullying
FUNDS RETURNED - SPONSORSHIPS	(4,500)	0	(3,596)			(3,596)	(21,197)	
TPAAA ASSISTANCE	20,000	0	1,500			1,500	0	
RECOGNITION OF SERVICE MEMBERS								
AWARDS	60,000	6,000	7,628			13,628	58,392	Award and recognition ceremonies for Crossing Guards
CATERING	15,000	0	1,230			1,230	12,405	
RECOGNITION OF COMMUNITY MEMBERS								
AWARDS	2,000	0	364			364	1,199	
CATERING	2,000	0	1,140			1,140	2,328	
RECOGNITION OF BOARD MEMBERS								
AWARDS	500	110	0			110	0	
CATERING	1,000	515	29			544	499	
CONFERENCES								
COMM. POLICE LIAISON COMMITTEES	8,500	0	8,500			8,500	4,821	
ONT. ASSO. OF POLICE SERVICES BOARD	0	0	7,500			7,500	0	
CDN ASSO. OF POLICE SERVICES BOARD	0	0	0			0	0	
DONATIONS - IN MEMORIAM	800	100	302			402	600	
						0	0	
TPSB/TPA RETIREMENT DINNER	10,500	0	4,259			4,259	7,526	
DINNER TICKETS	200	0	0			0	0	
PROFESSIONAL FEES	0	0	0			0	0	
INTERNAL CONTROL REVIEW FEE	5,640	0	0			0	6,365	
OTHER EXPENSES	0	0	0			0	8,849	
TOTAL DISBURSEMENTS	265,640	22,725	163,254	0	0	185,979	286,437	
SPECIAL FUND BALANCE	1,559,987	1,628,180	1,557,017	1,557,017	1,557,017	1,557,017	1,276,127	

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#P213. DEATH OF SAMMY YATIM

The Board was in receipt of the following:

- copy of a statement released by the Board on July 30, 2013 following the death of Sammy Yatim; and
- correspondence dated August 07, 2013 from André Marin, Ombudsman of Ontario, advising that he will conduct an investigation into whether the Province should provide direction to police services on de-escalation of conflict.

The Board received the foregoing; copies are attached to this Minute for information.

Chair Mukherjee read a statement with regard to the death of Mr. Yatim and clarified the legal framework within which the Board must act. Chair Mukherjee noted that due to legal restrictions, the Board would not be able to receive deputations on this matter. A copy of the statement is also attached to this Minute for information.



Toronto Police Services Board

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STATEMENT FROM THE TORONTO POLICE SERVICES BOARD

Statement from the Toronto Police Services Board
July 30, 2013

The Toronto Police Services Board extends its sincere sympathy to the family of Sammy Yatim at this time of their grievous loss. The Board also very much recognizes the serious concerns expressed by members of the community at large as a result of this tragic death. Like Mr. Yatim's family and other Torontonians, the Toronto Police Services Board seeks to understand the tragic events that transpired on July 26, 2013 in order that appropriate action can follow. For this reason, the Board notes with approval Chief Blair's unequivocal commitment to do his part to obtain the answers that we are all seeking.

The Board believes that the investigations that are now taking place are of the utmost importance.

The Special Investigations Unit Regulation made under the Police Services Act establishes the process that must be followed in the wake of serious injuries and deaths that may have resulted from criminal offences committed by police officers. This Regulation sets out the responsibilities of the Special Investigations Unit (SIU), the chief of police, subject officers and witness officers. Chief Blair, in his statement of July 29, 2013, asserted that "This regulation is aimed at maintaining the integrity of the investigation and I intend to uphold it. We will co-operate fully in the SIU's investigation". For its part, the Police Services Board has, today, communicated to Chief Blair, its expectation that the Chief will do all in his power to ensure the full cooperation of members of the Toronto Police Service, particularly that of witness officers, with the SIU's investigation.

The Board is confident that the Special Investigations Unit will conduct a thorough investigation in a manner that is as expeditious as possible given the complex circumstances.

The Board is also confident that, as required by the Police Services Act, Chief Blair will conduct a thorough review of all relevant policies, procedures and training related to this tragic event as well as of the conduct of members of the Toronto Police Service connected to this occurrence in order to determine whether the policies, procedures and training were adequate and whether they were appropriately followed. As Chief Blair has stated, the results of this review are to be reported to the Board within 30 days after the SIU director has advised the Chief that he has reported the results of the SIU's investigation to the Attorney General. The Board has also communicated to Chief Blair its expectation that this review will be comprehensive and that it will provide the Board with sufficient detail to address the very serious questions that the Board has with respect to the tragic death of Mr. Yatim.

In the interim, the Board, as required by law, will await the results of both the SIU investigation and the Chief's investigation.

The Board assures the community that it is fully committed and determined to do everything in its power to pursue answers to the questions which are troubling us all and to ensure that appropriate action is taken as called for by the investigations.

-30-

Contact: Alok Mukherjee, Chair
416-808-8080

O
Ombudsman

André Marin



August 7, 2013

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

Dear Alok,

Thank you for taking the time to chat this morning. I very much appreciated your support and advice regarding our pending investigation into whether the Province of Ontario should provide direction to Ontario police services on de-escalation of conflict.

You obviously have much expertise in this area. As I indicated, I will touch base with you during the investigation.

