



**Public Meeting**

**February 23, 2017**

**Auditorium – Police Headquarters  
1:00 PM**

## Public Meeting - Agenda

Auditorium  
40 College Street, 2nd Floor  
Toronto, Ontario  
[www.tpsb.ca](http://www.tpsb.ca)

Thursday,  
February 23, 2017  
at 1:00 PM

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### Opening of the Meeting

1. Declarations of Interest under the Municipal Conflict of Interest Act.

### Approval of the Previous Minutes

2. Confirmation of the Minutes from the meeting held on January 26, 2017.

### Deferred from the January 26, 2017 Meeting

3. February 06, 2017 from Andy Pringle, Chair, and Mark Saunders, Chief of Police, Co-Chairs of the Transformational Task Force  
**Re: [Transformational Task Force Final Report Entitled Action Plan: The Way Forward](#)**

[The Way Forward – The Transformational Task Force's Final Report.](#)

### Reports to be Received

4. January 06, 2017 from Mark Saunders, Chief of Police  
**Re: [Chief's Administrative Investigation: Firearms Death of Kwasi Skene-Peters](#)**
5. January 13, 2017 from Mark Saunders, Chief of Police  
**Re: [Chief's Administrative Investigation: Custody Injury to John McDonald](#)**

6. January 06, 2017 from Mark Saunders, Chief of Police  
**Re: Chief's Administrative Investigation: Custody Injury to Louie Miceli**
  
7. January 27, 2017 from Mark Saunders, Chief of Police  
**Re: Chief's Administrative Investigation: Custody Injury to Youth 2016-B**
  
8. January 10, 2017 from Mark Saunders, Chief of Police  
**Re: Chief's Administrative Investigation: Alleged Sexual Assault Complainant 2016-G**
  
9. January 23, 2017 from Stephen Beckett, Assistant Deputy Minister, Public Safety Division and Public Safety Training Service Division, Ministry of Community Safety and Correctional Services  
**Re: Inspection on the Investigation and Reporting of Firearms Discharges Causing Death or Injury**
  
10. January 26, 2017 from Mark Saunders, Chief of Police  
**Re: Quarterly Report: Occupational Health & Safety Update: October to December 2016**
  
11. January 03, 2017 from Mark Saunders, Chief of Police  
**Re: Annual Report: 2016 Protected Disclosure**
  
12. January 24, 2017 from Drew Johnston, Manager, Labour Relations  
**Re: Annual Report: 2016 Summary of Grievances**
  
13. January 25, 2017 from Mark Saunders, Chief of Police  
**Re: Annual Report: 2016 Secondments**

14. February 03, 2017 from Mark Saunders, Chief of Police  
**Re: Annual Report: 2017 Organizational Chart**
  
15. February 02, 2017 from Mark Saunders, Chief of Police  
**Re: Annual Report: 2017 Toronto Police Service Audit & Quality Assurance Report**

### **Reports to be Approved**

16. February 15, 2017 from Mark Saunders, Chief of Police  
**Re: Abuse and Misuse of Accessible Parking Permits**
  
17. February 13, 2017 from Andy Pringle, Chair  
**Re: New Procedural By-Law**
  
18. January 31, 2017 from Mark Saunders, Chief of Police  
**Re: Special Constable Appointments**
  
19. January 31, 2017 from Andy Pringle, Chair  
**Re: Delegation to Consider Delay Applications – Pursuant to Section 34 of the Police Services Act – Year 2017**
  
20. February 07, 2017 from Mark Saunders, Chief of Police  
**Re: Enterprise Licence Agreement and Professional Services Extension – Esri Canada Ltd.**

21. January 27, 2017 from Mark Saunders, Chief of Police  
**Re: Request for Special Funds: Toronto Police Service - Divisional Policing Support Unit Annual Day of Pink**
  
22. January 24, 2017 from Andy Pringle, Chair  
**Re: City of Toronto Council Decision: Update on Member Motion: 911 Texting**
  
23. January 30, 2017 from Mark Saunders, Chief of Police  
**Re: Annual Report: 2016 Statistical Report - Municipal Freedom of Information and Protection of Privacy Act**
  
24. January 03, 2017 from Mark Saunders, Chief of Police  
**Re: Annual Report: 2016 Name Badges & Request to Discontinue Future Annual Reports**
  
25. February 07, 2017 from Mark Saunders, Chief of Police  
**Re: Annual Report: 2017 Community Events & Request for Additional Funds**

### **Next Meeting**

Date: Thursday, March 23, 2017  
Time: 1:00 PM

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### **Members of the Toronto Police Services Board**

Andy Pringle, Chair  
Chin Lee, Councillor & Vice-Chair  
Shelley Carroll, Councillor & Member  
Ken Jeffers, Member

Marie Moliner, Member  
Dhun Noria, Member  
John Tory, Mayor & Member

Declarations of interest under the *Municipal Conflict of Interest Act*.

Confirmation of the Minutes from the meeting that was held on January 26, 2017.



## Toronto Police Services Board Report

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February 6, 2017

To: Members  
Toronto Police Services Board

From: Andy Pringle  
Chair,  
Transformational Task Force Co-Chair

Mark Saunders, O.O.M.  
Chief of Police  
Transformational Task Force Co-Chair

**Subject: TRANSFORMATIONAL TASK FORCE FINAL REPORT  
ENTITLED ACTION PLAN: THE WAY FORWARD**

### **Recommendation(s):**

It is recommended that:

1. The Toronto Police Services Board (“the Board”) approve the Transformational Task Force (“the Task Force”) Final Report entitled “Action Plan: The Way Forward” (“the Plan”) as the Board’s 2017 to 2019 Business Plan and approve the commencement of implementation of the recommendations contained in the report as may be modified by the results of the review process noted in recommendation 3;
2. In finalizing the scorecard referenced in Chapter 7 of the Plan, the Task Force confirm that it includes the quantitative and qualitative performance objectives and indicators required by the *Police Services Act*, O. Reg. 3/99 s. 30(2)(b);
3. In accordance with the *Police Services Act*, O. Reg. 3/99 s. 32(2) the Board formally invite Toronto City Council, the Toronto District School Board, the Toronto Catholic District School Board, Conseil scolaire Viamonde and Conseil scolaire de district catholique Centre-Sud, to review the Plan and provide comments to the Board; and,
4. The Board forward a copy of this report to the City’s Executive Committee for its information.

## **Financial Implications:**

To date, the Task Force has identified approximately \$100 million in budget reductions and enhanced efficiencies over the next three years.

This figure includes \$60 million as a result of a moratorium on hiring and promotion between ranks for officers and civilians. This moratorium will allow the Service to change business processes as necessary, realign priorities, right size the organization, and ensure it has the right skill sets for the new service delivery models, as well as the leanest possible management structure. However, during this period, there will be some critical situations where the filling of vacant positions is necessary. In addition, there may be positions that need to be filled to enable restructuring initiatives, as the Service starts to implement the report's recommendations. These requests will be carefully reviewed to ensure they are justified and/or contribute to the achievement of the modernization initiatives.

A further \$30 million in efficiencies has also been identified, through alternative service delivery, shared services and better supply chain management. Due diligence on these opportunities is underway. There is also an expectation that over the next three years, a further \$10 million in savings and efficiencies can be achieved.

Necessary costs were incurred by the Transformational Task Force to obtain the research, analysis and other expertise required to analyse opportunities and finalize the recommendations in the final report. These costs total just over \$1M and were funded by the Board (through its Special Fund) and the Service (through its operating or capital budget). They include outside expertise for: a police service demand model analysis; an information technology assessment; strategic advice, project management, communications; and report writing/design (both the interim and final report)

As the Service moves into the implementation stage, further investments will be required to acquire necessary expertise and capacity to implement what will be very complex projects and initiatives. Some of the needs identified to date include external resources skilled in project management, change management, strategic communications, as well as technological, financial and procurement expertise.

These investments will be funded from the Service's capital program where appropriate or from a Modernization Reserve that the Service will be requesting City Council to approve. The initial proposed contribution to this Reserve will be from the Service's 2016 operating budget surplus.

Senior City staff members have been briefed on this strategy and agree in principle with this approach and the amount.

The Service is also anticipating a requirement for an additional \$3.5 million in 2018 and 2019. This need will be reviewed each year, and the request will proceed through the appropriate process for approval.

## **Background / Purpose:**

The Transformational Task Force was formed at the direction of the Board with a mandate to:

**Develop and recommend, to the Toronto Police Services Board (TPSB), a modernized policing model for the City of Toronto that is innovative, sustainable and affordable. The model will place communities at its core, will be intelligence-led and optimize the use of resources and technology while embracing partnerships as a means of enhancing capability and capacity.**

At its meeting on July 21, 2016 the Board considered the Task Force's Interim Report and authorized continued research and consultation leading to the final report (Min. P163/16 refers).

## **Discussion:**

In February 2016, the Transformational Task Force began work on a plan to modernize the Toronto Police Service. In the Interim Report, the Task Force proposed a vision of excellence and leadership for the Service that is expanded upon in the attached, final report entitled "Action Plan: The Way Forward".

This Plan defines the path to excellence for the Toronto Police Service. It envisions an organization that is an international leader in providing trusted community- focussed policing. We are confident that the modern Toronto Police Services will embrace and be embraced by all Toronto residents and communities. It will engage with, and be inclusive of, the full diversity of our city. It will continually evolve to meet the changing needs of Toronto and in so doing will demonstrate excellence in public service management and leadership.

## Consultations:

The Task Force held many consultations over the summer and fall of 2016. The results of these consultations are detailed in Chapter 3. Given the Board's acceptance of the Final Report as its Business Plan, certain consultations are required in accordance with the *Police Services Act*. To ensure that the Board is in compliance with the *Act*, the Board is required to formally invite Toronto City Council, the Toronto District School Board, the Toronto Catholic District School Board, Conseil scolaire Viamonde and Conseil scolaire de district catholique Centre-Sud, to review the Plan and provide comments to the Board.

## Accountability:

The Board will receive quarterly, public progress reports beginning in May 2017. These progress reports will include quantitative and qualitative performance objectives and

indicators and will measure outcomes. The Task Force has developed a Modernization Scorecard which, when complete, will be a comprehensive, transparent and accessible example of culture change in action. The scorecard, which is currently available online, will track our progress and results.

**Conclusion:**

We recommend that the Board approve the recommendations in this report as may be modified by the results of the review noted in recommendation 3 in this report.

We also express our sincere appreciation to the members of the Transformational Task Force – both Service members and community members. They have worked tirelessly to produce this report and each one of them exemplifies excellence in public service. We are grateful for their contributions.

Respectfully submitted,

Andy Pringle  
Chair  
Transformational Task Force Co-Chair

Mark Saunders, O.O.M.,  
Chief of Police,  
Transformational Task Force Co-Chair

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## Toronto Police Services Board Report

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January 6, 2017

To: Chair and Members  
Toronto Police Services Board

From: Mark Saunders  
Chief of Police

**Subject: Chief's Administrative Investigation into the Firearms  
Death of Mr. Kwasi Skene-Peters**

### **Recommendation(s):**

It is recommended that the Board receive the following report.

### **Financial Implications:**

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

### **Background / Purpose:**

Whenever the Special Investigations Unit (S.I.U.) is notified of an incident involving serious injury or death, provincial legislation directs that a chief of police shall conduct an administrative investigation.

Ontario Regulation 267/10, section 11(1) states:

"The chief of police shall also cause an investigation to be conducted forthwith into any incident with respect to which the S.I.U. has been notified, subject to the S.I.U.'s lead role in investigating the incident."

Section 11(2) of the Regulation states:

"The purpose of the chief of police's investigation is to review the policies of or services provided by the police force and the conduct of its police officers."

Section 11(4) of the Regulation states:

“The chief of police of a municipal police force shall report his or her findings and any action taken or recommended to be taken to the board within 30 days after the S.I.U. director advises the chief of police that he or she has reported the results of the S.I.U.’s investigation to the Attorney General, and the board may make the chief of police’s report available to the public.”

Upon conclusion of their investigation, the S.I.U. provides the Toronto Police Service (T.P.S.) with a letter. The S.I.U. does not provide the T.P.S. with a copy of the report that was provided to the Attorney General.

### **Discussion:**

On July 25, 2015, at 0210 hours, members from the T.P.S. Intelligence Services were in the area of a nightclub located at Peter Street. Members were conducting surveillance on a male identified as Mr. Kwasi Skene-Peters. Members from Intelligence Services were familiar with Mr. Skene-Peters. They received information that on July 10, 2015, a Canada wide Warrant had been issued for Mr. Skene-Peters on two charges of first-degree murder.

Members from the Toronto Anti-Violence Intervention Strategy (T.A.V.I.S.) responded to the area to assist officers involved in the investigation. At 0222 hours, officers took up a position in an alleyway located on the west side of the nightclub, north of the parking lot where the suspect’s vehicle was parked.

At 0301 hours, officers observed Mr. Skene-Peters had exited the club and was headed towards the vehicle. Officers in marked and unmarked police vehicles approached to implement a takedown of the vehicle and effect the arrest of Mr. Skene-Peters.

The vehicle suddenly reversed back in the spot striking the wall to the rear of the vehicle. As the vehicle reversed, officers were confronted with gunfire coming from inside the vehicle. Two police officers returned gunfire, discharging their Service firearm at the driver of the vehicle. The exchange of gunfire lasted approximately four seconds. During the exchange of gunfire, Mr. Skene-Peters exited the vehicle and attempted to flee.

He ran toward Peter Street before collapsing to the ground. Mr. Skene-Peters sustained a single gunshot wound to the chest. As Mr. Skene-Peters fell to the ground, he was seen to drop a black semi-automatic handgun. Officers in the area quickly provided first aid to Mr. Skene-Peters and called for emergency medical support.

Toronto Paramedic Services (Paramedics) arrived at the scene and Mr. Skene-Peters was transported to St. Michael’s Hospital where he succumbed to his gunshot wound and was pronounced dead.

The S.I.U. was notified and invoked its mandate.

The S.I.U. designated two police officers as subject officers. Seventeen other officers were designated as witness officers and subsequently interviewed by investigators from the S.I.U.

In a letter to the Service dated June 29, 2016, Director Tony Loparco of the S.I.U. advised that this investigation was complete, the file had been closed and no further action was contemplated.

### **Summary of the Service's Investigation:**

Professional Standards (P.R.S.) conducted an investigation pursuant to Ontario Regulation 267/10.

The investigation examined the applied use of force and death in relation to the applicable legislation, the services provided, procedures, and the conduct of the involved officers.

The P.R.S. investigation reviewed the following Service procedures:

- Procedure 01-01 (Arrest)
- Procedure 04-44 (Undercover Operations)
- Procedure 08-03 (Injured on Duty Reporting)
- Procedure 10-05 (Incidents Requiring the Emergency Task Force)
- Procedure 10-06 (Medical Emergencies)
- Procedure 13-16 (Special Investigations Unit)
- Procedure 13-17 (Memorandum Books and Reports)
- Procedure 15-01 (Use of Force)
- Procedure 15-02 (Injury / Illness Reporting)
- Procedure 15-04 (Service Firearms)
- Procedure 15-17 (In-Car Camera System)

The P.R.S. investigation also reviewed the following legislation:

- *Police Services Act* section 113 (Special Investigations)
- Ontario Regulation 267/10 (Conduct and Duties of Police Officers Respecting Investigations by the Special Investigations Unit)
- Ontario Regulation 926 section 9 (Discharging a Firearm)
- Ontario Regulation 926 section 14.2 (Use of Force Qualifications)
- Ontario Regulation 926 section 14.5 (Use of Force Reports)

The investigation determined that Service's policies and procedures associated with the applied use of force were found to be lawful, in keeping with current legislation and

written in a manner which provided adequate and appropriate guidance to the members. None of the examined policies and procedures required modification.

Acting Deputy Chief Richard Stubbings, Operational Support Command, will be in attendance to answer any questions that the Board members may have regarding this report.

Respectfully submitted,

Mark Saunders, O.O.M.  
Chief of Police

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## Toronto Police Services Board Report

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January 13, 2017

To: Chair and Members  
Toronto Police Services Board

From: Mark Saunders  
Chief of Police

**Subject: Chief's Administrative Investigation: Custody Injury to Mr. John McDonald**

### **Recommendation(s):**

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:**

Whenever the Special Investigations Unit (S.I.U.) is notified of an incident involving serious injury or death, provincial legislation directs that a chief of police shall conduct an administrative investigation.

Ontario Regulation 267/10, Section 11(1) states:

"The chief of police shall also cause an investigation to be conducted forthwith into any incident with respect to which the S.I.U. has been notified, subject to the S.I.U.'s lead role in investigating the incident."

Section 11(2) of the Regulation states:

"The purpose of the chief of police's investigation is to review the policies of or services provided by the police force and the conduct of its police officers."

Section 11(4) of the Regulation states:

“The chief of police of a municipal police force shall report his or her findings and any action taken or recommended to be taken to the board within 30 days after the S.I.U. director advises the chief of police that he or she has reported the results of the S.I.U.’s investigation to the Attorney General, and the board may make the chief of police’s report available to the public.”

Upon conclusion of their investigation, the S.I.U. provides the Toronto Police Service (T.P.S.) with a letter. The S.I.U. does not provide the T.P.S. with a copy of the report that was provided to the Attorney General.

### **Discussion:**

On June 18, 2015, officers from 32 Division responded to a call for service at a restaurant located on Yonge Street. Mr. John McDonald was causing damage in the restaurant and threatening the staff. The officers arrived at the scene and after a brief investigation placed Mr. McDonald under arrest for Mischief and Breach of Recognizance.

Mr. McDonald was in an intoxicated state, aggressive and verbally abusive. Mr. McDonald was placed under arrest and he was transported to 32 Division.

Mr. McDonald was paraded before the Officer-in-Charge of the station. During the booking process, Mr. McDonald became uncooperative by acting verbally and physically abusive toward the officers. Officers attempted to restrain Mr. McDonald but he lost his balance and fell to the floor. Mr. McDonald’s nose was bloodied as a result of the fall.

Mr. McDonald was lodged in a cell without any further issues. Several hours later, Mr. McDonald’s nose started to bleed again and he was transported to hospital where he was diagnosed with a fractured nasal bone and two chipped teeth.

The S.I.U. was notified and invoked its mandate.

The S.I.U. had designated two police officers as subject officers; four other officers were designated as witness officers.

In a letter to the Service dated March 7, 2016, Director Tony Loparco of the S.I.U. advised that the investigation had been completed, the file had been closed and no further action was contemplated.

## Summary of the Service's Investigation:

Professional Standards Support (P.S.S.) conducted an investigation pursuant to Ontario Regulation 267/10.

P.S.S. examined the use of force in relation to the applicable legislation, service provided, procedures, and the conduct of the involved officers.

The P.S.S. investigation reviewed the following Service procedures:

- Procedure 01-01 (Arrest)
- Procedure 01-02 (Search of Persons)
- Procedure 01-03 (Persons in Custody)
- Procedure 06-04 (Emotionally Disturbed Persons)
- Procedure 10-06 (Medical Emergencies)
- Procedure 13-16 (Special Investigations Unit)
- Procedure 13-17 (Memorandum Books and Reports)
- Procedure 15-01 (Use of Force)
- Procedure 15-02 (Injury / Illness Reporting)
- Procedure 15-17 (In-Car Camera System)

The P.S.S. investigation also reviewed the following legislation:

- *Police Services Act* Section 113 (Special Investigations)
- Ontario Regulation 267/10 (Conduct and Duties of Police Officers Respecting Investigations by the Special Investigations Unit)
- Ontario Regulation 926 Section 14.2 (Use of Force Qualifications)

The Professional Standards Support Unit investigation determined that Service's policies and procedures associated with the applied use of force were found to be lawful, in keeping with current legislation and written in a manner which provided adequate and appropriate guidance to the members. None of the examined policies and procedures required modification.

Acting Deputy Chief Richard Stubbings, Operational Support Command, will be in attendance to answer any questions that the Board members may have regarding this report.

Respectfully submitted,

Mark Saunders, O.O.M.  
Chief of Police

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## Toronto Police Services Board Report

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January 6, 2017

To: Chair and Members  
Toronto Police Services Board

From: Mark Saunders  
Chief of Police

**Subject: Chief's Administrative Investigation into the Custody Injury to Mr. Louie Miceli**

### **Recommendation(s):**

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:**

Whenever the Special Investigations Unit (S.I.U.) is notified of an incident involving serious injury or death, provincial legislation directs that a chief of police shall conduct an administrative investigation.

Ontario Regulation 267/10, Section 11(1) states:

"The chief of police shall also cause an investigation to be conducted forthwith into any incident with respect to which the S.I.U. has been notified, subject to the S.I.U.'s lead role in investigating the incident."

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"The purpose of the chief of police's investigation is to review the policies of or services provided by the police force and the conduct of its police officers."

Section 11(4) of the Regulation states:

“The chief of police of a municipal police force shall report his or her findings and any action taken or recommended to be taken to the board within 30 days after the S.I.U. director advises the chief of police that he or she has reported the results of the S.I.U.’s investigation to the Attorney General, and the board may make the chief of police’s report available to the public.”

Upon conclusion of their investigation, the S.I.U. provides the Toronto Police Service (T.P.S.) with a letter. The S.I.U. does not provide the T.P.S. with a copy of the report that was provided to the Attorney General.

### **Discussion:**

On December 27, 2015, at 0244 hours, uniformed officers from the Toronto Anti-Violence Intervention Strategy (T.A.V.I.S.) were in an unmarked Service vehicle patrolling the area of King Street West and John Street. The officers observed an altercation on the street involving three males, one of whom was armed with a large stick.

The officers exited their vehicle to intervene in the altercation. One male, who was later identified as Mr. Louie Miceli, appeared to be the aggressor as he was armed with a large stick. One officer placed himself between Mr. Miceli and an unknown male and attempted to take physical control of both of them while the second officer dealt with the third male on the sidewalk. The first officer continued to struggle with both males and attempted to take Mr. Miceli to the ground. In doing so, all three of them fell to the roadway with the officer and the unknown male landing on top of Mr. Miceli.

The unknown male broke free of the officers’ grasp and fled the scene.

Mr. Miceli continued to actively resist the officer and had to be physically restrained on the ground in order to effect the arrest. Several other T.A.V.I.S. officers arrived to assist with scene control.

Investigation revealed that Mr. Miceli was not the primary aggressor and had been defending himself as he had initially been assaulted by the unknown male who was previously armed with the stick. Mr. Miceli had managed to disarm this male during the struggle prior to police arrival.

Mr. Miceli advised the officers that his left ankle was sore, but refused any treatment stating he would seek his own medical attention. He was then released unconditionally.

Later that same day, Mr. Miceli’s father contacted 52 Division to report that his son’s ankle was broken during the altercation.

Investigators from 52 Division Criminal Investigations Bureau were assigned to the investigation and conducted interviews with Mr. Miceli and other witnesses.

The preliminary investigation was unable to determine if the injury to Mr. Miceli's ankle occurred during the initial altercation or while he struggled with the officer.

