



The following *draft* Minutes of the meeting of the Toronto Police Services Board held on August 20, 2015 are subject to adoption at its next regularly scheduled meeting.

The Minutes of the meeting held on July 16, 2015 previously circulated in draft form, were approved by the Toronto Police Services Board at its meeting held on August 20, 2015 with the exception of Min. No. P183/15 pertaining to the 2014 Activities and Expenditures of the Consultative Committees which was amended. Details of the amendment are noted in Min. No. P183/15.

MINUTES OF THE PUBLIC MEETING of the Toronto Police Services Board held on **AUGUST 20, 2015** at 12:30 PM in the Auditorium, 40 College Street, Toronto, Ontario.

PRESENT:

- Mr. Andrew Pringle**, Chair
- Mr. Chin Lee**, Vice-Chair & Member
- Dr. Dhun Noria**, Member
- Ms. Shelley Carroll**, Councillor & Member
- Mr. John Tory**, Mayor & Member

ABSENT:

- Ms. Marie Moliner**, Member

ALSO PRESENT:

- Mr. Mark Saunders**, Chief of Police
- Mr. Karl Druckman**, City of Toronto - Legal Services Division
- Ms. Deirdre Williams**, Board Administrator

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 20, 2015**

#P211. ELECTION OF THE VICE-CHAIR

The Board was advised that the position of chair of the Board became vacant on August 01, 2015 as a result of Alok Mukherjee's resignation and Andy Pringle, who was then vice-chair of the Board, automatically became chair at that time pursuant to section 28(2) of the *Police Services Act*.

Given that the position of vice-chair had become vacant, an election was conducted to appoint a vice-chair for the remaining portion of 2015.

Dr. Dhun Noria nominated Councillor Chin Lee which was seconded by Mayor John Tory. Councillor Lee indicated that he accepted the nomination. There were no further nominations and nominations were closed.

The Board voted and, based upon there being only one nomination for the office of Vice-Chair, Toronto Police Services Board, Councillor Lee was declared elected Vice-Chair of the Board for the remaining portion of 2015 and until his successor is appointed.

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TORONTO POLICE SERVICES BOARD HELD ON AUGUST 20, 2015**

#P212. PAN AMERICAN/PARAPAN AMERICAN GAMES 2015

Chief Mark Saunders provided the Board with an overview of the policing of the Pan American and Parapan American Games that were held in Toronto and the GTA during July and August 2015.

Mayor John Tory provided comments to the Board and Chief Saunders about the success of the Games on behalf of the City of Toronto.

Chair Pringle advised that Board Member Marie Moliner was unable to attend the meeting but had prepared remarks of appreciation which she had requested be extended to Chief Saunders and TPS members who were assigned to the Pan Am and Parapan Am Games. The Board Administrator delivered the remarks on behalf of Ms. Moliner. A copy of Ms. Moliner's remarks is appended to this Minute for information.

Remarks on behalf of Ms. Marie Moliner

I am writing from the perspective of a federal public servant whose team hosted many visiting dignitaries and colleagues during the Pan and ParaPan Am Games. Without exception, and unsolicited, I received positive comments about the exceptional quality of policing in Toronto during the months of July and August.

Officers visibly engaged with folks at the many public events by inviting them to pet horses, climb motorcycles, or just chat. The summer of 2015 will go down in history as a time when Toronto upped its reputation across the Americas, and certainly across the GTA.

Events at Nathan Phillips Square, where thousands gathered nightly for peaceful and joyful celebration, generated unprecedented civic pride. Members of the TPS join the ranks of volunteers and TTC employees whose interactions with the public offered an unprecedented contribution to the civility and liveability of this city.

I want to congratulate the Chief of Police and to thank each member of the Toronto Police Service for going the extra distance during this intense and often exhausting Games period. Every one of you should take pride in having contributed to a summer in Toronto when visitors and residents felt equally welcome and safe.

In closing I offer thanks in the primary Games languages:

Thank you
Merci
Gracias
and Obrigado

Marie Moliner
Regional Director General
Department of Canadian Heritage
Government of Canada

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 20, 2015**

**#P213. DISCLOSURE OF ATTEMPT/THREATEN SUICIDE INFORMATION
ON CPIC TO U.S. CUSTOMS AND BORDER PROTECTION**

The Board was in receipt of the following report July 02, 2015 from Mark Saunders, Chief of Police:

Subject: Disclosure of Attempt/Threaten Suicide Information on CPIC to U.S. Customs and Border Protection.

Recommendation:

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

Financial Implications:

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

Background:

In April 2014, the Information and Privacy Commissioner, Ann Cavoukian, publicly released an investigative report entitled Crossing the Line: the Indiscriminate Disclosure of Attempted Suicide Information to U.S. Border Patrol via CPIC. This report was initiated by the Information and Privacy Commission (IPC) as a result of complaints from Canadians who believed they were refused entry to the United States because there was information on the Canadian Police Information Centre (CPIC) system that they had been apprehended by the Toronto Police Service (the Service) under the *Mental Health Act of Ontario* for attempting or threatening to commit suicide. At the time, this information was generally accessible to U.S. Customs and Border Protection through CPIC from the Special Interest Police (SIP) category.

While the Service strives to balance the need to protect Canadian's privacy with the need to maintain public safety, the IPC made five recommendations in her report to further protect Canadian's privacy for police services in Ontario.

Purpose:

Following the release of the IPC report and its associated recommendations, the Service conducted a comprehensive review of current business practices related to SIP entries for attempt/threaten suicides on CPIC. The TPS review resulted in changes to our existing practices. The purpose of this report is to update the Toronto Police Services Board (Board) regarding the Service's current practices, how they compare with the IPC recommendations and outline the changes implemented for SIP entries for attempt/threaten suicide.

Discussion

Records Management Services (RMS) is responsible for all CPIC data entry for the Service. RMS has developed processes in accordance with the mandate set by the RCMP and outlined in the CPIC User Manual. Since the publication of the IPC's report, RMS reviewed the current business processes for SIP entries involving attempt/threaten suicide and made changes to address the recommendations from the IPC.

IPC Recommendation #1

Immediately cease the practice of automatically uploading or disclosing personal information relating to threats of suicide via CPIC, by default. Before disclosing personal information via CPIC relating to a threatened suicide or attempted suicide, the Mental Health Disclosure Test (outlined below) must be met. This test requires that one of the following four circumstances exists before any suicide-related information is recorded in the SIP repository of CPIC:

- 1) The suicide attempt involved the threat of serious violence or harm, or the actual use of serious violence or harm, directed at other individuals;***
- 2) The suicide attempt could reasonably be considered to be an intentional provocation of a lethal response by the police;***
- 3) The individual involved had a history of serious violence or harm to others; or***
- 4) The suicide attempt occurred while the individual was in police custody.***

CPIC is the only police database nationally accessible by Canadian police. All police services are governed by the policies and procedures documented in the CPIC User Manual. CPIC is primarily intended to serve a policing purpose, notwithstanding any derivative use that U.S. Customs and Border Protection might make of it. In November 2014 the RCMP made functional changes to the SIP category limiting its access.

The reason the Service uses SIP is to communicate relevant information to police agencies for law enforcement and public safety purposes. Research shows that previous attempts or threats of suicide are important risk factors for the safety of the person in crisis. Most people who die by suicide give definite warning signs of their suicidal intentions and four out of five people who die by suicide have made at least one previous attempt (<http://www.suicideprevention.ca/about-suicide>). Thus, information about previous suicide attempts or threats can provide useful information to first responders when approaching a person in crisis and can be instrumental in managing potential risk to the public, the officer and, importantly, the person in crisis. In this regard, it appears that the IPC agrees. However, the IPC is concerned that this information contained in SIP was used by U.S. Customs and Border Protection not for public safety reasons but to deny some Canadians entry into the United States. The Service does not enter information onto CPIC about suicide attempts or threats to restrict travel or deny Canadians entry into the United States unless the person represents a public safety risk. The IPC's remedy was to recommend restricting Ontario police services from creating certain SIP files. The Toronto Police Service on the other hand recommended restricting U.S. Customs and Border Protection from accessing those SIP files.

As a result of new functionality introduced by the RCMP on November 2, 2014, police services now have the option to suppress SIP information about attempt/threaten suicides so that it is not viewable by U.S. Customs and Border Protection.

Prior to November 2014, in keeping with the RCMP CPIC User Manual, RMS-Operations created a SIP entry on CPIC if the occurrence confirmed that the subject had attempted or threatened suicide and was apprehended by police without warrant under section 17 of the *Mental Health Act of Ontario* (where persons present an immediate safety risk to themselves or others). The Service adhered to the criteria listed in the CPIC User Manual for SIP entries which provided that a SIP entry was appropriate for persons who are, or is likely to be, a threat to themselves or others or have threatened or attempted suicide either when in or out of police custody.

Since November 2014, the CPIC User Manual provides that a SIP entry is advisable when: (1) persons are known to be dangerous to police, themselves or others; (2) have a history of violence or harm to others; (3) have attempted or threatened to commit suicide while in police custody; or (4) have exhibited violent or threatening behaviour in order to provoke a lethal response from police. In addition, the RCMP changed the category of Mental Health SIP to Observed Behaviour SIP to reflect more accurately the type of information recorded. This is the SIP criteria and category the Service now uses when entering attempts or threats to commit suicide onto CPIC.

In light of these developments, the Service now uses a checklist that incorporates the IPC Mental Health Disclosure Test before creating a SIP record.

Observed Behaviour SIP Entry Checklist

1. Did a suicide attempt occur while the individual was in police custody?
If yes, please add SIP to CPIC
2. With this attempt or threat, did the subject attempt to provoke a lethal response by police (e.g. grabbing officer's gun, threaten suicide by police)?
If yes, please add SIP to CPIC
3. Did this suicide attempt involve the threat of serious violence or harm, or the actual use of serious violence or harm, directed at other individuals?
If yes, please add SIP to CPIC
4. Does the individual involved had a history of serious violence or harm to others?
If yes, please add SIP to CPIC
5. Was the subject apprehended under section 17 of the *Mental Health Act (MHA)* and involuntarily admitted by a physician to the psychiatric facility for assessment (Form 1 under *MHA* issued)?
If yes, please add SIP to CPIC

Items 1-4 constitute the IPC's Mental Health Disclosure Test. Item 5 reflects the Service's long standing criteria for entry onto SIP. However, under item 5 if the occurrence indicates that the subject was apprehended under the Mental Health Act but the doctor chose not to admit the person, no SIP entry is created. It must be clearly articulated in the report that the person has been involuntarily admitted for a mental assessment.

In conjunction with the above noted changes, RMS added an additional layer of oversight for SIP entries related to attempt/threaten suicide. As of August 2014, it is now the responsibility of the RMS-Operations Group Leader to approve a SIP entry and Group Leaders must ensure that the criteria are met before approving the entry. This additional measure, previously performed by clerical staff, safeguards the disclosure of sensitive mental health information. Regular audits are conducted by the CPIC Specialists to ensure compliance, identify training requirements and maintain the integrity of the Service CPIC records.

Regarding access to its SIP entries by U.S. Customs and Border Protection, the Service now follows the IPC's Mental Health Disclosure Test. Thus, only when one of the criteria listed below are present will the Service permit the entry to be viewed by U.S. Customs and Border Protection.

- 1) The suicide attempt involved the threat of serious violence or harm, or the actual use of serious violence or harm, directed at other individuals.
- 2) The suicide attempt could reasonably be considered to be an intentional provocation of a lethal response by the police.
- 3) The individual involved had a history of serious violence or harm to others.
- 4) The suicide attempt occurred while the individual was in police custody.

In other words, unless at least one of the 4 criteria is met the SIP entry will not be viewable by the U.S. Custom and Border Protection. In fact, US Border Services will not even be aware such a SIP entry exists. Prior to November 2014, this function did not exist.

IPC Recommendation #2

Base any consideration as to the renewal of a Special Interest Police entry on the Mental Health Disclosure Test. In addition, the Police Service involved should take into account any available new information about the circumstances of the individual in question and the length of time since the last attempted suicide.

The consideration to renew a SIP entry for attempt/threaten suicide is now performed every 2 years instead of 5 years. The review is based, in part, on the passage of time, the age of the person at the time of the incident, other relevant and material information, and, according to the IPC's Mental Health Disclosure Test, whether

- 1) the suicide attempt involved the threat of serious violence or harm, or the actual use of serious violence or harm, directed at other individuals;
- 2) the suicide attempt could reasonable be considered to be an intentional provocation of a lethal response by the police;
- 3) the individual involved had a history of serious violence or harm to others; or
- 4) the suicide attempt occurred while the individual was in police custody.

In addition, a reconsideration process is in place which can expedite the removal of a SIP entry regardless of the passage of time (see below).

IPC Recommendation #3

Develop a clear and transparent process to enable individuals to seek the removal of any information on CPIC related to a threat of suicide or attempted suicide. The Mental Health Disclosure Test must be considered when processing a request for removal. In addition, the individual affected should be entitled to volunteer, for serious consideration, information provided from his or her health-care provider regarding the individual's health and any potential risk to public safety. This process shall be developed by April 16, 2015.

At any time a person may make a request to have their Attempt/Threaten Suicide information removed from CPIC by submitting a request in writing to the Manager of Records Management Services.

Like the renewal process, the reconsideration process will consider the passage of time, the age of the person at the time of the incident, other relevant and material information including that provided by the applicant, and the IPC's Mental Health Disclosure Test (above).

Information about this process is available to the public on the Service Internet site (www.torontopolice.on.ca).

IPC Recommendation #4

Conduct an audit of CPIC to identify all current suicide-related Special Interest Police entries that originated with the service involved. Entries not meeting the Mental Health Disclosure Test should be removed. This audit shall be completed by April 16, 2015.

A comprehensive audit of all attempt/threaten suicide SIP entries on CPIC was completed on March 27, 2015. As a result, **9,766** SIP entries out of **15,180** were removed from CPIC. Accounting for the high volume of SIP removals was the change in expiry date from 5 years to 2 years and the application of the new criteria.

Audits of existing SIP entries for attempt/threaten suicide on CPIC continue to be performed to ensure supervisory staff are correctly applying entry and disclosure criteria and that renewal time lines are followed.

IPC Recommendation #5

Conduct a review of CPIC entries for specific individuals whose names will be provided by my office. In conducting this review, consideration should be given to the unique circumstances of the individuals and the Mental Health Disclosure Test. This review shall be completed by July 16, 2014.

The IPC forwarded the names of persons with SIP entries for attempt/threaten suicide for review. The reconsideration process was applied and the appropriate action was taken.

Conclusion

Informed by the Information Privacy Commissioner's recommendations from the Commission's investigative report Crossing the Line: the Indiscriminate Disclosure of Attempted Suicide Information to U.S. Border Patrol via CPIC, the Service adheres to the RCMP CPIC guidelines when considering entering information into the Special Interest Person (SIP) category on CPIC. Furthermore, the Service uses the IPC's Mental Health Disclosure Test when considering whether to restrict access to SIP by U.S. Customs and Board Protection. The Service also follows the other IPC recommendations. In this way the Service balances public safety with the need to protect Canadian's privacy.

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

Deputy Chief Peter Sloly, Operational Support Command, and Ms. Rita Vigna, Assistant Manager, Records Management Services, were in attendance and responded to questions about this report.

The Board approved the following Motions:

- 1. THAT the Board receive the foregoing report;**
- 2. THAT, given that the Board is satisfied with the revised TPS practices with respect to the placement of attempted suicide information on CPIC, as detailed in a public report from the Chief dated July 2, 2015:**
 - the Board endorse those practices and direct the Chair to develop a Board policy on the placement of attempted suicide information on CPIC, which incorporates the principles included in the above-noted report of the Chief.**

Moved by: C. Lee

Additional information regarding this matter was also considered by the Board during its *in camera* meeting today (Min. Nos. C171/15 and C172/15 refer).

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TORONTO POLICE SERVICES BOARD HELD ON AUGUST 20, 2015**

**#P214. RESPONSE TO REQUEST TO RECONSIDER THE CRITERIA FOR
SCHOOL CROSSING GUARDS**

The Board was in receipt of the following report July 30, 2015 from Mark Saunders, Chief of Police:

Subject: REQUEST TO RECONSIDER THE CRITERIA FOR SCHOOL CROSSING
GUARDS

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:

The Board was in receipt of correspondence dated March 23, 2015 from Shaun Chen, Chair, Toronto District School Board, containing a request to reconsider the criteria for allocating school crossing guards in order to permit additional crossing guards in areas where there is increased traffic. At its meeting of June 18, 2015, the Board approved the following motion (Min. No. P169/15 refers):

“THAT the Board receive the correspondence and forward it to the Chief for review and report back to the Board on the results of the review and include any legislation, bylaws or policies that may affect intersections.”

Discussion:

The issue of the placement of school crossing guards has been extensively reviewed by the Toronto Police Service (the Service) and the Board within the past year.

At its meeting of February 13, 2014, the Board received correspondence and a deputation from Councillor Josh Matlow, with regard to criteria for determining locations of crossing guards.

Subsequently, the Board approved motions requesting the Chief of Police, in consultation with the Toronto School Boards and Members of Toronto City Council, to provide a report for its April 2014 meeting on how to improve access and the ability to provide crossing guards to schools in school areas that do not meet the criteria, but merit special consideration given extenuating circumstances; and such report should also include any recommendations for amendments to the Board’s policy on school crossing guards, if applicable (Min. No. P34/14 refers).

On March 20, 2014, the Board received a report from Chief William Blair in response to those motions, detailing the current protocol in place for the placement of school crossing guards and the wide range of viable solutions to those areas that don't meet the established criteria to ensure the safety of children walking to and from school locations.

At its meeting of May 15, 2014, the Board received a deputation by Councillor Matlow and Ms. Naomi Buck on the same issue. The Board then approved motions requesting that the Chief review the TPS's Traffic Services School Crossing Guard Evaluation Program Policy, Criteria and Procedure with the intention of establishing a new procedure, if required; that the Board defer the foregoing report from the Chief and consider it at the August 2014 meeting; that the Board request the Chief, or his designate, to meet with Councillor Matlow; and that the Board receive the deputation by Councillor Matlow and Ms. Buck (Min. No. P106/14 refers).

On July 14, 2014, a meeting was held between the then Deputy Chief Mark Saunders, Superintendent Gord Jones of Traffic Services (TSV) and Councillor Josh Matlow. During the meeting, an overview of the Service's Adult School Crossing Guard Placement Program was provided. School crossing guard placement issues and concerns at the Davisville Public School were also discussed. A further meeting was convened on October 8, 2014 with Councillor Matlow, a representative from the City of Toronto Transportation Department, Davisville Public School officials, parent representatives and TSV representatives in attendance. The request for a school crossing guard was discussed and detailed explanations were provided by TSV on the methodology and criteria to have a school crossing guard placed.

On November 26, 2014, the Board received a report from Chief Blair which presented an extensive review of the existing legislation and protocol pertaining to the placement of adult school crossing guards. The Chief's report went on to highlight some of the initiatives the Service has undertaken to enhance the overall efficiency and the ability of the Service to deliver the School Crossing Guard Program, such as:

1. Chief's Internal Organizational Review (CIOR) – The Civilianization and Centralization of the School Crossing Guard Program.
2. Closer Liaison between the Survey Team and the Toronto School Boards to analyse the potential number of students in the requested schools catchment area.
3. Exploring cost recovery options for situations in which a school crossing guard is temporarily required at a location due to construction or roadwork.
4. Forming a School Crossing Guard Advisory Committee for the purpose of reviewing the Survey Team recommendations, if the original requestor wishes to appeal the decision.
5. Conducting a review and a survey of all school crossing locations every five years at a minimum.
6. Reviewing the School Crossing Guard Program placement criteria every five years, to ensure that the methodology used remains current.

The report concluded by stating that the Service currently has an all-encompassing program relating to the placement and removal of school crossing guards. The above initiatives will further enhance this program and enable the Service to provide a more efficient and effective service to the City of Toronto, the school boards and the communities that we serve. These initiatives will also allow for the Service to include more community based partners in the decision making process for adult school crossing guard placements, allowing for more accountability and the sharing of the responsibility when it comes to pedestrian safety.

