



The following *draft* Minutes of the meeting of the Toronto Police Services Board held on October 22, 2009 are subject to adoption at its next regularly scheduled meeting.

The Minutes of the meeting held on September 24, 2009, previously circulated in draft form, were approved by the Toronto Police Services Board at its meeting held on October 22, 2009.

MINUTES OF THE PUBLIC MEETING of the Toronto Police Services Board held on **OCTOBER 22, 2009** at 1:30 PM in the Auditorium, 40 College Street, Toronto, Ontario.

PRESENT: **Mr. Frank DiGiorgio**, Councillor & Acting Chair
 The Honourable Hugh Locke, Q.C., Member & Acting Vice Chair
 Ms. Judi Cohen, Member
 Mr. Adam Vaughan, Councillor & Member

ABSENT: **Dr. Alok Mukherjee**, Chair
 Ms. Pam McConnell, Councillor & Vice-Chair
 Mr. Hamlin Grange, Member

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

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

#P273. INTRODUCTIONS

The following members of the Service were introduced to the Board and congratulated on their recent promotions to the rank of sergeant:

Chu Chang
Roger Forde
John Menard
Heather Nicholas
Brian Pritchard
Robert Samuels

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TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

#P274. COMMUNITY MOBILIZATION UNIT

The Board was in receipt of a report dated September 23, 2009 from William Blair, Chief of Police, with respect to the Community Mobilization Unit. A copy of the report is on file in the Board office.

The Board deferred consideration of the foregoing report to its November 2009 meeting.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

#P275. HOMICIDES – ASSISTANCE PROVIDED TO FAMILIES

The Board was in receipt of the following report October 08, 2009 from Alok Mukherjee, Chair:

Subject: HOMICIDES - ASSISTANCE PROVIDED TO FAMILIES

Recommendations:

It is recommended that:

1. The Board request that the Chief of Police include reference in Service procedures to the inclusion of the Victim Services Program in the homicide initial “call out” list.
2. The Board provide a copy of this report and a copy of Mr. Dudeck’s June 18, 2009 presentation to Attorney General Chris Bentley and request that the provincial funding provided to the Toronto Victim Services Program be increased to allow the Program to build its capacity to respond effectively to provide victim support in our community.
3. The Board provide a copy of this report and Mr. Dudeck’s June 18, 2009 presentation to Dr. Andrew McCallum, Chief Coroner for Ontario with a request that he give consideration to Mr. Dudeck’s recommendations pertaining to the Coroner’s practices and procedures.

Financial Implications:

There are no financial implications arising from this report.

Background/Purpose:

At its meeting on June 18, 2009 the Board received a presentation from Mr. Alan Dudeck with respect to his experience as an immediate family member of an homicide victim (Minute P155/09 refers).

Mr. Dudeck’s presentation included 3 recommendations, as follows:

1. The Police Services Board should assess and improve their capacity to provide full information and coordinate support services to the families of victims of any violent incident at the scene of the crime and at the hospital receiving the victims. This should include identifying available agencies and convening coordination meetings to ensure that support is delivered as quickly and fully as

needed – which is immediately after any incident. Counselling, clinical treatment, advising about Criminal Injuries Compensation and other measures should be provide as needed as a matter of immediate priority.`

2. The Police Services Board should initiate discussions with the Coroners Office to develop procedures to allow the families of homicide victims to see their family member prior to the autopsy. Such discussions should include family representatives who have been denied such access. My family is prepared to participate in these discussions which should be convened soon.
3. The Police Services Board should extend their leadership role in the community to ensure that its own resources and those of support agencies are generally more capable of assisting families in dealing with the trauma of violent crimes. This support is as vital as the need to conduct the best possible criminal investigation and should be attended to accordingly.

The Board received Mr. Dudeck’s presentation and referred it to the Chair and the Chief for further discussions and requested that the Chair provide a report to the Board on the results of the discussions with the Chief.

Discussion:

At the Board’s direction, I and fellow Board member The Honourable Hugh Locke, Q.C. met with Chief Blair, Staff Inspector Kathryn Martin, Homicide Squad, Ms Bonnie Levine, Executive Director, Toronto Victim Services Program, Ms Bobbie McMurrich, Toronto Victim Services Program and Mr. Brian Moniz, member of the Toronto Victim Services Board of Directors.