The S.I.U. was notified and invoked its mandate.

The S.I.U. had designated one officer as subject officer in its investigation; three other officers were designated as witnesses.

In a letter to the Service dated August 4, 2016, Director Tony Loparco of the S.I.U. advised that the investigation was complete, the file had been closed and no further action was contemplated.

### **Summary of the Service's Investigation:**

The Professional Standards Support unit conducted an investigation pursuant to Ontario Regulation 267/10.

The Professional Standards Support unit examined the use of force and the injury sustained in relation to the applicable legislation, Service procedures, and the conduct of the involved officers.

The Professional Standards Support Unit investigation reviewed the following Service procedures:

- Procedure 01-01 (Arrest)
- Procedure 10-06 (Medical Emergencies)
- Procedure 13-16 (Special Investigations Unit)
- Procedure 13-17 (Memorandum Books and Reports)
- Procedure 15-01 (Use of Force)
- Procedure 15-02 (Injury / Illness Reporting)

The Professional Standards Support Unit investigation also reviewed the following legislation:

- *Police Services Act* Section 113 (Special Investigations)
- Ontario Regulation 267/10 (Conduct and Duties of Police Officers Respecting Investigations by the Special Investigations Unit)
- Ontario Regulation 926 Section 14.2 (Use of Force Qualifications)

The Professional Standards Support Unit investigation determined that Service's policies and procedures associated with the applied use of force were found to be lawful, in keeping with current legislation and written in a manner which provided adequate and appropriate guidance to the members. None of the examined policies and procedures required modification.

Acting Deputy Chief Richard Stubbings, Operational Support Command, will be in attendance to answer any questions that the Board members may have regarding this report.

Respectfully submitted,

Mark Saunders, O.O.M.  
Chief of Police

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## Toronto Police Services Board Report

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January 27, 2017

To: Chair and Members  
Toronto Police Services Board

From: Mark Saunders  
Chief of Police

**Subject: Chief's Administrative Investigation into the Custody Injury to Youth 2016-B**

### **Recommendation(s):**

It is recommended that the Board receive the following report.

### **Financial Implications:**

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

### **Background / Purpose:**

Whenever the Special Investigations Unit (S.I.U.) is notified of an incident involving serious injury or death, provincial legislation directs that a chief of police shall conduct an administrative investigation.

Ontario Regulation 267/10, Section 11(1) states:

"The chief of police shall also cause an investigation to be conducted forthwith into any incident with respect to which the S.I.U. has been notified, subject to the S.I.U.'s lead role in investigating the incident."

Section 11(2) of the Regulation states:

"The purpose of the chief of police's investigation is to review the policies of or services provided by the police force and the conduct of its police officers."

Section 11(4) of the Regulation states:

“The chief of police of a municipal police force shall report his or her findings and any action taken or recommended to be taken to the board within 30 days after the S.I.U. director advises the chief of police that he or she has reported the results of the S.I.U.’s investigation to the Attorney General, and the board may make the chief of police’s report available to the public.”

Upon conclusion of their investigation, the S.I.U. provides the Toronto Police Service (T.P.S.) with a letter. The S.I.U. does not provide the T.P.S. with a copy of the report that was provided to the Attorney General.

### **Discussion:**

On December 14, 2015, officers from 43 Division Neighbourhood Safety Unit (N.S.U.) were returning to the station from a matter unrelated to this incident.

While driving toward 43 Division, officers observed two people attempting to cross the street at Kingston Road and Lawrence Avenue East. The two people had to quickly jump back to avoid being hit by passing motorists. Their actions drew the attention of the officers who recognized one of them. The officers knew that this person was on bail and had a number of conditions. The second person, who was later identified as Youth 2016-B (2016-B), was unknown to the officers.

The officers stopped to speak with the two people about the *Highway Traffic Act* (H.T.A.) offence and the offence of failing to comply with recognizance. The officers, who were working in plain clothes, identified themselves as police officers both verbally and with their badges. In response, the two people ran into a nearby apartment building. The officers gave chase. At the fifth floor, the two people separated. The officers split up and they each followed one of the suspects. 2016-B ran down the stairs and back outside into a plaza located nearby.

The officers managed to catch up to 2016-B at the plaza. 2016-B kicked at the officer striking the officer in the right thigh. The officer blocked the attack and restrained 2016-B. 2016-B was placed under arrest for assault peace officer. The second officer assisted the arresting officer and together they handcuffed 2016-B, who was still kicking and struggling.

The officers noticed swelling around 2016-B’s left eye and requested Toronto Paramedic Services (Paramedics). Paramedics transported 2016-B to hospital. The attending physician diagnosed 2016-B with fractures to the orbital bone, nasal bone and cheek bone.

The S.I.U. was notified and invoked its mandate.

The S.I.U. designated one officer as subject officer; five other officers were designated as witness officers.

In a letter to the Service dated August 4, 2016, Director Tony Loparco of the S.I.U. advised that the investigation had been completed, the file had been closed and no further action was contemplated.

### **Summary of the Service's Investigation:**

Professional Standards Support (P.S.S.) conducted an investigation pursuant to Ontario Regulation 267/10.

P.S.S. examined the use of force in relation to the applicable legislation, service provided, procedures, and the conduct of the involved officers.

The P.S.S. investigation reviewed the following service procedures:

- Procedure 01-01 (Arrest)
- Procedure 01-02 (Search of Persons)
- Procedure 01-03 (Persons in Custody)
- Procedure 10-06 (Medical Emergencies)
- Procedure 13-16 (Special Investigations Unit)
- Procedure 13-17 (Memorandum Books and Reports)
- Procedure 15-01 (Use of Force)
- Procedure 15-02 (Injury/Illness Reporting)

The P.S.S. investigation also reviewed the following legislation:

- *Police Services Act* Section 113 (Special Investigations Unit)
- Ontario Regulation 267/10 (Conduct and Duties of Police Officers respecting investigations by the Special Investigations Unit)
- Ontario Regulation 926 Section 14.2 (Use of Force Qualifications)
- Ontario Regulation 926 Section 14.5 (Use of Force Reports)

The Service's policies and procedures associated with the applied use of force were found to be lawful, in keeping with current legislation and written in a manner which provided adequate and appropriate guidance to the members. None of the examined policies and procedures required modification.

Acting Deputy Chief Richard Stubbings, Operational Support Command, will be in attendance to answer any questions that the Board members may have regarding this report.

Respectfully submitted,

Mark Saunders, O.O.M.  
Chief of Police

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## Toronto Police Services Board Report

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January 10, 2017

To: Chair and Members  
Toronto Police Services Board

From: Mark Saunders  
Chief of Police

**Subject: Chief's Administrative Investigation: Alleged Sexual Assault Complainant 2016-G**

### **Recommendation(s):**

It is recommended that the Board receive the following report.

### **Financial Implications:**

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

### **Background / Purpose:**

Whenever the Special Investigations Unit (S.I.U.) is notified of an incident involving serious injury or death, provincial legislation directs that a chief of police shall conduct an administrative investigation.

Ontario Regulation 267/10, Section 11(1) states:

"The chief of police shall also cause an investigation to be conducted forthwith into any incident with respect to which the S.I.U. has been notified, subject to the S.I.U.'s lead role in investigating the incident."

Section 11(2) of the Regulation states:

"The purpose of the chief of police's investigation is to review the policies of or services provided by the police force and the conduct of its police officers."

Section 11(4) of the Regulation states:

“The chief of police of a municipal police force shall report his or her findings and any action taken or recommended to be taken to the board within 30 days after the S.I.U. director advises the chief of police that he or she has reported the results of the S.I.U.’s investigation to the Attorney General, and the board may make the chief of police’s report available to the public.”

Upon conclusion of its investigation, the S.I.U. provides the Toronto Police Service (T.P.S.) with a letter. The S.I.U. does not provide the T.P.S. with a copy of the report that was provided to the Attorney General.

### **Discussion:**

On October 4, 2015, at 2309 hours, uniform police officers from 53 Division Primary Response Unit responded to a call for service for ‘Holding One with Trouble’ at a hotel in the Yorkville area of Toronto.

On arrival, the officers encountered hotel security, who was struggling with a female on the ground. A second female was standing near-by with other hotel security staff.

The officers assisted the hotel security in restraining the female that was on the ground. This female was later identified as Sexual Assault Complainant 2016-G (2016-G).

Officers commenced an investigation and learned that the two females had been involved in a minor motor vehicle collision on the hotel property. Security staff from the hotel had observed the two females inspecting the vehicle for damage and believed that both females had been drinking and were possibly impaired. The security staff intervened to prevent them from driving away at which time the females became aggressive and assaulted the security guards.

Both females were placed under arrest for Assault and Impaired Operation of a Motor Vehicle. At the time of her arrest, 2016-G became aggressive and kicked one of the officers. The officer restrained the female by placing her over the hood of the Service vehicle to prevent any further assaultive behaviour. Both females were then transported to 53 Division for further investigation.

On October 5, 2015, at 0030 hours, 2016-G was paraded before the Officer-in-Charge, at which time she complained that one of the officers had touched her in a sexual manner, specifically that the officer had placed his hand on her buttocks.

The S.I.U. was notified and invoked its mandate.

The S.I.U. designated one officer as subject officer; nine other officers were designated as witness officers.

In a letter to the Service dated July 18, 2016, Acting Director Joseph Martino of the S.I.U. advised that this investigation was completed, the file had been closed and no further action was contemplated.

### **Summary of the Service's Investigation:**

The Professional Standards Support Unit conducted an investigation pursuant to Ontario Regulation 267/10.

The Professional Standards Support Unit examined the use of force and the injury sustained in relation to the applicable legislation, Service procedures, and the conduct of the involved officers.

The Professional Standards Support Unit investigation reviewed the following Service procedures:

- Procedure 01-01 (Arrest)
- Procedure 01-02 (Search of Persons)
- Procedure 01-03 (Persons in Custody)
- Procedure 05-05 (Sexual Assault)
- Procedure 13-16 (Special Investigations Unit)
- Procedure 13-17 (Memorandum Books and Reports)
- Procedure 15-01 (Use of Force)
- Procedure 15-17 (In-Car Camera System)

The Professional Standards Support Unit investigation also reviewed the following legislation:

- *Police Services Act* Section 113 (Special Investigations Unit)
- Ontario Regulation 267/10 (Conduct and Duties of Police Officers respecting investigations by the Special Investigations Unit)
- Ontario Regulation 926 Section 14.2 (Use of Force Qualifications)

The Professional Standards Support Unit investigation determined that Service procedures associated with the applied use of force were found to be lawful, in keeping with current legislation and written in a manner which provided adequate and appropriate guidance to the members. None of the examined procedures required modification.

Acting Deputy Chief Richard Stubbings, Operational Support Command, will be in attendance to answer any questions that the Board members may have regarding this report.

Respectfully submitted,

Mark Saunders, O.O.M.  
Chief of Police

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**Ministry of Community Safety  
and Correctional Services**

Public Safety Division

25 Grosvenor St.  
12<sup>th</sup> Floor  
Toronto ON M7A 2H3

Tel.: 416 314-3010

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

Division de la sécurité publique

25, rue Grosvenor  
12<sup>e</sup> étage  
Toronto ON M7A 2H3

Tél.: 416 314-3010



January 23, 2017

Andy Pringle, Chair  
Toronto Police Services Board  
40 College St  
Toronto, ON M5G 2J3

**RE: Inspection on the Investigation and Reporting of Firearms Discharges  
Causing Death or Injury**

Dear Mr. Pringle:

As you know, police use of force has been a forefront issue for the policing community for the past several years, receiving significant public and media attention. The Ontario Ombudsman and the Office of the Independent Police Review Director have both reviewed Ministry of Community Safety and Correctional Services (ministry) direction on use of force.

*Police Services Act* (PSA) regulation 926 (Equipment and Use of Force), section 13, requires investigations into the circumstances of firearms discharges by members of police services in the performance of their duties that cause injury or death. Municipal chiefs of police are required to submit reports on these investigations to police services boards.

Police services boards are required to review the report, make additional inquiries as appropriate, and file a copy of the report with the Solicitor General; including a report on any additional inquiries. Ministry guideline AI-012 (Use of Force) recommends boards establish policy addressing compliance with these requirements.

I am writing to advise you that the ministry will be conducting an inspection, pursuant to section 3 of the PSA, to assess compliance with section 13 of the Equipment and Use of Force Regulation. The inspection will be conducted primarily by document collection and review. On-site work may be required for briefings and follow-up interviews.

As a first step, your Board is requested to forward to the ministry all investigation reports submitted to the Board between January 1, 2012 and the current date with respect to firearms discharges by police service members that cause injury or death. Please forward a nil response if no investigation reports have been submitted to your Board.

Your Board is also requested to forward copies of meeting minutes that indicate the Board receipt and review of investigation reports, and if any additional inquiries were made, reports regarding the subsequent inquiries. Please also forward Board policies relevant to investigations into firearm discharges that cause injury or death.

Please send all documents electronically to Police Services Advisor Jeeti Sahota, Operations Unit, by March 31, 2017 at: [Jeeti.Sahota@ontario.ca](mailto:Jeeti.Sahota@ontario.ca)

All inquiries regarding this inspection should be directed to Ms. Sahota, at: (416) 702-4404.

Thank you,

A handwritten signature in cursive script, appearing to read "S. Beckett".

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

- c. Chief Mark Saunders, Toronto Police Service
- c. Jeeti Sahota, Police Services Advisor



## Toronto Police Services Board Report

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January 26, 2017

To: Chair and Members  
Toronto Police Services Board

From: Mark Saunders  
Chief of Police

**Subject: Quarterly Report: Occupational Health and Safety  
Update for October 1, 2016 to December 31, 2016**

### **Recommendation(s):**

It is recommended that the Board receive this report.

### **Financial Implications:**

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

### **Background / Purpose:**

At its meeting on January 24, 2005, the Board received an update on occupational health and safety matters relating to the Toronto Police Service (Service) (Min. No. C9/05 refers). Following consideration of the report, the Board requested the Chief of Police to provide quarterly confidential 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 fourth quarter of 2016 and includes a year-end summary.

### **Discussion:**

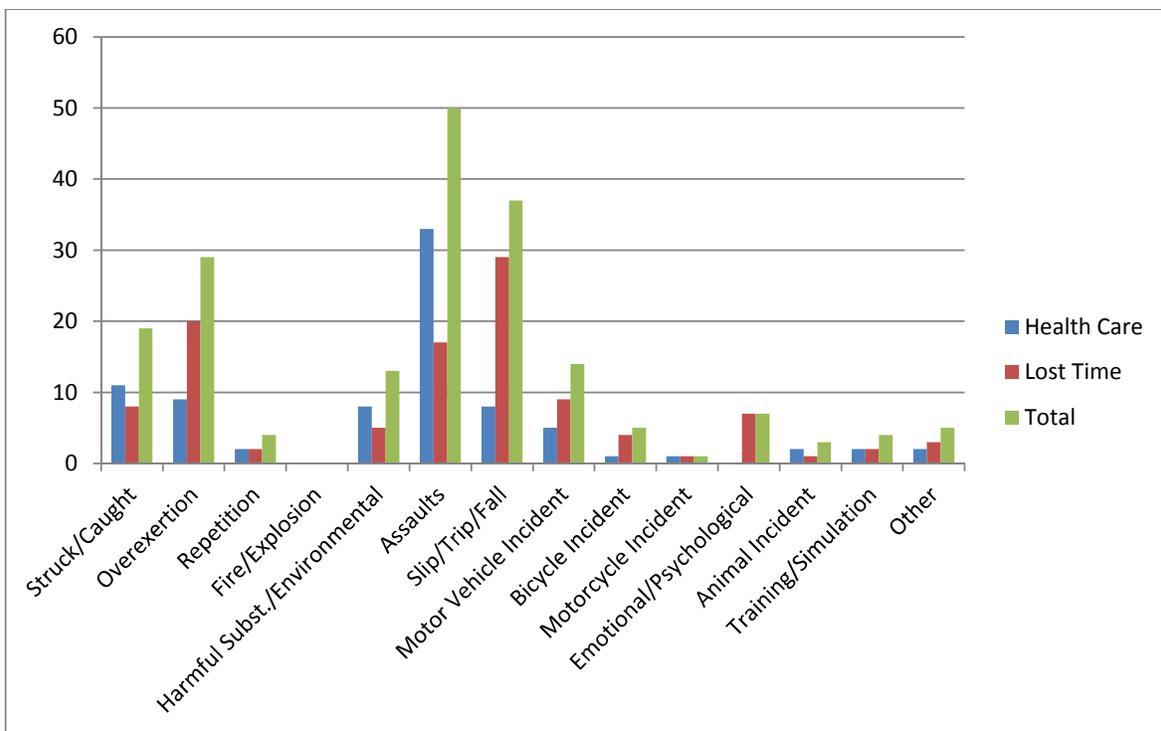
#### **Fourth Quarter Accident and Injury Statistics**

From October 1, 2016, to December 31, 2016, there were 190 reported workplace accidents/incidents involving Service members, resulting in lost time from work and/or health care which was provided by a medical professional. These incidents were

reported as claims to the Workplace Safety and Insurance Board (W.S.I.B.). During this same period, 21 recurrences of previously approved W.S.I.B. claims were reported. Recurrences can include, but are not limited to, ongoing treatment, re-injury, and medical follow-ups ranging from specialist appointments to surgery.

As a Schedule 2 employer, the Service paid \$65,277 in health care costs for civilian members and \$194,601 in health care costs for uniform members for the fourth quarter of 2016.

Injured on Duty reports are classified according to the incident type. The following graph and chart summarize the Injured on Duty reports received by the Occupational Health and Safety Unit during the fourth quarter of 2016:



Incident Type	Health Care	Lost Time	Total
Struck/Caught	11	8	19
Overexertion	9	20	29
Repetition	2	2	4
Fire/Explosion	0	0	0
Harmful Substances /Environmental	8	5	13
Assaults	33	17	50
Slip/Trip/Fall	8	28	36
Motor Vehicle Incident	5	9	14

<b>Incident Type</b>	<b>Health Care</b>	<b>Lost Time</b>	<b>Total</b>
Bicycle Incident	1	4	5
Motorcycle Incident	0	0	1
Emotional/Psychological	0	7	7
Animal Incident	2	1	3
Training/Simulation	2	2	4
Other	2	3	5
<b>Totals</b>	<b>83</b>	<b>107</b>	<b>190</b>

The top five incident categories are:

1. Assaults: 50 reported incidents.
2. Slip/Trip/Fall: 36 reported incidents.
3. Overexertion: 29 reported incidents.
4. Struck/Caught: 19 reported incidents.
5. Motor Vehicle Incident: 14 reported incidents.

Although the second highest category of incidents was the Slip/Trip/Fall category, an analysis revealed that a large portion of the incidents were attributed to icy weather conditions. Occupational Health and Safety made the recommendation that members should utilize situational awareness and be aware of rapidly changing weather conditions.

#### *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 and Ontario Regulation 834*, must provide notice to the Ministry of Labour (M.O.L.) of all critical injuries which occur in the workplace.

For the fourth quarterly report for 2016, there were four critical injury incidents reported to the M.O.L. The incidents were confirmed by the M.O.L. to be critical injury incidents which resulted from a cause in the workplace. For each critical injury incident, an investigation is conducted by the Service independent of the M.O.L. investigation, involving both the injured member's local Joint Health and Safety Committee and the Service's Occupational Health and Safety Unit. In each case, root causes are sought and recommendations are made where applicable to reduce the risk of similar incidents in the future.

#### *Communicable Diseases*

As part of the Communicable Disease Exposure Surveillance Program, members of the Occupational Health and Safety Unit reviewed reported exposures during the months indicated. The majority of these exposures did not result in claim submissions to the W.S.I.B. However, there is an obligation to ensure that a communication is dispatched to members of the Service from a qualified designated officer from the Medical Advisory

Services team. In the event that a member requires information or support regarding a communicable disease exposure, they will be contacted by a medical professional from Medical Advisory Services in order to discuss potential risk, treatment options as required, and to ensure that the member is supported properly with respect to stress and psychological wellbeing.

*Member Exposure to Communicable Diseases*

<b>Reported Exposures</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Q4 - 2016</b>	<b>Q4 - 2015</b>
Bodily Fluids, Misc.	11	18	13	42	33
Hepatitis A, B, & C	2	1	0	3	4
HIV	4	0	0	4	0
Influenza	0	0	0	0	0
Measles, Mumps, Rubella	0	0	0	0	0
Meningitis	0	0	0	0	0
Staphylococcus Aureus	1	0	4	5	13
Tuberculosis	6	8	0	14	8
Varicella (Chickenpox)	0	0	0	0	0
Other, Miscellaneous	12	10	2	24	8
<b>Total</b>	<b>36</b>	<b>37</b>	<b>19</b>	<b>92</b>	<b>64</b>

Reported exposures under category Other, Miscellaneous increased by 16 over the same quarter in 2015. An analysis of this increase found that there were two incidents which occurred in October and November in which several members were involved, resulting in multiple exposures.

Reported exposures to Tuberculosis also increased over the same quarter in 2015. However, an analysis of the increase found that there was one specific incident which occurred in November in which six members were involved, resulting in multiple exposures.

As a result of a determination made by the Central Joint Health and Safety Committee at its meeting on March 29, 2010, the Occupational Health and Safety Unit monitors incidents where members report exposure to bed bugs. There were 18 reported exposures to bed bugs in the fourth quarter of 2016.

*Medical Advisory Services*

The disability statistics provided below summarize all non-occupational cases. By definition, “short-term” refers to members who are off work for greater than fourteen days, but less than six months. “Long-term” refers to members who have been off work for six months or greater.

Disability distribution of Service members is summarized in the following chart:

*Member Disabilities: Non-Occupational*

<b>Disability Category</b>	<b>October</b>	<b>November</b>	<b>December</b>
Short-Term	51	54	57
Long-Term – LTD	4	4	4
Long-Term – CSLB	71	70	70
Total Disability per Month – Q4, 2016	126	128	131
Total Disability per Month – Q4, 2015	110	122	138
Percent Change from Previous Year	+14%	+5%	-5%

*Workplace Violence and Harassment Statistics:*

*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 this amendment, the *Occupational Health and Safety Act* now includes definitions of workplace violence and workplace harassment, and Part III.0.1 describes employer obligations with respect to violence and harassment in the workplace.

In the fourth quarter of 2016, there were five new documented complaints which were categorized by Professional Standards as having the potential to meet the criteria of workplace harassment as defined in the *Occupational Health and Safety Act*. One complaint was unsubstantiated and four are currently under investigation.

*Other Occupational Health and Safety Matters:*

Currently, the Service has 431 certified members, comprised of 277 worker representatives and 154 management representatives. For administrative purposes, uniform management representatives consist of members holding the rank of Staff/Detective Sergeant and above.

*Seasonal Influenza Vaccination Clinics:*

The Service, in partnership with Toronto Paramedic Services, hosted six seasonal influenza vaccination clinics at various police facilities across the Service. A total of 206 members of the Service were immunized during these clinics.