At its meeting of January 21, 2015, the Board approved the following Motions (Min. No. P4/15 refers):

1. THAT the Board receive the deputation by Ms. Buck;
2. THAT the Board receive the Chief's report dated November 26, 2014; and
3. THAT the Board receive the Chief's report dated March 20, 2014 contained in Minute No. P106/14.

Conclusion:

The Service has already undertaken an extensive review of the criteria for the placement of adult school crossing guards. Within the past year, the Service has provided three separate reports to the Board on this issue. Copies of the previous reports are appended to this report (Appendix "A"). Furthermore, the Service has undertaken a number of initiatives to further enhance the overall efficiency and the ability of the Service to deliver the School Crossing Guard Program. At this time, there is no need to reconsider the criteria for the placement of school crossing guards.

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

Mr. Kris Langenfeld was in attendance and delivered a deputation to the Board.

The Board approved the following Motions:

- 1. THAT the Board receive Mr. Langenfeld's deputation; and**
- 2. THAT the Board receive the foregoing report and provide a copy to the Toronto District School Board for information.**

Moved by: S. Carroll



Councillor Josh Matlow

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January 21, 2014

Councillor Michael Thompson
Vice-Chair Toronto Police Services Board
Toronto City Hall, Suite B24

Dear Councillor Thompson


Re: Adult Crossing Guard Placement Criteria

I am writing to seek your assistance in getting an item added to the Police Services Board Agenda. I have been working with parents in my community to help improve pedestrian safety, particularly along school routes. These efforts have included requests to the Toronto Police Service for Crossing Guards. We have found this to be a challenging experience.

While the front line officers have been helpful in trying to move these requests forward, we have been frustrated that the criteria in place by the Toronto Police Service is too restrictive, and does not support the goal of encouraging more students to walk to school. I am hoping that through the Police Services Board, the process for allocating Crossing Guards can be reviewed and amended to allow the parent community and the Toronto Police Service to work together to enhance pedestrian safety, and encourage more children and their parents to walk to school.

We appreciate your support on this important item. Please let me know if you require any further information.

Sincerely


Josh Matlow
Toronto City Councillor
Ward 22- St. Paul's

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON MAY 15, 2014**

#P106. ADULT SCHOOL CROSSING GUARD PLACEMENT

The Board was in receipt of the following report March 20, 2014 from William Blair, Chief of Police:

Subject: ADULT SCHOOL CROSSING GUARD PLACEMENT

Recommendation:

It is recommended that the Board receive the following report.

Financial Implications:

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

Background/Purpose:

At its meeting of February 13, 2014 the Board received correspondence and a deputation from Councillor Josh Matlow, with regard to criteria for determining locations of crossing guards. The Board approved the following motions;

1. That the Board request the Chief of Police, in consultation with the Toronto School Boards and Members of Toronto City Council, to provide a report for its April 2014 meeting on how to improve access and the ability to provide crossing guards to schools in school areas that do not meet the criteria, but merit special consideration given extenuating circumstances; and
2. That the report noted in Motion No. 1 also include any recommendations for amendments to the Board's policy on school crossing guards, if applicable (Min. No. P34/14 refers).

Discussion:

Adult school crossing guards serve an important function in keeping children who are walking to and from school safe. Many factors contribute to the necessity for the placement of an adult school crossing guard. Since 1967 a police officer has been assigned to conduct traffic surveys to determine the necessity for the placement of an adult school crossing guard at crossing sites throughout the City of Toronto.

At its meetings of July 20, 2001 and August 30, 2001, the Board approved the policy for the establishment and removal of school crossing guards at locations throughout the City (Min. No P196/01 and P235/01 refers). This policy was based on the criteria that was established by the Ontario Traffic Conference (OTC) in 1992 and continues as the criteria being utilized by

municipalities within the Greater Toronto Area (GTA). The established criteria ensures the safety of school children from kindergarten up to and including grade six, by providing a consistent and appropriate process for the evaluation of the need for an adult school crossing guard.

Traffic Services (TSV) co-ordinates the Adult School Crossing Guard Program on behalf of the Service including undertaking surveys and recommendations for the placement or removal of an adult school crossing guard based on the Board approved criteria. The *Traffic Services School Crossing Guard Site Evaluation Program Policy, Criteria and Procedure* is attached as an Appendix to this report. A review of this document has occurred and we believe there is no need for any amendments to the policy as each application is reviewed on a case by case basis.

The following are additional strategies and programs that can and are utilized to increase safety at crossing locations in lieu of a crossing guard;

- Traffic enforcement
- Parking enforcement
- Pedestrian/Traffic safety education through the local Divisional School Resource Officers and/or school crossing guard co-ordinators
- Service representation at community meetings to discuss potential solutions or safety strategies
- Address student drop off and pick up hazards through School Newsletters to parents
- Suggest alternative safety programs such as Walking School Bus Program, Kiss 'N' Ride
- Consult City of Toronto Transportation Services regarding:
 - Speed calming measures (speed bumps)
 - Road markings
 - Signage
 - Site lines (removal of visual obstructions)
 - Installation of traffic control devices
 - Speed Board Program (Digital Speed Display for motorists)
 - Recommend By-Law changes (Parking restrictions, speed limits)

The Service regularly consults with all stakeholders involved when considering a request for the placement of adult school crossing guards including school officials, parents, parent teacher counsels, City Transportation and Members of Toronto City Council.

Conclusion:

Each year there are significant requests from our communities to consider the placement of an adult school crossing guard. The current protocol in place to measure these requests is comprehensive. When it is determined by TSV that a guard is not warranted the Service still offers a wide range of viable solutions to those areas that don't meet the established criteria to ensure the safety of children walking to and from school locations.

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

The following persons were in attendance and delivered a joint deputation to the Board:

**Josh Matlow, Councillor, City of Toronto; and
Naomi Buck**

Following their deputation, Councillor Matlow responded to questions by the Board.

Chief Blair also responded to questions by the Board.

The Board approved the following Motions:

- 1. THAT the Chief review the TPS's Traffic Services School Crossing Guard Evaluation Program Policy, Criteria and Procedure with the intention of establishing a new procedure, if required;**
- 2. THAT the Board defer the foregoing report from the Chief and consider it at the August 2014 meeting;**
- 3. THAT the Board request the Chief, or his designate, to meet with Councillor Matlow; and**
- 4. THAT the Board receive the deputation by Councillor Matlow and Ms. Buck.**

Moved by: A. Pringle



TRAFFIC SERVICES
SCHOOL CROSSING GUARD SITE EVALUATION PROGRAM
POLICY, CRITERIA AND PROCEDURE

Mission Statement

To enhance the safety of elementary school children by providing school crossing supervision at suitable locations and to make recommendations to the appropriate groups and agencies concerning pedestrian, traffic and road conditions at school crossing sites.

Request for a Site Evaluation

Requests for the evaluation of a site shall be submitted in writing to the Chief of Police, and forwarded to the attention of the Unit Commander, Traffic Services. Site evaluations will be conducted in the order received, unless an over-riding safety concern has been demonstrated.

Unless new and relevant circumstances (i.e. increase in student enrolment/vehicle traffic) can be shown to exist since the time an evaluation was conducted, a re-evaluation would not ordinarily be conducted within two years of the date of an original evaluation.

Evaluation Methodology

The criteria contained in this document will be used for establishing the necessity of the placement of a School Crossing Guard.

An evaluation of a site will include an analysis of accident data for the previous 24 months.

An evaluation will include a single inspection of the site during each of the normal school crossing times. Inspections will be conducted, so far as possible, on days with reasonable weather conditions and typical school activities with consideration given to area construction and other temporary roadway or sidewalk obstructions.

Staff of the local school(s) will be contacted to obtain school start and finish times and input on the necessity for crossing supervision.

Radar and photographs will be utilized, as necessary, in the evaluation of a site.

In addition to the data required to establish scores for the weighting factors listed in this document, the following general information shall be gathered at a site survey:

- Number of elementary school children crossing prior to normal school crossing times
- Times first and last child crossed
- Times guard(s)/ patroller(s) arrived and departed (when appropriate)
- Distance from school to crossing site
- Number of adults or guardians walking children to school
- Number of adults or guardians driving children to school (when known)
- Type of intersection (when appropriate)
- Road measurements
- Highway Traffic Act offences
- Municipal bylaws
- Visual obstructions and road design

Criteria and Definitions

The purpose of the criteria is to ensure the safety of school children by providing a consistent and appropriate process for the evaluation of the need for a school crossing guard.

Safety, Not Convenience, Must be a Primary Motivator

The safe crossing of a street by young children is a matter of great concern to all members of the community. While it could be argued that no effort would be too great, nor could resources be better spent, the Toronto Police Service is governed by the reality of competing demands and the ability to pay for services. The intent of the program then, is to provide a reasonable level of safety by placing adult school crossing supervision at crossings that are unsafe for children and when no reasonable alternative is apparent.

A School Crossing Guard may only be placed at a site for the purpose of escorting elementary school children across a street. Elementary school children include Kindergarten up to and includes Grade Six. School Crossing Guards ordinarily will not be appointed on private roadways.

When it is found that children avoid a crossing and cross nearby or at another site, consideration shall be given to the possibility that a safer or more convenient alternate site exist, or that the hazards on the roadway may not warrant the need for a school crossing guard.

The warrant checklist is intended for use as a guideline only in determining the need for placement of a School Crossing Guard. Unique or over-riding factors (e.g. an excessively high number of accidents) may indicate a guard is warranted. In such situations, the Unit Commander, Traffic Services will determine the recommendations to be made. Otherwise, a majority of positive responses to the criteria would suggest that a guard is warranted.

In some situations a School Crossing Guard may appear to be warranted, however, such a recommendation may be unnecessary if improvements in road design or signage, re-location of the crossing, traffic law enforcement, or parent/student education is undertaken to correct the observed conditions.

Temporary School Crossing Guards can be appointed when the following situations apply:

- Construction / roadwork creates unsafe crossing situation
- When the conditions are met for the placement of a permanent School Crossing Guard, a temporary School Crossing Guard will be placed pending approval from the Chief of Police.

The Placement of a School Crossing Guard is not an Action of First Resort

A School Crossing Guard **may be warranted** when one of the following situations apply:

- There are insufficient safe crossing gaps (In Toronto the presence of adequate traffic control devices would normally provide for safe gaps)
- Child or motorist visibility is impaired (determined by formula calculations)
- There are 4 or more lanes of traffic and the speed limit is greater than 50 km/h.

Removal of a School Crossing Guard

At the request of a school principal, police officer or other person, a site can be surveyed to determine if an existing School Crossing Guard is necessary. Removal of a School Crossing Guard requires a three-day site survey to be conducted. The same factors and criteria are considered for the placement of a School Crossing Guard are also considered for the removal. The findings of the Survey Team are presented to the Chief of Police for final approval.

Other factors listed below are assessed in order to determine whether the criteria exists and to illustrate that alternatives are not available.

1	Insufficient Safe Gaps	A safe gap is a break in traffic that permits sufficient time for a child to cross in safety. Insufficient safe gaps occur frequently during crossing times, specifically, there are 3 or less gaps in a 5-minute period. Safe gaps are not ordinarily calculated when traffic controls are present.
	Inadequate Traffic Control Devices	Signs, signals, markings or devices placed or erected for the purpose of regulating, warning or guiding traffic are inadequate or non-existent. Gaps will be calculated in these situations.

2	Inadequate Visibility	When it is apparent that pedestrian or motorist visibility is restricted, calculations will be performed to determine "Child's Visibility Distance" and/or "Driver Stopping Distance".
	Obstructions or Inadequate Road Design	Poor visibility for pedestrians or motorists due to turns, hills, trees, shrubs, billboards, bus shelters or buildings.
	High Volume of Traffic entering or leaving roadway	When turning onto a roadway from private drives or other roads so that the ability to view pedestrians crossing is severely restricted.
	Traffic Interference	Presence of road or building construction, stopping, parking or unloading of vehicles creates a hazard for safe crossing due to restricted visibility.
	No Boulevards or Sidewalks	The ability of a motorist to be aware of a pedestrian's intention to cross the road is limited, or pedestrians are forced to walk on or immediately beside a roadway, due to the lack of a boulevard or sidewalk.
3	Number of Lanes of Traffic and Speed Limit	There are 4 or more lanes of traffic. Speed is greater than 50 km/h. (Posted or 85 th percentile in excess of 50 km/h)
	Traffic Violations	Impede the safe crossing of children (radar and observation used to establish criteria).
4	Other Factors	
	High Volume of Turning Traffic at Crossing	There is a high volume of traffic turning at an intersection so as to create a hazard. Ordinarily determined by frequency in which turning traffic is observed to interfere with crossing pedestrians.
	High Collision Location	During the previous 24 months there has been a child pedestrian collision or more than 4 other types of collisions at the crossing site during crossing times.
	High Volume of Children Crossing	Average number of children crossing, per crossing time, is higher than 35.
	Alternate Transportation not Available	School bussing is not provided. The majority of children are not driven to school.
	No Alternate Crossing Site	There is no safe alternate site at which children might cross.

School Safety Patroller Program

Administration of the School Safety Patroller Program is the responsibility of the Toronto Police Service, Traffic Services.

Upon completion of a site evaluation, the School Traffic Survey Officers will advise the person(s) requesting the survey, the local school and the Co-ordinator of the School Safety Patroller Program of the results of the survey.

A site may only be approved for the School Safety Patroller Program with the consent of the principal of the involved school, the local community, and the Unit Commander of Traffic Services.

School Safety Patroller Program Criteria

- The location does not meet the criteria for a school crossing guard and specifically, the speed limit must be no greater than 50 km/h and the road width must not exceed 3 lanes of traffic
- The location must be within visual sight or close proximity of the school
- The location is not controlled by automated traffic signals (traffic lights)
- To maintain the interest of a school patroller and to justify the existence of the program, the location should have a minimum of 30 - 40 elementary school students crossing and 40 - 50 vehicles, per half hour, using the roadway
- A teacher from the school must be assigned to co-ordinate the program and to supervise the school patrollers
- Written parental consent is required for each school patroller
- School Patroller must receive training from the Toronto Police Services at the beginning of each school year
- School Patrollers must always wear the supplied equipment (florescent vest or cape) while performing their duties. At some school locations, patrollers may be issued with orange arm sleeves
- School Patrollers are not permitted to stop traffic
- School Patrollers must perform their duties on the sidewalk or in order to view traffic around a parked vehicle may proceed onto the roadway only to the extent that their vision is not obstructed
- The School Safety Patroller Program is subject to cancellation should the criteria not be adhered to

Community Consultation

The Toronto Police Service acknowledges the importance of local community consultation in decisions involving the placement of School Crossing Guards; accordingly, the following policy has been implemented.

Following an initial assessment of a site proposed for placement of a School Crossing Guard, where it would appear that the site does not meet the established criteria:

- verbal and/or written communication will be initiated with the parties requesting a School Crossing Guard
- such communication will detail the initial findings of the site inspection
- in the event there is objection to such findings, a public meeting, to which all interested parties will be invited, will be held during evening hours at the local elementary school
- at such public meetings the Toronto Police Service will engage in dialogue with the community as to:
 - the findings of the site inspection
 - existing criteria
 - adequacy of the criteria
 - over-looked factors or extenuating circumstances
 - amount of community concern/support for placement of a school crossing guard
 - availability of other options in lieu of placement of a school crossing guard
- the opinions of the community will be considered in making a final decision as to the appropriateness of placing a school crossing guard at the location in question.

Conclusion

It is believed that this policy will adequately address the need for community input and will identify, on an on-going basis, any modifications required to the established criteria, or additional factors which are appropriate for consideration in the assessment of a particular location.

Any person wishing to appeal or present information directly related to a traffic survey may do so by making application to the Chief of Police, Toronto Police Service.

PROCEDURE FOR SURVEY REQUESTS
(Summary for distribution to school or community members)

- Traffic surveys are required for the installation of an Adult Crossing Guard, School Safety Patroller Program, removal of an Adult Crossing Guard or the change from Adult Crossing Guard to Safety Patroller program at the same location.
- A traffic survey is not required for a Driveway Patroller Program.
- All correspondence requesting traffic surveys, adult crossing guard appointment or installation of a School Safety Patroller Program MUST be directed to the Chief of Police. Survey requests by a member of the Toronto Police Service should be directed to the Unit Commander of Traffic Services.
- Once received by the Traffic Survey Team, an acknowledgement letter is mailed to the person(s) making the requests. The letter indicates that surveys are assigned according to date received and could take several months to complete.
- A survey will then be conducted at the earliest possible opportunity.
- At the completion of the survey the requesting person(s) are contacted by the Survey Team and advised of the results.
- Surveys are not normally repeated within a 2-year period unless there has been a significant increase in school enrolment or other extenuating circumstances.
- A traffic survey is completed for any School Safety Patroller Program request to ensure that an adult Crossing Guard is not warranted.
- All survey locations must be approved by the Chief of Police before an Adult Crossing Guard is permanently assigned. Present insurance restrictions prohibit moving an Adult Crossing Guard, even temporary without the permission of the Chief of Police.
- Any questions regarding traffic surveys can be directed to the Traffic Survey Liaison at 808-1917.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON JANUARY 21, 2015**

#P4. ADULT SCHOOL CROSSING GUARD PLACEMENT

The Board was in receipt of the following report November 26, 2014 from William Blair, Chief of Police:

Subject: ADULT SCHOOL CROSSING GUARD PLACEMENT

Recommendation:

It is recommended that the Board receive the following report.

Financial Implications:

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

Background/Purpose:

At its meeting of May 15, 2014 (Min. No. P106/14 refers) the Board approved the following motions:

1. THAT the Chief review the TPS's Traffic Services School Crossing Guard Evaluation Program Policy, Criteria and Procedure with the intention of establishing a new procedure, if required;
2. THAT the Board defer the foregoing report from the Chief and consider it at the August 2014 meeting;
3. THAT the Board request the Chief, or his designate, to meet with Councillor Matlow; and
4. THAT the Board receive the deputation by Councillor Matlow and Ms. Buck.

Discussion:

The Ministry of Transportation (MTO) / Ontario Traffic Council (OTC) guidelines outline the procedures for investigating requests for school crossing guard placements. The School Crossing Guard Review 1992, published by the MTO and the OTC, is used in nearly all police jurisdictions across Ontario. The placements of school crossing guards hinge on the existence of adequate gaps in traffic to permit students to safely cross the roadway. The evaluation procedure involves site investigations, which include measurement of gaps in traffic, sightline and stopping sight distance measurements. The investigations apply to requests for school crossings at mid-block locations, intersections with 2-way stop control, 4-way stop control and signalized intersections. They are scheduled for the half hour prior to school entry and for the half hour after school dismissal.

According to the MTO/OTC Guide, it is the responsibility of the Site Inspection Authority to ensure the safety of students by implementing a uniform and consistent reference that will apply to all site inspections. In Toronto, the Site Inspection Authority rests with the Toronto Police Service, Traffic Services Unit (TSV).

The School Crossing Guard Program is administered under the direction of the Unit Commander of TSV. When a request for a school crossing guard is received, it is assigned to the Survey Team at TSV.

The Toronto Police Service's (Service) policy requires one full day (10 hours) of evaluation for school crossing guard placements and three full days of evaluation for removals. Requests are assessed in the order in which they are received. Surveys must be conducted on a regular school day. Weather is a factor that affects traffic volume as well as the number of students walking to school. As such, surveys are not conducted in poor or severe weather conditions. When the placement of a school crossing guard is recommended by the Survey Team, a guard is placed immediately on a temporary basis until a permanent one is approved by the Chief of Police.

At present, the Service has 598 school crossing guard locations. Requests for school crossing guard placements have been increasing in recent years: 46 requests for surveys in the 2011-2012 school year; 53 requests for surveys in the 2012-2013 school year; 62 requests for surveys in the 2013-2014 school year and 31 requests for surveys in the current school year.