In our discussions, we took into consideration the specific circumstances referenced in Mr. Dudeck’s presentation, the recognition that each and every homicide is unique so that the circumstances in which families find themselves may be very different from case to case, and, finally, the fact that the primary role of police at a homicide scene and in dealing with witnesses and families is one of investigators. The gathering and preservation of evidence is critical to these investigations. We also discussed that, while primarily investigators, it is also important that the police are sensitive to the situations of the family and that they balance the requirements for the investigation with sensitivity to the grief that families experience. The police are uniquely positioned to assist in making linkages between families and support workers when victim assistance is needed most urgently. Mr. Dudeck references this in his first recommendation.

The Toronto Police Service is fortunate to have a number of resources to offer to victims of crimes.

As part of our discussions, we reviewed the booklet produced by the Homicide Squad in partnership with the Victim Services Program entitled “*A Guide for the Families of Homicide Victims*”. This booklet is a very useful resource to families and will be provided to family

members by Homicide Squad investigators. The booklet is available to anyone on the Toronto Police Service website at: http://www.torontopolice.on.ca/homicide/homicide_victims_guide.pdf. The booklet addresses how families can best contact investigators, what to expect in terms of the sequence of events in the first few days following a homicide and it provides linkages to Victim Services, Victim/Witness Assistance programs and the Criminal Injuries Compensation Board.

In terms of the Toronto Victim Services program, it operates 24 hours per day, and 7 days per week. Using a combination of trained social workers and volunteers, the Victim Services Program provides on-site support and crisis intervention. The Victim Services program is uniquely positioned to assess the individual needs of victims and make the necessary linkages for longer term support and assistance. As a result of Mr. Dudeck's presentation, the Chief has determined that the Victim Services program should be included on the initial "call out" list in homicide cases. This has become a Service practice over the past several months and, when we met, we discussed that it will be important to have this practice included officially in Service Procedures.

In making this recommendation, we were cognizant of fact that, while the Victim Services Program is in great demand, it must have the resource capacity to respond adequately and effectively to the growing demand. For its part, the Board in 2007 agreed to give the Victim Services a donation of \$100,000 from the Board's Special Fund in addition to the base funding that it received from the Ministry of the Attorney General and from the City of Toronto. As a non-profit, charitable organization, the Program also coordinates fund-raising initiatives such as the Annual Chief of Police Gala in support of Victim Services. Nonetheless, the Program's ability to respond to the needs of victims is limited by its finances. For this reason, we recommend that the Board provide a copy of this report to Attorney General Chris Bentley and request that the provincial funding provided to the Toronto Victim Services Program be increased to allow the Program to build its capacity to respond effectively to provide victim support in our community.

In terms of the role of the Coroner in Homicide investigations and, particularly, the interaction of the Coroner's office with families of victims, we understand that this is governed both by the provisions of the *Coroners Act* and by procedures established by the Chief Coroner. We understand that, similar to police investigators, the Coroners' primary responsibility is preservation of evidence balanced with sensitivity to those who may be required to identify next of kin.

Conclusion:

Mr. Dudeck has drawn the Police Services Board's attention to the legislated responsibility to establish procedures on providing assistance to victims and has highlighted the need to fulfil this responsibility in a manner that is sensitive and sympathetic to those who are coping with overwhelming shock and grief. Consequently, I recommend that the Board request that the Chief of Police include reference in Service procedures to the inclusion of the Victim Services Program in the homicide initial "call out" list.

I recommend that the Board provide a copy of this report and a copy of Mr. Dudeck's June 18, 2009 presentation to Attorney General Chris Bentley and request that the provincial funding provided to the Toronto Victim Services Program be increased to allow the Program to build its capacity to respond effectively to provide victim support in our community; and, I further recommend that the Board provide a copy of this report and Mr. Dudeck's June 18, 2009 presentation to Dr. Andrew McCallum, Chief Coroner for Ontario with a request that he give consideration to Mr. Dudeck's recommendations pertaining to the Coroner's practices and procedures.

Mr. Alan Dudeck was in attendance and provided a deputation to the Board. Mr. Dudeck also provided a written submission with respect to his deputation; copy on file in the Board office.