**Year-End Summary**

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

For the year 2016, the Service processed 904 Injured on Duty (I.O.D.) reports, which were reported to W.S.I.B. as workplace injury or illness claims or recurrences. For 2014

and 2015, there were 1,029 and 914 claims and recurrences reported respectively. In 2016, there was a decrease of 0.9% in reportable claims when compared to 2015.

W.S.I.B. claims must be reported when workers receive medical attention, lose time or are absent from work, or when any recurrences of work-related injury or illness occur. First Aid incidents do not meet the threshold for reporting to the W.S.I.B.

The following chart lists W.S.I.B. claims for the Service for the past three years for comparison purposes:

Claim Description	2014	2015	2016*
Health Care	450	372	363
Lost Time	416	413	399
Recurrences	163	129	142
<b>Total</b>	<b>1029</b>	<b>914</b>	<b>904</b>
Percent change from previous year	-20%	-11%	-1%

\*Claims can be reported at any time. This is accurate as of the date of this report.

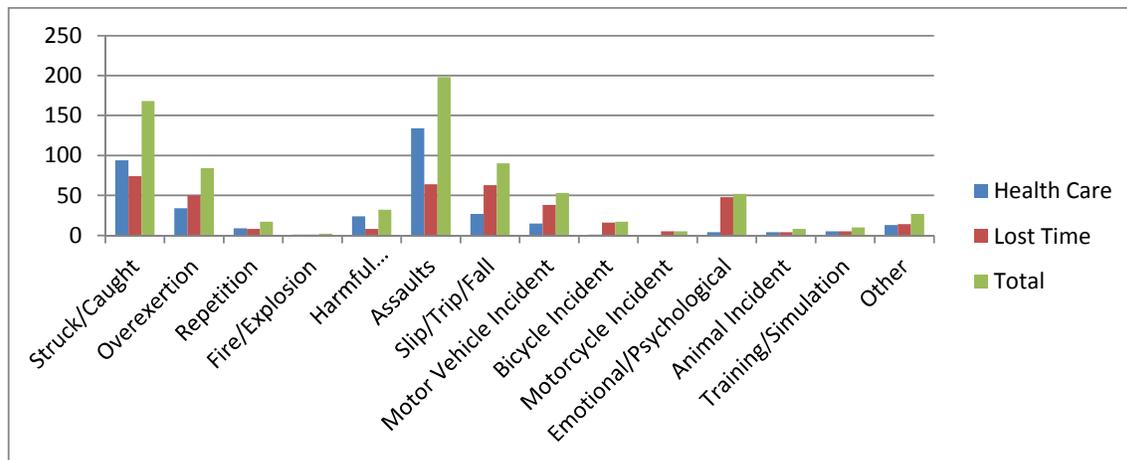
The cost to the Service for workplace injuries and illnesses, as a Schedule 2 employer, including income replacement, healthcare costs, administration fees and all other pensions and awards for the last three years is as follows:

W.S.I.B. Costs	2014	2015	2016*
<b>Total</b>	<b>\$8.21M</b>	<b>\$8.42M</b>	<b>\$8.96M</b>

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

*Annual Year-End Accident and Injury Statistics:*

The following chart and graph summarize the Injured on Duty reports received by the Occupational Health and Safety Unit during the year of 2016:



<b>Incident Type</b>	<b>Health Care</b>	<b>Lost Time</b>	<b>Total 2016</b>	<b>Total 2015</b>
Struck/Caught	94	74	168	152
Overexertion	34	50	84	69
Repetition	9	8	17	14
Fire/Explosion	1	1	2	3
Harmful Substances /Environmental	24	8	32	65
Assaults	132	64	197	128
Slip/Trip/Fall	27	63	90	105
Motor Vehicle Incident	15	38	53	68
Bicycle Incident	1	16	17	20
Motorcycle Incident	0	5	5	9
Emotional/Psychological	4	48	52	39
Animal Incident	4	4	8	25
Training/Simulation	5	5	10	59
Other	13	14	27	22
<b>Totals</b>	<b>365</b>	<b>398</b>	<b>762*</b>	<b>778</b>

\* In addition there were 142 recurrences of previously submitted claims resulting in a total of 904 workplace injury or illness reports submitted to the W.S.I.B.

The top five incident types for the year 2016 are:

1. Assaults: 197 reported incidents.
2. Struck/Caught: 168 reported incidents.
3. Slip/Trip Fall: 90 reported incidents.
4. Overexertion: 84 reported incidents.
5. Motor Vehicle Incidents: 53 reported incidents.

Reported incidents under the Emotional and Psychological category have increased by 30% when compared to 2015, during which a total of 39 incidents were reported. This increase can be attributed in part to the passing of a new legislation, Bill 163, *Supporting Ontario's First Responders Act (Post Traumatic Stress Disorder), 2016*, which came into force on April 5, 2016. The legislation creates a presumption that post-traumatic stress disorder (P.T.S.D.) diagnosed in first responders is work-related. The Service is monitoring the impact of this new legislation.

*Annual Year-End Communicable Disease Statistics:*

For the year 2016, as part of the Communicable Disease Exposure Surveillance Program, O.H.S. processed all reported incidents involving exposures or possible exposures. These include both W.S.I.B. claims and non-reportable First Aid incidents.

The following table details the types of exposures arising from the reported incidents:

<b>Reported Exposures</b>	<b>Total 2016</b>	<b>Total 2015</b>
Bodily Fluids, Misc.	199	229
Hepatitis A, B, & C	9	35
HIV	16	19
Influenza	0	0
Measles, Mumps, Rubella	0	1
Meningitis	12	9
Staphylococcus Aureus	46	24
Tuberculosis	29	46
Varicella (Chickenpox)	0	0
Other, Miscellaneous	68	38
<b>Total</b>	<b>379</b>	<b>401</b>

An analysis of reported exposures under category Other, Miscellaneous, revealed that there were two incidents which occurred in October and November in which several members were involved, resulting in multiple exposures. This does not reflect a significant increase in the number of incidents of exposure.

An analysis of the reported exposures to Staphylococcus Aureus revealed that there were several incidents in which multiple members came into contact with persons infected with Staphylococcus Aureus. A review of the incidents did not reveal any concerns for member safety.

For the year of 2016, there were a total of 379 reported incidents involving exposures or possible exposures to communicable diseases. This represents a decrease of 6% when compared to 2015 in which a total of 401 incidents were reported.

#### **Annual Year-End Critical Injury Statistics:**

<b>Year</b>	<b>Critical Injury Incidents reported to the MOL</b>	<b>Critical Injury Incidents Confirmed</b>
<b>2015</b>	18	17
<b>2016</b>	10	10

#### **Annual Year-End Workplace Violence and Harassment Statistics:**

In 2016, there were fifteen documented complaints which were categorized by Professional Standards as having the potential to meet the criteria of workplace harassment as defined in the *Occupational Health and Safety Act*. As a result of the investigations, six complaints were deemed to be unsubstantiated, one was resolved informally and misconduct was identified in three cases. The remaining complaints are still under investigation.

**Conclusion:**

This report provides an update to the Board on matters relating to occupational health and safety issues for the fourth quarter in 2016 and provides year-end summary information.

The next quarterly report for the period of January 1, 2017 to March 31, 2017 will be submitted to the Board for its meeting in May 2017.

Mr. Tony Veneziano, Chief Administrative Officer, Corporate Services Command, will be in attendance to answer any questions that the Board may have regarding this report.

Respectfully submitted,

Mark Saunders, O.O.M.  
Chief of Police

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Board Report-Public OHS update-Q4 October to December 2016



## Toronto Police Services Board Report

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January 3, 2017

To: Chair and Members  
Toronto Police Services Board

From: Mark Saunders  
Chief of Police

**Subject: Annual Report: 2016 Protected Disclosure**

### **Recommendation:**

It is recommended that the Board receive the following report.

### **Financial Implications:**

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

### **Background / Purpose:**

At its meeting held on October 9, 2014 (Min. No. P227 refers) the Board considered a report from Dr. Alok Mukherjee, then Chair of the Toronto Police Services Board, regarding a Board policy entitled *Protected Disclosure*.

That policy was approved and contained direction that the Chief of Police will:

*In order to ensure that steps are taken to address the underlying causes and to mitigate the risk of future occurrences, report to the Board, on an annual basis, the results of any and all investigations undertaken in respect to allegations reported anonymously or in a protected manner by members and any steps taken as part of a review to address the underlying causes and actions undertaken to mitigate the risk of future occurrence. Such reporting shall include details on the substance of the allegation of wrongdoing and any actions taken in response to it.*

### **Discussion:**

The January 2003 report by the Honourable Justice George Ferguson entitled *Review*

*and Recommendations Concerning Various Aspects of Police Misconduct*

recommended that Internal Affairs (as Professional Standards was known at the time of the report) establish an independent telephone line, available to members of the public or members of the Service, to report serious police misconduct or corruption on an anonymous basis. The report also recommended that Internal Affairs design and implement a process whereby 'whistle blowers' are provided adequate protections.

As a result, a dedicated anonymous disclosure telephone line was created and the details announced to Service members on Routine Orders on February 28, 2005 (Routine Order 2005.02.28-0239 refers).

The anonymous reporting process was finalized with the creation of Service Procedure 13-18, and was released on August 23, 2006 (Routine Order 2006.08.23-08332 refers). This procedure, currently entitled *Anonymous Reporting of Discreditable Conduct*, details how a member may anonymously report discreditable conduct on the part of another member. The procedure also details how the Service manages and investigates this anonymous disclosure.

Section 1.3 of the Service's Standards of Conduct directs a member to report acts of misconduct to a supervisor, a unit commander, or the Unit Commander of Professional Standards as soon as practicable.

To ensure that any member who reports misconduct is protected, the Service also created section 1.4 of the Standards of Conduct entitled *Reprisal*, which states:

*Members shall not harass, intimidate, or retaliate against any person who makes a report or complaint about their conduct or the conduct of another Service member.*

*Any member who, in good faith, reports a breach of Service or Legislative Governance or an act of misconduct shall not be subject to reprisal for making such report.*

The rationale in Procedure 13-18 includes sections 1.3 and 1.4 of the Standards of Conduct and also states:

*The Service also recognizes that there may be circumstances where members may be reluctant to identify themselves when reporting discreditable conduct. Therefore, P.R.S. can receive information anonymously on a dedicated telephone line. The telephone number 416-343-7090 is available between the hours of 0800 and 1600 each business day.*

Professional Standards (P.R.S.) manages the anonymous telephone line and the investigative responsibility for such calls remains within this unit. An investigator receiving a call informs the caller, as required by Procedure 13-18, that the Service cannot guarantee total anonymity as the courts may supersede any privilege extended

by the Service.

The investigator receiving disclosure from the caller records the details on an Anonymous Disclosure Intake Report (TPS909). To protect the identity of the caller, he/she is never asked to self-identify and is referred to throughout the report as an *anonymous police informant*. This form is not duplicated and remains at P.R.S. unless directed by a court order.

Professional Standards has also received anonymous reports of misconduct through other sources such as email and written correspondence and those complaints are also detailed in this report.

The table below shows the number of calls received at P.R.S. via the anonymous disclosure line and other sources in 2016:

<b>Source</b>	<b>Number</b>
Anonymous Disclosure Line	3
Other Sources	4

Regardless of the anonymous source, an investigation will be commenced and the investigative steps will be the same regardless of the subject member's rank.

The details and outcomes of the three matters received through the anonymous disclosure line are as follows:

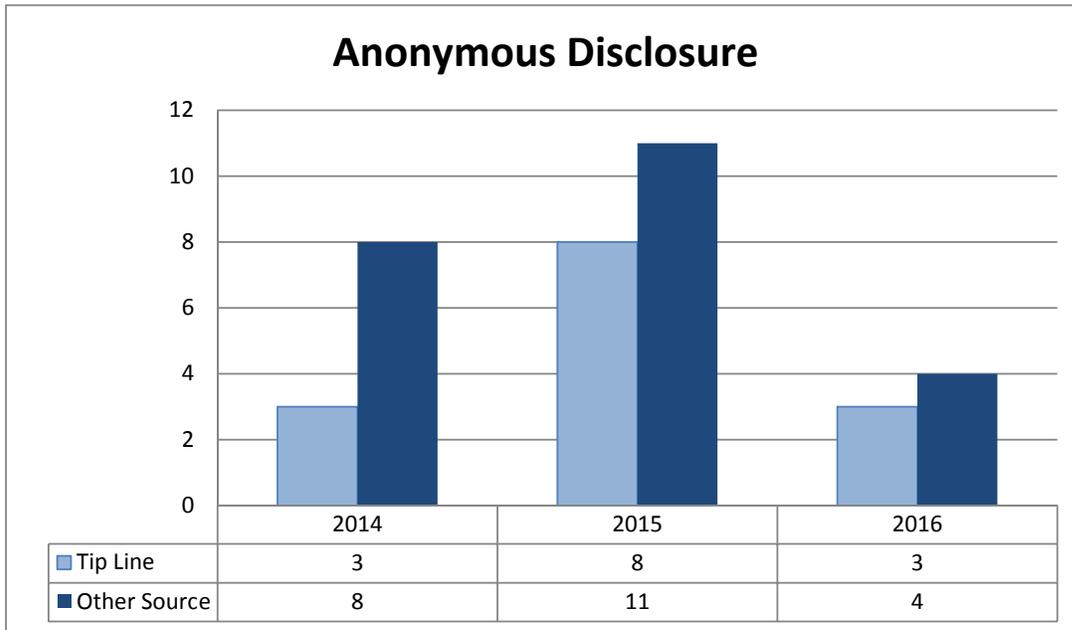
- An allegation that three members were creating a poisoned work environment for the complainant. The matter was unsubstantiated.
- An allegation that a member attended a scheduled medical appointment while on duty. It is also alleged that the same member's daughter received an unfair advantage when applying and being accepted for summer employment with the Service. That investigation is still ongoing.
- An allegation that members are engaged in inappropriate behaviour in their workplace. That investigation is still ongoing.

There were four anonymous complaints received by means other than the anonymous disclosure line. The allegations and outcomes are detailed below:

- Allegations that an officer was generating an inordinate amount of off duty court appearances, used his position to avoid paying for parking while attending court, and identified himself as a Toronto police officer in an attempt to avoid receiving a provincial offences ticket from another police agency. The allegations were unsubstantiated.
- Allegations that a member took a citizen's identification and then pushed the citizen down the stairs. These allegations were unsubstantiated.
- Allegations that an officer was involved in domestic violence and had conducted unauthorized C.P.I.C. queries. The allegations were unsubstantiated.

- An allegation that the officer in charge of a unit is giving preferential treatment to certain members. The allegation was unsubstantiated.

This report has been prepared annually since 2014 and a three year comparison is detailed in the chart below:



**Conclusion:**

This report details the allegations and outcomes of the seven anonymous complaints received by the Service in 2016.

Acting Deputy Chief Richard Stubbings, Operational Support Command, will be in attendance to answer any questions that the Board members may have regarding this report.

Respectfully submitted,

Mark Saunders, O.O.M.  
Chief of Police

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## Toronto Police Services Board Report

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January 24, 2017

To: Chair and Members  
Toronto Police Services Board

From: Drew Johnston  
Manager of Labour Relations

**Subject: Annual Report: 2016 Summary of Grievances**

### **Recommendation:**

It is recommended that the Board receive the following report.

### **Financial Implications:**

All fees with respect to the legal representation and arbitration of grievances are funded through the Legal Reserve.

### **Background / Purpose:**

At its confidential meeting on February 20, 2003, the Board requested that an annual summary report on grievances be provided for the public meeting in February of each year (Min. No. C30/03 refers). The Board further requested that the public report include the cost of the grievances, the total costs for the year and the number of arbitrations where the Board, Association or both were successful. Grievances are managed by the Labour Relations Unit on behalf of the Board. Grievance activity and resolutions are reported semi-annually to the Board (Min. No. C159/2015).

### **Discussion:**

During 2016, there were 16 new grievances filed. Of this number, 3 grievances were either withdrawn or settled by the parties, and 13 are outstanding.

As of January 1, 2016, there were 20 outstanding grievances from previous years. Of this number, 15 were either settled or withdrawn in 2016. There were no arbitration awards issued in 2016.

Number of grievances as of January 1, 2016	20
Number of new grievances filed in 2016	16
Number of grievances settled, withdrawn or dismissed in 2016	(18)
Total number of outstanding grievances as of December 31, 2016	18

As the above chart indicates, the total number of outstanding grievances at the end of 2016 has decreased by two since the start of the year.

The total legal costs expended in 2016 for all grievance activity, including matters which commenced prior to 2016, amounted to \$44,141. The following is an itemization of costs by type of grievance:

No.	Type of Grievance	Costs Expended in 2016
1	Abuse of Benefits (Sick, WSIB, CSLB)	\$940
1	Discipline	\$846
1	Policy Issues	\$4,198
3	Terminations	\$38,157
<b>6</b>	<b>Total Costs in 2016 *</b>	<b>\$44,141</b>

\* These costs include interim or final billings for cases filed prior to 2016, as well as new cases filed in 2016. They also include fees for legal counsel, disbursements and arbitrator fees related to the arbitration hearings. The breakdown is as follows:

- Legal Counsel and Disbursement Fees: \$35,252
- Arbitrator Fees: \$8,889

**Conclusion:**

In summary, this report provides the Board with the total number of grievances and total costs for the year 2016.

I will be in attendance to answer any questions the Board members may have regarding this report.

Respectfully submitted,

Drew Johnston  
Manager of Labour Relations

DJ:aa

Board Report - 2016 Summary of Grievances.doc



## Toronto Police Services Board Report

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January 25, 2017

To: Chair and Members  
Toronto Police Services Board

From: Mark Saunders  
Chief of Police

**Subject: Annual Report – 2016 Secondments**

### **Recommendation:**

It is recommended that the Board receive this report.

### **Financial Implications:**

There are no financial implications relating to the recommendations contained within this report. In preparing the 2017 operating budget request, the Service included projected revenue budgets and associated expense budgets for all anticipated secondments.

### **Background / Purpose:**

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

### **Discussion:**

In 2016, a total of 63 Service members (56 uniform and 7 civilian) were seconded to various provincial, federal and American partner organizations. Of this total, 39 members were seconded at full cost recovery to the Service for salaries and benefits, and 24 uniform members were seconded with no cost recovery.

The unfunded secondment positions include partnerships with federal and provincial government agencies as well as the New York Police Department, with both the Service and the partner agencies benefitting from the working relationship. These partnerships

are necessary and enable more effective and efficient strategies and action to help address various crime and security issues, which cross national boundaries, as well as create key liaisons with various provincial entities.

**Conclusion:**

A list of funded and unfunded secondment positions filled by Service members during 2016 is appended to this report as Appendix A.

Mr. Tony Veneziano, Chief Administrative Officer, Corporate Services Command, will be in attendance to answer any questions the Board may have regarding this report.

Respectfully submitted,

Mark Saunders, O.O.M.  
Chief of Police

Filename: 2016 Secondment Annual Report.doc

Appendix A

No. of Members	Rank	Location	Term			Cost
2	Det.	Royal Canadian Mounted Police - Asian Organized Crime	2011.04.15	to	Ongoing	U.F.D.
2	D.C.	Royal Canadian Mounted Police - Asian Organized Crime	2011.04.15	to	Ongoing	U.F.D.
1	D/Sgt.	Royal Canadian Mounted Police - Combined Forces Special Enforcement Unit (C.F.S.E.U.)	2014.03.26	to	Ongoing	U.F.D.
2	Det.	Royal Canadian Mounted Police - C.F.S.E.U.	2014.03.28	to	Ongoing	U.F.D.
4	D.C.	Royal Canadian Mounted Police - C.F.S.E.U.	2014.03.28	to	Ongoing	U.F.D.
1	Insp.	Royal Canadian Mounted Police - Integrated National Security Team (I.N.S.E.T.)	2016.04.01	to	2017.03.31	F.C.R.
1	P.C.	Royal Canadian Mounted Police - I.N.S.E.T.	2015.04.01	to	2017.03.31	F.C.R.
1	Det.	Royal Canadian Mounted Police - I.N.S.E.T.	2016.04.01	to	2017.03.31	U.F.D.
2	P.C.	Royal Canadian Mounted Police - I.P.O.B.	2016.08.23	to	2017.08.22	F.C.R.
1	Det.	Royal Canadian Mounted Police - I.P.O.B.	2016.06.27	to	2017.06.27	F.C.R.
2	P.C.	Royal Canadian Mounted Police - M.S.E.R.T.	2016.01.01	to	2018.01.01	F.C.R.
1	A11	Royal Canadian Mounted Police - National Weapons Enforcement Support Team (N.W.E.S.T.)	2012.11.02	to	2018.11.01	F.C.R.
1	A08	Royal Canadian Mounted Police - N.W.E.S.T.	2016.01.04	to	2019.01.04	F.C.R.
2	P.C.	Royal Canadian Mounted Police - Pearson International Airport	2007.02.22	to	Ongoing	U.F.D.
1	Det.	Royal Canadian Mounted Police - Toronto Airport Drug Enforcement Unit (T.A.D.E.U.)	2011.11.08	to	Ongoing	U.F.D.
1	Sgt.	Royal Canadian Mounted Police - C.P.I.C. Newmarket	2016.08.22	to	2018.08.22	F.C.R.
1	D/Sgt.	Corrections Canada Community Corrections Liaison Officer (C.C.L.O. Liaison Officer)	2015.04.01	to	2017.04.01	U.F.D.
1	D.C.	Ministry of Community Safety & Correctional Services - Provincial Anti-Terrorism	2016.02.16	to	2019.02.15	U.F.D.

No. of Members	Rank	Location	Term			Cost
1	A09	Ministry of Attorney General Police Oversight Review	2016.06.20	to	2017.02.17	F.C.R.
2	Det.	Ministry of Community Safety & Correctional Services Biker Enforcement	2014.09.03	to	Ongoing	U.F.D.
1	P. C.	Ministry of Community Safety & Correctional Services Biker Enforcement	2014.09.03	to	Ongoing	U.F.D.
2	D.C.	Ministry of Community Safety & Correctional Services Chief Firearms Office	2016.03.31	to	2018.03.31	F.C.R.
4	D.C.	Ministry of Community Safety & Correctional Services Child Exploitation	2015.04.01	to	2017.03.31	F.C.R.
1	D/Sgt.	Ministry of Solicitor General C.I.S.O.	2014.03.01	to	2017.02.28	F.C.R.
1	A/D/Sgt.	Ministry of Solicitor General C.I.S.O.	2014.04.25	to	2017.04.25	F.C.R.
1	A/D/Sgt.	Ministry of Solicitor General C.I.S.O.	2015.04.01	to	2018.03.31	F.C.R.
1	P.C.	Ministry of Solicitor General V.i.C.L.A.S.	2015.09.11	to	2016.09.10	F.C.R.
1	P.C.	Ministry of Solicitor General V.i.C.L.A.S.	2014.05.05	to	2017.05.05	F.C.R.
1	P.C.	Ministry of Community Safety & Correctional Services C.C.L.O. Liaison Officer	2015.04.01	to	2017.03.31	U.F.D.
1	Sgt.	Ontario Police College Basic Constable Training	2015.04.26	to	2017.04.26	F.C.R.
1	Sgt.	Ontario Police College Basic Constable Training	2014.09.01	to	2017.07.28	F.C.R.
1	P.C.	Ontario Chief Coroner Coroner's Inquest	2016.06.27	to	2019.06.30	U.F.D.
1	Insp.	Ontario Provincial Police Provincial Repeat Offender Parole Enforcement (R.O.P.E.)	2012.08.31	to	2016.08.31	F.C.R.
2	Det.	Ontario Provincial Police R.O.P.E.	2012.08.31	to	2016.08.31	F.C.R.
7	D.C.	Ontario Provincial Police R.O.P.E.	2013.11.04	to	2016.08.31	F.C.R.
1	C04	Ontario Provincial Police R.O.P.E.	2012.08.31	to	2016.08.31	F.C.R.
1	Det.	U.S. Immigration & Customs United States Immigration and Customs Enforcement Unit (I.C.E.)	2016.01.01	to	2016.12.31	U.F.D.
1	Det.	New York Police Department N.Y.P.D. Liaison	2016.05.02	to	2017.05.02	U.F.D.