On July 14, 2014, a meeting was held between Deputy Chief Mark Saunders, Superintendent Gord Jones of Traffic Services and Councillor Josh Matlow. During the meeting, an overview of the Service's Adult School Crossing Guard Placement Program was provided. School crossing guard placement issues and concerns at the Davisville Public School were also discussed. A further meeting was convened on October 8, 2014 with Councillor Matlow, a representative from the City of Toronto Transportation Department, Davisville Public School officials, parent representatives and TSV representatives in attendance. The request for a school crossing guard was discussed and explanations were provided by TSV on the methodology and criteria to have a school crossing guard placed.

To enhance the overall efficiency and the ability of the Service to deliver the School Crossing Guard Program, the following initiatives are underway:

1. Chief's Internal Organizational Review (CIOR) – The Civilianization and Centralization of the School Crossing Guard Program.

Through the approved CIOR - Civilianization and Centralization of the School Crossing Guard Program, recommendations were made for an increase of surveying duties by civilian school crossing guard supervisors. Civilianization will provide the ability to perform more surveys, which will improve the efficiencies of the program, since locations with redundant crossing guards can be removed and those requiring crossing guards can be staffed. This will enhance public safety and improve customer service by increasing the capacity to not only survey new

requests, but also conduct the requisite three day survey in order to identify unnecessary school crossing guard placements.

2. Closer Liaison between the Survey Team and the Toronto School Boards to analyse the potential number of students in the requested schools catchment area.

Under normal circumstances, if a survey is conducted and the numbers of children do not warrant the placement of a guard, a crossing guard will not be approved. However, if the Survey Team liaises with the School Boards and is able to more accurately determine the number of students in the catchment areas, the analysis may indicate the need for the temporary placement of a school crossing guard.

3. Exploring cost recovery options for situations in which a school crossing guard is temporarily required at a location due to construction or roadwork.

The MTO/OTC guidelines do not make provision for construction or roadwork guard placement. In Toronto, requests to study potentially unsafe locations due to construction and roadwork are handled like all other requests. If recommended by the Survey Team, a temporary crossing guard will be assigned until the end of construction.

As such, during the planning stages of construction and roadwork, in addition to city department requirements already included, consideration should be given to incorporate the TPS School Crossing Guard program.

4. Forming a School Crossing Guard Advisory Committee for the purpose of reviewing the Survey Team recommendations, if the original requestor wishes to appeal the decision.

The advisory committee would be responsible for reviewing the identified school crossing guard survey and would, after a fulsome review, provide a decision to either support or overturn the Survey Team recommendation. Similar committees already operate in other GTA jurisdictions.

Members should include:

- Survey Team, Toronto Police Service – Traffic Services Unit
- School Crossing Guard Supervisor
- Traffic Operations Manager – City Transportation
- Parking Enforcement Manager, TPS – Parking Enforcement Unit
- Principal/Vice Principal - Toronto District School Board
- Principal/Vice Principal - Toronto District Catholic School Board
- Student Transportation Representative

5. Conducting a review and a survey of all school crossing locations every five years at a minimum.

The MTO/OTC guidelines propose that for reasons such as school closures, bussing or boundary changes, it may be necessary to review the need for an existing school crossing guard placement. If in monitoring existing school crossings, it is observed that traffic patterns have changed or it appears that the minimum number of student criteria is no longer met, it may be necessary to conduct a site inspection and gap study to fully evaluate whether there is a basis for removing the school crossing guard function. The requests for removal of a school crossing guard are normally initiated by a divisional school crossing guard coordinator. Upon receiving the request, the site is surveyed to determine if the existing school crossing guard is still necessary. The same factors and criteria considered for the placement of school crossing guards are also considered in removal. The removal studies require a three day survey to be conducted. The findings of the Survey Team are presented to the Chief of Police for final approval.

As neighbourhood demographics are continuously evolving, the changes may leave guards in positions where they are no longer warranted or required. A five year cycle review would be sufficient to make an objective evaluation of the site and remove and relocate unnecessary guards.

6. Reviewing the School Crossing Guard Program placement criteria every five years, to ensure that the methodology used remains current.

The MTO/OTC guidelines do not make provisions for a review of methodology and criteria used for the placement of a school crossing guard. Advances in technology have made possible the potential for technological solutions such as automated speed measuring devices or Red Light Cameras for certain locations to assist in such evaluations.

Conclusion:

The Service currently has an all-encompassing program relating to the placement and removal of school crossing guards. These initiatives will further enhance this program and enable the Service to provide a more efficient and effective service to the City of Toronto, the school boards and the communities that we serve. These initiatives will also allow for the Service to include more community based partners in the decision making process for adult school crossing guard placements, allowing for more accountability and the sharing of the responsibility when it comes to pedestrian safety.

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

Cont...d

Ms. Naomi Buck was in attendance and delivered a deputation to the Board about the foregoing report.

The Board was also in receipt of a copy of Minute No. P106/14 from the meeting held on May 15, 2014. A report from the Chief dated March 20, 2014 contained within the Minute had been deferred by the Board on May15, 2014. A copy of Minute No. P106/14 is appended to this Minute for information.

The Board approved the following Motions:

1. THAT the Board receive the deputation by Ms. Buck;
2. THAT the Board receive the Chief's report dated November 26, 2014; and
3. THAT the Board receive the Chief's report dated March 20, 2014 contained in Minute No. P106/14.

Moved by: D. Noria

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 20, 2015**

#P215. CENTRAL JOINT HEALTH AND SAFETY COMMITTEE

The Board was in receipt of the Minutes from the Central Joint Health and Safety Committee meeting held on June 12, 2015. A copy of the Minutes is appended to this Minute for information.

The Board received the Minutes from the CJHSC Meeting held on June 12, 2015.

Moved by: C. Lee



Central Joint Health and Safety Committee

- MEETING MINUTES -

**Lunch Room
Emergency Management & Public Order
Toronto, Ontario**

**Friday,
June 12, 2015
at 2:00 PM**

Meeting No. 54

Members Present: Dr. Alok Mukherjee, TPSB, Committee Co-Chair
Mr. Keith Bryan, TPA, Committee Co-Chair
Mr. Tony Veneziano, TPS, Command Representative
Mr. Jon Reid, TPA, Executive Representative

Also Present: Ms. Wendy Ryzek, Manager, OH & Safety
Mr. Rob Duncan, Safety Planner & Program Coordinator, OH & Safety
Ms. Deirdre Williams, Recording Secretary

Guests: Supt. Bill Neadles, Emergency Management & Public Order
Insp. Frank Barredo, Emergency Management & Public Order
Mr. Mike Snea, Emergency Management & Public Order *
S/Sgt. James Hung, Police Dog Services
P.C. Giovanni Liggio, Marine Unit

* Member of the Emergency Management & Public Order Local Joint Health and Safety Committee

Chair for this Meeting: Dr. Alok Mukherjee, TPSB, Committee Co-Chair

Opening of the Meeting:

1. Dr. Mukherjee extended a welcome to the Committee members and guests who attended the meeting at the Emergency Management & Public Order Unit (“EM & PO”).
2. The Committee approved the public and confidential Minutes from its meeting held on October 14, 2014.

The Committee considered the following matters:

3. Emergency Management & Public Order
Update by: Supt. Bill Neadles, EM & PO

Supt. Neadles said that he had several significant concerns with respect to the condition of the facility at which the EM & PO is located. He identified the concerns and described the impact that they have on the health and safety of the EM & PO members as well as the members’ ability to perform their operational responsibilities.

Mr. Veneziano advised the Committee that the TPS Command is aware of the concerns that have been expressed about the building’s condition and infrastructure and that they will be addressed through the TPS capital program.

No written notes with regard to this matter were provided to the Committee.

Status:	Concerns about the Condition of the EM & PO Facility: <u>Resolved</u>
Action:	The Committee agreed that this matter has been resolved and that no further action is required at this time.

4. Police Dog Services: Installation of a Washing Machine and Dryer
Update by: Mr. Tony Veneziano, TPS Command Representative

Mr. Veneziano advised the Committee that the request for a washing machine and a dryer had been included in the list of items for consideration in the 2015 State of Good Repair and that, to date, neither the Chief nor the TPS Command had made a decision. Dr. Mukherjee inquired as to whether funds could be transferred from another source in order to expedite the purchase of a washing machine and dryer. Mr. Veneziano said that the delay in considering the request had occurred due to the need to consider other priorities as opposed to there being insufficient funds.

S/Sgt. Hung advised the Committee that the need to clean or decontaminate uniforms at Police Dog Services is greater now than it was at the time that the original request was made in July 2014 due to an increase in the officers’ and dogs’ exposure to ticks and bed bugs.

Dr. Mukherjee noted that in July 2014 the Committee unanimously agreed that there was a need to install a washing machine and a dryer at Police Dog Services and in October 2014 Mr. Veneziano advised that a decision would be made by the TPS Command in early 2015. Dr. Mukherjee indicated that, in his opinion, the process to consider the request has taken too long and that the delay is unacceptable, especially given the ongoing environmental issues which could potentially affect the health of the officers. Mr. Bryan and Mr. Reid concurred that the delay is unacceptable.

The Committee asked Mr. Veneziano to advise the Chief that the Committee is disappointed at the length of time that it has taken the TPS Command to consider the request for a washing machine and a dryer and to request that a decision be made as soon as possible.

Written notes provided by Mr. Veneziano with respect to this matter are attached to these Minutes for information.

Status:	Police Dog Services: Installation of a Washing Machine and Dryer: <u>Ongoing</u>
Action:	Mr. Veneziano will provide an update on this matter at the next Committee meeting.

5. Marine Unit: Barn Swallows

Update by: Mr. Tony Veneziano, TPS Command Representative

Mr. Veneziano advised the Committee that the issue of barn swallows nesting in the rafters of the boat house at the Marine Unit is an ongoing problem. He said that the TPS has been working with City of Toronto - Purchasing in an attempt to retain the services of a bird specialist but, to date, the necessary procurement documents have not been prepared by the City.

P.C. Liggio said that there is a significant amount of bird feces in the boat house on an ongoing basis and that the officers are currently coping with the situation by washing the boats frequently. He inquired as to what steps would be taken to resolve this matter permanently.

Mr. Duncan said that while the barn swallow is a bird that is identified as a species at risk in Ontario and its status as a threatened species prohibits any attempts to disturb their nests once they have been established, there may be potential options to prevent the birds from entering the boat house.

Dr. Mukherjee said that it has been several years since members of the Marine Unit raised concerns about the infestation of the barn swallows and the potential harmful effects that could arise from the members' exposure to the feces. He said that while there have been attempts by the TPS and the City of Toronto to identify a solution, it is a problem that has been ongoing for too long and it appears that there has been a lackadaisical attitude towards the need to resolve it expeditiously. The Committee agreed that the delay is unacceptable.

The Committee agreed that the Co-Chairs would jointly send a letter to the appropriate representative at the City of Toronto indicating that the Committee is disappointed at the length of time that the City has taken to effectively and permanently address the concerns that have been raised by members at the Marine Unit with regard to the infestation of barn swallows. The letter should emphasize that it is the position of the Committee that this issue has potential serious health and safety implications and, therefore, requires prompt attention. At the request of the Committee, Mr. Veneziano agreed to draft the letter for the Co-Chairs.

The Committee also asked Mr. Veneziano to consider immediate steps that may be taken by the TPS to deal with the infestation of barn swallows and the feces that is a consequence of the birds nesting in the boat house at the Marine Unit.

Written notes provided by Mr. Veneziano with respect to this matter are attached to these Minutes for information.

Status:	Marine Unit: Barn Swallows: <u>Ongoing</u>
Action:	Mr. Veneziano will provide an update on this matter at the next Committee meeting.

6. Improvements to Internal Communication and Education with Respect to Workplace Violence and Harassment
 Update by: Mr. Tony Veneziano, TPS Command Representative

Mr. Veneziano advised the Committee that the OHS Unit had met with the TPS - Diversity Management Unit and it was determined that a video – in a format similar to a public service announcement – would be a good mechanism for communicating to TPS members. The TPS – Video Services Unit has agreed to produce the video and is currently in the process of developing an appropriate storyboard. Mr. Veneziano said that the video will, hopefully, be completed and posted to the TPS Intranet by the end of 2015.

Written notes provided by Mr. Veneziano with respect to this matter are attached to these Minutes for information.

Status:	Improvements to Internal Communication and Education with Respect to Workplace Violence and Harassment: <u>Ongoing</u>
Action:	Mr. Veneziano will provide an update on this matter at the next Committee meeting.

7. Initiatives for Broader and Ongoing Communication and Education with Respect to Health, Safety and Wellness

Update by: Mr. Rob Duncan, Safety Planner & Program Coordinator, OHS

Mr. Duncan advised the Committee that the new OHS Safety Officer, P.C. Christian Pelletier, has been designated as the person who will act as a liaison with the Local Joint Health & Safety Committees (“LJHSCs”). P.C. Pelletier’s role as liaison will include: acting as a resource to LJHSC members; ensuring that the LJHSCs develop a communication mechanism to convey information about health, safety and wellness matters directly to the members of their units; responding to inquiries; and, where appropriate, resolving any workplace concerns that could pose a risk to a member’s health or safety.

Mr. Duncan said that the planning for the 2015 Annual Occupational Health and Safety Awareness Day has commenced and this Awareness Day is an example of another opportunity to share information about health, safety and wellness matters directly to TPS members.

Written notes provided by Mr. Duncan with respect to this matter are attached to these Minutes for information.

Status:	Initiatives for Broader and Ongoing Communication and Education with Respect to Health, Safety and Wellness: <u>Resolved</u>
Action:	The Committee agreed that this matter has been resolved and that no further action is required at this time.

8. List of Healthy Takeaway Meals for Members Who Are Working Shifts

Update by: Mr. Tony Veneziano, TPS Command Representative

Mr. Veneziano said that the TPS nutritionist is developing a guide that will feature tips and resource information for “healthy eating on the run.” The guide will include tips on healthy foods that are easy to consume while working on shifts; healthy foods that are easy to pack and carry to work; and the location, by division, of establishments at which healthy foods can be purchased at any time of the day or night.

The Committee was advised that the guide will be posted to the TPS Intranet by the late summer or early fall of 2015 and that it will be available in a format that can be accessed on smartphones and other mobile devices.

Written notes provided by Mr. Veneziano with respect to this matter are attached to these Minutes for information.

Status	Request for a List of Locations with Healthy Takeaway Meals for Members Who Are Working Shifts: <u>Ongoing</u>
Action	Mr. Veneziano will provide a response at the next Committee meeting.

9. Final Report on the Results of the 2014 Occupational Health and Safety Awareness Day
Update by: Mr. Rob Duncan, Safety Planner & Program Coordinator, OHS

Mr. Duncan delivered a presentation containing the results of the 2014 OHS Awareness Day.

Following the presentation, Mr. Bryan noted that there is a greater amount of internal interest in the OHS Awareness Day each year and inquired as to whether the number of seats in the conference room at the Toronto Police College could be increased in 2015 to accommodate a larger number of participants. Mr. Duncan said that there was the potential for an additional 40 seats in the conference room.

Mr. Duncan said that the participants' comments were highly complementary. He drew attention to one participant's comment about the benefits that would be achieved if more senior managers attended future Awareness Days. Mr. Veneziano concurred with this recommendation and said that senior managers should be advised that non-supervisory personnel have an expectation that more senior managers ought to attend the annual OHS Awareness Days for the purpose of learning about specific health, safety and wellness matters in the workplace.

A copy of Mr. Duncan's presentation is on file with the Recording Secretary.

Status:	Results of the 2014 OHS Awareness Day: <u>Resolved</u>
Action:	The Committee agreed that this matter has been resolved and that no further action is required at this time.

Quarterly Update:

10. TPS Wellness Initiatives & Wellness Information on the Intranet
Update by: Mr. Tony Veneziano, TPS Command Representative

Mr. Veneziano and Mr. Duncan delivered the quarterly wellness update, including the results of recent wellness initiatives.

Written notes provided by Mr. Veneziano with respect to these issues are attached for information.

Status:	Quarterly Update: TPS Wellness Initiatives: <u>Ongoing</u>
Action:	Mr. Veneziano will provide a further update at the next meeting.

Semi-Annual Update:

11. Critical Injuries – Information on Awareness and Education
Update by: Mr. Tony Veneziano, TPS Command Representative

No information was provided at this meeting on any new initiatives that may have been developed to improve in the way in which TPS members can protect themselves from potential work-related critical injuries.

The Committee agreed that, in future, Mr. Veneziano can provide information on how to prevent a workplace critical injury at the time that he provides the details of specific critical injury occurrences. A new consolidated report containing both of these issues will be provided at the next meeting.

No written notes with regard to this matter were provided to the Committee.

Status:	Critical Injuries – Information on Awareness and Education: <u>Resolved</u>
Action:	The Committee agreed that this matter has been resolved and that no further action is required at this time.

Annual Reviews:

12. TPSB Occupational Health and Safety Policy – 2015 Review
Review by: All Members

The Committee conducted its annual review of the TPSB’s Occupational Health and Safety policy and agreed that no recommendations for amendments were necessary at this time.

A copy of the policy endorsed by the Committee is on file with the Recording Secretary.

Status:	2015 Review of the TPSB’s Occupational Health and Safety Policy: <u>Resolved</u>
Action:	The Committee agreed that this matter has been resolved and that no further action is required at this time.

13. *Terms of Reference* – 2015 Review
Review by: All Members

Dr. Mukherjee noted that in June 2013, the TPSB and TPA jointly sent a request to the Ministry of Labour seeking the approval of several amendments to the *Terms of Reference*. In March 2015, the Ministry sent correspondence indicating that the amendments had been approved. A copy of the Ministry’s correspondence was provided to the Committee for information.

The Committee reviewed the revised *Terms of Reference*, as approved by the Ministry in 2015, and agreed that no further amendments were necessary at this time

Copies of the Ministry's March 2015 correspondence and the current *Terms of Reference* are attached to these Minutes for information.

Status:	2015 Review of the <i>Terms of Reference</i>: <u>Resolved</u>
Action:	The Committee agreed that this matter has been resolved and that no further action is required at this time.

14. New Matters for Consideration– 2015 Review
Review by: All Members

The Committee considered the following new matters:

- (a) Mr. Duncan said that OHS, along with technical assistance to be provided by TPS - Information Technology Services, will commence a pilot project to test the effectiveness of an on-line system for processing injured-on-duty (“IOD”) occurrences. A proposed user-friendly on-line system will, hopefully, be more efficient than the current system which relies upon the use of fax machines for transmitting IOD documents.

No written notes with regard to this matter were provided to the Committee.

Status	Pilot Project: On-Line IOD Processing System: <u>Ongoing</u>
Action	Mr. Duncan will provide an update at the next Committee meeting.

- (b) Mr. Bryan said that officers have expressed concerns to him and Mr. Reid about the limited time that exists between the end of a midnight shift and the time at which traffic court commences. The limited time is reduced further for the officers who reside beyond the City of Toronto. Mr. Reid emphasized the risks that can occur when officers operate vehicles while they have had little or no sleep.

Mr. Bryan inquired as to whether the existing TPS 15.5 hour rule pertaining to regular and paid duties worked in one day could also be applied to regular and court duties worked in one day.

The Committee agreed that the Co-Chairs would jointly send a letter to the Chief of Police with a request that he conduct a review to determine whether any improvements could be made to the way in which traffic court is scheduled in order to increase the time between the end of a midnight shift and the commencement of traffic court and/or apply a 15.5 hour rule to regular and court duties worked in one day, similar to the 15.5 hour rule pertaining to regular and paid duties. The letter will emphasize that the current situation affects the wellness of officers and has potential safety implications.

No written notes with regard to this matter were provided to the Committee.

Status	Scheduling Traffic Court – Time Between Midnight Shift and Traffic Court: Ongoing
Action	Mr. Bryan will provide an update at the next Committee meeting.

- (c) Mr. Bryan raised one additional new matter for 2015 which was considered during the confidential portion of the meeting and is recorded in the confidential Minutes.