We also hope to count on the cooperation of the Toronto Police Service and would appreciate any assistance you could provide in this respect.

All the best,

André Marin
Ombudsman of Ontario

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**Statement from the Toronto Police Services Board on the
Death of Sammy Yatim
August 13, 2013**

I would like to make some comments on behalf of the Toronto Police Services Board regarding the tragic death of Mr. Sammy Yatim on July 26.

We share the pain of the Yatim family, and once again, express our condolences over the tragic death of a young person.

The Board also fully recognizes that Sammy's death and the circumstances surrounding it have given rise to many questions and concerns in the community. We share many of these. We wish to understand how this death could occur and to be ensured that appropriate action is taken to deal with it. At the same time, we are also committed very strongly to doing everything within our authority so that the risk of another such tragedy happening is greatly reduced and effective systems of accountability are in place.

To this end, the Board has taken a number of steps already.

First, on July 30, the Board communicated to Chief Blair in writing its expectation that his review of the policies, procedures, training and individual conduct will be very thorough and comprehensive.

Second, in its public statement of the same date, the Board called on the Special Investigation Unit or SIU to conduct a full investigation and to complete it as expeditiously as possible. As well, it asked Chief Blair in writing to take all steps to ensure that all police officers involved in the

tragic occurrence, whether subject or witness officers, will cooperate fully with the SIU investigation.

Third, we are the only Board that has publicly supported the systemic exercise that the Provincial Ombudsman, Mr. Andre Marin, has announced into the provincial standards and requirements with respect to use of force and de-escalation techniques by Ontario's police services. The Board will cooperate with this review.

Fourth, due to the exceptional circumstances regarding this incident and the timing of the upcoming inquest, the Board has decided today that it will seek independent legal standing at the forthcoming inquest into the deaths of Mr. Jardine-Douglas, Ms. Klibingaitis and Mr. Eligon. We believe that this is an extremely significant inquest, and wish to be able to separately probe issues such as training, de-escalation, supervision and accountability involved in police interactions with people experiencing mental health issues.

The *Police Services Act* imposes certain legal constraints on our ability to ensure accountability. We find that it hampers our ability to exercise the oversight that the public expects. The actions on the part of the Board that we have just mentioned go well beyond what is usually done at this stage in the handling of a death from policing shooting.

We are determined to push the boundaries of those legal requirements by calling for strong and immediate action by those who have statutory responsibility. We are also committed to taking necessary measures to ensure accountability once the results of the investigations and reviews are available to us. We take an extremely serious view of the incident and are

prepared to use every power and authority that the Board has to deal with it.

As many of you know, police interaction with people experiencing mental health issues is of the greatest concern to the Board. This is why the Board has established a permanent Mental Health Sub-Committee. We are grateful for the readiness with which so many knowledgeable members of the community, including consumers/survivors and representatives of a whole host of mental health providers, have come forward to assist us in finding the right approaches to respond to calls for service. The Toronto Police Service has fully cooperated in the work of this sub-committee. And we believe there have been good changes as a result.

Clearly and sadly, our work is far from over and even one death is one too many. The Board accepts that our goal should be to prevent deaths, to the maximum extent possible.

Therefore, the Board will look to the Sub-Committee to broaden its scope of work. Specifically, the Board will extend full support to the Sub-Committee engaging in a broad-based, independent community consultation to elicit concerns, issues and experiences as well as ideas and advice with respect to further strengthening policies, programs and systems of accountability.

Yesterday, Chief Blair announced that Honourable Dennis O'Connor, former Associate Chief Justice of Ontario and a jurist well known and respected for his independence, integrity and strong track record of inquiring into tough issues, has agreed to undertake a review of policies, procedures, training and equipment involved in interactions with persons with mental health issues. This review is required by law and its results are

reported to the Board by the Chief. As I said before, the Board has asked the Chief to ensure that this review is thorough and comprehensive.

We welcome the appointment of Justice O'Connor as the reviewer and look forward to his report. For its part, the Board is committed to making the report public in the interest of transparency and accountability. We very much hope that Justice O'Connor will look at systemic issues in the light of prior incidents.

This review is one of two processes that take place whenever there is serious injury or death due to police interaction. The other process is the SIU investigation to determine if there was a breach of the Criminal Code such that criminal charges should be laid.

The law requires that there be no public comment on or discussion of the specifics of the occurrence under investigation until the SIU investigation and the Chief's review are completed. This restriction applies to all of us, including the Board.

As such, the Board will make no comment on the circumstances or individuals involved in the death of Sammy Yatim. Nor will the Board express any opinion at this point. Law requires the Board to wait for the completion of the investigation and the review.

Let me say, however, that while the Board will respect and uphold the law, it will remain actively involved in efforts to improve policing services to people with mental illness, to do everything in its power to find ways that prevent death, and to ensure that there are effective and meaningful systems of supervision and accountability.

The Board shares the community's determination that Sammy Yatim's death should not be in vain.

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#P214. IN-CAMERA MEETING – AUGUST 13, 2013

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 Del Grande, Councillor & Member

Dr. Dhun Noria, Member

Ms. Frances Nunziata, Councillor & Member

Mr. Andrew Pringle, Member

Absent: Ms. Marie Moliner, Member

Mr. Michael Thompson, Councillor & Vice-Chair

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#P215. ADJOURNMENT

Alok Mukherjee
Chair