No. of Members	Rank	Location	Term			Cost
1	D.C.	United States Postal Service Telemarketing	2015.02.01	to	2017.02.01	F.C.R.
1	T/05	United States Postal Service Telemarketing	2016.01.22	to	2017.02.01	F.C.R.
2	T/A04	Miziwe Biik Aboriginal Peacekeeping Unit	2015.05.03	to	2017.05.03	F.C.R.

**Legend:**

F.C.R. - Full Cost Recovery  
U.F.D. - Unfunded



## Toronto Police Services Board Report

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February 3, 2017

To: Chair and Members  
Toronto Police Services Board

From: Mark Saunders  
Chief of Police

**Subject: Organizational Chart**

### **Recommendation(s):**

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

At its meeting on February 24, 2016, the Board approved a new organizational chart (Min. No. P41/16 refers).

The purpose of this annual report is to advise the Board that there are no changes to the current organizational chart.

### **Discussion:**

As the Board is aware, the Transformational Task Force has submitted a final report with a number of recommendations. It is anticipated that as the recommendations are implemented there may be changes to the organizational structure. Strategy Management is committed to reporting to the Board on a quarterly basis, the status of modernization including any pending movement within the organizational chart.

**Conclusion:**

In summary, there are no changes to the current organizational chart. In keeping with past practice, any changes to the organizational chart will be brought forward in a future report to the Board.

Acting Deputy Chief Richard Stubbings, Operational Support Command, will be in attendance to answer any questions that the Board may have regarding this report.

Respectfully submitted,

Mark Saunders, O.O.M.  
Chief of Police

MS/ec

Filename: 2017 Organizational Chart.docx



## Toronto Police Services Board Report

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February 2, 2017

To: Chair and Members  
Toronto Police Services Board

From: Mark Saunders  
Chief of Police

**Subject: Toronto Police Service Audit & Quality Assurance Annual Report**

### **Recommendation(s):**

It is recommended that the Board receive this report.

### **Financial Implications:**

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

### **Background / Purpose:**

At its meeting of December 15, 2014, the Board approved its Audit Policy (Min. No. P272/14 refers). The Board's Audit Policy outlines a number of responsibilities for the Chief, including the following:

- The Chief of Police will prepare, using appropriate risk-based methodology, an annual quality assurance work plan which will identify and prioritize audits to be conducted. The plan will identify inherent risks, resource requirements and the overall objectives for each audit and the work plan will be reported to the Board at a public or a confidential meeting as deemed appropriate;
- The Chief of Police will provide an annual report to the Board with the results of all audits and will highlight any issues that in accordance with this policy will assist the Board in determining whether the Service is in compliance with related statutory requirements, and issues that have potential risk or liability to the Board and/or to the Service.

The purpose of this report is to provide the Board with the Toronto Police Service's (Service) 2017 Audit Workplan and 2016 Project Results.

## **Discussion:**

### 2017 Audit Workplan

The Audit and Quality Assurance Unit (A.&Q.A.) follows the International Standards for the Professional Practice of Internal Auditing (Standards) of the Institute of Internal Auditors (I.I.A.). The Standards require every internal audit activity to undergo an external quality assessment to confirm its conformance to the Standards at least once every five years. The first assessment was conducted in 2011. In the summer of 2016, A.&Q.A. conducted its second assessment of the Service's internal audit activity. This assessment concluded that the internal audit activity generally conforms to the International Standards for the Professional Practice of Internal Auditing, which is the highest level of conformance that is attainable. It was also noted that the unit is recognized as a valuable resource by Command and senior management and that A.&Q.A. has conducted a number of consulting and special projects at their request. In October 2016, an independent external validator concurred with the conclusions of A.&Q.A. in its self-assessment report.

A.&Q.A. begins its annual workplan development process by researching and examining environmental, technological and community issues and concerns that have the potential to affect the operations of the Service. A.&Q.A. also examines other agencies' Audit Reports for trends, emerging issues and topics. A.&Q.A. then consults with the Chief, Deputy Chiefs, Chief Administrative Officer, Staff Superintendents, Directors and selected Unit Commanders to identify risks, opportunities, strengths and weaknesses which may impact the ability of the Service to achieve its priorities, goals and strategies. A.&Q.A. also consults with the Chair of the Board regarding proposed workplan topics.

Based on the results of this research and consultation, A.&Q.A. creates a listing of potential projects and conducts a risk assessment of these projects.

In conducting the assessment, A.&Q.A. identifies and considers various risk and opportunity factors such as public safety, officer safety, control factors, complexity, dollar value and structure. Impact, probability of occurrence, severity of outcome, extent of liability, effect on public confidence and probability of integrity lapses are also incorporated into the process. Factors vary according to subject matter classification; however, each process is similar in nature. Known strengths and weaknesses are also identified and opportunities for improvement are noted.

Once the projects are ranked through the assessment process, A.&Q.A. reviews the listing against various legislative and Service considerations. The main legislative requirement is Ontario Regulation 03/99, Adequacy and Effectiveness of Police Services. A.&Q.A. is mandated by the Chief and Command to conduct three audits

related to Adequacy Standards each year. Service considerations include coverage of high risk areas, identification of opportunities for improvement, fiscal accountability and inclusion of a cross section of Command areas. In addition, Service Procedure requires A.&Q.A. to conduct an audit of the Flashroll, the 329 Fund and Source Management every three years.

The development of the workplan takes into account each of the above considerations and the resources available within A.&Q.A. including total hours members are available to work on projects, and the skills, knowledge and technical abilities of each member.

In summary, the preparation of the annual workplan is an important responsibility of A.&Q.A. Careful consideration is given to prioritizing projects so that the Unit's scarce resources can be allocated efficiently and effectively.

Audit & Quality Assurance's 2017 Audit Workplan (see Appendix A) was approved by the Executive Assurance Committee (E.A.C.) at its November 22, 2016 meeting. The E.A.C. is comprised of the Chief of Police, the Deputy Chiefs of Police and the Chief Administrative Officer. The workplan is not a static document and changes to it occur due to challenges that arise from preliminary project findings or the need to divert resources to deal with emerging issues. The workplan is prepared spanning a one year period, with additional areas and topics identified for future years.

Once projects are completed and the reports and recommendations approved by the E.A.C., recommendations are tracked by A.&Q.A. The Unit has established a tracking database to monitor the implementation status of recommendations assigned to management to ensure that appropriate corrective action is taken on a timely basis. Reports on the status of recommendations are presented to the E.A.C. on a quarterly basis.

#### 2016 Project Results

Appendix B outlines reports issued in 2016 and projects in progress at year end. A summary of project objectives and related findings is included as part of this document.

#### **Conclusion:**

This report provides the Board with the Service's 2017 Audit Workplan and 2016 Project Results.

Acting Deputy Chief Richard Stubbings, Operational Support Command, will be in attendance to answer any questions that the Board may have regarding this report.

Respectfully submitted,

Mark Saunders, O.O.M.  
Chief of Police

MS/kp

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**Attachments:**

Appendix A – 2017 Audit Workplan

Appendix B – 2016 Project Status

## Appendix A

### 2017 Audit Workplan

Project	Synopsis	Projected Total Hours
Service Procedures Compliance to Adequacy Standards Requirements	An ongoing review to ensure Service Procedures are in compliance with Adequacy Standards requirements. Focus will be on changes made by the Ministry of Community Safety and Correctional Services during the year.	100
Risk Assessment and Workplan Development	Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing (Standards) require A.&Q.A. to conduct a yearly risk assessment in the preparation of its workplan to ensure adequate resources are deployed to audit high risk areas.	100
Quality Assurance and Improvement Program	As part of A.&Q.A.'s continuous improvement process, the Unit will review its conformance with I.I.A. Standards on an ongoing basis. This will help to alleviate the time pressure on the next internal assessment/external validation to be performed in 2021.	300
Property & Video Evidence Management Unit – Firearms Processing Section	The Property and Video Evidence Management Unit audit is broken into three areas: general warehouse, drugs and firearms to ensure adequate coverage of all areas. Each area will be selected for a comprehensive audit every three years. With the amalgamation of video services into the unit, there is the possibility that this may now expand to a four year cycle. The cycle analysis will be conducted in 2017.	700
Flashroll	An audit of fund usage and cash count as well as a review of procedure and controls. Off-site visits to review actual usage of fund and controls.	150

<b>Project</b>	<b>Synopsis</b>	<b>Projected Total Hours</b>
329 Fund	Cash counts and accounting for outstanding advances. Triennial compliance review; examination of compliance to policy and procedures by users of fund. Review of actual practice in the field and review of controls.	300
Special Projects	Assistance provided to other units and task forces at the request of the Chief of Police/Executive Assurance Committee.	2000
Audit of Human Resources - Background Check Process	An audit of the background check process with a focus on efficiencies and streamlining the process.	1000
Review of Special Constable Program	An audit of the high risk topics of the three groups of Special Constables (T.T.C., T.C.H.C. and U.ofT.) that currently have M.O.U.'s with T.P.S. Use of force, enforcement, arrests, property submissions, occurrence submissions and training (first aid).	750
T.P.S. Assurance Map	A project to identify internal assurance providers, assess the competency and gauge the objectivity of the assurance providers and determine the extent to which the assurance providers can be relied upon.	700
Third Party Risk	An audit of governance and oversight structures in place with respect to monitoring risk categories of third party vendors particularly in the areas of financial/reputational, operational and legal and regulatory.	1200
D.N.A. Databank Hits/Powercase Matches	An audit of the notification and follow-up process for D.N.A. databank hits and Powercase matches. Identify any gaps that exist.	900

<b>Project</b>	<b>Synopsis</b>	<b>Projected Total Hours</b>
Change Management Processes related to Versadex	A project to identify the processes in the Business Change Management Unit with a focus on how Versadex application and occurrence process-related issues identified since implementation are prioritized and addressed.	700
Witness Protection (L.E.-018)	Audit of compliance with the adequacy standard by examining procedures and processes that address the protection and security of witnesses of serious crimes and cooperation with Provincial and Federal programs, acts, or regulations.	900
Traffic Management, Enforcement and Road Safety (L.E.-017)	Audit of compliance with the adequacy standard by examining the required procedures, processes, investigative supports, equipment and related training required to address traffic management, traffic law enforcement and road safety.	900
Various Inspections	A two member team will conduct divisional inspections.	2500

## Appendix B

### Projects Completed in 2016

**Project Name:** 329 Fund

**Project Objectives:** The objectives of this project were to:

- establish the accuracy of the 329 Fund,
- ensure that the 329 Fund was managed effectively, and
- verify that the use of the 329 Fund was in conformity with Service Procedure 18-07, 329 Fund.

**Project Results:** During the period of the audit, the 329 Fund was accounted for in full. There was a low risk associated with the proper recording of 329 Fund transactions and five issues not requiring command action were addressed in the report. The issues related to compliance with existing procedure.

**Management Response:** The issues were addressed through increased and enhanced training and supervision to ensure consistent compliance. One issue was dealt with through a recommended minor change to procedure.

**Project Name:** Property and Video Evidence Management Unit – General Warehouse

**Project Objectives:** The objectives of this project were to:

- assess the continued effectiveness and efficiency of internal controls in relation to processing found, received or seized general property,
- verify the integrity of the records system by examining the completeness, accuracy and validity of the Property and Evidence Management System database, and related files/documentation, and
- assess the security of the physical inventory of general property.

**Project Results:** The Service has clear and concise procedures in place governing the collection, preservation and control of property, however, the percentage of incomplete/inaccurate documents submitted by officers and supervisors is extremely high. There has been a lack of improvement regarding compliance with these Service Procedures over several years.

**Management Response:** The Deputies of Community Safety Command and Specialized Operations Command have collectively agreed that procedures need to be examined as to critical operational requirements and amended to streamline the process. Recent Property Suite training has been provided to front line officers and the next audit will help to determine if this training has had a positive effect with respect to compliance. In addition, the expectation for a high degree of compliance and remedial action, when required, was recently re-affirmed to units within Specialised Operations Command.

## Projects Completed in 2016

**Project Name:** Enterprise-Wide Risk Management

**Project Objectives:** The original objective of this project was to assess the Service's current fraud risk management program. The project grew to include research on the Enterprise-wide Risk Management (E.R.M.) process. The broadening in scope occurred primarily as a result of E.R.M. work being done by the City of Toronto and the Province of Ontario.

**Project Results:** The Service does not have a formal E.R.M. system in place. Implementing an E.R.M. system would require significant resources. Given the work currently being undertaken by the City and the Province with respect to E.R.M. and the unknown outcomes of the Transformational Task Force, A.&Q.A. recommended that the Service continue to monitor developments related to E.R.M. at both the City and the Province. Additional work related to developing a more robust fraud risk management program should wait until an E.R.M. framework is selected. The City reports that they expect to select an E.R.M. application in late 2017.

**Management Response:** Management has agreed to track the progress being made at the City and the Province related to E.R.M.

**Project Name:** Sexual Assault Investigations

**Project Objectives:** The objectives of this project were to:

- verify if sexual assault occurrences were investigated by accredited criminal investigators,
- determine if initial responses to sexual assault investigations were effectively monitored by frontline supervisors,
- determine if external agencies were being used for referrals for victims of sexual assault, and
- determine if sexual assault investigators were in compliance with the Violent Crime Linkage Analysis System guidelines.

**Project Results:** There were no major issues in the areas of initial response, initial officer reporting and initial supervisory response. There was low compliance in the areas of entering information in the Unit Commander Morning Report, documenting victim contact and recording of supervisory non-attendance in Versadex. The review of sexual assault occurrences should be done by supervisors for accountability and compliance with requirements of the Criminal Investigation Management Plan. The identified concerns are considered non-critical to the investigation of sexual assaults dealing mainly with reporting issues and pose a medium risk to the Service.

**Management Response:** The Divisional Sexual Assault Audit form was recently updated and a routine order issued to ensure that the template is used consistently. This form will assist with compliance issues. In addition, Service Procedure will be amended to include the use of the Victim Contact Sheet.

**Projects Completed in 2016**

**Project Name:** Special Project

**Project Objectives:** A special project was undertaken to assist the Professional Standards Unit.

**Project Results:** A report was submitted to Professional Standards.

**Management Response:** The report was found to be timely and informative.

**Project Name:** Quality Assurance and Improvement Program

**Project Objectives:** The objectives of this project were to assess the internal audit activity's conformance to The Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing, to evaluate the internal audit activity's effectiveness in carrying out its mission and to identify opportunities to enhance its management and work processes, as well as its value to the Service.

**Project Results:** In the summer of 2016, A.&Q.A. conducted its second self-assessment of the Service's internal audit activity. As a result of the assessment, a report was prepared which stated that the internal audit activity generally conforms to the International Standards for the Professional Practice of Internal Auditing, that the value of the unit is recognized and that the unit's expertise is often requested. A.&Q.A. also found two opportunities for process improvement and made two recommendations to the E.A.C. relating to staffing the I.T. Auditor position and purchasing electronic working papers. In October 2016, an independent external validator concurred with the conclusions of A.&Q.A. in its self-assessment report.

**Management Response:** The report was presented to the Executive Assurance Committee on November 22, 2016 and the E.A.C. concurred with the process improvement recommendations.

## Projects Completed in 2016

**Project Name:** Use of Force Reporting and Tracking

**Project Objectives:** The objectives of this consultative project were to:

- consult with and identify key stakeholders and opportunities for improvement,
- identify any performance indicators and determine if they meet with Service objectives, and
- assist in developing internal processes/practices that ensure meaningful analysis resulting in improved accountability and performance.

**Project Results:** As a result of this consultative engagement, the Service now has a clearer picture of the work that has been done and the work that needs to be done to measure the transfer and impact that Use of Force training has on officers while conducting their daily duties. Two additional process improvement suggestions were identified regarding the tracking and recording of the early warning mechanism utilized to identify performance issues and remedial Use of Force training.

**Management Response:** The process improvements related to tracking of supplemental training will assist in measuring effectiveness.

**Project Name:** Risk Assessment and Workplan Development

**Project Objectives:** Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing (Standards) require A.&Q.A. to conduct a yearly risk assessment in the preparation of its workplan to ensure adequate resources are deployed to audit high risk areas.

**Project Results:** The 2017 Workplan was approved by the Executive Assurance Committee on November 22, 2016.

**Project Name:** Inspections Team

**Project Objectives:** The objectives of the Inspections Team were to:

- inspect and validate whether Service Procedures, policies and Standards of Conduct are being complied with by divisional/unit personnel, and
- provide a monitoring function to proactively detect and report on identified risk factors so that they can be addressed in an effective and efficient manner thereby reducing the associated risk to the Service.

**Project Results:** 14, 22, 43, 51 and 52 Division were inspected during the year.

**Management Response:** Inspection Reports are useful in identifying areas requiring additional attention, inspection, compliance and training. Community Safety Command is improving compliance through direction to divisions.

## Projects Completed in 2016

**Project Name:** Review of T.P.S. Information Management

**Project Objectives:** The objectives of this project were to:

- examine the current state of information management in the Service, and
- explore the possibility of developing an Information Management Framework that would enable high quality information to be created, stored, communicated, destroyed, disposed of and used effectively and securely in support of the Service's Priorities, Goals and Strategies.

**Project Results:** The lack of a formal information management framework has resulted in T.P.S. not complying with regulation, members not understanding their roles in information management and the fragmentation of information models being used within the Service.

**Management Response:** Management has agreed to forward the Review of T.P.S. Information Management report to the Command Strategic Management Committee for further discussion.

**Project Name:** Audit of Payroll Payline Adjustments

**Project Objectives:** The objectives of this project were to:

- ensure all payroll adjustments were properly authorized, processed, and reported,
- ensure that all payroll adjustments were in conformity with Service governance as well as collective agreements, and Service members were accurately paid,
- ensure that all payroll entries including but not limited to Service separations which includes retirements, resignation, and termination, were properly accounted for with effective oversight by Supervisors, and
- identify areas of risk and opportunities for improvement.

**Project Results:** There were errors identified in several categories of payroll payline adjustments. There is room for improvement in the retention of documentation and/or authorization to support existing payroll practices. Efforts are underway to ensure the Service is compliant with pension requirements.

**Management Response:** The majority of the issues identified in this audit will be addressed through the ongoing H.R.M.S. Transformation Project. The automation of as many processes as possible will reduce the occurrence of errors arising from the need for manual entries. Payroll and Benefits Administration will continue to provide updates on the progress of the H.R.M.S. Transformation Project.

## Appendix B Continued

Ongoing Projects
<p><b>Project Name:</b> Service Procedures Compliance to Adequacy Standards Requirements</p> <p><b>Project Objectives:</b> An ongoing review to ensure that Service Procedures are in compliance with Adequacy Standards requirements. Focus will be on changes made by the Ministry of Community Safety and Correctional Services during the year.</p> <p><b>Project Results:</b> Any Ministry updates are followed up to ensure that Service Procedure is amended accordingly.</p>
<p><b>Project Name:</b> Quality Assurance and Improvement Program</p> <p><b>Project Objectives:</b> As part of A.&amp;Q.A.'s continuous improvement process, the Unit will review its conformance with I.I.A. Standards on an ongoing basis. This will help to alleviate the time pressure on the next internal assessment/external validation to be performed in 2021.</p> <p><b>Project Results:</b> Each year specific procedures related to compliance are carried out throughout the year. A Summary of 2015 Activities report was presented to the Executive Assurance Committee on February 29, 2016. The Summary of 2016 Activities report is currently being prepared and will be presented to the Executive Assurance Committee in early 2017.</p>
<p><b>Project Name:</b> Audit of the S.A.P. 3-Way Match</p> <p><b>Project Objectives:</b> The objectives for this project are currently being developed.</p> <p><b>Project Results:</b> This project is currently in progress.</p>
<p><b>Project Name:</b> Property and Video Evidence Management Unit – Drug Processing Section</p> <p><b>Project Objectives:</b> The objectives of this project are to:</p> <ul style="list-style-type: none"><li>• determine if frontline and plainclothes Service members are compliant with Service Procedures when processing seized, surrendered and found drugs and drug paraphernalia,</li><li>• determine if supervisors are compliant with Service Procedures when authorizing paperwork processed by frontline and plainclothes Service members for seized, surrendered or found drugs and drug paraphernalia,</li><li>• determine if the Drug Repository and the D.L.M.S. are properly safeguarding seized, surrendered and found drugs, and</li><li>• determine if the Drug Repository has complete and accurate records for seized, surrendered and found drugs.</li></ul> <p><b>Project Results:</b> This project is currently in progress.</p>

## Ongoing Projects

**Project Name:** Disclosure of Disciplinary Records

**Project Objectives:** The objectives of this project are to:

- determine if officers are providing disclosure of disciplinary records, as required by T.P.S. Disciplinary Record Procedure, to the Crown in relation to matters before the court,
- determine if any complaints have been received by the Service from the Ministry of the Attorney General, the Federal Department of Justice or any other party in relation to non-disclosure of officer's disciplinary records in relation to matters before the court,
- determine if the current process of disclosing disciplinary records is in full compliance with legislation, and
- identify risks and opportunities for improvement, if any.

**Project Results:** This project is currently in progress.

**Project Name:** Criminal Harassment

**Project Objectives:** The objectives of this project are to:

- determine whether Service Procedures adequately address the best practice guidelines specified in Adequacy Standard L.E.-028,
- determine whether officers are in compliance with Service Procedure 05-27, Criminal Harassment, and relevant sections of the Criminal Investigation Management Plan and the Major Case Management Manual as they relate to notification and training,
- verify investigators are accredited criminal investigators and when necessary Major Case Management-trained investigators,
- ensure existing internal controls are effective and identify areas of risk and opportunities for improvement.