Tour of the Emergency Management & Public Order Unit:

15. At the conclusion of the meeting, Supt. Neadles conducted a tour of the EM &PO facilities for the Committee members.

****Confidential Matters****

The Committee also considered several confidential matters.

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

Next Meeting:

Date: to be determined
Time:
Location:

Members of the Central Joint Health and Safety Committee:

Dr. Alok Mukherjee, Co-Chair Toronto Police Services Board	Mr. Keith Bryan, Co-Chair Toronto Police Association
Mr. Tony Veneziano, Command Representative, Toronto Police Service	Mr. Jon Reid, Executive Representative Toronto Police Association

CENTRAL JOINT HEALTH & SAFETY COMMITTEE (CJHSC)

NOTES FOR MINUTES

Date of Meeting: Friday, June 12, 2015

Time: 14:00 hrs

Location: Emergency Management & Public Order Unit

Public Agenda Items

#	Item	Notes
4	Police Dog Services: installation of washer/dryer.	<ul style="list-style-type: none"> This item was to have been included in the 2015 State of Good Repair process. This has not been approved by Command as yet, so there is no further action at this time.
6	Marine Unit: update on management of Barn Swallows.	<ul style="list-style-type: none"> This continues to be a problem. City Operations indicated that City Purchasing (PMMD) could or would not prepare the required procurement document to engage a bird specialist, who was to have been consulted as to how to encourage the birds to nest elsewhere.
7	Workplace Violence & Harassment Communication	<ul style="list-style-type: none"> The OHS Unit met with the Diversity & Inclusion Unit to discuss a communication with respect to workplace violence and harassment. It was determined that a short “public service announcement” style internal video would be considered, which would be designed to draw attention to the importance of understanding workplace violence and harassment and to raise awareness within the Service. The video will be produced in collaboration with Video Services.
8	Communication with respect to health, safety, and wellness.	<ul style="list-style-type: none"> The OHS Unit has assigned the new Safety Officer as the Joint Health & Safety Committee liaison. He has been attending JHSC meetings across the Service to share key messages and act as a resource for local committee members. Planning is underway for the 8th Annual OHS Awareness Day, which will feature presenters and material which incorporate wellness in addition to health and safety.
9	List of healthy takeaway meals for members working shifts.	<ul style="list-style-type: none"> Nutritionist Erin Moore has been approached regarding a potential project, and has indicated that she would be willing to facilitate the development of such a tool for the

#	Item	Notes
		<p>Wellness website. The project development process is underway, and will result in a “healthy eating on the run” resource guide, anticipated to be ready for distribution by the end of summer 2015. This topic will be incorporated into the wellness lectures for the 2016 In-Service Training Program.</p> <ul style="list-style-type: none"> ▪ The resource guide will also be shared with participants at the Annual OHS Awareness Day in October, 2015. An emphasis on nutrition and wellness will form part of the theme for the event.
14	Quarterly Wellness Update	Quarterly statistics for January to April, 2015 are summarized below:
		<p>TPS Yoga Program Bi-weekly sessions (on-going) at the Toronto Police College Number of people attending: 5-15 per session Yoga class for Pre-OPC Recruits Yoga Platoon Training for D14 (total reached: 70) Yoga at 32 Division, ran for 6 weeks (total reached: 15)</p> <p>ISTP Wellness Topic: Building Resiliency & Post-Traumatic Stress Disorder (PTSD) We have trained 2000 officers on ISTP from Jan 1 to April 30</p> <p>Wellness Website The Wellness Team has continued to develop and generate content for the topic sections which include Eat Right, Think Right, Move Right, Heart Right and Sleep Right. Newly generated content includes, but is not limited to: fitness articles as well as nutrition articles on digestion, healthy eating for shift workers and weight management. The Wellness Website has been a practical way for members sign up for Fitness Pin Testing. The on-line process is easy to use and also provides preliminary Fitness Pin instructions. The Wellness Website also has a recipe section, which includes Breakfast, Lunch and Dinner options, as well as Dairy and Gluten Free meal ideas.</p> <p>Average number of monthly visits: 300</p> <p>Nutrition Presentations (including Pre + Post OPC Recruits and Platoon Training) Number: 33 People attended/reached: 720</p> <p>Nutrition Consults Number of consults/people reached: 54</p> <p>Fitness Pin Incentive Number of tests: 812 Total Fitness Pin Tests (795 passed, 17 failed)</p>

#	Item	Notes
		<p>Fitness Consults and Movement Screening Sessions: Number of consults/people reached: 50</p> <p>R2MR (Road to Mental Readiness) 1 presentation for CIRT members Total reached: 30</p> <p>UPCOMING & CURRENT WELLNESS INITIATIVES</p> <p>Fitness Consultations, Nutrition Consultations, Fitness Pin Testing, and Nutrition Presentations are ongoing throughout the year.</p> <p>Road to Mental Readiness Wellness Team members have been trained to present this program. The program has been presented for CIRT members and will also be presented to MCIT members this summer. The process has been initiated to offer this program service-wide.</p> <p>TPS Yoga Program to be offered Service-Wide Yoga is currently running weekly at D14 (5-10 people per session) Yoga is currently running bi-weekly at the Toronto Police College (5-15 people per session) Yoga to be offered at other locations across the Service (upcoming classes at D43 and D32)</p> <p>Recruit Training Updates Building Resiliency in Policing (1.5 hour presentation) and Yoga (1 hour yoga class) are officially part of the training curriculum.</p> <p>Meditation program (10 weeks) to run at HQ and Toronto Police College</p> <p>Wellness Website – To be updated with new videos (including yoga and meditation); as well as project is underway for healthy eating options based on police divisions.</p>



Terms of Reference

for the Structure and Function of

the Central Joint Health and Safety Committee

as agreed between

the Toronto Police Services Board and the Toronto Police Association

June 2013

Approved by the Ministry of Labour:
March 25, 2015 – see correspondence
attached.

PREAMBLE

1. It is a requirement of the *Occupational Health and Safety Act* (the Act) to establish a program and policy which will encourage the active participation of all employees in the prevention of accidents and the promotion of health and safety in the workplace.
2. It is our belief that through education programs and joint investigations and the resolution of concerns, those workplaces will be made safe and healthy for all employees.
3. The parties acknowledge that the proper functioning of joint health and safety committees can only be achieved when everyone in the workplace is committed to, and meets, their health and safety responsibilities. The parties undertake to co-operate in ensuring that these terms of reference and the full spirit and intent of the Act will be carried out by the respective organizations.
4. The parties hereto adopt these terms of reference in good faith and agree to promote and assist the local joint health and safety committees and committee members by providing such information and assistance as may be required for the purpose of carrying out their responsibilities.

STRUCTURE OF COMMITTEE

The Central Joint Health and Safety Committee (the Committee) shall consist of an equal number of representatives of the Toronto Police Service and Toronto Police Services Board and the Toronto Police Association. At a minimum there shall be:

- One representative of the Toronto Police Service Command, and one representative of the Toronto Police Services Board, hereinafter referred to as Management Representatives. At least one Management Representative shall be a certified member.
- Two Toronto Police Association Executive members. At least one Association representative shall be a certified member.

There shall be two Co-Chairs, one being a Management Representative and one being an Association Executive, who shall chair alternate meetings.

The Manager, Occupational Health and Safety, will be invited to attend meetings to respond to inquiries or provide information as requested by the Committee. The Manager will act as staff support and shall not participate in any decision making.

A Co-Chair may, with the consent and approval of his/her counterpart, invite any additional person(s) to attend the meeting to provide pertinent additional information and comment. Those persons may remain present during the meeting to provide advice or counsel to the person(s) who invited them, but shall not participate in any decision making.

The Committee shall meet at least four times each year (or every three months) with dates to be established based on the availability of the Committee members. Additional meetings may be scheduled, as necessary, at the discretion of the Committee.

In the event that a scheduled meeting needs to be cancelled or re-scheduled, the Co-Chair requesting the change will consult the other Co-Chair and the change will be approved jointly by the Co-Chairs.

FUNCTION OF THE COMMITTEE

To attain the spirit of the Act, the functions of the Committee shall be:

1. To review all issues arising as a result of recommendations from the local Joint Health and Safety Committees.
2. The review of all health and safety issues which may potentially impact the Service as a whole, arising from local Joint Health and Safety Committees.
3. The review of local Joint Health and Safety Committee investigations into deaths or critical injuries (as defined in Ontario Regulation 834).
4. The review of any other investigations into incidents which have the potential to cause a critical injury, but where no critical injury occurred.
5. To ensure adequate education and training programs are provided in order that all employees are knowledgeable in their rights, restrictions, duties and responsibilities under the Act.
6. To identify, evaluate and recommend a resolution on matters pertaining to health and safety in the specific workplace to the Chief of Police, who in turn will report to the Chair of the Police Services Board.
7. To address legislative compliance issues related to all health and safety and associated regulations affecting the workplace.
8. To deal with any other health and safety matter the Committee deems appropriate.

INSPECTIONS

It is jointly agreed that the Committee:

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

RECOMMENDATIONS OF THE COMMITTEE

The Employer, which is agreed to be the Toronto Police Services Board, or its designate, shall respond within 21 days with regard to written or Minuted recommendations received from the Committee, provided such recommendations are deemed to represent the consensus of the Committee. The written response shall indicate the employer's assessment of the recommendation and specify what action will or will not (with explanations) be taken as a result of the recommendation. Any proposed action by the employer shall include details of who will be responsible for such action and a proposed time frame. Failure by the employer or its designate to respond to the written recommendations of the Committee will be referred to the Ministry of Labour.

MEETINGS

The location of the meetings will alternate between the Toronto Police Service Headquarters and the Toronto Police Association Building, or any other mutually agreed location, such as Toronto Police Service work sites.

MINUTES OF MEETINGS

It is the responsibility of the Co-Chair chairing each meeting to take Minutes or cause Minutes to be taken. The Co-Chairs are responsible for having the Minutes typed and circulated to each member, the members' assistants and the Board Administrator in a timely fashion. Minutes will be prepared as a public document and, when necessary, separate Minutes will be prepared that record discussions involving confidential matters.

The Board Administrator will place a copy of the Minutes from each Committee meeting on the Board's public meeting agenda for information and, when applicable, will place confidential Minutes on the Board's corresponding confidential meeting agenda for information.

QUORUM

The Committee shall have an equal number of Management and Association members present in order to conduct business.

MEETING AGENDA

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

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

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

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

GENERAL

The Terms of Reference are adopted in good faith and without prejudice. The members of the Committee agree with the objective of enhancing the health and safety of the members of the Toronto Police Service. The overall goal of the Committee is to promote health and safety among the members of the Service.

Committee members will thoroughly investigate all issues to get all the facts and will exchange these facts when searching for a resolution to an issue.

All Committee members will keep medical information strictly confidential.

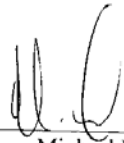
The Terms of Reference are subject to revision from time to time to accommodate changes to the structure of the Toronto Police Service, the Toronto Police Association, the provisions of the Act or any Regulations, or to address new concerns.

Any amendments, deletions or additions to these Terms of Reference must have the consensus of the total Committee and be approved by the Toronto Police Services Board and the Toronto Police Association. The amendments, deletions or additions shall be set out in writing and incorporated in new Terms of Reference which will be forwarded to the Ministry of Labour for approval.

Signed in Toronto, Ontario.


Alok Mukherjee
Chair
Toronto Police Services Board

2013.06.13
date


Michael McCormack
President
Toronto Police Association

2013.06.14
date



Ministry of Labour
Office of the Deputy Minister
400 University Avenue
14th Floor
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M7A 1T7
Tel: 416 326-7600
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Ministère du Travail
Bureau du sous-ministre
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Tél. : 416 326-7600
Télééc. : 416 328-0507

November 4, 2014

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

Dear Mr. Mukherjee and Colleagues:

Thank you for your letter to the Honourable Flynn, Minister of Labour, on behalf of the Central Joint Health and Safety Committee for the Toronto Police Service. I have reviewed your committee's request for assistance from the Ministry of Labour regarding the safety and security of front desk workers at specific units and divisions within the Toronto Police Service.

The Ministry of Labour encourages the internal resolution of complaints by workplaces through the internal responsibility system and with the support of joint health and safety committees. The ministry recognizes that your committee has attempted to internally resolve the safety concerns that have been expressed on behalf of these workers.

As you have stated, the Toronto Police Service is operating under a multi-workplace joint health and safety committee. This multi-workplace committee was granted in 2003 by order of the Minister of Labour. As both workplace parties have confirmed that you are unable to internally resolve the matter of security at front desks, I have forwarded a copy of your letter to Mr. Dermott Barrett, Acting Central East Regional Director, so that he may provide assistance. Authority to grant a Minister's order has been delegated to him and other regional directors of the ministry.

Thank you again for writing.

Yours truly,

Sophie Dennis
Interim Deputy Minister of Labour



c: Mr. Dermott Barrett, Acting Central East Regional Director, Ministry of Labour

Ministry of Labour

Regional Director
Central Region
Operations Division

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

Telephone: 647-777-5005
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Ministère du Travail

Directeur Régional
Région du Centre
Division des opérations

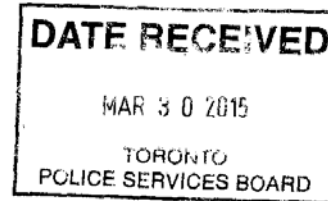
5001, rue Yonge
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March 25, 2015

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



Dear Mr. Mukherjee,

The Minister has delegated to me the power under subsection 9 (3.1) of the Occupational Health & Safety Act. I would like to thank you for the submission dated June 13, 2013, requesting approval of the revised terms of reference for the multi-workplace Joint Health and Safety Committee developed and agreed to by the Toronto Services Board on behalf of the employer, and the Toronto Police Association on behalf of the workers.

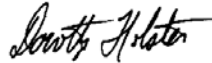
I am pleased that a cooperative approach has been achieved regarding the structure and terms of reference for the MJHSC and that the arrangement satisfies the recommended Ministry of Labour criteria. These criteria may change over time due to legislative changes and development of best practices; therefore, you are encouraged to review the terms of reference periodically to ensure it remains current. A copy of the terms of reference and Minister's Order granted should be kept at each workplace covered under the Minister's Order.

The attached Minister's Order indicates my approval of the proposed terms of reference. Compliance with this order requires vigilance on the part of all workplace parties to ensure adherence with the terms of reference. The employer's accountability may be reviewed through proactive field visits conducted by Ministry of Labour enforcement staff. Please note that the Minister's Order is revoked, without any further action on the part of the Minister or his delegate, on March 25, 2020. Should you wish to continue using a MJHSC beyond the revocation date, you must reapply for a new Minister's Order. It is advised you re-apply to the Minister for a new Order at a minimum 6 months prior to the date of revocation.

If the workplace parties wish to amend the terms of reference at any time before the revocation date, they must advise the Regional Director in writing of the proposed changes. The Ministry will review the proposed amendments and determine next steps.

I would like to wish the MJHSC members every success in their endeavors towards an enhanced internal responsibility system with fully effective health and safety programs.

Sincerely,



Dorothy Holster
Regional Director (Acting), Central East Region

c: Len May Manager, Ministry of Labour

Victor Yu RPC, Ministry of Labour

Encl: Minister's Order Granted under Subsection 9 (3.1) of the OHSA, R.S.O. 1990, c.0.1

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

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

And whereas the Toronto Police Services Board on behalf of the employer; and the Toronto Police Association on behalf of the workers, in an executed document between them dated June 13, 2013, stated a desire to have the Multi-workplace Joint Health and Safety Committee;

and have the Minister approve such an arrangement.

NOW THEREFORE BE IT ORDERED that pursuant to subsection 9 (3.1) of the Occupational Health and Safety Act, Toronto Police Service, is hereby permitted to establish and maintain the one Joint Health and Safety Committee to be governed as to composition, practice and procedure by the provisions of the executed document dated June 13, 2013, between the Toronto Police Services Board on behalf of the employer, the Toronto Police Association on behalf of the workers.

This order shall be effective as of the date of issue and is revoked by the Minister on March 25, 2020.

Dated at Toronto, this 25th day of March, 2015.



Dorothy Holster
Regional Director (Acting), Central East Region

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 20, 2015**

**#P216. QUARTERLY REPORT: OCCUPATIONAL HEALTH AND SAFETY
UPDATE: APRIL TO JUNE 2015**

The Board was in receipt of the following report July 14, 2015 from Mark Saunders, Chief of Police:

Subject: QUARTERLY REPORT: OCCUPATIONAL HEALTH AND SAFETY
UPDATE: APRIL 1, 2015 TO JUNE 30, 2015

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

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

Background/Purpose:

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

Discussion:

Accident and Injury Statistics:

From April 1, 2015 to June 30, 2015, Service members reported that they were involved in 176 workplace accidents/incidents resulting in lost time from work or health care which was provided by a medical professional. These incidents were reported as claims to the Workplace Safety and Insurance Board (WSIB). During this same period, 30 incidents were reported as recurrences of previously approved WSIB claims that were reported. Recurrences can include, but are not limited to: on-going treatment, re-injury, and medical follow-ups ranging from specialist appointments to surgery.

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

- Struck/Caught/ Contact
- Overexertion
- Repetition
- Fire/Explosion
- Harmful Substances /Environmental
- Assaults
- Slip/Trip/Fall
- Motor Vehicle Incident
- Bicycle Incident
- Motorcycle Incident
- Emotional/Psychological
- Animal Incident
- Training/Simulation Incident
- Other

As a Schedule 2 Employer, the Toronto Police Service paid \$58,606 in health care costs for civilian members and \$223,517 in health care costs for uniform members for the second quarter of 2015.

Critical Injuries:

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

For the second quarterly report for 2015, there were four Critical Injury Incidents reported to the MOL. The incidents were confirmed by the MOL to be Critical Injury Incidents which resulted from a cause in the workplace as defined in *Regulation 834*.

Communicable Diseases:

As part of the Communicable Disease Exposure Surveillance Program, members of the Occupational Health and Safety Unit (OHS) reviewed reported exposures during the months indicated. The majority of these reports did not result in claim submissions to WSIB. However, there is an obligation to ensure the surveillance program maintains its administrative requirements and that there is a communication dispatched to members of the Service from a qualified designated officer from the Medical Advisory Services team. The number of reported exposures decreased by 33 compared to the same period in 2014.

MEMBER EXPOSURE TO COMMUNICABLE DISEASES

Reported Exposures	April	May	June	Q2 Total	Q2 2014
1. Hepatitis A, B, & C & HIV	3	8	10	21	14
2. Influenza	0	0	0	0	0
3. Tuberculosis (TB)	15	0	2	17	5

4. Meningitis (All)	0	0	0	0	3
5. Lice and Scabies	0	2	8	10	6
6. Other *	11	19	23	53	106
Total	29	29	43	101	134

* The “other” category can include, but is not limited to, exposures to:

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

As a result of a determination made at the Central Joint Health and Safety Committee meeting on March 29, 2010, OHS monitors incidents where members report exposure to bed bugs. There were 12 reported exposures to bed bugs in the second quarter.

Medical Advisory Services:

The statistics provided below are limited to a consideration of 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.

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

MEMBER DISABILITIES: NON-OCCUPATIONAL

Disability	April	May	June
Short-Term	64	63	65
Long-Term - LTD	4	4	4
Long-Term - CSLB	64	64	66
Total Disability per Month 2015-Q2	132	131	135
Total Disability per Month 2014-Q2	143	142	133

Workplace Violence and Harassment:

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

In the second quarter of 2015, there were no new documented complaints which were categorized by Professional Standards as having the potential to meet the criteria of workplace harassment as defined in the *OHSA*.

Other Occupational Health and Safety Matters:

There are no other occupational health and safety matters to report at this time.

Conclusion:

In summary, this report will update the Board on matters relating to occupational health and safety issues for the second quarter in 2015.

The next quarterly report for the period of July 1, 2015 to September 30, 2015, will be submitted to the Board for its meeting in October 2015.

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.

Ms. D!ONNE Renée was in attendance and delivered a deputation to the Board.

Following the deputation, Deputy Chief Mike Federico responded to questions about Bill 2, An Act to amend the *Workplace Safety and Insurance Act, 1997* with respect to post-traumatic stress disorder.

The Board approved the following Motions:

- 1. THAT the Board receive Ms. Renée's deputation; and**
- 2. THAT the Board receive the foregoing report.**

Moved by: S. Carroll

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 20, 2015**

**#P217. QUARTERLY REPORT: TORONTO POLICE SERVICES BOARD
SPECIAL FUND UNAUDITED STATEMENT: APRIL TO JUNE 2015**

The Board was in receipt of the following report August 04, 2015 from Andy Pringle, Chair:

Subject: QUARTERLY REPORT: TORONTO POLICE SERVICES BOARD SPECIAL
FUND UNAUDITED STATEMENT: APRIL TO JUNE 2015

Recommendation:

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

Financial Implications:

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

Background/Purpose:

As required by the Toronto Police Services Board (TPSB) Special Fund policy (Board Minute #P292/10) expenditures for the Special Fund shall be reported to the Board on a quarterly basis. This report is provided in accordance with such directive. The TPSB remains committed to promoting transparency and accountability in the area of finance.

Discussion:

Enclosed is the un-audited statement of receipts and disbursements with respect to the Toronto Police Services Board's Special Fund for the period April 1 to June 30 2015.

As at June 30 2015, the balance in the Special Fund was \$1,872,107. During the second quarter, the Special Fund recorded receipts of \$47,096 and disbursements of \$144,753. There has been a net decrease of \$322,603 against the December 31, 2014 fund balance of \$2,194,710.

Auction proceeds have been estimated for the months of April, May and June 2015 as the actual deposits have not yet been made.

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

- The Environics Institute for the Survey Research \$60,000
- Filipino Center \$15,000
- Divisional Policing Support- Caribbean Carnival \$10,000

- Ontario Association of Police Boards \$ 7,500
- Board/Chief Pride Reception \$ 5,000
- National Aboriginal Day \$ 5,000
- Toronto Region Board of Trade \$ 4,000
- LGBT Bursary Award \$ 3,000
- Auxiliary Appreciate Event \$ 3,000

The following unused funds were returned:

- Crossing Guards Long Service Awards \$ 2,005
- Black History Month \$ 801

In addition, the Board approved and disbursed the following:

- Recognition of Service Members \$20,184
- TPSB/TPA Retirement Dinners \$ 6,101
- Chief Blair's Retirement Dinner \$ 4,050
- Recognition of Community Members \$ 2,825
- Estate of Sunnybrook \$ 1,500
- TPAAA Police Curling Championship \$ 400

Conclusion:

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

The Board received the foregoing report.

Moved by: J. Tory

THE TORONTO POLICE SERVICES BOARD SPECIAL FUND 2015 SECOND QUARTER RESULTS WITH INITIAL PROJECTIONS								
PARTICULARS	2015					JAN 01 TO DEC 31/15 TOTALS	2014	COMMENTS RELATING TO THIS QUARTER
	INITIAL PROJ.	JAN 01 TO MAR 31/15	APR 01 TO JUN 30/15	JUL 01 TO SEPT 30/15	OCT 01 TO DEC 31/15		JAN 01 TO DEC 31/14 ACTUAL	
BALANCE FORWARD	2,194,710	2,194,710	1,969,764	1,872,107	1,872,107	2,194,710	1,792,411	
REVENUE								
PROCEEDS FROM AUCTIONS	150,000	18,735	37,722			56,457	130,945	Auction proceeds for the second quarter are based on estimates. Overhead is at 27% of the proceeds.
LESS OVERHEAD COST	(40,500)	(5,058)	(10,185)			(15,243)	(36,655)	
UNCLAIMED MONEY	330,000	20,653	22,688			43,342	831,375	
LESS RETURN OF UNCLAIMED MONEY	(42,000)	(590)	(6,391)			(6,961)	(59,699)	
INTEREST	15,000	2,832	3,163			5,996	14,923	Interest income is based on the average monthly bank balance.
LESS BANK SERVICE CHARGES	(3,000)	(168)	(189)			(357)	(2,785)	
OTHERS	30,000	0	288			288	32,559	
TOTAL REVENUE	439,500	36,404	47,096	0	0	83,501	910,664	
BALANCE FORWARD BEFORE EXPENSES	2,634,210	2,231,114	2,016,860	1,872,107	1,872,107	2,278,210	2,703,075	
DISBURSEMENTS								
POLICE COMMUNITY INITIATIVES								
SERVICE								
CPLC & COMM. OUTREACH ASSISTANCE	29,000	0	0			0	29,000	
UNITED WAY	10,000	0	0			0	11,207	
OTHER	0	0	0			0	2,000	
COMMUNITY								
VICTIM SERVICES PROGRAM	129,000	29,000	0			29,000	75,330	Several Division Policing Support initiatives The Environics Institute for Survey Research
VARIOUS ORGANIZATIONS	540,000	225,300	112,500			337,800	176,000	
FUNDS RETURNED - SPONSORSHIPS	(4,500)	0	0			0	0	
VOLUNTEER APPRECIATION NIGHT	0	0	0			0	(303)	
BLACK HISTORY MONTH	0	0	(801)			(801)	(232)	
ASIAN HERITAGE	0	0	0			0	(469)	
NATIONAL ABORIGINAL DAY	0	0	0			0	(15)	
FRANCOPHONE	0	0	0			0	(3,127)	
LGBT	0	0	0			0	(33,584)	
2014 CARIBANA	0	0	0			0	(303)	
CPLC & COMM. OUTREACH ASSISTANCE	0	0	0			0	(7,016)	
UNITED WAY	0	0	0			0	(5,176)	
TPAAA ASSISTANCE	20,000	1,000	400			1,400	18,600	
RECOGNITION OF SERVICE MEMBERS								
AWARDS	115,000	1,600	4,688			6,288	91,892	
CATERING	25,000	4,450	13,491			17,941	23,721	
RECOGNITION OF COMMUNITY MEMBERS								
AWARDS	5,000	0	1,772			1,772	2,969	
CATERING	4,000	0	1,053			1,053	2,287	
RECOGNITION OF BOARD MEMBERS								
AWARDS	1,000	0	0			0	0	
CATERING	1,000	0	0			0	(29)	
CONFERENCES								
COMM. POLICE LIAISON COMMITTEES	8,500	0	0			0	6,778	
ONT. ASSO. OF POLICE SERVICES BOARD	7,500	0	0			0	15,132	
CDN ASSO. OF POLICE GOVERNANCE	10,000	0	0			0	0	
DONATIONS - IN MEMORIAM								
TPSB/TPA RETIREMENT DINNER	10,500	0	6,101			6,101	9,005	
DINNER TICKETS	6,000	0	4,050			4,050	632	Chief Blair's retirement
PROFESSIONAL FEES	0	0	0			0	86,622	
INTERNAL CONTROL REVIEW FEE	7,042	0	0			0	7,042	
OTHER EXPENSES	30,000	0	1,500			1,500	0	TPSB Governance retreat
TOTAL DISBURSEMENTS	954,842	261,350	144,753	0	0	406,103	508,365	
SPECIAL FUND BALANCE	1,679,368	1,969,764	1,872,107	1,872,107	1,872,107	1,872,107	2,194,710	

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 20, 2015**

**#P218. FINAL REPORT: INQUEST INTO THE DEATH OF DONALD
PERCIVAL THOMPSON – VERDICT AND RECOMMENDATIONS OF
THE JURY**

The Board was in receipt of the following report July 14, 2015 from Brennagh Smith, Solicitor, City of Toronto – Legal Services Division:

Reference: Final Report: Inquest into the Death of Mr. Donald Percival Thompson, Verdict and Recommendations of the Jury

This report sets out the verdict and recommendations of the jury in the inquest into the death of Donald Percival Thompson (the “Inquest”).

Recommendation:

It is recommended that:

1. The Board request the Chief of Police to report to the Toronto Police Services Board (“TPSB”) on the jury recommendations directed to the Toronto Police Service in the Inquest, which are Recommendations 1, 2, and 4.

Background

A synopsis of the circumstances of the death of Mr. Thompson was included as part of our privileged and confidential report dated March 17, 2015, considered by the TPSB at its meeting held on March 18, 2015 (see Minute No. C87/15).

In addition, the TPSB’s counsel reported to the Chair of the TPSB periodically during the course of the Inquest in regards to the evidence presented relating to the circumstances of the death, police practices, and training, among other things. The TPSB’s counsel also reported on and sought instructions regarding proposed recommendations.

Attached is a copy of the jury verdict, recommendations and verdict explanation, along with a copy of the two recommendations that were proposed by the TPSB.

Jury's Verdict and Recommendations

After deliberating for roughly three hours, the jury ruled that Donald Thompson’s death was a homicide caused by gunshot wounds to the chest.¹

¹ A “homicide” in the context of coroner’s inquest means a death that results from the action of a human being killing another human being. The action must be non-accidental and originate from a person other than the deceased.

The jury made four recommendations, two of which were adopted from the TPSB's proposed recommendations.

The first recommendation, below, was directed to the Toronto Police Service (“TPS”)/Chief of Police:

1. Whenever a sergeant is dispatched to a scene, to consider directing dispatchers and the sergeant to communicate, whenever circumstances permit, if and when the sergeant is en route, along with an estimated time of arrival. If such a practice already exists, to consider whether it is appropriate to issue a reminder to all communications staff and sergeants regarding this suggested best practice.

Evidence was heard that the officers on-scene were not aware that a sergeant (with a CEW) was en route and only minutes away.

However, it was clear that based on the specific circumstances of Mr. Thompson’s interaction with police, whether the officers on scene knew a CEW was en route and minutes away would not have made a difference to how they responded. However, the mandate for an inquest jury includes considering improvements that may assist in avoiding death in *similar, not necessarily identical* circumstances. In that vein, evidence was led that knowledge as to whether a sergeant was en route to a call and the estimated time of arrival of the sergeant would be helpful knowledge that *may* be used by the on-scene officer in assessing his or her available options. Chief’s counsel submitted that this is already the practice of dispatch. Evidence was heard that the officers on-scene were not aware that a sergeant (with a CEW) was en route and only minutes away.

Presently, a sergeant will accept an event and this will be displayed on the ICAD report and may be heard over the radio. However, in priority calls, first responding officers may not see or hear this information. Also, while a sergeant can be expected to be dispatched to a priority call, they are not always available to attend immediately. The idea behind this recommendation is that dispatch and/or the sergeant make additional efforts to make clear if and when a sergeant is actually en route and when they can be expected to arrive.

Accordingly, a recommendation was proposed and accepted by the jury that TPS consider having dispatchers and the sergeant communicate that they are en route along with the estimated time of arrival.

The second recommendation flows primarily from evidence that was led by the Coroner’s counsel regarding a new technology being piloted in some areas of the United States, known colloquially as the “clown gun”. This technology affixes to an officer’s firearm permitting the first bullet fired to be captured in the device such that it will simply strike the target rather than penetrate as a normal bullet would. S/Sgt Stockfish testified that TPS was aware of this new technology and was scheduling a meeting with the manufacturers with a view to evaluating its

In the coroner’s system, it is a finding of fact, not of culpability. It is not the same definition as used in the *Criminal Code*.

merits. The TPSB supported the Chief in the proposed language which was adopted by the jury in their recommendations:

2. The Toronto Police Service to continue to explore new technologies in the area of less lethal use of force options.

The jury also heard evidence about the use of force model and the training that officers receive at the Ontario Police College. They heard that the College aims to keep abreast of the latest developments in use of force and policing. The third recommendation directed to the Ontario Police College (not proposed by any party) likely was borne out of that evidence.

3. To continue to update the Ontario Use of Force Model based on current incidents or new research in the field of policing.

Finally, the jury was played the dispatch audio recordings, including communications between TPS dispatch and the Department of Ambulance Services (“EMS”)² dispatch. One of the attending EMS paramedics also testified. The audio recordings and paramedic’s evidence revealed that initially TPS dispatch communicated to EMS dispatch only that Mr. Thompson was conscious and breathing. TPS dispatch did not report that the officers had reported over the radio that shots had been fired. For this reason, the call was not initially made the highest priority. It was not clear whether TPS dispatch was even aware initially whether Mr. Thompson himself had been shot. There was a struggle with Mr. Thompson immediately following shots having been fired and thus for obvious reasons, the officers on-scene were primarily focused on ensuring they had Mr. Thompson in control and in custody. Within less than a minute more information was communicated about the nature of his injuries and the EMS call was upgraded. The minimal initial information communicated to EMS made no practical difference, however, because as the paramedic testified – she happened to be driving past the intersection when the call first came in and was turning around only seconds later when it was promoted to the highest priority. For this reason and because no evidence was led regarding what TPS dispatch knew or did not know initially, the TPSB did not raise any issues in this regard. Nevertheless, the jury identified the issue and formulated the following recommendation, which is more so an expression of “concern” rather than an actual recommendation:

4. Concern expressed over incomplete communication by police and dispatch regarding need for ambulance, i.e. “Shots Fired” warns EMS of potential urgency of call.

The Board approved the foregoing report.

Moved by: S. Carroll

² Now operating as “Toronto Paramedic Services”



Office of the
Chief Coroner
Bureau du
coroner en chef

**Verdict of Coroner's Jury
Verdict du jury du coroner**

The Coroners Act – Province of Ontario
Loi sur les coroners – Province de l'Ontario

We the undersigned / Nous soussignés,

_____ of / de _____
 _____ of / de _____
 _____ of / de _____
 _____ of / de _____

the jury serving on the inquest into the death(s) of / membres d'ament assermentés du jury à l'enquête sur le décès de :

Surname / Nom de famille Thompson Given Names / Prénoms Donald Percival

aged / à l'âge de 50 Years held at / tenue à 25 Morton Shulman Ave., Ontario

from the / du April 20th to the / au April 27th 20 15

By / Par Dr. / Dr. J. Carlisle Coroner for Ontario / coroner pour l'Ontario

having been duly sworn/affirmed, have inquired into and determined the following:
avons fait enquête dans l'affaire et avons conclu ce qui suit :

Name of Deceased / Nom du défunt
Donald Percival Thompson
Date and Time of Death / Date et heure du décès
April 26, 2013 / 13:12 hr
Place of Death / Lieu du décès
Sunnybrook Health Science Centre, Toronto
Cause of Death / Cause du décès
Gunshot wounds to the chest

By what means / Circonstances du décès
Homicide

Original signed by: Foreman / Original signé par: Président du jury

Original signed by jurors / Original signé par les jurés

The verdict was received on the / Ce verdict a été reçu le 27th / (Day / Jour) day of April / (Month / Mois) 20 15

Coroner's Name (Please print) / Nom du coroner (en lettres moulées) Dr. J. Carlisle Date Signed (yyyy/mm/dd) / Date de la signature 2015/04/27

Coroner's Signature / Signature du coroner

We, the jury, wish to make the following recommendations: (see page 2)
Nous, membres du jury, formulons les recommandations suivantes : (voir page 2)



Office of the
Chief Coroner
Bureau du
coroner en chef

**Verdict of Coroner's Jury
Verdict du jury du coroner**

The Coroners Act – Province of Ontario
Loi sur les coroners – Province de l'Ontario

**Inquest into the death of:
Enquête sur le décès de :**
Donald Percival THOMPSON

**JURY RECOMMENDATIONS
RECOMMANDATIONS DU JURY**

Recommendations to Toronto Police Service / Chief of Police:

1. Whenever a sergeant is dispatched to a scene, to consider directing dispatchers and the sergeant to communicate, whenever circumstances permit, if and when the sergeant is en route, along with an estimated time of arrival. If such a practice already exists, to consider whether it is appropriate to issue a reminder to all communications staff and sergeants regarding this suggested best practice.

To the Toronto Police Service / Chief of Police:

2. The Toronto Police Service to continue to explore new technologies in the area of less lethal use of force options.

To the Ontario Police College:

3. To continue to update The Ontario Use Of Force Model based on current incidents or new research in the field of Policing.

To the Toronto Police Service / Chief of Police and Department of Ambulance Services (DAS/EMS):

4. Concern expressed over incomplete communication by police and dispatch regarding need for ambulance, ie, "Shots Fired" warns EMS of potential urgency of call.

Personal information contained on this form is collected under the authority of the Coroners Act, R.S.O. 1990, C. C.37, as amended. Questions about this collection should be directed to the Chief Coroner, 25 Morton Shulman Avenue, Toronto ON M3M 0B1, Tel: 416 314-4000 or Toll Free: 1 877 991-9959.
Les renseignements personnels contenus dans cette formule sont recueillis en vertu de la Loi sur les coroners, L.R.O. 1990, chap. C.37, telle que modifiée. Si vous avez des questions sur la collecte de ces renseignements, veuillez les adresser au coroner en chef, 25, avenue Morton Shulman, Toronto ON M3M 0B1, tél. : 416 314-4000 ou, sans frais : 1 877 991-9959.

Verdict Explanation

**Inquest Into The Death Of Donald Percival Thompson
Coroner's Courts
25 Morton Shulman Ave
Toronto, Ontario
April 20, 2015 to April 27, 2015**

I intend to give a brief synopsis of the issues presented at this inquest. I would like to stress that much of this explanation will be my interpretation of both the evidence presented and of the jury's reasoning in making recommendations. The sole purpose of this explanation is to assist the reader in understanding the verdict and recommendations made by the jury. This explanation is not to be considered as actual evidence presented at the inquest and is in no way intended to replace the jury's verdict.

Participants:

Coroner's Counsel

Michael Blain
Chief Counsel
Office of the Chief Coroner
25 Morton Shulman Ave.
Toronto, Ont.
647 329 1850

Coroner's Investigator

Les Young
Provincial Constable
Coroner's Inquest Investigation Unit
Criminal Investigation Branch
Ontario Provincial Police
647-515-0045

Coroner's Constable

Walter Kalynowysch
Provincial Constable
Coroner's Constable
Ontario Provincial Police
647-329-1732

Reporter

Devon Lockett
Network Reporting Services
100 King St. W., Suite 900
Toronto, Ont., M5X 1E3
416 359 0305

Fax: 416 359 1611

Parties With Standing:

Represented By:

Chief of the Toronto Police Service

Gail Glickman, Sie-Wing Khow
40 College St.
Toronto, Ont. M5G 2J3 416-808-7802

Toronto Police Services Board

Brennah Smith, Michele Brady
Metro Hall, 55 John St.
Toronto, Ont. M5V 3C6 416-397-5612

Constable Bulford

Jimmy Lee, 170 Bloor St. W. Suite 702
Toronto, Ont. M5S 1T9 647-999-8912

Constables Wilson and Court

Gary Clewley, 357 Bay St. Suite 400
Toronto, Ont. M5H 2T7 647-999-8910

Summary of the Circumstances of the Death:

On April 26, 2013 at about 12:37 PM Toronto Police received a 911 call regarding a man walking around outside a bank branch at Kennedy Road and Eglinton Ave. who apparently had a large knife or machete on his person.

Arriving police officers observed the man walking on the southeast corner and attempted to communicate with him.

The man turned to face the police officers and drew out the machete holding it in the direction of the officers.

Despite being directed clearly to drop the knife, the man advanced on the officers brandishing the machete in a menacing fashion.

When the man reached a few feet from the police officers and they could back up no further due to heavy traffic in the street two officers simultaneously discharged their service weapons and the decedent was struck by the bullets and collapsed.

He was transported to hospital promptly but unfortunately, despite medical treatment, he could not be revived and was pronounced dead.

A coroner investigated and a post mortem examination was conducted.

The jury heard from 20 witnesses over 4 days, considered 16 exhibits and deliberated approximately 3 hours before reaching a verdict.