**Project Results:** This project is currently in progress.

## Ongoing Projects

**Project Name:** Elder & Vulnerable Adult Abuse

**Project Objectives:** The objectives of this project are to:

- determine if Service Governance and existing policies have incorporated all the requirements of Adequacy Standard L.E.-021, Elder and Vulnerable Adult Abuse,
- examine elder abuse occurrences to assess if initial responses to complaints of elder abuse investigations are effectively attended and monitored by frontline supervisors,
- assess any training syllabuses regarding elder abuse investigations at the Toronto Police College or online, to assess suitability,
- assess if programs and external agencies are being used for referrals for victims of elder abuse including Victim Services Toronto and the Office of the Public Guardian and Trustee, and
- assess Elder Abuse Coordinator's role and ensure appropriate information is disseminated to the public related to crimes against seniors.

**Project Results:** This project is currently in progress.



## Toronto Police Services Board Report

---

February 15, 2017

To: Chair and Members  
Toronto Police Services Board

From: Mark Saunders  
Chief of Police

**Subject: Abuse and Misuse of Accessible Parking Permits**

### **Recommendations:**

It is recommended that the Board request Service Ontario to add:

1. a requirement for a secondary physician to review Accessible Parking Permit approvals in the interests of strengthening the integrity of the program, thereby providing a check and balance system; and
2. a requirement for the return of temporary permits to Service Ontario once the permanent one is received so that two valid permits for the same person are not in circulation; and
3. a photo of the named permit holder on the reverse side of the Accessible Parking Permit for the purposes of discouraging fraudulent activity and assisting with investigations.

### **Financial Implications**

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

### **Background / Purpose:**

The Board, at its meeting of October 20, 2016, (Min. No. P238/16 refers) received a report from Vice Chair Chin Lee regarding the abuse and misuse of accessible parking permits. He advised the Board that he had received a number of complaints from residents in this regard and he consequently met with representatives of the Service to discuss the issue and its role in enforcement.

The Board approved his report and the request for the Chief to provide information related to the following questions:

- How many accessible parking permits do Service members inspect on an annual basis and of these, how many are retained/seized?
- How many tickets are issued on an annual basis related to the abuse or misuse of accessible parking permits?
- How do the exemptions provided for by the City of Toronto impact the enforcement of abuse or misuse of accessible parking permits?
- What challenges does the Service face in enforcement in this area?
- Are there any recommendations or suggestions for improved enforcement?

**Discussion:**

The Parking Enforcement Unit Disabled Liaison Section

The Toronto Police Service (T.P.S.) Parking Enforcement Unit (P.E.U.) has operated the “Disabled Liaison Section” (D.L.S.) for over 15 years, which specializes in the accessible parking concerns of the community. Specifically:

- The D.L.S. consists of 10 members (1 Police Constable, 1 Patrol Supervisor, 7 Parking Enforcement Officers, 1 clerk) at full strength
- Members attend calls for service for reported abuse and misuse of Accessible Parking Permits (A.P.P.s)
- Members enforce parking by-laws in accordance with the City of Toronto exemptions applicable to the display of a valid A.P.P. (see Appendix A).
- Police officers issue Highway Traffic Act (H.T.A.) violations for the misuse of A.P.P.s
- Members attend community events to provide information and education
- The D.L.S. provides training and education to other police and municipal agencies

The P.E.U. has enjoyed a productive partnership with the City by participating in various parking program discussions from the enforcement perspective. One of the most challenging issues today is the competing need for curb space; this includes courier and delivery loading, bicycle lanes, peak period parking restrictions to alleviate congestion, residential permit parking, car-sharing, transit stops, taxi-cab stands and short-term paid parking in business districts. These are among the interests that must be balanced with the need for accessible parking. Fair and consistent enforcement is part of a fair and balanced program. The number of A.P.P.s that are misused in order to obtain free or preferential parking can pose an enforcement problem, as the current resources dedicated to this effort could be increased with more effectiveness if resources were available. It is the goal of the T.P.S. P.E.U. to ensure that accessible parking is being used by those who are legally entitled to this accommodation. Complaints similar to those received by the Vice Chair are continually investigated by the P.E.U. D.L.S.

## Accessible Permits Inspected and Retained / Tickets Issued Due to Accessible Permit Abuse or Misuse

In 2015, the P.E.U retained 1,057 A.P.P.s for investigation of possible misuse. This is an increase of 28.4% or 234 more permits retained over 2014. The unit laid 913 H.T.A. charges in this regard, an increase of 40.5% or 263 more charges over 2014. The total increased again in 2016 to 1,350 A.P.P.s having been retained for investigation into suspected misuse, which significantly exceeds the 2015 annual total in part due to the blitz conducted by P.E.U. These efforts are in support of maintaining the integrity of the A.P.P. and ensuring parking spaces are available for use by persons who are properly using valid A.P.P.s.

The total number of A.P.P. inspections, including those where no violation has been charged, is not routinely captured. However, during a two week public awareness campaign in February 2016, this was tracked for the first time. A total of 1,565 permits were inspected and 293 permits retained with pending H.T.A. charges for misuse of the A.P.P.

A total of 12,877 parking tickets were issued related to accessible parking permit abuse or misuse in 2015. In 2016, a total of 16,104 parking tickets were issued.

## Parking Exemptions and Relationship to A.P.P. Abuse and Misuse

The parking exemptions granted for the displaying of a valid A.P.P. in the vehicle in which the issued permit holder is being transported are established in the Toronto Municipal Code (Attached as Appendix A is a complete list of parking exemptions). For the purposes of this report, the exemptions which mostly impact enforcement are the payment exemption for on-street parking and the exemption for most no parking areas other than in rush hour routes.

The City of Toronto's parking exemptions do not exist to the same extent in neighbouring municipalities, contributing to the high levels of abuse in Toronto as demonstrated by the number of permit seizures (1257 seized in 2015 and 1350 seized in 2016). As a result, the D.L.S. receives a large number of inquiries and complaints regarding the appearance of A.P.P. abuse (estimated approximately 3000/year). The D.L.S. responds by investigating whether the driver or passenger is the holder of a valid permit as well as educating the complainants on the City's exemptions.

## Enforcement Challenges

One enforcement challenge is the existence of counterfeit A.P.P.s. In recent years, Service Ontario has introduced security measures on the A.P.P. which has greatly assisted in the identification of fraud.

However, the majority of abuse involves valid A.P.P.s which are being used by persons other than the named permit holder. The permit is issued to a person, for use in whichever vehicle they are driving or transported as a passenger. If the permit holder is neither the driver nor a passenger being transported, then abuse is established and a parking ticket or H.T.A. charge is issued. The motive for this abuse is to use the no parking exemption in order to park in a convenient location, or to obtain free on street parking in a paid-parking area.

In some cases, the named permit holder is deceased, and other persons continue to use the permit to obtain parking exemptions and free parking. There is an opportunity to tighten the process with the Ontario Death Registry and its time-frame to ensure permits are not issued or renewed to deceased persons.

Public complaints are also received regarding people who appear not to require a permit, but are using one. It should be noted here that any questions pertaining to the nature of an individual's disability is never part of a D.L.S. investigation into misuse of an A.P.P. and is not the purview of the T.P.S. The D.L.S. regularly receives a number of complaints where a citizen alleges ineligibility for an A.P.P., similar to those complaints received by the Vice Chair in his role as a Councillor. However, the P.E.U. may only investigate whether the person using the permit is the actual permit holder. Any questions about the accountability of doctors who qualify their patients for an A.P.P. are questions for Service Ontario and the A.P.P. program governance. The continuing pattern of complaints received along this theme suggests a problem, and has the impact of engaging police resources to determine if the permit holder is the actual user. It should be noted that the A.P.P. itself states that it is no longer valid when the permit holder no longer has a disability. However, anyone deemed to have a permanent disability has their permit renewed automatically every five years. In all cases, medical information is not something disclosed to enforcement agencies, and how A.P.P. eligibility and continuing qualification is verified and managed is the purview of Service Ontario.

### Recommendations and Suggestions

In the interests of strengthening the integrity of the program, there may be better alternatives to the current practice of authorization by a single health care provider. In order to provide a check and balance in this regard, the Board may wish to make a recommendation for Service Ontario consideration of the requirement for a secondary physician to review A.P.P. approvals.

A further suggestion concerns the temporary A.P.P. issued in the application process while the permit holder awaits receipt of the permanent A.P.P. in the mail. The temporary permit should be returned to Service Ontario, but this doesn't appear to be required. Until the temporary permit expires, two valid permits for the same person are in circulation with risk that some will be used fraudulently by someone other than the permit holder.

A recommendation which would likely discourage much of the fraudulent use of A.P.P.s and assist with investigations is to include a photo of the named permit holder added to on the reverse side of the permit. For privacy reasons, it would not be viewed at any time except during lawful inspection of the permit.

T.P.S. P.E.U. representatives are a valuable resource and willing to participate in any future meetings or working groups with Service Ontario to affect improvements, such as a check and balance on the sole authority of a doctor to approve permit applications, a tiered system within the A.P.P. for permit holders with higher levels of need, further enhancements to the permit document and other suggestions which may arise. Discussions have taken place in previous years which have produced some positive changes, such as new security features included on the permit.

T.P.S. P.E.U. representatives are also available to participate in any future meetings or working groups with the City to explore any enhancements to the A.P.P. program which could be implemented through parking by-laws. These suggestions could include solutions to parking around hospitals and a review of appropriate exemptions for example.

## **Conclusion:**

Abuse and misuse of A.P.P.s is a concern for the T.P.S. P.E.U. The enforcement objective is to ensure that accessible parking spaces and by-law exemptions are being used by persons who are properly complying with the regulations of a valid accessible permit.

The permit holder must be the driver or a passenger. A.P.P. misuse is sometimes appropriately addressed by educating the motorist, although clear instructions are provided with the permit. More often, evidence of intentional abuse is discovered, a parking ticket or an offence under the H.T.A. is issued and the permit is retained. Enforcement includes both response to complaints and proactive enforcement. D.L.S. Parking Enforcement Officers and Police investigate to ensure the person using the permit is the permit holder. If the permit has been issued to the driver or passenger, the qualifications for a person to be issued a permit, and be continually renewed, is a separate issue which T.P.S. enforcement cannot address, but is the purview of Service Ontario and the Province of Ontario.

T.P.S. representatives would be willing to participate in any working groups in the future. Abuse and misuse of permits does prompt many public inquiries and complaints. The T.P.S. P.E.U. is mandated to enforce City parking bylaws and to respond to the parking concerns of the community. In this case, the objective is to reduce abuse and misuse of accessible parking permits in order that accessible parking is available for those to whom it is intended.

Acting Deputy Chief Richard Stubbings, Operational Support Command, will be in attendance to answer any questions the Board may have concerning this report.

Respectfully submitted,

Mark Saunders, O.O.M.  
Chief of Police

Attch: Appendix A



**TORONTO POLICE SERVICE - PARKING ENFORCEMENT UNIT**  
**INFORMATION CONCERNING ACCESSIBLE PARKING PERMIT PROGRAM (APP)**  
**PARKING EXEMPTIONS AND HOLDER RESPONSIBILITIES**



A current valid Accessible Parking Permit must be displayed and clearly visible on the vehicle's sun visor or front dash.

A permit holder or driver (operating a vehicle for the purpose of transporting an Accessible Permit holder) who displays a valid Accessible Parking Permit is exempt from the following:

- Signed prohibited parking areas; this includes time restricted No Parking areas (i.e. 8am - 6pm) and general No Parking Anytime areas that display the regulatory No Parking sign. This does not apply to signed Rush Hour Routes (7am - 9am or 3:30pm - 6:30pm Monday to Friday).
- Signed on-street permit parking areas. Vehicles displaying a valid Accessible Parking Permit are permitted to park without a designated on-street parking permit.
- Signed parking limits such as One Hour and Two Hour maximums; holders are allowed to exceed the signed maximum parking limit.
- Unsigned maximum Three Hour parking limit in effect on all city streets.
- Holders may park at on-street parking meters or 'pay and display' machines without putting a coin in the meter/machine during the hours of legal operation. Note: exemption does not apply on Private or Municipal property.



**PLEASE NOTE:** In all of the above situations, parking is permitted for a period not to exceed 24 hours.

Further exemptions include (drop off/pick up ONLY):

- Signed No Stopping areas only while actually engaged in the loading/unloading of the named permit holder.
- Signed /marked designated No Standing Accessible parking space only while actually engaged in the loading/unloading of the named permit holder.
- Signed/marked designated bicycle lane only while actually engaged in the loading/unloading of the named permit holder.



Vehicles displaying Accessible Parking Permits are NOT exempt from the following:

- No Parking/No Stopping/No Standing areas in designated emergency or snow routes.
- Parking within 60 cm of a driveway.
- Stopping/Parking on a bridge.
- Parking within 3 meters of a fire hydrant.
- Within 7.5 meters of any fire hall on the side of the highway on which the fire hall is located or within 30.5 meters of the fire hall on the opposite side of the highway.
- Parking within 9 meters (signs not required) or 15 meters (signs required) of an intersection.
- Parking in a 'car-share' vehicle parking area (i.e. Auto Share).
- Parking in a designated Fire Route.
- Parking within a stand designated for taxicabs.
- Parking in an area marked by an authorized sign as a passenger or freight loading zone during stipulated times.
- Parking in a position as to prevent the removal of any other vehicle previously parked.
- Overnight parking between the hours of 2am and 6am from Dec 1 to Mar 31 in the former municipality of North York.
- Parking on Private or Municipal Property: if parked in a designated Accessible parking space, payment must be made as well as the proper display of Accessible Parking Permit. If parked in a non-Accessible space, permit holder must ensure that they comply with posted conditions in order to legally park on the property.



Where authorized signs to that effect are displayed, no person shall, on any highway, park any vehicle with an Accessible Parking Permit displayed:

Non-exemptions (where signs are required)



- Parking in designated No Standing or No Stopping areas.
- No parking in a public lane.
- Within 15 meters of an intersection.
- Within 30.5 meters of an intersection controlled by a traffic control signal.
- In front of an entrance to or exit from any building or enclosed space in which persons may be expected to congregate in large numbers.
- Within a turning basin.
- So as to interfere with the formation of a funeral procession.
- Within 15 meters of the termination of a dead-end street.
- Within a T-type intersection.
- Within the following distances of a crosswalk controlled by traffic control signals and located other than at an intersection.
  - 1) 15 meters of the crosswalk measured on each side of the highway in the direction of travel of vehicles on that side of the highway.
  - 2) 30.5 meters of the crosswalk measured on each side of the highway in the direction opposite to the direction of travel of vehicles on that side of the highway.

**COMMITTING ANY OF THE ABOVE OFFENCES MAY RESULT IN YOUR VEHICLE BEING TAGGED AND/OR TOWED.**

#### **PLEASE NOTE THE FOLLOWING**

*Despite any other provisions, no person shall park a vehicle on a highway in such a manner as to interfere with the movement of traffic or any location where it would create an impediment or obvious hazard.*

*"Accessible Parking Permits" shall not be altered or defaced in any way. Photocopied or reproduced copied (by any means) are not valid. Persons using copied, altered or fraudulently obtained permits may be charged under the Highway Traffic Act.*

*"Accessible Parking Permits" are issued to the individual with the disability, the permit privileges are not transferable. The permit is not valid when displayed on a vehicle and the vehicle is not being used to pick up or transport the holder of the permit. Persons who use an "Accessible Parking Permit" in the absence of the named holder may be charged under the Highway Traffic Act.*

*For more information on Accessible Parking Permits, please refer to the Ontario Highway Traffic Act and the revised Regulations of Ontario 1990, Reg. 581.*

Revised Sept 2016



## Toronto Police Services Board Report

---

February 13, 2017

To: Chair and Members  
Toronto Police Services Board

From: Andy Pringle  
Chair

**Subject: New Procedural By-Law**

### **Recommendation(s):**

It is recommended that the Board repeal Board By-law No. 107, the by-law governing proceedings of the Board, and replace it with the new procedural by-law attached as Appendix A to this report.

### **Financial Implications:**

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

### **Background / Purpose:**

The Board's current procedural by-law was enacted in 1996. A recent review of the by-law concluded that it was in need of updating and expansion. Board staff worked with legal counsel to review the by-law, identify issues to be addressed and draft a new procedural by-law for the Board's consideration and approval.

### **Discussion:**

The majority of the basic rules from the current by-law have been continued in the new procedural by-law; however, a number of rules have been added to reflect the Board's current practices. In addition, the new by-law has been rewritten to try and simplify and modernize the language and make it more accessible. It has also been restructured and reformatted to make it easier to use and understand.

The new by-law includes the following key changes:

- addition of a table of contents;
- new headings and the grouping of common topics under each heading;

- a new interpretation section which sets out commonly accepted and fundamental principles for decision making;
- an expanded definitions section;
- separate sections which set out the duties of the Chair and Vice-Chair;
- a section setting out details respecting agenda preparation and deadlines;
- separate sections for regular and special meetings of the Board;
- clearer separation between public meetings and confidential meetings;
- an expanded section on public deputations at Board meetings and rules governing the process for requesting deputations; and
- an updated section on the conduct of Board members and a new section on the conduct of the public.

**Conclusion:**

The new procedural by-law will make the Board's rules of procedure more accessible and easier to understand and apply.

Therefore, it is recommended that the Board repeal Board By-law No. 107, the by-law governing proceedings of the Board, and replace it with the new procedural by-law attached as Appendix A to this report.

Respectfully submitted,

Andy Pringle  
Chair

## Appendix "A"

### PROCEDURAL BY-LAW TPSB

#### TABLE OF CONTENTS

1.	<a href="#">PREAMBLE</a>	2
2.	<a href="#">INTERPRETATION</a>	2
3.	<a href="#">DEFINITIONS</a>	3
4.	<a href="#">APPLICATION</a>	4
5.	<a href="#">ELECTION OF CHAIR AND VICE-CHAIR</a>	5
6.	<a href="#">DUTIES OF THE CHAIR</a>	6
7.	<a href="#">DUTIES OF THE VICE-CHAIR</a>	7
8.	<a href="#">AGENDA</a>	7
9.	<a href="#">MINUTES</a>	8
10.	<a href="#">COMMITTEES OF THE BOARD</a>	9
11.	<a href="#">REGULAR MEETINGS OF THE BOARD</a>	10
12.	<a href="#">SPECIAL MEETINGS OF THE BOARD</a>	10
13.	<a href="#">PUBLIC AND CONFIDENTIAL MEETINGS</a>	11
14.	<a href="#">CALLING MEETINGS TO ORDER</a>	11
15.	<a href="#">QUORUM</a>	11
16.	<a href="#">CONFLICT OF INTEREST DISCLOSURE</a>	11
17.	<a href="#">HEARING OF PUBLIC DEPUTATIONS AT BOARD MEETINGS</a>	12
18.	<a href="#">CONDUCT OF THE PUBLIC</a>	14
19.	<a href="#">CONDUCT OF MEMBERS</a>	14
20.	<a href="#">RULES OF DEBATE AT THE BOARD</a>	14
21.	<a href="#">VOTING</a>	15
22.	<a href="#">RECONSIDERATIONS</a>	16
23.	<a href="#">POINTS OF ORDER AND PROCEDURE</a>	16
24.	<a href="#">BY-LAWS</a>	17
25.	<a href="#">RECORDING DEVICES</a>	17
26.	<a href="#">AMENDMENTS TO BY-LAW</a>	17
27.	<a href="#">ADMINISTRATION</a>	17
28.	<a href="#">EFFECTIVE DATE</a>	18

TORONTO POLICE SERVICES BOARD  
BY-LAW NUMBER 161

A By-Law to Govern the Proceedings of the Toronto  
Police Services Board and its Committees

1. PREAMBLE

- 1.1 Subsection 27(1) of the Police Services Act provides that there will be a police services board for every municipality that maintains a police force.
- 1.2 Section 37 of the Police Services Act provides that a board will establish its own rules and procedures in performing its duties under the Act.
- 1.3 The Toronto Police Services Board wants to establish rules governing the conduct of its meetings and other related matters.
- 1.4 The Toronto Police Services Board wants to ensure that those rules reflect the principles of accessibility, responsiveness and accountability to the community, fairness, respect and full debate in the conduct of its meetings and flexibility in responding to changing circumstances at meetings of the Board.
- 1.5 The Toronto Police Services Board wants to ensure that the application and interpretation of the procedural rules contained in this by-law are consistent with the principles set out above.

NOW THEREFORE, the Toronto Police Services Board hereby enacts as follows:

2. INTERPRETATION

- 2.1 This By-law will be interpreted to be consistent with the following principles:
  - (a) The majority of Members have the right to decide;
  - (b) The minority of Members have the right to be heard;
  - (c) All Members have the right to information to help make decisions, unless otherwise prevented by law;
  - (d) Members have a right to an efficient meeting;
  - (e) All Members have the right to be treated with respect and courtesy; and
  - (f) All Members have equal rights, privileges and obligations, subject to additional rights, privileges and obligations granted to the Chair under this By-law.

### 3. DEFINITIONS

#### 3.1 In this By-law:

- (a) "Act" means the Police Services Act, R.S.O. 1990, c.P.15, as amended;
- (b) "Agenda Deadline" means the time by which reports or requests must be received in order to be considered by the Chair as a potential matter for an upcoming Board meeting agenda;
- (c) "Board" means the Toronto Police Services Board;
- (d) "Board Administrator" means the administrator of the Board;
- (e) "Business Days" means calendar days exclusive of Saturdays, Sundays and statutory holidays in the Province of Ontario;
- (f) "By-law" means this by-law as amended from time to time;
- (g) "Chair" means the Member elected as Chair of the Board pursuant to subsection 28(1) of the Act;
- (h) "Chief" means the Chief of the Toronto Police Service;
- (i) "Committee" means a committee of the Board which is established by the Board in accordance with section 10;
- (j) "Consent Agenda" means a listing of reports on an agenda which are considered routine, non-contentious and self-explanatory;
- (k) "Council" means the Council of the City of Toronto;
- (l) "Deputation" means an address to the Board or its Committees at the request of a person or representative of a group or organization wishing to speak;
- (m) "Executive Director" means the Executive Director of the Board;
- (n) "Improper Conduct" means behaviour which causes any obstruction to the deliberations or proper conduct of a meeting;
- (o) "Member" means a member of the Board;
- (p) "motion to defer" means a motion made for the purpose of disposing of a matter with or without any proposed amendment, by delaying its consideration indefinitely or until some specified time or event;

- (q) “motion to receive” means a motion made for the purpose of acknowledging receipt of a particular item and placing the item in the records of the Board for future reference;
- (r) “motion to refer” means a motion made for the purpose of disposing of a matter under consideration, with or without any proposed amendment, by referring it and seeking its consideration by any designated Committee, body or official;
- (s) “point of order” means the raising of a question for the purpose of calling attention to any departure from the terms of this By-law or the customary modes of proceedings in debate or in the conduct of the Board’s business;
- (t) “point of procedure” means a question directed to the Chair to obtain information on the rules of the Board bearing on the business at hand in order to assist a Member to make an appropriate motion, raise a point of order or understand the effect of a motion;
- (u) “Presentation” means an address to the Board or Committee at the request or invitation of the Board or a Committee;
- (v) “Quorum” means a majority of the Members of the Board and this means four members of the Board pursuant to section 35(2) of the Act;
- (w) “Recorded Vote” means a vote for which the Board Administrator records all Members present and how they voted; and
- (x) “Vice-Chair” means the Member elected as the Vice-Chair of the Board pursuant to subsection 28(1) of the Act.