Verdict:

Name of the Deceased: Donald Percival Thompson

Date and Time of Death: April 26, 2013, 13:12 H

Place of Death: Sunnybrook Health Sciences Centre, Toronto

Cause of Death: Gunshot Wounds to the Chest

By What Means : Homicide

Recommendations:

To Toronto Police Service / Chief of Police:

1. Whenever a sergeant is dispatched to a scene, to consider directing dispatchers and the sergeant to communicate, whenever circumstances permit, if and when the sergeant is en route, along with an estimated time of arrival. If such a practice already exists, to consider whether it is appropriate to issue a reminder to all communications staff and sergeants regarding this suggested best practice.

Coroner's Comments:

The jury heard that frontline police constables in the City of Toronto are not issued with conducted energy weapons or Tasers. These intermediate use of force level weapons are issued to supervisors (sergeants) and certain other special units. The jury felt that such weapons might be useful in some cases of police confrontations with violent persons exhibiting signs of possible mental illness and that officers confronting such situations might be assisted in exercising their judgement as to the best response by knowing, where possible, if a supervisor or other officer with a conducted energy weapon was attending the call and what delay might be expected in their arrival. They were advised by one party that this is already done and felt that, in that case, a reminder should be issued.

2. The Toronto Police Service to continue to explore new technologies in the area of less lethal use of force options.

Coroner's Comments:

The jury heard that there are new and emerging technologies which might, if adopted, provide police officers with less lethal options in responding to dangerous behavior threatening life and limb by members of the public. They viewed video of one such option.

The jury felt that all such available technologies should be carefully evaluated and considered for use in the hope that future deaths in circumstances similar to this case might be avoided.

To the Ontario Police College:

3. To continue to update The Ontario Use Of Force Model based on current incidents or new research in the field of Policing.

Coroner's Comments:

The jury observed that the copies they were shown of the Ontario Use of Force Model which guides training of officers in the use of force and assists in understanding use of force in incidents such as this case was dated a considerable number of years prior to this death. They felt that this model should regularly be reviewed in the light of experience and new research and that the date on the document should reflect that of the most recent review.

To the Toronto Police Service / Chief of Police and Department of Ambulance Services (DAS/EMS):

4. Concern expressed over incomplete communication by police and dispatch regarding need for ambulance.
ic, "Shots Fired" warns EMS of potential urgency of call.

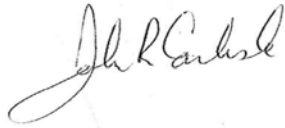
Coroner's Comments:

The jury heard recordings of the 911 telephone calls and the dispatch operations relevant to this death. The jury noted what appeared to them to be confusion about the priority of the ambulance call which was first a lower level and then upgraded to an

emergency response. They felt that a call indicating that shots had been fired should be recognized as an emergency immediately and that policy should reflect this.

Closing Comments

In closing, I would like to stress once again that this document was prepared solely for the purpose of assisting interested parties in understanding the jury's verdict. It is worth repeating that this is not the verdict. Likewise, many of the comments regarding the evidence are my personal recollection of the same and are not put forth as actual evidence. If any party feels that I made a gross error in my recollection of the evidence, it would be greatly appreciated if it could be brought to my attention so that any error can be corrected.



John R. Carlisle M.D., LL.B., FCLM

Presiding Coroner

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[Faint, illegible stamp or text]

**IN THE MATTER OF an Inquest touching on the death of
Donald Percival Thompson**

PROPOSED RECOMMENDATIONS OF THE TORONTO POLICE SERVICES BOARD

1) To the Toronto Police Service / Chief of Police:

Whenever a sergeant is dispatched to a scene, to consider directing dispatchers and the sergeant to communicate, whenever circumstances permit, if and when the sergeant is en route, along with an estimated time of arrival. If such a practice already exists, to consider whether it is appropriate to issue a reminder to all communications staff and sergeants regarding this suggested best practice.

2) To the Toronto Police Service / Chief of Police:

The Toronto Police Service to continue to explore new technologies in the area of less lethal use of force options.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 20, 2015**

**#P219. SPECIAL CONSTABLES: APPOINTMENTS AND RE-APPOINTMENTS:
TORONTO TRANSIT COMMISSION, TORONTO COMMUNITY
HOUSING CORPORATION AND UNIVERSITY OF TORONTO – ST.
GEORGE CAMPUS**

The Board was in receipt of the following report July 15, 2015 from Mark Saunders, Chief of Police:

Subject: SPECIAL CONSTABLES: APPOINTMENTS AND RE-APPOINTMENTS
TORONTO TRANSIT COMMISSION
TORONTO COMMUNITY HOUSING CORPORATION AND;
UNIVERSITY OF TORONTO, ST. GEORGE CAMPUS

Recommendation:

It is recommended that the Board approve the appointments and re-appointments of the individuals listed in this report as special constables for the Toronto Transit Commission the Toronto Community Housing Corporation and the University of Toronto, St. George Campus, 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 (TCHC) and Toronto Transit Commission (TTC) governing the administration of special constables (Min. Nos. P571/94, P41/98 and P154/14 refer).

The Service has received requests from the TTC and TCHC to appoint the following individuals as special constables:

Agency	Name
TTC	Edward Winger
TTC	William Perivolaris
TTC	Tennyson Ramsay
TCHC	Howard Campbell
TCHC	Giovanni Kinney

The Service also received requests from the U of T to re-appoint the following individuals as special constables:

Agency	Name
U of T, St. George Campus	Mark Prance
U of T, St. George Campus	Michael Caskenette
U of T, St. George Campus	Nicholas Sparkes

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 or re-appointed as special constables for a five year term.

The TTC, TCHC and the U of T have advised the Service that the above individuals satisfy all of the appointment criteria as set out in their agreements with the Board. The TTC's current approved complement is 44. The TCHC's approved strength is 83; their current complement is 80. The U of T, St. George Campus' approved strength is 34; their current complement is 31.

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 TTC, TCHC and U of T properties within the City of Toronto.

Acting 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.

Chair Pringle thanked Chief Saunders for developing the foregoing consolidated report for submitting recommendations to appoint or re-appoint special constables as opposed to the previous practice of submitting individual reports for each agency with which the Board has agreements governing the administration of special constables.

The Board approved the foregoing report.

Moved by: C. Lee

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 20, 2015**

#P220. PRISONER MEALS – CONTRACT EXTENSION

The Board was in receipt of the following report July 30, 2015 from Mark Saunders, Chief of Police:

Subject: PRISONER MEALS - CONTRACT EXTENSION

Recommendation:

It is recommended that the Board approve the second and final one year extension to the existing contract with Pegasus Lunchbreak for the supply and delivery of prisoners' meals at a cost (excluding taxes) of \$1.74 per meal for the period January 1, 2016 to December 31, 2016.

Financial Implications:

Based on the cost per meal and the projected prisoner meals required, the estimated cost for prisoner meals in 2016 is \$220,000 (including taxes). This amount has been factored into the 2016 operating budget request.

Background/Purpose:

At its meeting of October 15, 2012, the Board approved Pegasus Lunchbreak as the vendor for the supply and delivery of prisoners' meals at a cost (excluding taxes) of \$1.69 per meal for the period of January 1, 2013 to December 31, 2014, with the option to extend, at the Board's discretion, for two separate one year terms at a cost of \$1.74 (excluding taxes) per meal (Min. No. P256/2012 refers).

This report addresses the second year of the two year extension option.

Discussion:

The current prisoners' meal contract extension with Pegasus Lunchbreak expires on December 31, 2015. To date, the service and products provided by Pegasus Lunchbreak have proven satisfactory and fall within standard acceptable nutritional guidelines.

Conclusion:

As a result, the Service is requesting the Board to approve the second extension option year from January 1, 2016 to December 31, 2016. Prior to the end of the second option year, the Service will conduct a Request for Quotation to establish a new contract.

Deputy Chief Mike Federico, Operational Support Command and 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.

Mr. Kris Langenfeld was in attendance and delivered a deputation to the Board. A copy of a written submission provided by Mr. Langenfeld is on file in the Board office.

Following the deputation, Mr. Tony Veneziano, Chief Administrative Officer, and Ms. Susan Walker-Knapper, Manager, Court Services, responded to questions about the foregoing report.

The Board approved the following Motions:

- 1. THAT the Board receive Mr. Langenfeld's deputation and written submission;**
- 2. THAT the Board approve the foregoing report; and**
- 3. THAT the TPS conduct the Request for Quotation for the new contract at a time to ensure that the new contract is submitted to the Board for approval by the end of the third quarter of 2016.**

Moved by: C. Lee

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 20, 2015**

**#P221. PROVINCIAL RESPONSE - SECURITY COST CONTRIBUTION
AGREEMENT FOR THE PAN AMERICAN/PARAPAN AMERICAN
GAMES**

The Board was in receipt of correspondence dated July 15, 2015 from Kathleen Wynne, Premier of Ontario, containing a response to the Board's earlier correspondence with respect to the security cost contribution agreement for the Pan American/Parapan American Games. A copy of the Premier's correspondence is appended to this Minute for information.

The Board received the Premier's correspondence.

Moved by: J. Tory

The Premier of Ontario
Legislative Building, Queen's Park
Toronto, Ontario M7A 1A1



La première ministre de l'Ontario
Édifice de l'Assemblée législative, Queen's Park
Toronto (Ontario) M7A 1A1

July 15, 2015

Mr. Andy Pringle
Acting Chair, Toronto Police Services Board
His Worship John Tory
Mayor, City of Toronto
40 College Street
Toronto, Ontario
M5G 2J3

DATE RECEIVED

JUL 21 2015

TORONTO
POLICE SERVICES BOARD

Dear Mr. Pringle and Mayor Tory:

Thank you for your letter on behalf of the Toronto Police Services Board regarding its security cost contribution agreement for the Pan Am/Parapan Am Games.

We are proud to be welcoming over 10,000 athletes and officials to Ontario for the Games. We are ready to host Canada's largest, most inclusive, multisport Games ever. High-performance athletes are training here, community members are enjoying recreational programs and local businesses are welcoming visitors drawn to Ontario because of the Games.

The Games are expected to grow Ontario's GDP by \$3.7 billion and Ontario has already hosted almost 50 successful test events, helping to drive tourism, create jobs and build excitement.

The Ministry of Community Safety and Correctional Services worked with the City of Toronto and all other host municipalities to establish cost contribution agreements well ahead of the Games. This was done to give municipalities time to plan for the Games with a clear sense of the funding that they would receive from the province for Games-related expenditures.

In this case, the ministry worked closely with the City of Toronto and the Toronto Police Services Board to come to this agreement on June 17, 2015. As you know, during the negotiations, the issue of covering the Climate Summit of the Americas and the International Economic Forum of the Americas as part of this agreement, was discussed and it was determined that these summits would not be a part of the agreement.

.../2



I understand that there are arrangements in place between the Toronto Police Service and the Ministry of the Environment and Climate Change, as well as the Ministry of Citizenship, Immigration and International Trade through the Global Economic Forum, to cover the costs of security for both the Climate Summit of the Americas and the International Economic Forum of the Americas. Our government is willing to work with the city should costs run over these estimates.

While not directly tied to the Games, the Integrated Security Unit is also aware of the Climate Summit of the Americas and the International Economic Forum of the Americas, and have taken them into account in their overall security planning for the Games.

These summits are important gatherings which, in addition to the Pan Am/Parapan Am Games, bring numerous benefits to the City of Toronto and add to its distinction as a world class city.

I note that you have sent a copy of your letter to my colleague the Honourable Yasir Naqvi, Minister of Community Safety and Correctional Services.

We will continue to work closely with our security partners to ensure that people are safe during the Pan Am/Parapan Am Games, the Climate Summit of the Americas and the International Economic Forum of the Americas. Thank you again for writing. Please accept my best wishes.

Sincerely,



Kathleen Wynne
Premier

c: The Honourable Yasir Naqvi

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 20, 2015**

**#P222. TORONTO POLICE SERVICE COMPLIANCE RATE WITH RESPECT
TO INFORMATION AND PRIVACY REQUESTS**

The Board was in receipt of correspondence dated July 28, 2015 from Brian Beamish, Commissioner, Information and Privacy Commissioner/Ontario, with respect to the Service's compliance to requests made under the *Municipal Freedom of Information and Protection of Privacy Act*. A copy of the Commissioner's correspondence is appended to this Minute for information.

The Board received the Commissioner's correspondence.

Moved by: S. Carroll



Information and Privacy
Commissioner/Ontario
Commissaire à l'information
et à la protection de la vie privée/Ontario

VIA REGULAR AND ELECTRONIC MAIL

July 28, 2015

Alok Mukherjee
Chair
Toronto Police Service Board
40 College Street
Toronto, ON M5G 2J3

Dear Chair Mukherjee:

Thank you for your response to my letter of concern regarding the Toronto Police Service Board's poor performance in responding to freedom of information requests in the past few years.

I am very pleased to hear that the compliance numbers in 2015 have improved and that staff has come up with temporary solutions to meet the immediate need. However, as Chief Saunders' report outlines, these steps will not adequately address the problem in the long run. Accordingly, I strongly support the Chief's recommendations for more permanent staff to be added. There is every reason to believe that the volume of requests will only continue to increase, so it is imperative to have sufficient staff in place in order to meet your organization's obligations to respond to information requests in a timely manner.

If any new issues arise in the course of your efforts to improve compliance, please remember my office is available to assist you. You may contact Trell Huether at 416-326-3939 or trell.huether@ipc.on.ca if you wish to follow up on this matter.

Sincerely,

Brian Beamish
Commissioner

cc. Chief Mark Saunders



2 Bloor Street East
Suite 1400
Toronto, Ontario
Canada M4W 1A8

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Bureau 1400
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TTY: 416-325-7539
www.ipc.on.ca

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 20, 2015**

**#P223. RECOMMENDATION TO OPEN THE *POLICE SERVICES ACT* FOR A
REVIEW OF THE POLICE DISCIPLINARY SYSTEM**

The Board was in receipt of a copy of correspondence dated July 14, 2015 from Bob Gale, Chair, Regional Municipality of Niagara Police Services Board, to Yasir Naqvi, Minister of Community Safety and Correctional Services, containing a recommendation to open the *Police Services Act* for the purpose of reviewing the disciplinary system. A copy of the correspondence is appended to this Minute for information.

The Board approved the following Motions:

- 1. THAT the Board receive the correspondence from the Niagara Police Services Board; and**
- 2. THAT the Board send correspondence to the Minister of Community Safety and Correctional Services indicating that it supports the recommendation to open the *Police Services Act* for the purpose of conducting a full review of the police disciplinary system.**

Moved by: C. Lee



REGIONAL MUNICIPALITY OF NIAGARA
POLICE SERVICES BOARD

68 CHURCH STREET, ST. CATHARINES, ONTARIO L2R 3C6

Tel: (905) 685-0321 Fax: (905) 688-0036

E-mail: nrpboard@nrps.com

Website: www.nrps.com

July 14, 2015

The Honourable Yasir Naqvi
Minister of Community Safety and Correctional Services
25 Grosvenor Street
Toronto, ON
M7A 1Y6

Dear Minister:

I am writing on behalf of the Regional Municipality of Niagara Police Services Board to encourage the Government of Ontario to re-open the *Police Services Act* and conduct a full review of the police disciplinary system.

The police disciplinary system has been a source of frustration for nearly everyone involved in the process, including police services boards, police services, police associations, public complainants and the public generally. It regularly takes months, if not years, for discipline matters to be concluded, and the delays are longer if a decision is appealed. This is unfair to all stakeholders, including police officers who are the subject of discipline charges.

Over the past decade, there have been several high profile examples of police officers who continue to collect annual salaries for many years while the appeals process is exhausted. Recently, there was a news article about a former police officer in Waterloo who was suspended with pay for three years and then sent an email to the police thanking them for his continued salary while he sat at home, played golf, travelled and took a course to become a firefighter. While this attitude and conduct is inappropriate and thankfully rare, it is indicative of shortcomings in the current discipline system, including the suspension with pay provisions of the current *Police Services Act*.

Citizens expect that the police will be held accountable for the manner in which they use their authority and any misconduct will be dealt with appropriately. The disciplinary process plays an important role in holding police officers accountable for their behavior. It also helps sort out situations in which officer misconduct has been alleged but in fact the officer acted appropriately. Public confidence in a police service depends on a disciplinary process that is capable of serving the interests of the community, the police officers and the police service, in a fair and equitable manner. Timely resolution of discipline matters should be a necessary and crucial component of any discipline system. The current system fails in that respect.

The Niagara Police Services Board respectfully requests that the Ministry consider a comprehensive and collaborative review of the police disciplinary system to ensure greater public confidence and increased accountability.

I appreciate your review of this matter, and I look forward to your response.

Yours very truly,

Bob Gale
Board Chair

- c. Vice-Chair and Members, Niagara Police Services Board
Chief of Police J. McGuire, Niagara Regional Police Service
Chairs, "Big 12" Police Services Boards
President, Ontario Association of Police Services Boards

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 20, 2015**

**#P224. RECOMMENDATION TO IMPROVE THE TIMELINESS OF
INVESTIGATIONS CONDUCTED BY THE SPECIAL INVESTIGATIONS
UNIT**

The Board was in receipt of a copy of correspondence dated July 14, 2015 from Russ Bain, President, Ontario Association of Police Services Boards, to Madeleine Meilleur, Attorney General, recommending that the timeliness of investigations conducted by the Special Investigations Unit be improved. A copy of the correspondence is appended to this Minute for information.

The Board approved the following Motions:

- 1. THAT the Board receive the correspondence from the President of the Ontario Association of Police Services Boards; and**
- 2. THAT the Board send correspondence to the Attorney General indicating that it supports the OAPSB recommendation to improve the timeliness of investigations conducted by the Special Investigations Unit.**

Moved by: C. Lee



ONTARIO ASSOCIATION OF POLICE SERVICES BOARDS
"Commitment to Excellence in Civilian Police Governance"

10 Peel Centre Drive, Brampton, Ontario L6T 4B9
Tel. 905-458-1488 1-800-831-7727 Fax 905-458-2260

July 8, 2015

The Honourable Madeleine Meilleur
Attorney General
Ministry of the Attorney General
McMurtry-Scott Building, 720 Bay Street, 11th Floor
Toronto, Ontario
M7A 2S9

Dear Attorney General Meilleur,

Re: **Emergency Resolution – Adequate Resourcing of the Special Investigations Unit (SIU)**

In June of this year, the Ontario Association of Police Service Boards (OAPSB) held its Annual General Meeting and passed the following emergency resolution:

***THEREFORE be it resolved** that the Ontario Association of Police Services Boards respectfully requests the Attorney General to take such measures as may be necessary to improve the Timeliness of SIU investigations including, but not necessarily limited to providing such additional and other resources to the SIU as may be necessary to effectively and efficiently carry out its mandate.*

I am writing to seek your action in this matter.

Please do not hesitate to contact me or our Executive Director, Fred Kaustinen, should you require any additional information or wish to discuss this matter further.

Thank you in advance for your consideration of this resolution.

Yours truly

Russ Bain
President, OAPSB

c.c. The Honorable Yasir Naqvi, Minister of Community Safety & Correctional Services
Chief Jeff McGuire, President, OACP
Fred Kaustinen, Executive Director, OAPSB

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 20, 2015**

**#P225. SUPPORT FOR THE RECOMMENDATION TO ESTABLISH A 9-1-1
CELLPHONE USER FEES AND GRANT PROGRAM**

The Board was in receipt of a copy of correspondence dated July 08, 2015 from Russ Bain, President, Ontario Association of Police Services Boards, to Yasir Naqvi, Minister of Community Safety and Correctional Services, containing a recommendation to establish a Bill for a 9-1-1 cell phone user fees and grant program. A copy of the correspondence is appended to this Minute for information.

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

- **Kris Langenfeld; and**
- **D!ONNE Renée.**

The Board approved the following Motions:

- 1. THAT the deputations be received;**
- 2. THAT the Board receive the correspondence; and**
- 3. THAT the Board send correspondence to Minister Naqvi indicating that it supports the recommendation proposed by the Ontario Association of Police Services Boards and that the Toronto Police Services Board would like to be involved in the discussions when they take place with respect to this recommendation.**

Moved by: S. Carroll



ONTARIO ASSOCIATION OF POLICE SERVICES BOARDS
"Commitment to Excellence in Civilian Police Governance"

10 Peel Centre Drive, Brampton, Ontario L6T 4B9
Tel. 905-458-1488 1-800-831-7727 Fax 905-458-2260

July 14, 2015

The Honourable Yasir Naqvi
Minister of Community Safety and Correctional Services
George Drew Building, 18th Floor
25 Grosvenor Street
Toronto, ON
M7A 1Y6

Dear Minister Naqvi:

Re: Need for a 9-1-1 Cell Phone User Fees and Grant Program

In June of this year, the Ontario Association of Police Service Boards (OAPSB) held its Annual General Meeting and passed the following resolution:

That the Ontario Association of Police Services Boards supports the creation of a new Bill similar to Alberta 9-1-1- Act and Grant Program for Public Safety Answering Points; and

That the Ontario Association of Police Services Boards supports this new Bill as it will increase the ability to manage the increasing costs of technology, namely T-911 (Text 911) and Next-Generation 911 (NG-911).

I am writing to seek support for this initiative from you and the Government of Ontario.

Should you require any additional information or wish to discuss this resolution further, please contact me or our Executive Director, Fred Kaustinen.

Thank you in advance for your consideration of this matter.

Yours truly

Russ Bain
President, OAPSB

c.c. All Members
Chief Jeff McGuire, President OACP
Gary McNamara, President AMO

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 20, 2015**

**#P226. LETTER OF APPRECIATION – 2015 LAW ENFORCEMENT TORCH
RUN FOR SPECIAL OLYMPICS**

The Board was in receipt of correspondence dated June 25, 2015 from James Ramer, Acting Deputy Chief of Police, and Chair, Law Enforcement Torch Run Committee, with respect to the 2015 Law Enforcement Torch Run for Special Olympics. A copy of the correspondence is appended to this Minute for information.

The Board received the correspondence from Acting Deputy Chief Ramer.

Moved by: D. Noria



Toronto Police Service

40 College Street, Toronto, Ontario, Canada. M5G 2J3
(416) 808-2222 FAX (416) 808-8202
Website: www.TorontoPolice.on.ca



Mark Saunders
Chief of Police

File Number:

June 25, 2015

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

DATE RECEIVED

JUL 14 2015

TORONTO
POLICE SERVICES BOARD

Dear Dr. Mukherjee:

Re: 2015 Law Enforcement Torch Run for Special Olympics

As Chair of the Toronto Police Service Law Enforcement Torch Run for Special Olympics, I want to express my sincere appreciation for your generous donation of \$5,000.00 to the 2014 Law Enforcement Torch Run.

The funds raised through this program, together with the commitment and dedication of representatives from Special Olympics Ontario, have made a significant contribution to the lives of thousands of gifted athletes throughout Ontario.

Thank you for your continuous support for this very worthwhile cause.

We are extremely pleased and excited for next year's donation of \$10,000 in which you challenged BMO to match!

Sincerely,

James Ramer
Acting Deputy Chief
Chair, Law Enforcement Torch Run Committee

JR:lk

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 20, 2015**

**#P227. SPECIAL FUND REQUEST: THE POLICING AND RIGHTS
EDUCATION VIDEO PROJECT**

The Board was in receipt of the following report August 06, 2015 from Andy Pringle, Chair:

Subject: SPECIAL FUND REQUEST: THE POLICING AND RIGHTS EDUCATION
VIDEO PROJECT

Recommendations:

It is recommended:

1. THAT the Board approve \$71,500.00 from the Special Fund to cover the cost of the Policing and Rights Education Video Project;
2. THAT the Board approve the use of the Board crest by Policing Literacy Initiative, specifically for recognition purposes associated to the Policing and Rights Education Video Project;
3. THAT the Board encourage Policing Literacy Initiative to communicate with the Ministry of Community Safety and Correctional Services to seek information/input that may be relevant to the Policing and Rights Education Video Project; and
4. THAT the Board be provided with an interim report in October 2015 providing a status update of the Project.

Financial Implications:

If the Board approves the recommendation contained in this report, the Special Fund will be reduced by \$71,500.00. As at December 31, 2014, the balance in the Special Fund was \$2,194,710

Background/Purpose:

The Policing Literacy Initiative (“PLI”) is a grassroots public education and advocacy group focused on policing and public safety. PLI was founded by a group of young leaders who came together in August 2013 to respond to community concerns about following the deaths of Trayvon Martin in Florida and Sammy Yatim in Toronto. PLI has drawn inspiration from the mandate of Yale Law School’s Innovations in Policing Clinic: to promote ideas through education and advocacy efforts that build trust and collaboration between law enforcement agencies and vulnerable or disadvantaged communities. PLI is entirely driven by volunteers with

a passion for equality under the law for all people. Since its inception, PLI has engaged thousands of citizens and police officers in Toronto and abroad in various community events, workshops, media and seminars.

Mr. Jamil Jivani, founder of PLI has submitted a proposal to the Board seeking funding to create an educational video. The Policing and Rights Education Video will be an informative discussion of street checks, constitutional rights and investigative powers accompanied by animated drawings that help illustrate the video's points and messages.

PLI and Osgoode Hall Law School students will draft the script with input from community consultations organized in various Toronto neighbourhoods as well as with relevant community partners including the Toronto Police Service. The animation process will be produced by Ms. Liisa Sorsa of ThinkLink Graphics based on the script.

The key benefits of creating the video are as follows:

- The Toronto Police Service, the Toronto Police Services Board and community organizations will have a high quality educational tool to inform Torontonians about street checks, constitutional rights and investigative powers.
- Community members and police officers will have a video that is co-created and thus, the video will contribute to better communication with a shared understanding of challenges and solutions and common language to discuss important issues in Toronto.
- The Toronto Police Service, the Toronto Police Services Board and community organizations will have a video that can be used for community events and social media.
- The Toronto Police Service will have a community-led educational tool that can be used for training purposes.
- The creation of the video will bring together police officers and community members to collaborate and better understand each other's perspectives and experiences.
- The Toronto Police Service has long been an innovator in using social media technology to improve law enforcement and connect with communities. The video will be a critical step in advancing this social media strategy to incorporating more informative content and better communicating complex issues to the public.

A copy of the full proposal which includes a detailed description of the project, the creative process, the budget and a sample of ThinkLink Graphics' animation board are attached to this report for your consideration.

Conclusion:

Given recent Board policy and initiatives that examined issues of community engagement, and the Board's commitment to building public trust and confidence through community dialogue and addressing the needs of our community, it would be beneficial to the Board to support the Policing and Rights Education Video project. I believe that this project can assist the Board and the Service to further communicate/provide clearer insight to the community about issues regarding street checks.

Therefore, it is recommended that the Board approve \$71,500.00 from the Special Fund to cover the cost of the Policing and Rights Education Video Project.

Mr. Jamil Jivani, Founder, Policing Literacy Initiative, was in attendance and delivered a deputation to the Board in support of his request for financial assistance from the Special Fund.

The Board approved the following Motions:

- 1. THAT the Board receive Mr. Jivani's deputation; and**
- 2. THAT the Board approve the foregoing report.**

Moved by: C. Lee

**POLICING AND RIGHTS EDUCATION
VIDEO:**

**A PROPOSAL TO THE TORONTO POLICE
SERVICES BOARD SPECIAL PROJECT
FUND**

SUBMITTED: JULY 2, 2015

Contact:

Jamil Jivani, founder of the Policing Literacy Initiative
policingliteracyinitiative@gmail.com

Policing and Rights Education Video

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- Appendix B: Letter of Endorsement from the Hon. Frank Iacobucci

About the Policing Literacy Initiative

The Policing Literacy Initiative (“PLI”) is a grassroots public education and advocacy group focused on policing and public safety.¹ PLI was founded by a group of young leaders who came together in August 2013 to respond to community concerns about following the deaths of Trayvon Martin in Florida and Sammy Yatim in Toronto. PLI has drawn inspiration from the mandate of Yale Law School’s Innovations in Policing Clinic: to promote ideas through education and advocacy efforts that build trust and collaboration between law enforcement agencies and vulnerable or disadvantaged communities.² PLI is entirely driven by volunteers with a passion for equality under the law for all people. Since its inception, PLI has engaged thousands of citizens and police officers in Toronto and abroad in various community events, workshops, media and seminars.

The highlight of PLI’s work thus far has been fundraising for and producing the 2014 documentary *Crisis of Distrust: Police and Community in Toronto*, directed by Dan Epstein. This documentary features a diverse range of views on street checks and carding from important stakeholders across Toronto, including representatives from: Breaking the Cycle (an anti-violence Intervention program in Rexdale), the Toronto Police Service’s Police and Community Engagement Review, University of Toronto, *Toronto Star*, Canadian Civil Liberties Association, Black Action Defence Committee and Osgoode Hall Law School. This unique combination of stakeholders reflects PLI’s commitment to working with all stakeholders in community and law enforcement for the common good. *Crisis of Distrust* has been featured in dozens of community events, viewed over 24,000 times on YouTube and also included in the Toronto Police Service’s online training module in fall 2014.

PLI continues to be coordinated by its founder, Jamil Jivani, to mobilize a diverse group of volunteers from various professions to create high quality communications and learning materials for communities, law enforcement agencies and government leaders. Most recently, in February 2015, PLI authored a review of policing and public safety institutions in Toronto, titled “What We Can Learn from Policing and Public Safety in Toronto?” This review was shared with members of U.S. President Barack Obama’s Task Force on 21st Century Policing and presented at the Law Society of Upper Canada’s 2015 Black History Month Event.

¹ More information about the Policing Literacy Initiative, the *Crisis of Distrust* documentary and other PLI projects is available at the group’s homepage, www.plitoronto.org

² More information about the Yale Innovations in Policing Clinic is available at the clinic’s homepage, <http://www.law.yale.edu/faculty/innovationsinpolicing.htm>

Context

Over the past several years, police-community relations in Toronto have been significantly impacted by the issue of carding, which is a term subject to various definitions, but nonetheless refers to interactions many feel involve biased police practices. Community organizations and concerned citizens have been deeply involved in trying to address the issue of carding for years. The Toronto Police Services Board ("the board" or "TPSB") has undergone a public process of developing a policy to regulate or reform carding through a defined community engagement framework. As of the date of the submission of this proposal, the board has returned to the 2014 carding policy initially passed in April 2014, while waiting for the Government of Ontario to introduce province-wide rules to regulate street checks. Due to all of the energy and time invested into addressing the issue of carding, there is perhaps unprecedented attention being paid by Torontonians to police-community relations.

In order for Toronto to continue being a model for urban policing around the world, it is critical for the TPSB to ensure there is effective communication between the Toronto Police Service and community members, especially youth and racialized communities. Effective communication requires educational tools co-created by police officers and community members that can contribute to shared understandings and a common language issues like street checks, constitutional rights and investigative powers. Without such educational tools, the Toronto Police Service and community groups alike will struggle to meaningfully collaborate with each other in making Toronto a safe city where all communities experience equality under the law.

Video

The importance of video technology to police-community relations is pronounced when considering the devastating impact videos of use of force incidents in the United States have had on police-community relations in Toronto and elsewhere in the world. Because of social media and increasingly easy access to video technology, video is now a critical tool in defining police-community relations. When identifying effective educational tools that can have a positive impact on police-community relations, it makes sense to rely on video as a medium proven to resonate with the public in a manner that is accessible to community members and police officers alike. Moreover, the right video can have multiple uses by educators in classrooms, at community events, in police training and by media outlets all at the same time.

The Policing and Rights Education Video ("the video") will be based on the principle of "edutainment," which is to create something that is both educational and entertaining to inform the broadest audience possible. To accomplish this, the video will be an informative discussion of street checks, constitutional rights and investigative powers accompanied by

animated drawings that help illustrate the video's points and messages. The video will outline key aspects of police-community interactions to reflect both police and community concerns and ideals for how police officers and community members will interact with each other. The video will be approximately 10 minutes in length to make it accessible and easy to share.

The video is inspired by the work of Dr. Mike Evans, a physician at St. Michael's Hospital and associate professor at the University of Toronto, who has created a series of health education videos on various subjects, including acne and smoking. Dr. Evans' most popular video, "24 and ½ Hours," discusses the importance of exercise in less than 10 minutes and has been viewed over 4 million times.³ These health education videos comprise Dr. Evans discussing health issues in an accessible narrative (i.e. for people who are not health experts and may not be familiar with health concepts) with accompanying animations illustrating the video's narrative.⁴ These videos have also been translated into several other languages, which is important in a multicultural city like Toronto. Translation is made easier with an animated video because the animations are transferable. This approach to video can be applied to police-community interactions, which is equally as complex as health education and must be distilled to its fundamental elements in order for police officers and community members to have a shared understanding of challenges and solutions. These videos also have appeal to people of different ages and demographic groups.

The animator of Dr. Evans' videos, Liisa Sorsa of ThinkLink Graphics,⁵ has expressed interest in collaborating with the Policing Literacy Initiative to create this video. An outline of ThinkLink Graphics' Sketch Animation Video services, prepared for the Toronto Police Services Board for inclusion in this proposal, is included in this proposal as Appendix A.

Key Benefits

Key benefits of creating the Policing and Rights Education Video ("the video") include:

- The Toronto Police Service, the Toronto Police Services Board and community organizations will have a high quality educational tool to inform Torontonians about street checks, constitutional rights and investigative powers.
- Community members and police officers will have a video that is co-created and thus, the video will contribute to better communication with a shared understanding of challenges and solutions and common language to discuss important issues in Toronto.

³ Theresa Boyle, "Meet Mike Evans, Toronto family doctor and YouTube sensation," *Toronto Star*, Dec 28, 2013.

⁴ Dr. Evans' videos are available at his website, www.evanshealthlab.com

⁵ More information about ThinkLink Graphics is available at the company's website, www.thinklinkgraphics.com

- The Toronto Police Service, the Toronto Police Services Board and community organizations will have a video that can be used for community events and social media.
- The Toronto Police Service will have a community-led educational tool that can be used for training purposes.
- The creation of the video will bring together police officers and community members to collaborate and better understand each other's perspectives and experiences.
- The Toronto Police Service has long been an innovator in using social media technology to improve law enforcement and connect with communities.⁶ The video will be a critical step in advancing this social media strategy to incorporating more informative content and better communicating complex issues to the public.

Process

The founder of the Policing Literacy Initiative ("PLI"), Jamil Jivani, will coordinate the completion of the Policing and Rights Education Video ("the video"). The process used to complete the video will have two steps: the first step is to complete a script, which will serve as the audio narrative of the video, and the second step is animation, which is the visual depiction of the script. Following the completion of the video, PLI will author a report about the video and process for the Toronto Police Services Board, create accompanying materials for educators and organize a launch event.

Script

PLI will author the video's script in partnership with students in the Osgoode Hall Law School course, "Community Organizing and the Law." Development of the video's script will commence in September 2015 with a completed script submitted for animation in the first week of November. PLI and Osgoode students will draft the script based on their own research and three community consultations organized in September and October 2015. These community consultations will be organized in different Toronto neighbourhoods for the purpose of receiving feedback on key points and messages in the script from community partners, the Toronto Police Service and other relevant organizations. PLI will place particular emphasis on reaching out to the many Torontonians of various professions, including police officers, who have dedicated significant time and energy to working on the carding issue. Potential groups to co-organize community consultations include George Brown College, Concerned Citizens to End Carding, the Police and Community Engagement Review and the

⁶ Police and Executive Research Forum, "Social Media and Tactical Considerations For Law Enforcement," July 2013. Available at <http://ric-zai-inc.com/Publications/cops-p261-pub.pdf>

Office of the Independent Police Review Director. It is critical to have Toronto police officers participate in these community consultations so that the final product equally accounts for the perspectives and experiences of police officers and community members alike, which is necessary to produce a multipurpose video.

Animation

Once the script is complete it will be sent to Liisa Sorsa of ThinkLink Graphics to begin the animation process. PLI will be involved in the animation process by providing feedback on storyboards and attending filming dates. A detailed outline of ThinkLink Graphics' sketch animation video services is included in Appendix A of this proposal. For a ten minute video, ThinkLink Graphics' sketch animation video services will cost \$50,000 plus applicable taxes. If the script is completed in the first week of November 2015, it is expected the animation will be completed in early December 2015.

The following is a chronological outline of the steps taken toward the completion of the video, with estimated times of completion:

<i>Estimated Time of Completion</i>	<i>Steps Taken To Create the Policing and Rights Education Video</i>
September 2015	<ul style="list-style-type: none"> • PLI begins partnership with Osgoode Hall Law School's "Community Organizing and the Law" course; Osgoode students are introduced to the issues and script writing.
September/October 2015	<ul style="list-style-type: none"> • PLI and Osgoode students organize three community consultations to receive feedback on key points and messages in the script from community partners, the Toronto Police Service and other relevant organizations. • PLI and Osgoode students document community consultations and resources used to author the script for inclusion in report to the Toronto Police Services Board and accompanying materials for educators.
November 2015	<ul style="list-style-type: none"> • PLI and Osgoode students finalize the script in early November and submit the script to Liisa Sorsa and ThinkLink Graphics to begin storyboarding. • ThinkLink Graphics completes the storyboarding and begins the sketch animation video process. PLI is involved in the animation process by providing feedback on storyboards and attending filming dates.

	<ul style="list-style-type: none"> • PLI uses the finalized script and other relevant materials to create materials for educators that will accompany the video. These materials will be designed for high school and undergraduate students.
December 2015	<ul style="list-style-type: none"> • ThinkLink Graphics completes the sketch animation video process in early December 2015. • PLI, in partnership with Osgoode Hall Law School, hosts a launch event for the video with community partners, the Toronto Police Service and other relevant organizations. The launch event features the premier screening of the event and also the presentation of accompanying curricula materials for educators.
January 2016	<ul style="list-style-type: none"> • PLI submits a report about the video and process for the Toronto Police Services Board

Evaluation

Evaluation of this funded initiative will be based on the completion of the Policing and Rights Education Video (“the video”) and ancillary activities as described in this proposal. The Toronto Police Services Board will also receive a report upon the completion of this funded initiative, which will provide a detailed discussion of what was learned in completing the video, recommended uses of the video and other insights gained through community consultations and video screenings.

Project Coordinator

Jamil Jivani is a community organizer and social entrepreneur in Toronto. He is a 2015-16 and 2016-17 Visiting Scholar at Osgoode Hall Law School, where he will be teaching courses and developing projects related to citizen empowerment and democratic participation. After graduating from Yale Law School in 2013, Jamil founded the Policing Literacy Initiative, a grassroots public education and advocacy group focused on policing and public safety. Jamil’s work with the Policing Literacy Initiative includes co-producing a documentary about police-community relations in Toronto, delivering a TED Talk about racial profiling at TEDxToronto 2014 and editing a review of policing and public safety institutions in Toronto, which was presented at the Law Society of Upper Canada’s 2015 Black History Month Event. Jamil has worked at the international business law firm Torys LLP, Tim Hortons’ corporate law

department and the Innovation Expedition consulting network. He currently serves on the Children's Aid Society of Toronto's board of directors and the Yale Law School Executive Committee.

Request

The Policing Literacy Initiative ("PLI"), coordinated by Jamil Jivani, is requesting a total of \$71,500 from the Toronto Police Services Board's Special Project Fund to create the Policing and Rights Education Video and ancillary activities . An itemized budget estimate is included below.

<i>Item</i>	<i>Cost</i>
Sketch Animation Video Services from ThinkLink Graphics • for additional details please review Appendix A	\$56,500
Honorarium for Project Coordinator	\$5,000
Graphic artist fees and other supplies or services for creating curricula materials and final report	\$2,500
Honoraria for two volunteers assisting with three community consultations	\$2,000
Honoraria for two volunteers assisting with creating curricula materials for educators to accompany the video	\$2,000
Refreshments, fees and supplies for community consultations	\$1,500
Refreshments, fees and supplies for launch event	\$1,500
Miscellaneous printing costs	\$500
Total	\$71,500

APPENDIX A

Sketch Animation Process

Overview

Our whiteboard videos effectively explain difficult concepts, product or service that your business needs to present to an audience. A whiteboard animation can be used to explain complex ideas in a simple way!