3.2 In this By-law, words importing the singular number include the plural and vice-versa, and all references to gender will be read as gender neutral.

#### 4. APPLICATION

- 4.1 Subject to section 4.3, the rules of procedure set out in this By-law will be observed in all proceedings of the Board, other than in proceedings conducted pursuant to Part V of the Act, and will govern the order and dispatch of business conducted by the Board.
- 4.2 The rules of procedure contained in this By-law, with necessary modifications, are likewise applicable to a Committee.
- 4.3 All points of order or procedure for which rules have not been provided in this By-law will be decided by the Chair, as far as is reasonably possible,

first, in accordance with the established rules of City of Toronto Council and second, in accordance with the rules of parliamentary procedure as contained in Robert's Rules of Order.

- 4.4 The Board may waive any rules of procedure established by this By-law as it considers appropriate.
  - 4.5 Notwithstanding section 4.4, the Board cannot waive the following rules:
    - (a) Meetings open to the public (section 13);
    - (b) Quorum necessary for Board and committee meetings (section 15);
    - (c) Reconsidering decisions (section 22); and
    - (d) Amending the procedure by-law (section 26).
5. ELECTION OF CHAIR AND VICE-CHAIR
- 5.1 In accordance with subsections 28(1) and (2) of the Act, the Members of the Board will, at the first public meeting of the Board in each calendar year, elect from amongst its Members present, a Chair and Vice-Chair for the year, in the following manner:
    - (a) The election of Chair and Vice-Chair will be conducted by the Board Administrator;
    - (b) The Board Administrator will call for nominations;
    - (c) Nominations will require a mover and seconder;
    - (d) Prior to the vote being taken, when there is more than one nominee, each nominee will be given an opportunity to speak to the nomination for up to five (5) minutes. Candidates will be called upon in alphabetical order of their surname;
    - (e) Where more than one nominee stands for election, a vote will be taken;
    - (f) After the nominees have completed their speeches, a vote will be taken;
    - (g) If there are more than two nominees who choose to stand and upon the first vote no nominee receives the majority required for election, the name of the nominee receiving the least number of votes will be dropped and the Board will proceed to vote again and continue to do so until either,
      - (i) A nominee receives the majority required for election; or

- (ii) It becomes apparent by reason of an equality of votes that no nominee can be elected.
- (h) Where the votes cast in a vote under this section are equal for all the candidates:
  - (i) if there are three or more candidates nominated or remaining, the Board Administrator will by lot select one such candidate to be excluded from subsequent voting; or
  - (ii) if only two candidates remain, the tie will be broken and the position of Chair filled by the candidate selected by lot conducted by the Board Administrator.
- (i) For the purpose of subsection (i), "lot" means the method for determining the candidate to be excluded or the candidate to fill the position, as the case may be, by placing the names of the candidates on equal size pieces of paper placed in a box and one name being drawn by the Board Administrator.

## 6. DUTIES OF THE CHAIR

### 6.1 The Chair of the Board will:

- (a) preside at all meetings of the Board;
- (b) open the meeting of the Board by taking the chair and calling the Members to order;
- (c) receive and submit all motions presented by the Members;
- (d) put to vote all questions which are duly made and announce the result;
- (e) decline to put to a vote, motions which infringe upon the rules of procedure or which are beyond the jurisdiction of the Board;
- (f) ensure that the Members, when engaged in debate, act within the rules of procedure;
- (g) enforce, on all occasions, the observance of order and decorum at a meeting;
- (h) call by name, any Member persisting in breach of the rules of procedure and order him or her to vacate the room in which the meeting is being held;
- (i) advise the Board on any point of order as necessary;
- (j) adjourn the meeting upon motion duly made when the business is concluded;

- (k) adjourn the meeting or suspend or recess the meeting for a time to be specified by him or her, if considered necessary;
- (l) act as the spokesperson for the Board;
- (m) represent the Board at public or official functions or designate another Member to do so;
- (n) sign all documents for, and on behalf of, the Board including but not limited to, by-laws, resolutions, orders, and agreements which have been approved by the Board;
- (o) perform any and all other duties when directed to do so by motion of the Board; and
- (p) where appropriate, expel or exclude from a meeting any person for Improper Conduct.

## 7. DUTIES OF THE VICE-CHAIR

- 7.1 When the Chair is absent or refuses to act, the Vice-Chair will act in his or her place, and, while acting, will have the authority, rights, duties and powers of a Chair.
- 7.2 If the position of Chair becomes vacant, the Vice-Chair, if willing, will act in his or her place and assume the position of Chair for the remainder of the term until an election is held at the first meeting in the calendar year. If the Vice-Chair assumes the position of Chair, an election will be held for the position of Vice-Chair at the next regular meeting. If the Vice-Chair declines to assume the position of Chair, the Members will elect an interim Chair in accordance with the procedures set out in section 5 of this By-law.

## 8. AGENDA

- 8.1 The Board Administrator will prepare an agenda, for approval by the Chair, in the following order, for the use of the Members at the meetings of the Board:
  - 1. Call to Order
  - 2. Declarations of Interest
  - 3. Confirmation of the Minutes from the Previous Meeting
  - 4. Presentations
  - 5. Deputations
  - 6. Consent Agenda

7. Reports Deferred from the Previous Meeting
  8. Items for Consideration
  9. Correspondence Arising from Previous Business
  10. Adjournment
- 8.2 Each regular meeting will include a public and confidential agenda, as prepared by the Board Administrator and approved by the Chair.
  - 8.3 Information on a confidential agenda of the Board will be marked “Confidential”.
  - 8.4 Any Member may submit an item to be put on an agenda provided that it is received by the Executive Director prior to the Agenda Deadline.
  - 8.5 The agenda for each regular meeting will be available to each Member at least five (5) clear Business Days preceding the day appointed for the holding of the meeting.
  - 8.6 The main public agenda for regular board meetings will be posted on the Board’s website no later than five (5) clear Business Days prior to the Board meeting.
  - 8.7 The Board will deal with matters in the order established by the order of business as shown on the agenda. The Chair may, at his or her discretion, alter the established order to facilitate the business of the meeting.
  - 8.8 Any Member may add new business to the agenda after the Agenda Deadline if it relates to an urgent matter and the Board consents to the addition.
  - 8.9 The Chair will use his or her reasonable efforts to satisfy the notice provisions set out in this section. Failure to satisfy any of the notice provisions contained in this section does not invalidate the meeting or any proceeding at the meeting.
9. MINUTES
- 9.1 The Board Administrator will cause minutes to be taken of each meeting of the Board, which will include:
    - (a) the place, date and time of the meeting;
    - (b) the name of the Chair and the attendance of the Members, the Executive Director, senior staff of the Toronto Police Service, names of presenters and persons making deputations;

- (c) the confirmation and correction, if required, of the minutes of the previous meeting;
  - (d) declarations of interest; and
  - (e) all other proceedings of the Board.
- 9.2 Unless otherwise decided by the Board, the minutes of each Board meeting will be submitted for confirmation or amendment to the Board at its next regular meeting or as soon thereafter as is reasonably practicable.
- 9.3 The draft public minutes of the Board, as approved by the Chair, will be posted on the Board's website.

## 10. COMMITTEES OF THE BOARD

- 10.1 The Board may, at any time, appoint two or more Members to a Committee to exercise any authority conferred on the Board in order to address any matter within the jurisdiction of the Board.
- 10.2 The rules governing the procedures of the Board and the conduct of Members will be observed in all Committee meetings so far as they are applicable.
- 10.3 The Chair will be an ex-officio Member of any Committee appointed pursuant to section 10.1 and will be entitled to vote as a Member of any such Committee.
- 10.4 The Board will appoint Members to Committees for a specified period of time.
- 10.5 The Board will appoint a Chair of each Committee.
- 10.6 Members who are not Members of a specific Committee may attend meetings of that Committee and may, with the consent of the Chair of that Committee, take part in the discussion, but will not be counted in the quorum or entitled to make motions or to vote at these meetings.
- 10.7 Committee members may deal directly with the Chief or his or her designates, the Deputy Chiefs or their designates, or the CAO, when the Committee requires the assistance of the Toronto Police Service.
- 10.8 The Committee will report on its work to the Board as directed by the Board.
- 10.9 The Board may establish ad hoc Committees of limited duration, to inquire and report on a particular matter or concern. An ad hoc Committee will dissolve automatically upon submitting its final report to the Board.

## 11. REGULAR MEETINGS OF THE BOARD

- 11.1 The regular meetings of the Board will be held at least four times each year pursuant to subsection 35(1) of the Act or more frequently at the direction of the Board.
- 11.2 The Board will hold its regular public meetings at Police Headquarters according to the schedule set annually and approved by the Board, or at such other place or time as may be determined by the Board.
- 11.3 Regular meetings will not be scheduled for a time which conflicts with a regular meeting or a meeting previously called of the Council of the City of Toronto or any of its committees on which Members sit.
- 11.4 The Chair will preside at all Board meetings. In the event the Chair does not attend a meeting at which he or she is to preside within thirty (30) minutes after the time appointed for the meeting, the Vice-Chair will call the Members to order and will preside until the arrival of the Chair. If the Chair and Vice-Chair are not in attendance, then those Members in attendance will, by resolution, appoint one of themselves to act as Acting Chair for that meeting or until the arrival of the Chair or Vice-Chair.
- 11.5 The Board may alter the meeting schedule as it considers necessary.

## 12. SPECIAL MEETINGS OF THE BOARD

- 12.1 The Chair may, at any time, call a special meeting of the Board on twenty-four hours' notice and will do so whenever requested in writing by a majority of the Members of the Board.
- 12.2 The Board Administrator may give notice of special meetings to the Members of the Board by electronic means.
- 12.3 The notice calling a special meeting of the Board will state the business to be considered at the special meeting and no business may be considered at a special meeting of the Board other than that specified in the notice, unless approved by the Board.
- 12.4 Special meetings will not be called for a time which conflicts with a regular meeting or a meeting previously called of the Council of the City of Toronto or any of its committees on which Members sit, unless all City Councillors who are also Members consent to the time of the special meeting.
- 12.5 Notwithstanding any other provision contained in this section, the Chair may cancel a special meeting if he or she called the meeting. The Chair may only cancel a special meeting that was requested by the Members if a majority of the Members consent to the cancellation.

### 13. PUBLIC AND CONFIDENTIAL MEETINGS

- 13.1 Meetings of the Board will be open to the public except as authorized by subsection 35(4) of the Act or as may be legally permitted or required.
- 13.2 No people other than Members and those permitted by the Board will attend confidential meetings, and all others will vacate the meetings when asked by the Chair.
- 13.3 All information pertaining to a confidential meeting will be treated as confidential by all persons in attendance unless the Board agrees to disclose it publicly.
- 13.4 During a confidential meeting, the Board may move any item from the confidential agenda to a public agenda.

### 14. CALLING MEETINGS TO ORDER

- 14.1 As soon as possible after the hour fixed for a meeting of the Board, and where a quorum is present, the Chair will take the chair and call the meeting to order.

### 15. QUORUM

- 15.1 If a Quorum for either a regular or special Board meeting is not present within thirty (30) minutes of the time fixed for the commencement of the meeting, or the resumption of a meeting after an adjournment or recess, the Board Administrator will record the names of the Members present and the meeting will stand adjourned until the time identified in a motion to “fix the time to which to adjourn”, or the next regular meeting of the Board.
- 15.2 If Quorum is lost during a meeting of the Board, the Chair will, upon determining that a Quorum is not present, request the Board Administrator to call for a Quorum period of fifteen (15) minutes, or until a Quorum is present, whichever is sooner.
- 15.3 If there is still no Quorum of the Board after fifteen (15) minutes, the meeting will stand adjourned and the Board Administrator will record the names of the Members present. In this case, all unfinished business will be carried forward to the next meeting of the Board.

### 16. CONFLICT OF INTEREST DISCLOSURE

- 16.1 Members will be governed by the Municipal Conflict of Interest Act, R.S.O 1990, c. M.50, as amended.
- 16.2 To fulfill the Board’s function pursuant to Part V of the Act (Complaints and Disciplinary Procedures), Members should not take part in the administration of Part V matters if they have a personal interest or where they may be perceived as having a personal interest or bias.

16.3 The Board Administrator will record in reasonable detail, the particulars of any disclosure of conflict of interest made by a Member, and the particulars will appear in the minutes of that meeting of the Board.

## 17. HEARING OF PUBLIC DEPUTATIONS AT BOARD MEETINGS

### Items on the Agenda

17.1 Persons wishing to make a deputation to the Board regarding an item on the meeting agenda may be heard with the permission of the Chair provided the following requirements are met:

- (a) the request must be received no later than noon on the business day preceding the day of the meeting;
- (b) the request must be made to the Board Administrator in a form prescribed by the Board;
- (c) the request must set out the particulars of the matter and include a copy of any materials that will be presented; and
- (d) the request must indicate the name, telephone number and email address of the person who will speak to the matter.

### Items not on an Agenda

17.2 Persons wishing to make a deputation to the Board regarding an item not on a meeting agenda will only be heard at regular meetings, provided the following requirements are met:

- (a) the request must be received no later than five (5) Business Days before the Agenda Deadline for the meeting;
- (b) the request must be made to the Board Administrator in writing or by email;
- (c) the request must set out the particulars of the matter and include a copy of any materials that will be presented;
- (d) the request must indicate the name, telephone number and email address of the person who will speak to the matter; and
- (e) the request must pertain to a matter that falls within the jurisdiction of the Board as determined by the Chair.

### Assessment of Request for items not on an Agenda

17.3 Upon receipt of the notice requesting a deputation and provided the requirements in section 17.2 are met, the Chair in consultation with the Executive Director may decide to:

- (a) list the deputation on the agenda of any future meeting;
- (b) direct the Executive Director to respond in writing and not put the matter which is the subject matter of the deputation before the Board; or
- (c) refuse the request.

#### General Rules for Deputations

- 17.4 Unless otherwise directed by the Board, deputations will be restricted to five (5) minutes and will be addressed only to the stated business. The time allotted for any deputation may be extended for up to an additional five (5) minutes or reduced as necessary at the discretion of the Board.
- 17.5 A deputation on behalf of any organization or group may be made by more than a single representative but the entire submission on behalf of an organization or group will be limited to five (5) minutes. If a person is speaking both on his or her own behalf and as a representative of an organization or group, the entire submission will be limited to five (5) minutes.
- 17.6 Upon the completion of a deputation to the Board, any discourse between Members and the persons making the deputation will be limited to Members asking questions for clarification for up to five (5) minutes. Members of the Board will not enter into debate with the person making the deputation.
- 17.7 Requests to make a deputation will not be considered once the meeting has commenced.
- 17.8 A person making a deputation will not:
  - (i) speak disrespectfully of any person;
  - (ii) use offensive words or language;
  - (iii) speak on any subject other than the subject for which they have received approval to address the Board;
  - (iv) speak concerning the conduct of a police officer or make a complaint against a police officer or member of the Toronto Police Service, staff and Members of the Board; or
  - (v) disobey the rules of procedure or a decision of the Chair.
- 17.9 The Chair may curtail any deputation or debate during a deputation for Improper Conduct or any other breach of this By-law and where, after giving a caution, the Chair rules that the deputation is concluded, the person or persons appearing will immediately withdraw.

18. CONDUCT OF THE PUBLIC

18.1 Members of the public in attendance at a meeting will not:

- (a) address the Board without permission;
- (b) bring signage, placards or banners into meetings and will refrain from any activity or behaviour that would interfere with Board deliberations; or
- (c) engage in Improper Conduct.

19. CONDUCT OF MEMBERS

19.1 No Member will:

- (a) use offensive words or language in meetings of the Board;
- (b) speak on any subject other than the subject in debate;
- (c) criticize any decision of the Board at a meeting except for the purpose of moving that the question be reconsidered; or
- (d) disobey the rules set out in this By-law or a decision of the Chair on questions of order or procedure as set out in this By-law or resolution of the Board, or on the interpretation of the rules of the Board.

19.2 If a Member persists in a breach of section 19.1 after having been called to order by the Chair, the Chair shall without debate put the question, "Shall the member be ordered to leave for the rest of the meeting?"

19.3 If the Board votes in the affirmative, the Chair shall order the Member to leave for the rest of the meeting.

19.4 If the Member apologizes, the Chair, with the approval of the Board, may permit the Member to return to the meeting.

20. RULES OF DEBATE AT THE BOARD

20.1 Before speaking to a question or motion, every Member will first receive recognition from the Chair and then the Member will address the Chair.

- (a) When two or more Members wish to speak, the Chair will designate the Member who, in his or her opinion, first requested to speak as the Member who speaks first.
- (b) For each matter under consideration, the Chair will maintain a list of Members who have requested to speak and will designate Members to speak in accordance with that list.

- (c) No Member will speak more than once until every Member who wishes to speak has done so.
  - (d) A Member may speak more than once on the same matter.
- 20.2 When a Member is speaking, no other Member will interrupt him or her except to raise a point of order.
- 20.3 Any Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.
- 20.4 A Member may ask a question only for the purpose of obtaining information relating to the matter then under discussion.
- 20.5 Questions may only be asked of:
- (a) a Member who has already spoken on the matter under discussion;
  - (b) the Chair;
  - (c) an official of the Toronto Police Service or the City of Toronto Legal Division and Board staff; and
  - (d) any other person in attendance who may be able to assist the Board.
- 20.6 The following matters may be introduced by Members at a meeting of the Board without written notice and without the consent of the Board:
- (a) a point of order or procedure;
  - (b) a motion to suspend or not follow a rule of procedure;
  - (c) a motion to adjourn the meeting;
  - (d) a motion that the vote on a matter be taken; and
  - (e) other motions of a purely procedural nature.

## 21. VOTING

- 21.1 The Chair will ensure that all Members who wish to speak on a matter have spoken and that the Members are ready to vote and will then put the matter to a vote.
- 21.2 Every Member present at a meeting of the Board when a question is put will vote on the question, unless legally prohibited, in which case the fact of the prohibition will be recorded in the Minutes of the meeting.

- 21.3 The matter put to a vote will be in the form of a motion addressing the matter then under consideration.
- 21.4 Any Member may propose a motion in writing on the matter then under consideration and submit it to the Board Administrator who will receive it.
- 21.5 If there is more than one motion with respect to a matter, the Board Administrator will receive all motions and read the various motions to the Members prior to the vote being taken.
- 21.6 When a vote is taken, and a Member requests a Recorded Vote, the Board Administrator will record each Member's vote, and a failure to vote by a Member will be deemed to be a negative vote.
- 21.7 Any motion on which there is an equality of votes will be deemed to be lost.

## 22. RECONSIDERATIONS

- 22.1 Subject to section 22.2, after any matter has been decided, any Member may move a motion for reconsideration of the matter.
- 22.2 In the case of a Recorded Vote, after any matter has been decided, any Member who voted with the majority may move a motion for a reconsideration of the matter.
- 22.3 No discussion of the matter will occur until the motion for reconsideration is carried.

## 23. POINTS OF ORDER AND PROCEDURE

- 23.1 Subject to being overruled by a majority vote of the Members, which vote will be taken without debate, the Chair
  - (a) will maintain order and preserve decorum of the meeting;
  - (b) will rule upon points of order and points of procedure without debate or comment, other than to state the applicable rule;
  - (c) will rule as to whether a motion or proposed amendment is in order or out of order; and
  - (d) may call a Member to order.
- 23.2 When a Member raises a point of order or procedure, he or she will ask leave of the Chair to do so, and after leave is granted, will state the point of order to the Chair and request the Chair's ruling on the point.
- 23.3 A Member may further address the Chair on the same point of order or procedure for the purpose of appealing to the Board from the Chair's decision.

- 23.4 If no Member appeals, the decision of the Chair will be final.
  - 23.5 The Board, if appealed to, will decide the question without debate and its decision will be final.
  - 23.6 Whenever any point of order or point of procedure is raised by a Member, it will be immediately taken into consideration and ruled upon by the Chair, and subject to appeal in accordance with section 23.3, the Chair's ruling is final.
  - 23.7 When the Chair considers that the integrity of the Chief of Police or other official has been impugned or questioned by a Member, the Chair may permit the Chief or other official to make a statement to the Board on the matter.
24. BY-LAWS
- 24.1 Every by-law when introduced, will be in typewritten form and will contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act, and will be complete with the exception of the number and the date of the by-law.
  - 24.2 Every by-law which has been passed by the Board will be numbered, dated and signed by the Chair and Executive Director, and will be filed in the Board office.
25. RECORDING DEVICES
- 25.1 The use of cameras, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for recording the proceedings of a meeting by Members of the public, including the news media, must be used in accordance with the directions of the Board.
26. AMENDMENTS TO BY-LAW
- 26.1 To pass a motion to amend or repeal this By-law requires a two-thirds vote of Members present.
  - 26.2 The Board will only consider amendments or repeal of this By-law at a Board meeting if a previous regular Board meeting received notice of the proposed amendment or repeal.
27. ADMINISTRATION
- 27.1 That By-law No 107 is hereby repealed.
  - 27.2 This By-law will come into force upon the date immediately following the Board meeting at which it is enacted.

28. **EFFECTIVE DATE**

This by-law is hereby enacted by the Toronto Police Services Board on this xx day of xxxxxxx, 2017.

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Chair

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Executive Director



## Toronto Police Services Board Report

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January 31, 2017

To: Chair and Members  
Toronto Police Services Board

From: Mark Saunders  
Chief of Police

**Subject: Special Constable Appointment**

### **Recommendation(s):**

It is recommended that the Board approve the appointment of the individuals listed in this report as special constables for the Toronto Community Housing Corporation and 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 Board is authorized to appoint and re-appoint special constables, subject to the approval of the Minister of Community Safety and Correctional Services. Pursuant to this authority, the Board now has agreements with the University of Toronto (U of T), Toronto Community Housing Corporation (T.C.H.C.) and Toronto Transit Commission (T.T.C.) governing the administration of special constables (Min. Nos. P571/94, P41/98 and P154/14 refer).

The Service has received a request from the Toronto Community Housing Corporation and the University of Toronto to appoint the following individuals as special constables:

Table 1 Name of Agency and Special Constable Applicant

<b>Agency</b>	<b>Name</b>
Toronto Community Housing Corporation	Tuan- Kiet DOAN (New Appointment)
Toronto Community Housing Corporation	Damali Akua FEDEE (New Appointment)
Toronto Community Housing Corporation	Dominic KHAN (New Appointment)
Toronto Community Housing Corporation	Yu Tung Jeffrey LEUNG (New Appointment)
Toronto Community Housing Corporation	Bernard MIGUEL (New Appointment)
Toronto Community Housing Corporation	Amandip SIDHU (New Appointment)
University of Toronto St. George Campus	Joseph EDWARDS (New Appointment)
University of Toronto St. George Campus	Gagandeep SINGH (New Appointment)

**Discussion:**

The 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 their respective properties within the City of Toronto.

The agreements between the Board and each agency require that background investigations be conducted on all of the individuals who are being recommended for appointment or 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 Toronto Community Housing Corporation has advised the Service that the above individuals satisfy all of the appointment criteria as set out in their agreement with the Board. The agency approved strength and current complement is indicated below:

Table 2 Name of Agency, Approved Strength and Current Number of Special Constables

<b>Agency</b>	<b>Approved Strength</b>	<b>Current Complement</b>
Toronto Community Housing Corporation	112	93
University of Toronto, St. George Campus	50	30

**Conclusion:**

The Toronto Police Service continues to work together in partnership with the agencies to identify individuals who may be appointed as special constables who will contribute positively to the safety and well-being of persons engaged in activities on T.T.C., T.C.H.C. and U of T properties within the City of Toronto.

Deputy Chief of Police, James Ramer, Specialized Operations Command, will be in attendance to answer any questions that the Board may have with respect to this report.

Respectfully submitted,

Mark Saunders, O.O.M.  
Chief of Police



## Toronto Police Services Board Report

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January 31, 2017

To: Members  
Toronto Police Services Board

From: Andy Pringle  
Chair

**Subject: Delegation to Consider Delay Applications – Pursuant to Section 34 of the Police Services Act – Year 2017**

**Recommendation(s):**

It is recommended that:

- (1) the Board invoke section 34 of the *Police Services Act* and delegate its authority to consider delay applications during the year 2017 to the Chair, Vice-Chair Chin Lee, Dr. Dhun Noria and Ms. Marie Moliner; and
- (2) any delay applications submitted to the Board in 2017 will be considered, at a minimum, by three of the four members delegated the authority to consider delay applications on behalf of the Board and, when possible, all four members.

**Financial Implications:**

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

**Background/Purpose:**

A “delay application” is a term commonly used to refer to an application that is made by a chief of police under subsection 83(17) of the *Police Services Act* (the “Act”) to seek approval of a police services board to serve a notice of disciplinary hearing on an officer as the result of a complaint once more than six months have passed from the dates specified in the Act.

In 2015, the Board agreed to invoke section 34 of the Act which provides a police services board with the ability to delegate its authority under the Act to two or more of its members. The Board made this decision in order to establish consistency in the manner in which the Board considered delay applications submitted by the Chief and,

given, in that case, the delegation was for a specific period of time – the year 2015 - it gave the Board the ability to balance equitable sharing of responsibility among members with development of expertise through sustained involvement in this area of the Act.

The authority was delegated to the Chair and three specific members. The Board directed that any delay applications submitted by the Chief of Police in 2015 would be considered, at a minimum, by three of the four members delegated the authority to consider delay applications on behalf of the Board and, when possible, all four members (Min. Nos. P78/15 and P141/15 refer). Three delay applications were considered in 2015.

The Board agreed that for the year 2016, it would continue to invoke this section of the Act for the purpose of considering delay applications (Min. No. P313/15 refers). One delay application was considered in 2016.

### **Discussion:**

Once a delay application is submitted to the Board by the Chief it is imperative that it proceed as planned so as to avoid any further delay in the proceedings which would affect the police officers and, when applicable, the complainants. Given that the Board has a responsibility to ensure that its role in the proceedings does not contribute to a further delay, the delegation under section 34 of the Act has provided the Board greater flexibility with which to schedule meetings as soon as possible. And, the ability to consider a delay application with a minimum of three of the four designated members, reduces the likelihood of deferring a meeting if one member is unexpectedly unable to attend once it has been scheduled.

### **Conclusion:**

It is recommended that for the year 2017, the Board continue to consider delay applications in this manner and that:

- (1) the Board invoke section 34 of the Police Services Act and delegate its authority to consider delay applications during the year 2017 to the Chair, Vice-Chair Chin Lee, Dr. Dhun Noria and Ms. Marie Moliner; and
- (2) any delay applications submitted to the Board in 2017 will be considered, at a minimum, by three of the four members delegated the authority to consider delay applications on behalf of the Board and, when possible, all four members.

Respectfully submitted,

Andy Pringle  
Chair

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## Toronto Police Services Board Report

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February 7, 2017

To: Chair and Members  
Toronto Police Services Board

From: Mark Saunders  
Chief of Police

**Subject: Enterprise Licence Agreement and Professional Services Extension-Esri Canada LTD.**

### **Recommendation(s):**

It is recommended that the Toronto Police Services Board:

1. approve a three year extension of the Enterprise License Agreement for Geographic Information Systems' (G.I.S.) technology with Esri Canada Ltd. on a single source basis, commencing April 1, 2017 and ending March 31, 2020;
2. approve the use of Esri Canada Ltd. to continue to provide the Toronto Police Service with professional services for any required configuration, verification, integration, and regular reviews to ensure the optimal use of G.I.S. technology; and
3. 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 total value of the three year Enterprise Licence Agreement with Esri Canada Ltd. (Esri) is \$677,435, including applicable taxes. These funds are provided for in the Toronto Police Service's (T.P.S.) 2017 operating budget. The associated costs will be included in the budget process for each subsequent year of the agreement. Professional services from Esri may also be required from time to time. The cost of these services are in addition to the license cost. The amount that would be expended on professional services cannot be estimated at this time, but are not expected to exceed \$100,000 in any given year.

## **Background / Purpose:**

In November 2013, the T.P.S. entered into a three year Enterprise Licence Agreement with Esri Canada Ltd., for the use of the Esri G.I.S. suite of tools which includes: desktop mapping, server applications and extensions for analysis. Esri is the sole Canadian provider of licences for this suite of products which is the industry leader for use in law enforcement. Esri G.I.S. technology is also used by the City of Toronto.

Since entering into the agreement with Esri, the T.P.S. has delivered extensive training to members of the Service, allowing us to fully utilize the product. Esri's G.I.S. suite of technology has been integral to the vision laid out by the Transformational Task Force (T.T.F.) recommendations and initiatives, including: demand and workload modelling, territory optimization, the Enterprise Business Intelligence (E.B.I.) project, Open Data for Change, the T.P.S. app, Community Asset Portal, and publically available T.P.S. data. The Esri suite of tools has provided the foundation to provide access to real-time data, analysis and geographic based information that supports operational and strategic planning.

The current agreement with Esri ends on March 31, 2017. The purpose of this report is to request Board approval for a three year extension to this agreement. Continued use of this technology will support the availability of timely and accurate information to front-line members, Command and members of the public. The technology and services provided to date by Esri have been aligned with current and anticipated needs for modernization and continued provision of their services for configuration, verification and review are imperative to fulfilling T.P.S. goals.

## **Discussion:**

The T.P.S. understands the strategic value of information and evidence-based insight for all members of the organization and the public. The G.I.S. technology provided by Esri is foundational for public safety operations and management support. Continued use of this technology will allow the organization to be smarter by enhancing T.P.S. capacity to make informed decisions based on real-time data and analysis. Geographic representation of data supports the development of operational and strategic planning based on neighbourhoods, wards and divisional boundaries within the City of Toronto. Members of the public and partners of T.P.S. increasingly rely on map-based Esri tools for accessing information about their communities and T.P.S. is committed to enhancing the delivery of this service.

Esri G.I.S. technology has been integral to the support of the Service's modernization goals and the recommendations pertaining to transparency and the strategic use of information for operational decision making processes. Specifically, this technology is required to enable the implementation of recommendations that involve data analytics, evidence-based decision making, connected and neighbourhood officers, business intelligence, and open data. Esri G.I.S. technology is the mapping foundation for Versadex, the Service's records management system and has also been essential to

the development of the demand and workload modelling that will allow T.P.S. to optimize resources, a key component in the modernization of the Service.

T.P.S.'s partners at the City of Toronto (City) also use Esri G.I.S. technology for delivering internal and external access to map-based information and decision support. The T.P.S. will continue to work closely with its City partners to ensure alignment and identify opportunities for mutual benefits and efficiencies.

### **Conclusion:**

The T.P.S. has made a strategic investment in G.I.S. technology and related training in order to fully leverage its data and utilize geographic analysis to support operational decision making, inform the public and support modernization initiatives. Esri Canada is the sole Canadian provider of licences for this suite of products, and as such, the Service is recommending the approval of a three year extension of the Enterprise Licence Agreement.

Superintendent Frank Bergen, Strategy Management and Mr. Tony Veneziano, Chief Administrative Officer will be in attendance to answer any questions that the Board members may have regarding this report.

Respectfully submitted,

Mark Saunders, O.O.M.  
Chief of Police

File name: TPS ESRI GIS Enterprise License Agreement



## Toronto Police Services Board Report

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January 27, 2017

To: Chair and Members  
Toronto Police Services Board

From: Mark Saunders  
Chief of Police

**Subject: REQUEST FOR FUNDING FOR THE TORONTO POLICE SERVICE DIVISIONAL POLICING SUPPORT UNIT, ANNUAL DAY OF PINK**

### **Recommendation(s):**

It is recommended that;

- 1) The Board approve expenditures not to exceed \$5,000 from the Board's Special Fund to cover expenses incurred for the Toronto Police Service, Divisional Policing Support Unit, Day of Pink event, and;
- 2) The Board approve the request to include the Day of Pink as an annual event, which will be included in the Annual Board Report – Community Events Funded by the Special Fund, henceforth.

### **Financial Implications:**

Funding to cover the costs of this project would be drawn from the Board's Special Fund and would not exceed \$5000.00.

### **Background / Purpose:**

Toronto has the third largest L.G.B.T.Q. community in North America. Results from a national survey of Canadian high school students emphasize the importance of an anti-bullying initiative. L.G.B.T.Q. youth continue to be among the most marginalized youth in the City of Toronto. Some lack support from their families, face a high risk of conflict with the law and developing substance abuse issues at a very early stage in life and are more likely to attempt suicide than straight youth.

International Day of Pink was started in Nova Scotia when 2 straight high school students saw a gay student wearing a pink shirt being bullied. The two students intervened, but wanted to do more to prevent homophobic and transphobic bullying. They decided to purchase pink t-shirts and a few days later got everyone at school to arrive wearing pink, standing in solidarity.

For the past 3 years, the Toronto Police Service Divisional Policing Support in partnership with the Toronto District School Board has been recognizing International Day of Pink. Three different high schools from across the city have participated in this event. All three events have included various guest speakers to tell their story of being bullied as well as various performances by students at the schools. The L.G.B.T.Q. Internal Support Network also show their anti-bullying video, the most recent being “Speak Up! Stop. Bullying. Now”.

**Discussion:**

The Toronto Police Service, Divisional Policing Support Unit will continue to partner with the Toronto District School Board for the annual Day of Pink which will bring together L.G.B.T.Q. Toronto Police Officers along with their allies, and L.G.B.T.Q. students and their allies to bring attention to homophobic and transphobic bullying. It will also show that as a service and a community we stand in solidarity and take a stand against bullying.

The Toronto Police Service Day of Pink 2017 event will be held on Wednesday, April 12, 2017 at Agincourt Collegiate Institute located at 2126 Midland Ave, Scarborough. There will be approximately 1200 students and teachers in attendance along with senior officers and members from across the service. The event is in its early stages of preparation but organizers are working with the “You Can Play” organization to partner with a Canadian Olympian to be the keynote speaker.

The budget below will assist in partnership with the Toronto District School Board with the Day of Pink event. Educational materials (i.e. posters, resource kits, etc.) will assist on the day of, as well as, for ongoing outreach and presentations in various schools across Toronto to further address L.G.B.T.Q. Bullying and Hate Crime.

Annual Day of Pink Budget

Speakers	\$ 1000
Refreshments	\$ 500
Decorations	\$ 1500
Educational Material	\$ 2000
<b>Total:</b>	<b>\$ 5000</b>

**Conclusion:**

It is therefore recommended that the Board approve expenditures not to exceed \$5,000.00 from the Board’s Special Fund to cover expenses incurred for the Toronto Police Service Annual Day of Pink event. Any funds not utilized will be returned to the Board.

Respectfully submitted,

Mark Saunders, O.O.M.  
Chief of Police



## Toronto Police Services Board Report

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January 24, 2017

To: Members  
Toronto Police Services Board

From: Andy Pringle  
Chair

**Subject: City of Toronto Council Decision – Update on Member Motion: 9-1-1 Texting**

**Recommendation(s):**

It is recommended that the Board request the Chief to provide an update on the status of Next Generation 9-1-1 in conjunction with the Member Motion regarding the possibility of introducing 9-1-1 texting.

**Financial Implications:**

There are no financial implications arising from the Board's consideration of this report.

**Background/Purpose:**

At its meeting on December 13, 14 and 15, 2016, City Council adopted a report from the Executive Committee which recommended that City Council receive a report from the Toronto Police Services Board containing a response to a Member Motion regarding 9-1-1 texting.

Council's decision and the complete report are available at this link: [Agenda Item History - 2016.EX20.37](#)

**Discussion:**

At its meeting on September 15, 2016, the Board was in receipt of a City Council decision arising from a Member Motion which recommended that the Board review the possibility of introducing 9-1-1 texting. The Board referred the decision to the Chief of Police and requested that, as part of the report recommending approval of the capital program, the Chief include a summary of the status of Next Generation 911 (Min. No. P219/16 refers). The Board also advised City Council, via the Executive Committee, about the request made to the Chief.

**Conclusion:**

Given that the Toronto Police Service 2017-2026 capital program was considered by the Board at its meeting on October 20, 2016 (Min. No. P244/16 refers), it is recommended that the Board request the Chief to provide an update on the status of Next Generation 9-1-1 in conjunction with the Member Motion regarding the possibility of introducing 9-1-1 texting.

Respectfully submitted,

Andy Pringle  
Chair

x:city\_of\_toronto\_council\_911texting



## Toronto Police Services Board Report

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February 16, 2017

To: Chair and Members  
Toronto Police Services Board

From: Mark Saunders  
Chief of Police

**Subject: Annual Report: 2016 Statistical Report Municipal Freedom of Information and Protection of Privacy Act**

### **Recommendation(s):**

It is recommended that:

- 1) the Board receive the 2016 Municipal Year-End Statistical Report, Information and Privacy Commissioner of Ontario, Canada; and
- 2) the Board forward a copy of this report to the Ontario Information Privacy Commission.

### **Financial Implications:**

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

### **Background / Purpose:**

The purposes of the *Municipal Freedom of Information and Protection of Privacy Act (Act)* are to:

1. provide a right of access to information under the control of institutions; and
2. protect the privacy of individuals with respect to personal information about themselves held by institutions and to provide individuals with a right of access to that information.

Access to information requests which are received by the Toronto Police Service (Service) are processed by the Access and Privacy Section (A.P.S.) of Records Management Services (R.M.S.).

The Service is legislated to provide the Information and Privacy Commissioner of Ontario (I.P.C.) this statistical report annually. At its meeting held on September 23, 2004, the Toronto Police Services Board (Board) approved the motion that the Chief of Police adopt the practice of submitting the Year-End Statistical Report for the Information and Privacy Commission to the Board each year and that the Board forward the report to the I.P.C. (Min. No. P284/04 refers).

## Discussion:

In 2016, A.P.S. received 5,973 requests for access to information held by the Service in accordance with the *Act*. This represented an increase of 279 requests (4.8% increase) when compared to the 5,698 received in 2015. Due to the volume of requests received throughout 2016, there remain 1,429 requests that will be carried over into 2017 for processing.

Over the past 10 years, A.P.S. has been receiving an ever increasing number of requests for information under the provisions of the *Act*. The chart below illustrates those increases and highlights that since 2007 the number of requests being received by the Service has risen from 3,205 in 2007 to 5,973 in 2016, for an increase of 86.4%.

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Requests	3,205	3,445	3,797	4,433	4,867	5,172	5,253	5,671	5,698	5,973
Percent Change		7.5%	10.2%	16.8%	9.8%	6.3%	1.6%	8.0%	0.5%	4.8%

In addition to the new requests, the Service received 4 correction requests, processed 3 Statements of Disagreements in accordance with Section 36(2) of the *Act* and received 41 appeals submitted to the I.P.C.

In accordance with the *Act*, a requestor has the right to appeal the Service's decision to the I.P.C. This commences a mediation process between the Service's assigned Analyst and a Mediator from the I.P.C. which can occur over the period of several months or years. This process may involve further searches being conducted, additional consultation with subject experts and rendering a new access decision to resolve mediation issues. If the appellant is not satisfied with the outcome of the mediation, the appeal may proceed to the adjudication stage.

In 2016, there were 14 appeals which proceeded to the adjudication stage of which 8 cases upheld the decision of the A.P.S. Analyst. This process requires the Analyst to conduct research regarding the remaining issues to find relevant and recent Orders by the I.P.C. which support the access decision, and to compose a formal response report within a defined timeline set by the I.P.C. for them to consider in their issuance of a final Order.

## Compliance

During the Board meeting held on September 23, 2004 (Min. No. P284/04 refers), the Board approved the following motion:

*THAT recommendation #2 be approved with the following amendment: "...with the objective of achieving a much higher rate of compliance for the balance of 2004 and a minimum 80% compliance rate in 2005";*

The 2016 yearly compliance rate for requests completed within the mandated 30 calendar day period was 55.9%. However, this rate fluctuates throughout the calendar year as shown in the chart below.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	38.5	49.1	53.6	61.8	64.1	55.7	51.5	63.9	59.9	52.5	64.9	64.1

When comparing the previous years, the following chart illustrates the annual compliance rates between 2007 and 2016.

2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
79.1	74.1	77.1	77.0	75.94	58.3	64.74	51.69	59.8	55.9

Throughout 2016, 5,390 requests were completed by staff. Of this volume, 940 were requests that had been pending from previous years.

## Consultations / Privacy Complaints

The Access and Privacy Coordinator is responsible for responding to consultations from external agencies. Such agencies include, but are not limited to, other police services, the Canada Border Services Agency, Correctional Service Canada, Department of Justice and the Ministry of Community Safety and Correctional Services. The process is very similar to completing an access to information request; however these requests are not captured in the statistical report. The Service received 80 consultations throughout 2016, a decrease from 92 in 2015.

The Access and Privacy Coordinator is also responsible for investigating privacy complaints that have been reported to the I.P.C. The Coordinator gathers all background information, engages with involved business units or other necessary stakeholders, analyzes the findings and composes a formal response to the I.P.C. for their review and ultimate decision. In 2016, the Service received 2 privacy complaints, which is a decrease from 5 in 2015; however there were an additional 2 ongoing complaints from previous years.

## Key Highlights/Issues/Challenges

As discussed in last year's statistical report to the Board at its February 24, 2016 meeting (Min. No. P40/2016 refers), current legislation stipulates a 30 calendar day response time, which is challenging in a policing environment. The province of British Columbia has a different standard and defines 30 business days in their legislation. A.P.S. will continue discussions with the I.P.C. and the Freedom of Information Police Network to explore options moving towards the 30 business day requirement.

As reported previously, insufficient staffing levels within A.P.S. and the increase to the number of requests continue to be an issue in the ability to meet the 30 calendar day compliance rate. This is further compounded by the complexity of the requests that are now being made. Such requests include unique record types which require more in-depth processing such as in-car camera, body-worn camera, media and statistical requests; all of which require the involvement of other business units such as Finance and Business Management, Strategy Management and other units within Operational Support Services.

## I.P.C. Reporting Requirements

In the I.P.C. Annual Report, requests received are divided into two categories, based on the type of requests; Personal Information and General Records. These two categories are further separated by source of requests (e.g. Individual/Public, Business and Media etc.). There was an increase in both categories in 2016; personal requests increased by 249 (5.2%) from 4,781 to 5,030 and general requests (e.g. Procedure, Statistics, etc.) increased by 37 (4.1%) from 906 to 943.

As required by the I.P.C.'s office, disclosures of requests are divided into three sections; information released in full, information released in part or information not released.

Due to the nature of police records, A.P.S. routinely discloses records, in part, in order to protect the privacy interests of third parties (removing personal identifiers from the records). Additionally, access to Service records - directly relating to officer safety, matters currently under investigation and/or before the courts are, on average, denied in full.

As the disclosure of records through the access to information process is strictly governed by the Act, the application of Section 8 (Law Enforcement) and Section 14 (Personal Privacy) continue to be the most commonly used exemptions prohibiting access to police records. These sections are referenced in Appendix A.

**Conclusion:**

The 2016 Annual Statistical Report has been prepared in accordance with the guidelines stipulated by the I.P.C. and is to be submitted to the I.P.C. by February 28th, 2017.

Acting Deputy Chief Richard Stubbings, Operational Support Command, will be in attendance to answer any questions that the Board may have regarding this report.