Script

When you have your key messages in place, it's time to write your script! You know your story best, and it is usually more authentic when delivered in a conversational tone with a narrator for our style of work. Script editing is available if you get stuck!

Storyboards

1. **Studio Work:** Your script is turned into a detailed storyboard where we outline how each scene from the beginning to end will be drawn and executed, including sound effects, animation and sequencing of illustration.
2. **Review:** You will have the opportunity to review the proposed illustrations and make necessary changes to make the perfect Sketch Animation!
3. **Revised Storyboards:** With your feedback we will go back to the drawing board (literally) and make those adjustments to the first round of storyboards. Some changes are simple, and can be noted as a change we can cover without a new storyboard, and others require some additional studio work.
4. **Shoot Date:** The shoot date! This is where we execute on the approved plan! With the storyboards all vetted and approved by you, we now go into the studio and get busy drawing!
5. **Editing:** The video is in the final phase where our editor is making it all come together.



Storyboard Examples

Think Ink graphics

ONTARIO HOSPITAL ASSOCIATION - WHITEBOARD ANIMATION

This is where the story begins. The first panel shows the main character, a hand holding a whiteboard, introducing the central theme of the animation. The globe represents the global impact of the issue, with specific labels like 'FETUS', 'CHILD-NEED PAINKILLERS', 'AMERICAN MONEY', and 'PAINKILLERS' highlighting key elements. The person at the desk represents the organization's role in addressing these issues.

Think Ink graphics

ONTARIO HOSPITAL ASSOCIATION - WHITEBOARD ANIMATION

The second panel continues the narrative, showing the hand holding the whiteboard with a globe. The globe is now labeled with 'WE ALSO WANT A RESPONSIBLE LEADER', 'ANALYZE THE HIGHEST RISKER PATIENTS ON THE PLANET!', 'OPERATE', 'DEAD', 'REVENUE', 'COSTS', and 'BUDGET'. This panel illustrates the financial and operational challenges faced by the organization, such as the high costs of operating and the need to analyze high-risk patients.

Storyboard text: WE ALSO WANT A RESPONSIBLE LEADER, ANALYZE THE HIGHEST RISKER PATIENTS ON THE PLANET!, OPERATE, DEAD, REVENUE, COSTS, BUDGET, PAINKILLERS, LEADERSHIP, DISORDERS, AMERICAN MONEY, FETUS, CHILD-NEED PAINKILLERS

Budget



A detailed budget will be sent to you once we have a final script and duration of the video. This determines how many days/time we need to storyboard, and how many days we need to film and edit the video.

A 50% non refundable deposit is required prior to storyboarding.

Video Pricing

While each video is unique and may have special requirements, we do have a 'per-produced minute' price guideline that we can follow. Please note that we will consult with you first and then come up with a quote based on your specific needs.

Average cost: \$5000/produced minute for video

Please note that we charge a **2 minute minimum (\$10,000 + HST)** on all videos to cover fixed costs such as studio rental (set up and rental), equipment rental, storyboarding time, and filming and editing. Videos are priced out after this initial fee anywhere between \$4000 - \$5000 per produced minute.

What's Included?

- one round of storyboarding and round of changes
- filming and editing
- studio and equipment
- video crew, staff and illustrator
- catering

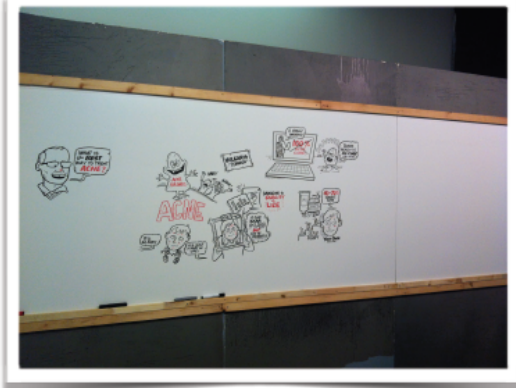
Additional Services

- Voice over narration - rates vary by actor
- Script editing - \$150/hr
- Video revisions/ edits (if required) estimates provided based on requirements
- Raw photos of the illustrations are provided free of charge

AVG cost: \$5000/produced minute

NFP rates are available for registered charities

Our Set Up



APPENDIX B



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June 30, 2015

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

Dear Dr. Mukherjee and Board Members:

I am writing in support of Jamil Jivani's proposal to create a Policing and Rights Education Video in partnership with the Toronto Police Services Board. I have known Mr. Jivani since 2012 when he was a student in a seminar I teach at Yale Law School. I also know him in his role as a student-at-law at Torys LLP, where I am Senior Counsel. I have found him to be a conscientious, creative, articulate, and dedicated individual who works in a timely manner.

Mr. Jivani is a promising young leader in Toronto who has had a remarkably unique journey from high school to Humber College, York University, and then Yale Law School. His commitment to creating positive police-community relations stems from his own personal experiences interacting with police as a young man from a racialized community. He has been motivated by those personal experiences to do high quality work that brings police and youth together, including the Policing Literacy Initiative documentary he co-produced last year. Mr. Jivani's work with the Policing Literacy Initiative was included among the community submissions I received for the Independent Review of Police Encounters with People in Crisis Report July 2014, with which you are most familiar.

Mr. Jivani will be starting a new role as a Visiting Scholar at Osgoode Hall Law School in September. In this role he will be well positioned to continue having a positive impact on police-community relations in Toronto. I believe Mr. Jivani as founder of the Policing Literacy Initiative would make an excellent partner for the Toronto Police Services Board.

Having reviewed Mr. Jivani's proposal and with my knowledge of the many talents that he possesses, I fully support the funding proposal submitted by the Policing Literacy Initiative and Mr. Jivani.

Sincerely,

Frank Iacobucci
Senior Counsel

Ff/cp
Enclosures

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 20, 2015**

**#P228. BODY-WORN CAMERA PILOT PROJECT – MONTHLY REPORT –
AUGUST 2015**

The Board was in receipt of the following report August 05, 2015 from Mark Saunders, Chief of Police:

Subject: BODY WORN CAMERA PILOT PROJECT – MONTHLY REPORT

Recommendation:

It is recommended that the Board receive this report.

Financial Implications:

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

Background/Purpose:

The Board at its meeting of July 16, 2015, approved the following motions:

- (1) The Chief be requested to provide a monthly public report to the Board, starting with the August 2015 meeting of the Board, on the implementation of the Body-Worn Camera Pilot Project, including any issues, emerging patterns, member feedback and community response; and,*
- (2) The Board direct the Chief to report to the Board at its September public meeting on the feasibility of deploying the cameras during all non-arrest, non-detention, informal interactions with members of the community as well as investigative situations. (P183/15 refers).*

Discussion:

On May 18, 2015, the Service implemented a 12-month pilot project to explore the benefits, challenges, and issues surrounding the use of Body Worn Cameras (BWC) in Toronto.

Using quantitative and qualitative data, the pilot project will be evaluated to assess how the project was implemented and what results it achieved. And, if appropriate, it will offer recommendations on possible adjustments to assist in achieving the project's stated goals and assist with wider implementation, if such expansion is shown to be desirable and feasible.

The Service's evaluation is being assisted by an external Evaluation Advisory Committee, comprised of evaluation and data specialists. This independent panel of experts is providing advice on and monitoring the quality of the evaluation.

The following information is submitted in response to the Board's request for a monthly update on any issues, emerging patterns, member feedback and community response on the BWC pilot project.

Issues:

Three vendors were initially selected through an Request for Proposal (RFP) process to participate in the pilot project and to supply the BWCs required for the pilot. These were Reveal Media (Integrus), Panasonic (Panasonic Canada) and WolfCom (MediaSolv).

Subsequent to its selection as a participant, MediaSolv advised that it was no longer capable of providing the BWCs that it had identified in its proposal, which had formed part of the basis for selection as a project participant. Consequently, in order to maintain a fair procurement process, MediaSolv was not permitted to substitute different BWCs for those that formed part of the original evaluation and were dropped from the project.

The pilot project will continue with the remaining two vendors. Additional cameras have been purchased from Panasonic Canada and Reveal Media (Integrus). TAVIS RRT members have been issued the new cameras and these became operational on July 16, 2015.

Emerging Patterns:

Service members involved in the BWC pilot study are fully engaged in the project and are utilizing the cameras as trained. As of August 7, 2015, the total number of videos recorded was 5,024.

Media interest continues and Service members participate in media interviews and news stories.

Member Feedback:

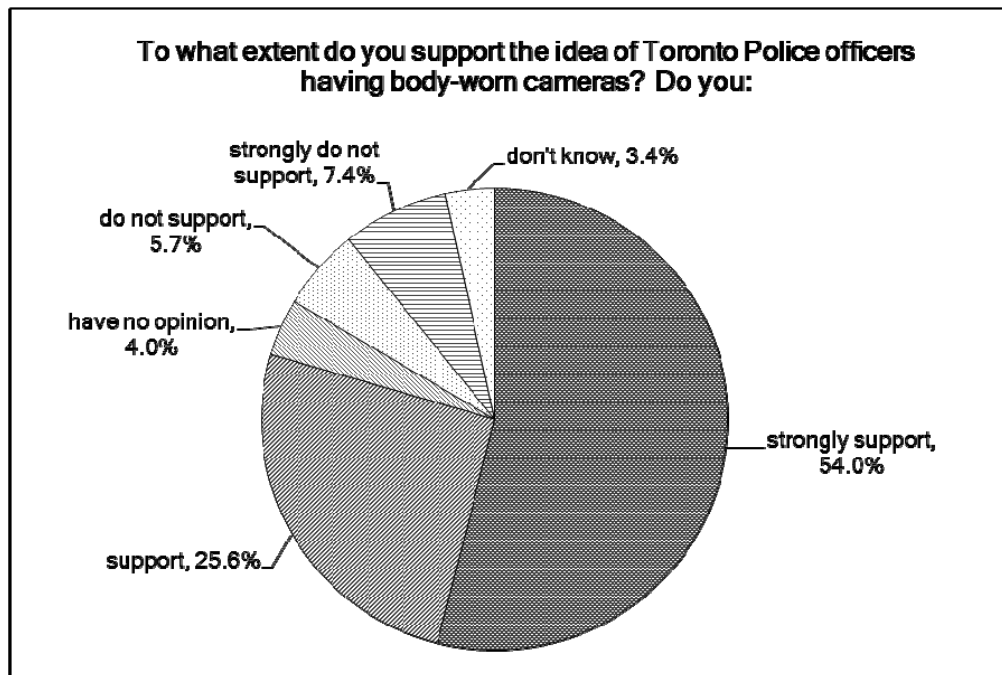
Anecdotal reports have been received from Service members involved in the BWC pilot that members of the public appear to be accepting and responding positively to the use of the BWCs. Additionally, Service members report that members of the public also seem to moderate their behaviour when they realize that their actions are being captured on camera.

Community Response:

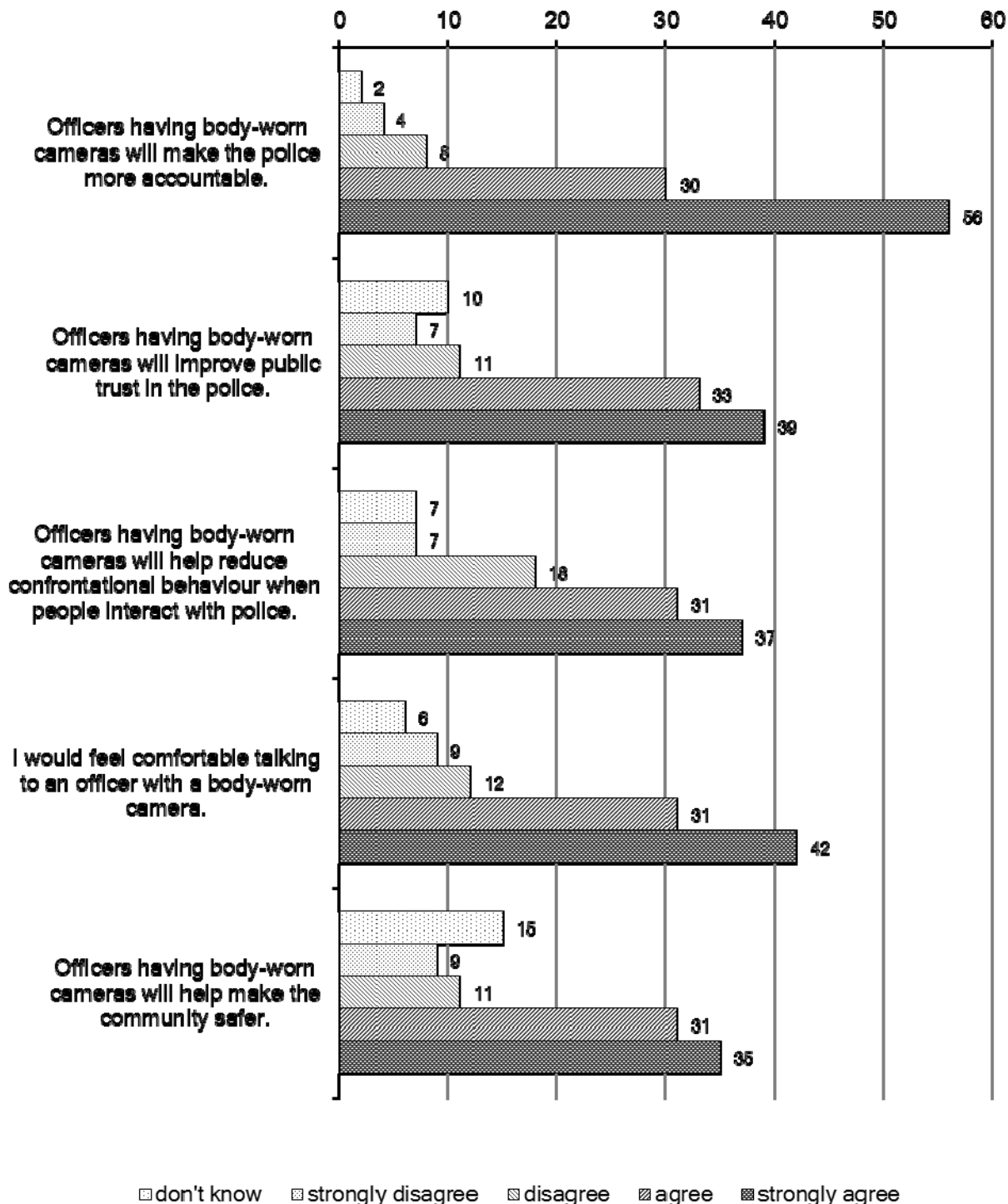
A survey was delivered to 20,000 randomly selected homes and businesses in Divisions 43 and 55 (pilot divisions) in April 2015. This survey will also be repeated in 2016. Additionally, a link to a similar survey has been posted on the Service's BWC website for ongoing community input during the pilot.

That link can be accessed at: <http://www.torontopolice.on.ca/bodyworncameras>.

The following results were collected as of August 5, 2015, from the on-line survey:



Would you say that you strongly agree, agree, disagree, or strongly disagree with the following statements:



The BWC pilot project implementation team continues to research the feasibility of deploying the cameras during all non-arrest, non-detention, informal interactions with members of the community as well as investigative situations.

Conclusion:

The BWC pilot project implementation team will continue to report to the Board on a monthly basis with regard to any issues, emerging patterns, member feedback and community response.

Chief Mark Saunders will be in attendance to answer any questions that the Board may have regarding this report.

Ms. D!ONNE Renée was in attendance and delivered a deputation to the Board about this report.

Following the deputation, Staff Superintendent Tom Russell, Area Field, responded to questions.

The Board received Ms. Renée's deputation and the foregoing report.

Moved by: S. Carroll

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON AUGUST 20, 2015**

**#P229. INTEGRATED TELECOMMUNICATIONS INFRASTRUCTURE
AGREEMENT – BELL CANADA**

The Board was in receipt of the following report August 07, 2015 from Mark Saunders, Chief of Police:

Subject: INTEGRATED TELECOMMUNICATIONS INFRASTRUCTURE
AGREEMENT – BELL CANADA

Recommendations:

It is recommended that:

- (1) the Board approve a one year renewal option within the existing City of Toronto agreement with Bell Canada for Integrated Telecommunications Infrastructure for the period commencing September 15, 2015 and ending September 15, 2016, for the provision of telephone and data carrier services and related hardware, software and professional services; and
- (2) the Board authorize the Chair to execute all required agreements and related documents on behalf of the Board, subject to approval by the City Solicitor as to form.

Financial Implications:

The Toronto Police Service (Service) is currently utilizing the City of Toronto (City) Integrated Telecommunications Infrastructure (ITI) agreement with Bell Canada. Annual expenditures under this agreement are approximately \$1Million (M) for data-wide area network services and \$1.85M for telephone services. The City entered into the agreement with Bell Canada effective October 1, 2010. The ITI agreement includes a provision for agencies, boards and commissions to access the agreement under the established terms and conditions.

Background/Purpose:

The Service has an ongoing requirement for telephone and network services to support its operations and these services are currently provided by Bell Canada through the ITI agreement as approved by the Board at its April 7, 2011 meeting (Min. No. P84/11 refers).

The ITI contract was based on the City's Request for Proposal (RFP) 2104-09-3006 for the Integrated Telecommunications Infrastructure and related services which was awarded to Bell Canada. The ITI contract is comprised of four (4) service bundles, as set out below:

1. Centrex and other telephone carrier services;
2. Low-medium speed Wide Area Network (WAN) data communications services;
3. Network cabling services; and
4. A Unified Communications (UC) -Voice over Internet Protocol (VoIP) solution which consists of Internet Protocol (IP) telephony, IP phones, unified messaging, call centre management services and other related equipment and services.

The RFP and contract specified an initial five year term, with provision for extensions of up to five additional separate one year terms at the same pricing, terms and conditions. On July 7, 2015, the City approved the one year renewal option for its operations.

Discussion:

The Service's Information and Technology Services unit has reviewed the delivery of services under the City's ITI agreement and is satisfied that they meet the Service's current and future operational needs. The Service does not utilize all the services within the ITI service bundles, but does require telephone carrier services, wide area network services, cabling services and 911 PBX support services. Each of these services will require telephone carrier, software and hardware, maintenance, repair and professional services.

Section 15 of By-law 147 provides authority for the Service's Purchasing Agent to not undertake a solicitation for goods and services when there is an existing agreement, in this case, the new City ITI agreement. Given the extensiveness of the City's RFP for an integrated telecommunications infrastructure, and the fact that agencies, boards and commissions can subscribe under the City's agreement with Bell, the Service saw no value to conducting its own competitive process for these requirements. It also avoids the time and cost of going through a complicated RFP and enables the Service to benefit from the economies of scale and efficiencies that will accrue to all participants in the City ITI agreement.

Conclusion:

Bell Canada has met all of the Service's terms, conditions and requirements since April 7, 2011. The pricing structure is deemed to be competitive with respect to all services required for the Service's required solutions.

Accordingly, the Service is recommending that the Board exercise the one year option under the City ITI agreement with Bell, as it meets our requirements and provides the potential for future savings.

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

The Board approved the foregoing report.

Moved by: J. Tory

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TORONTO POLICE SERVICES BOARD HELD ON AUGUST 20, 2015**

#P230. *IN CAMERA* MEETING – AUGUST 20, 2015

In addition to the public meeting conducted by the Board today, an *in camera* meeting was held to consider a number of matters which were exempt from the public agenda in accordance with the criteria for considering confidential matters set out in s.35(4) of the *Police Services Act*.

The following members attended the *in camera* meeting:

Mr. Andrew Pringle, Chair
Mr. Chin Lee, Vice-Chair & Councillor
Ms. Marie Moliner, Member
Dr. Dhun Noria, Member
Ms. Shelley Carroll, Councillor & Member
Mr. John Tory, Mayor & Member

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#P231. ADJOURNMENT

Andy Pringle
Chair