Respectfully submitted,

Mark Saunders, O.O.M.  
Chief of Police

## APPENDIX A

For the Board's reference, Section 8 of the Act states:

### Law enforcement

*8.(1) A head may refuse to disclose a record if the disclosure could reasonably be expected to,*

*(a) interfere with a law enforcement matter;*

*(b) interfere with an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result;*

*(c) reveal investigative techniques and procedures currently in use or likely to be used in law enforcement;*

*(d) disclose the identity of a confidential source of information in respect of a law enforcement matter, or disclose information furnished only by the confidential source;*

*(e) endanger the life or physical safety of a law enforcement officer or any other person;*

*(f) deprive a person of the right to a fair trial or impartial adjudication;*

*(g) interfere with the gathering of or reveal law enforcement intelligence information respecting organizations or persons;*

*(h) reveal a record which has been confiscated from a person by a peace officer in accordance with an Act or regulation;*

*(i) endanger the security of a building or the security of a vehicle carrying items, or of a system or procedure established for the protection of items, for which protection is reasonably required;*

*(j) facilitate the escape from custody of a person who is under lawful detention;*

*(k) jeopardize the security of a centre for lawful detention; or*

*(l) facilitate the commission of an unlawful act or hamper the control of crime. R.S.O. 1990, c. M.56, s 8 (1); 2002, c. 18, Sched. K, s. 14 (1).*

### **Idem**

*(2) A head may refuse to disclose a record,*

*(a) that is a report prepared in the course of law enforcement, inspections or investigations by an agency which has the function of enforcing and regulating compliance with a law;*

*(b) that is a law enforcement record if the disclosure would constitute an offence under an Act of Parliament;*

*(c) that is a law enforcement record if the disclosure could reasonably be expected to expose the author of the record or any person who has been quoted or paraphrased in the record to civil liability; or*

*(d) that contains information about the history, supervision or release of a person under the control or supervision of a correctional authority. R.S.O. 1990, c. M.56, s. 8 (2); 2002, c. 18, Sched. K, s. 14 (2).*

### **Refusal to confirm or deny existence of record**

*(3) A head may refuse to confirm or deny the existence of a record to which subsection (1) or (2) applies. R.S.O. 1990, c. M.56, s. 8 (3).*

### **Exception**

*(4) Despite clause (2) (a), a head shall disclose a record that is a report prepared in the course of routine inspections by an agency that is authorized to enforce and regulate compliance with a particular statute of Ontario. R.S.O. 1990, c.M.56, s.8 (4).*

### **Idem**

*(5) Subsections (1) and (2) do not apply to a record on the degree of success achieved in a law enforcement program including statistical analyses unless disclosure of such a record may prejudice, interfere with or adversely affect any of the matters referred to in those subsections. R.S.O. 1990, c. M.56, s. 8 (5).”*

Further, Section 14 of the Act states:

### **“Personal privacy**

- 14.(1) A head shall refuse to disclose personal information to any person other than the individual to whom the information relates except,*
- (a) upon the prior written request or consent of the individual, if the record is one to which the individual is entitled to have access;*
  - (b) in compelling circumstances affecting the health or safety of an individual, if upon disclosure notification thereof is mailed to the last known address of the individual to whom the information relates;*
  - (c) personal information collected and maintained specifically for the purpose of creating a record available to the general public;*
  - (d) under an Act of Ontario or Canada that expressly authorizes the disclosure;*
  - (e) for a research purpose if,*
    - (i) the disclosure is consistent with the conditions or reasonable expectations of disclosure under which the personal information was provided, collected or obtained,*
    - (ii) the research purpose for which the disclosure is to be made cannot be reasonably accomplished unless the information is provided in individually identifiable form, and*
    - (iii) the person who is to receive the record has agreed to comply with the conditions relating to security and confidentiality prescribed by the regulations; or*
  - (f) if the disclosure does not constitute an unjustified invasion of personal privacy.*
- R.S.O. 1990, c. M.56, s. 14 (1).*

### **Criteria re invasion of privacy**

*(2) A head, in determining whether a disclosure of personal information constitutes an unjustified invasion of personal privacy, shall consider all the relevant circumstances, including whether,*

- (a) the disclosure is desirable for the purpose of subjecting the activities of the institution to public scrutiny;*
- (b) access to the personal information may promote public health and safety;*
- (c) access to the personal information will promote informed choice in the purchase of goods and services;*
- (d) the personal information is relevant to a fair determination of rights affecting the person who made the request;*
- (e) the individual to whom the information relates will be exposed unfairly to pecuniary or other harm;*
- (f) the personal information is highly sensitive;*
- (g) the personal information is unlikely to be accurate or reliable;*
- (h) the personal information has been supplied by the individual to whom the information relates in confidence; and*
- (i) the disclosure may unfairly damage the reputation of any person referred to in the record. R.S.O. 1990, c. M.56, s. 14 (2).*

### **Presumed invasion of privacy**

*(3) A disclosure of personal information is presumed to constitute an unjustified invasion of personal privacy if the personal information,*

- (a) relates to a medical, psychiatric or psychological history, diagnosis, condition, treatment or evaluation;*
- (b) was compiled and is identifiable as part of an investigation into a possible violation of law, except to the extent that disclosure is necessary to prosecute the violation or to continue the investigation;*
- (c) relates to eligibility for social service or welfare benefits or to the determination of benefit levels;*
- (d) relates to employment or educational history;*
- (e) was obtained on a tax return or gathered for the purpose of collecting a tax;*
- (f) describes an individual's finances, income, assets, liabilities, net worth, bank balances, financial history or activities, or creditworthiness;*
- (g) consists of personal recommendations or evaluations, character references or personnel evaluations; or*

*(h) indicates the individual's racial or ethnic origin, sexual orientation or religious or political beliefs or associations. R.S.O. 1990, c. M.56, s. 14 (3).*

**Limitation**

*(4) Despite subsection (3), a disclosure does not constitute an unjustified invasion of personal privacy if it,*

*(a) discloses the classification, salary range and benefits, or employment responsibilities of an individual who is or was an officer or employee of an institution;*

*(b) discloses financial or other details of a contract for personal services between an individual and an institution; or*

*(c) discloses personal information about a deceased individual to the spouse or a close relative of the deceased individual, and the head is satisfied that, in the circumstances, the disclosure is desirable for compassionate reasons. R.S.O. 1990, c. M.56, s. 14 (4); 2006, c. 19, Sched. N, s. 3 (2).*

**Refusal to confirm or deny existence of record**

*(5) A head may refuse to confirm or deny the existence of a record if disclosure of the record would constitute an unjustified invasion of personal privacy. R.S.O. 1990, c. M.56, s. 14 (5)."*



# Municipal Year-End Statistical Report

## Information and Privacy Commissioner of Ontario, Canada

Reporting Year: \_\_\_\_\_ Date Report Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YY

All institutions must return a report to the Office of the Information and Privacy Commissioner (IPC). If no formal written requests for access to records or requests for correction of records of personal information were received, your institution must still complete and return Sections 1 and 2. Institutions that do not file a report will be noted in the IPC Annual Report.

Reporting online is quick and easy. Please email [statistics@ipc.on.ca](mailto:statistics@ipc.on.ca) to obtain your username and password. **2013 is the final year that the IPC will accept statistical reports by mail or fax.**

### SECTION 1: IDENTIFICATION

1.1 Name of Institution Toronto Police Service

**Head of Institution**

Contact Person/Title Andrew Pringle

Email Address Andrew.Pringle@tpsb.ca

**Management Contact**

Contact Person/Title Don Bevers

Email Address Donald.Bevers@torontopolice.on.ca

**Primary Contact**

Contact Person/Title Julie Chollet

Email Address Julie.Chollet@torontopolice.on.ca

Phone No. ( 416 ) 808-7848 Fax No. ( 416 ) 808-1857

Mailing Address 40 College Street, 4th Floor, Toronto, Ontario

Postal Code M5G 2J3

1.2	Your institution is: (check one)	Separate reports must be filed for each municipality, board, etc.			
	Municipal Corporation <input type="checkbox"/>		Board:	School <input type="checkbox"/>	Local Roads <input type="checkbox"/>
	Conservation Authority <input type="checkbox"/>			Public Library <input type="checkbox"/>	Planning <input type="checkbox"/>
	Electricity Corporation <input type="checkbox"/>			Health <input type="checkbox"/>	Police Services <input checked="" type="checkbox"/>
	Transit Commission <input type="checkbox"/>			Local Services <input type="checkbox"/>	
	Other Agency, Board, Commission, Corporation or other body designated in the regulations (specify institution type): <input type="checkbox"/>				
	_____				

## SECTION 2: INCONSISTENT USE OF PERSONAL INFORMATION

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

If your institution received:

- No formal written requests for access or correction → please complete and return pages 1 and 2. Thank you.
- Formal written requests for access to records → please continue to Section 3.1
- Requests for correction of records of personal information only → please complete Section 11 at the back of the report

This report can be completed online at <https://statistics.ipc.on.ca> or the completed report can be faxed to us at (416) 325-9195 or mailed to the Office of the Information and Privacy Commissioner of Ontario, Canada, 2 Bloor St. E., Suite 1400, Toronto, ON M4W 1A8.

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

Enter the number of requests that fall into each category.

	Personal Information	General Records
3.1 New requests received during the reporting year		
3.2 TOTAL NUMBER OF REQUESTS COMPLETED for the reporting year		

### SECTION 4: SOURCE OF REQUESTS

Enter the number of requests you completed from each source.

	Personal Information	General Records
4.1 Individual/Public		
4.2 Individual by Agent NEW <i>Optional for 2013, Mandatory for 2014</i>		
4.3 Business		
4.4 Academic/Researcher		
4.5 Association/Group		
4.6 Media		
4.7 Government (All Levels)		
4.8 Other		
4.9 TOTAL REQUESTS (Add boxes 4.1 to 4.8 = box 4.9)		

Box 4.9 MUST BE EQUAL TO Box 3.2

### SECTION 5: TIME TO COMPLETION

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

How many requests were completed in:

	Personal Information	General Records
5.1 30 days or less		
5.2 31–60 days		
5.3 61–90 days		
5.4 91 days or longer		
5.5 TOTAL REQUESTS (Add boxes 5.1 to 5.4 = box 5.5)		

Box 5.5 MUST BE EQUAL TO Box 3.2

## SECTION 6: COMPLIANCE WITH THE ACT

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

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

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

### A. No Notices Issued

	Personal Information	General Records					
6.1	Number of requests completed within the statutory time limit (30 days) where neither a Notice of Extension (s.20(1)) nor a Notice to Affected Person (s.21(1)) were issued.		<table border="1"> <thead> <tr> <th>Personal Information</th> <th>General Records</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Personal Information	General Records		
Personal Information	General Records						
6.2	Number of requests completed in excess of the statutory time limit (30 days) where neither a Notice of Extension (s.20(1)) nor a Notice to Affected Person (s.21(1)) were issued.						
6.3	<b>TOTAL</b> (Add boxes 6.1 + 6.2 = box 6.3)						

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

	Personal Information	General Records					
6.4	Number of requests completed within the time limit permitted under both the Notice of Extension (s.20(1)) and the Notice to Affected Person (s.21(1)).		<table border="1"> <thead> <tr> <th>Personal Information</th> <th>General Records</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Personal Information	General Records		
Personal Information	General Records						
6.5	Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.20(1)) and/or the time limit permitted by the Notice to Affected Person (s.21(1)).						
6.6	<b>TOTAL</b> (Add boxes 6.4 + 6.5 = box 6.6)						

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

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

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

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

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

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

**SECTION 6a: CONTRIBUTING FACTORS**

Please outline any factors which may have contributed to your institution not meeting the statutory time limit.  
 If you anticipate circumstances that will improve your ability to comply with the Act in the future, please provide details in the space below.

## SECTION 7: DISPOSITION OF REQUESTS

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

	Personal Information	General Records
7.1 All information disclosed		
7.2 Information disclosed in part		
7.3 No information disclosed		
7.4 No responsive records exist <b>NEW</b> <i>Optional for 2013, Mandatory for 2014</i>		
7.5 Request withdrawn, abandoned or non-jurisdictional		
7.6 <b>TOTAL REQUESTS</b> (Add boxes 7.1 to 7.5 = box 7.6)		

Box 7.6 MUST BE GREATER THAN OR EQUAL TO Box 3.2.

## SECTION 8: EXEMPTIONS & EXCLUSIONS APPLIED

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

	Personal Information	General Records
8.1 Section 6 — Draft Bylaws, etc.		
8.2 Section 7 — Advice or Recommendations		
8.3 Section 8 — Law Enforcement*		
8.4 Section 8(3) — Refusal to Confirm or Deny		
8.5 Section 8.1 — <i>Civil Remedies Act, 2001</i>		
8.6 Section 8.2 — <i>Prohibiting Profiting from Recounting Crimes Act, 2002</i>		
8.7 Section 9 — Relations with Governments		
8.8 Section 10 — Third Party Information		
8.9 Section 11 — Economic/Other Interests		
8.10 Section 12 — Solicitor-Client Privilege		
8.11 Section 13 — Danger to Safety or Health		
8.12 Section 14 — Personal Privacy (Third Party)**		
8.13 Section 14(5) — Refusal to Confirm or Deny		

- 8.14 Section 15 — Information Soon to be Published
- 8.15 Section 20.1 — Frivolous or Vexatious
- 8.16 Section 38 — Personal Information (Requester)
- 8.17 Section 52(2) — Act Does Not Apply\*\*\*
- 8.18 Section 52(3) — Labour Relations & Employment Related Records
- 8.19 Section 53 — Other Acts
- 8.20 TOTAL EXEMPTIONS (Add boxes 8.1 to 8.19 = box 8.20)


\*not including Section 8(3)  
 \*\*not including Section 14(5)  
 \*\*\* not including Section 52(3)

### SECTION 9: FEES

Did your institution collect fees related to requests for access to records?

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

Personal Information	General Records	TOTAL

- 9.2.1 Application fees collected

\$	\$	\$
----	----	----

- 9.2.2 Additional fees collected

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

\$	\$	\$
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- 9.3 TOTAL DOLLAR AMOUNT OF FEES WAIVED

\$	\$	\$
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### SECTION 10: REASONS FOR ADDITIONAL FEE COLLECTION

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

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

Personal Information	General Records	TOTAL

## SECTION 11: CORRECTIONS AND STATEMENTS OF DISAGREEMENT

Did your institution receive any requests to correct personal information?

- 11.1 Number of correction requests received
- 11.2 Correction requests carried forward from the previous year
- 11.3 Correction requests carried over to next year
- 11.4 TOTAL CORRECTIONS COMPLETED [(box 11.1 + box 11.2) – box 11.3 = box 11.4]

Personal Information

Box 11.4  
MUST  
EQUAL  
Box 11.9

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

- 11.5 Correction(s) made in whole
- 11.6 Correction(s) made in part
- 11.7 Correction requests refused
- 11.8 Correction requests withdrawn by requester
- 11.9 TOTAL (Add boxes 11.5 to box 11.8 = box 11.9)

Personal Information

Box 11.9  
MUST  
EQUAL  
Box 11.4

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

- 11.10 Number of statements of disagreement attached:

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

- 11.11 Number of notifications sent:

**Thank you for your co-operation.**



## Toronto Police Services Board Report

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January 3, 2017

To: Chair and Members  
Toronto Police Services Board

From: Mark Saunders  
Chief of Police

**Subject: Annual Report: 2016 Name Badges**

### **Recommendations:**

It is recommended that:

- (1) the Board receive the following report, and;
- (2) the Board approve the recommendation to discontinue this annual report.

### **Financial Implications:**

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

### **Background / Purpose:**

At its meeting held on November 14, 2012, the Board approved a new Board policy entitled *Name Badges* and requested that the Chief of Police provide an annual report to the Board concerning incidents of non-compliance with this policy and any actions taken to remedy such incidents (Min. No. P284 refers).

The purpose of this report is to provide the Board with the details about the incidents of non-compliance in 2016 and the remedies in those incidents.

### **Discussion:**

A member's requirement to wear the issued name badge is prescribed in Service Procedure 15-16 entitled *Uniform, Equipment and Appearance Standards*. Appendix H to that procedure, entitled *Wearing of Name Badges*, requires that the name badge shall be clearly visible and worn on the outermost garment with the only exception being

that a name badge is not required on rainwear.

A review of the Professional Standards Information System shows that there were two incidents of non-compliance in 2016. The details are as follows:

- An allegation that a uniform officer attending a course at the Toronto Police College was not wearing a name badge. The allegation was unsubstantiated.
- An allegation that a complainant was arrested by two officers who were not wearing their name badges. This complaint was screened out by the Office of the Independent Police Review Director as frivolous.

This report has been prepared annually since 2013 and a four year comparison is included below:

<b>Year</b>	<b>Substantiated</b>	<b>Unsubstantiated</b>	<b>Screened Out</b>	<b>Total</b>
2013	0	0	0	0
2014	1	1	0	2
2015	0	0	0	0
2016	0	1	1	2

**Conclusion:**

This report provides the Board with the details regarding the two incidents of non-compliance by Service members in 2016 with the requirement to wear name badges. This report also includes a four year comparison.

As serious misconduct is reported to the Board on the monthly Corporate Risk Management report, it is recommended that the submission of this annual report be discontinued.

Acting Deputy Chief Richard Stubbings, Operational Support Command, will be in attendance to answer any questions that the Board members may have regarding this report.

Respectfully submitted,

Mark Saunders, O.O.M.  
Chief of Police

MS:mr

File name: 2016namebadges.docx



## Toronto Police Services Board Report

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February 7, 2017

To: Chair and Members  
Toronto Police Services Board

From: Mark Saunders  
Chief of Police

**Subject: REQUEST FOR FUNDS: ANNUAL COMMUNITY EVENTS – 2017**

### **Recommendation:**

It is recommended that the Toronto Police Services Board (Board) approve this report.

### **Financial Implications:**

The Board Special Fund will be reduced by an additional \$4,500 from the previous year's annual funding request of \$93,000, for a total cost of \$97,500.00 Which is the total cost required to host the annual events listed in this report.

### **Background / Purpose:**

The Board at its meeting on July 22, 2010, granted standing authority to the Chair and the Vice Chair to approve expenditures from the Board's Special Fund for a total amount not to exceed \$10,000.00 per individual event for internal and community events annually hosted in whole or in part by the Board and the Service. The Standing Authority would only apply to events that are to be identified in a list which is provided to the Board for information at the beginning of each calendar year (Min. No. P208/10 refers).

This report provides the internal and community events that are scheduled to take place in 2017.

### **Discussion:**

One of the factors that make Toronto such a vibrant and dynamic city is the rich diversity of its people. This city is heralded as the most multicultural city in the world. Regardless of where people were born, or when they came to Canada, everyone reflects on their ethnic background or heritage.

The Board and the Toronto Police Service (Service) participate in and/or organize many community events and/or initiatives, both internally and externally throughout the year.

These events serve to optimize community/police engagement. They maintain and enhance collaborative and strategic community partnerships that are positive and constructive. This networking also serves to support the community, increases community engagement and public awareness, and also provides a unique opportunity for Service members and the public to join together and celebrate the diversity that makes Toronto a vibrant city.

The Board and the Service recognize the importance of engaging members of the community in various programs, initiatives, and events that provide opportunities to engage with our communities in positive ways. To demonstrate its commitment to community engagement, the Divisional Policing Support Unit (D.P.S.U) have been given the responsibility for coordinating all Service events hosted at Police Headquarters and other locations throughout the city during the year. These events are intended to promote positive relationships with our diverse communities and continued partnerships in these areas.

The annual community events coordinated by D.P.S.U. for which funding has been provided from the Special Fund are but not limited to:

- Black History Month
- Asian Heritage Month
- Board and Chief's Pride Reception
- National Aboriginal Day
- Caribbean Carnival Kick-Off Celebration and Float
- Annual Community Police Consultative Conference
- L.G.B.T.Q. Youth Justice Bursary Award
- International Francophone Day
- National Victims of Crime Awareness Week

## **2017 Events**

The following chart provides a list of annual events hosted/co-hosted by the Service that are scheduled to take place in 2017. The chart also provides a breakdown of the historical requests for funding for the years 2013 - 2016.

<b>DIVISIONAL POLICING SUPPORT UNIT EVENTS</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Black History Month Celebrations	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	<b>\$ 7,000.00</b>
Torch Run / Special Olympics	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	*\$10,000.00	\$ 5,000.00
United Way Campaign	\$10,000.00	\$10,000.00	\$ 10,000.00	\$ 10,000.00	\$10,000.00
Asian Heritage Month Celebrations	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	<b>\$ 6,000.00</b>
Board & Chiefs Pride Reception	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	<b>\$ 4,500.00</b>
Pride Parade Float**			\$ 4,000.00	\$ 4,000.00	<b>**4,500.00</b>
National Aboriginal Day Celebrations	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	<b>\$ 6,500.00</b>
LGBTQ Youth Justice Bursary Award	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Caribbean Carnival Kick-off Event & Float	\$10,000.00	\$10,000.00	\$ 10,000.00	\$ 10,000.00	\$10,000.00
Youth in Policing Initiative Luncheon	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	\$ 5,000.00	\$ 5,000.00
Annual Community Police Consultative Conference	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	<b>\$ 9,000.00</b>
Chief of Police Fundraising Gala/Victim Services Toronto	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Toronto Police Cricket Club		\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
International Francophonie Day	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	<b>\$ 6,000.00</b>
National Victims of Crime Awareness Month	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	<b>\$ 1,000.00</b>
Auxiliary Appreciation Ceremony	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	<b>\$ 4,000.00</b>
Volunteer Appreciation Night	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	<b>\$ 3,000.00</b>
<b>TOTAL</b>	<b>\$72,800.00</b>	<b>\$81,800.00</b>	<b>\$ 85,800.00</b>	<b>\$ 93,000.00</b>	<b>\$97,500.00</b>

*\*\* The request has been made for \$4,500 for the Pride Float. However at this time the executive Board of Pride Toronto has voted to exclude the Service's participation in the parade. The request is made in the event that this decision is reversed.*

*\*The Board accepted the Bank of Montreal's challenge to match funds donated to the Torch Run which resulted in an addition expenditure of \$5,000 in 2016 (Min. No. P96/10 refers).*

When establishing a budget for a particular community/cultural event, the areas taken into consideration are as follows:

- Venue
- Refreshments
- Printing Requirements
- Exhibits and Displays
- Speakers
- Entertainment
- Honorariums
- Transportation
- Incidentals

Since 2010, there has been no increase for the amount requested to host the annual community events. However, due to inflation, as well as a significant growth in participation and scope, the cost of successfully hosting these events have increased significantly. To offset the rising cost of hosting these events, the Service, with the assistance of our Consultative Committees, considers alternative sources of funding, as well as the assistance of very resourceful Liaison officers, who go beyond the call of duty in order to ensure successful outcomes. Even with in-kind donations from our community members and Service members, the financial needs required to host a number of these events are not being appropriately met. As a result, an increase in the amount allocated for some of these events is being requested for 2017.

Specifically, the Aboriginal Peacekeeping has been hosting the “National Aboriginal Day” event for several years and has reported challenges in meeting their budget and obtaining quality guest speakers. The event runs for the entire month of June, and the current year poses further challenges as they intend to include two more initiatives that will increase cost. The Initiatives are as follows;

- The “Missing and Murdered Indigenous Women” initiative
- The “Truth Reconciliation Calls to Action” which is a component of the Indian Residential School’s Settlement Agreement. The Indian Residential School’s Settlement Agreement is a mandate to inform all Canadians about the occurrences that took place at Indian Residential Schools.

The other events for which an increase has been requested have been highlighted on the chart for ease of reference. These events have experienced a growth in community participation and attendance which has resulted in additional catering costs, etc.

As per the Board Special Fund policy, any funds not utilized will be returned to the Board.

All of the above noted requests for funding from the Board’s Special Fund have been reviewed to ensure that they meet the criteria set out in the Board’s Special Fund Policy and that they are consistent with the following Service Priorities:

- Safe Communities & Neighbourhoods
- Economic Sustainability & Operational Excellence
- High Quality, Professional Service to the Community
- Focusing on individuals with distinct needs
- Focusing on Child and Youth safety
- Focusing on Violence against Women
- Delivering Inclusive Police Services

## **Conclusion:**

The Toronto Police Service is one of the largest municipal police law enforcement agencies in North America and is responsible for policing a vibrant multicultural city. Statistics Canada has estimated that Toronto's population has an annual growth rate of 0.2% and further, Toronto is home to 52.4% of all Greater Toronto Area immigrants and 36% of all immigrants living in Ontario. These facts add to the importance of our Service holding these events to have a welcoming outreach to our diverse residents that may not otherwise have an opportunity to interact with members of our Service.

D.P.S.U. continues to deliver strong community/police partnerships, based on mutual trust, respect, understanding and are essential for the safety and well-being of all members of our communities. The Board and the Service's participation in these events reinforce a continued commitment to working with our diverse communities and also aim to foster mutual respect and collaborative relationships.

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

Respectfully submitted,

Mark Saunders, O.O.M.  
Chief of Police

MS/DR/RB

Filename: Board Report - Request for Funds Annual Community Events 2017.doc

Next Meeting: Thursday, March 23, 2017  
1:00 PM