Following a discussion with Mr. Dudeck, the Board expressed its appreciation to Mr. Dudeck for raising issues and making recommendations that will help other families in the future.

Acting Chair Frank DiGiorgio thanked Judge Hugh Locke for his role in the discussions that took place with members of the Toronto Police Service and the Toronto Victim Services Program that led to the recommendations contained in the foregoing report.

The Board approved the foregoing report and the following Motion which Mr. Dudeck recommended in his deputation:

THAT the Board also send a copy of this report and Mr. Dudeck's June 18, 2009 presentation to the Minister of Community Safety and Correctional Services who is responsible for the Office of the Chief Coroner for Ontario for information.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

**#P276. REQUEST FOR REVIEW OF A COMPLAINT PERTAINING TO THE
POLICIES OF THE TORONTO POLICE SERVICE (FILE 2009-EXT-
0010)**

The Board was in receipt of the following report October 01, 2009 from William Blair, Chief of Police:

Subject: REQUEST FOR REVIEW OF A COMPLAINT PERTAINING TO THE
POLICIES OF THE TORONTO POLICE SERVICE (FILE 2009-EXT-0010)

Recommendations:

It is recommended that:

- 1) the Board review the policy complaint summarized in this report;
- 2) the Board determine whether to concur with the decision that no further action be taken with respect to the complaint; and
- 3) the complainants and I be notified of the outcome of the Board's decision.

Financial Implications:

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

Background/Purpose:

The Toronto Police Services Board (Board) has received a request to review my disposition of a complaint pertaining to the "policies" of the Toronto Police Service (Service).

Legislative Requirements:

Section 61 of the *Police Services Act (PSA)* deals specifically with complaints about the policies of, or services provided by, a municipal police force. Subsection 61(7) allows for a complainant to request a review of the investigation into the policy complaint by the Board.

Nature of Complaint:

On December 21, 2009, the complainants parked their vehicle on Yonge Street, near the Eaton Centre. At this time the complainants' vehicle, displaying an Accessible Parking Permit (APP), was parked in a signed "No Parking - Anytime" area. The complainants went shopping at the Eaton Centre and upon their return, discovered their vehicle had been issued a parking infraction notice (PIN) and impounded by a Parking Enforcement Officer (PEO) for contravening the bylaw.

The complainants felt they were legally parked and exempted from the bylaw under the provisions of their APP and should not have been issued a PIN and/or impounded from this location by the PEO.

In particular, the complainants quote the following exemption to the legislation from the City of Toronto website as being applicable to their circumstances:

“A permit holder or driver (operating a vehicle for the purpose of transporting a disabled permit holder) who displays a valid disabled person parking permit is exempt from...Signed prohibited parking areas; this includes time restricted no parking areas, i.e.: 8 a.m. to 6 p.m. and general no parking anytime areas that display the regulatory no parking sign.”

Though the above exemption may be applicable in some circumstances, the following exception is also clearly noted on the website and in the legislation:

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

In a letter dated January 1, 2009, the complainants set out the details of their complaint concerning this incident. The complainants' letter states *inter alia*:

“Clearly, the Toronto Police Service is not adequately trained on the circumstances of common disabilities and medical conditions and thus are not equipped to consider the potential implications of their decisions prior taking (sic) any action that may adversely affect a disabled person, or worse, put them at risk of a medical emergency.”

In a letter dated January 19, 2009, Professional Standards – Complaints Administration reviewed this matter and advised the complainant *inter alia*:

“Your complaint has been reviewed closely. After considering all the information that you provided in your complaint, I have concluded that your allegations fail to outline any manner of conduct which might lead me to believe that an investigation into this matter is warranted, pursuant to section 59(3) of the PSA.

Your concerns would be more appropriately addressed by a court having jurisdiction in those matters.”

In a letter dated January 24, 2009, the complainants requested that the decision by Professional Standards – Complaints Administration be reviewed by the Ontario Civilian Commission on Police Services (OCCPS). The letter states *inter alia*:

“To term our complaint as frivolous, vexatious, and in bad faith is an insult to all persons with disabilities and as a result we have requested a review of your decision by the Ontario Civilian Commission on Police Services, ...”

In a letter dated February 2, 2009, OCCPS wrote to the Service advising *inter alia*:

“The above-noted complainant has requested the Ontario Civilian Commission on Police Services to review the decision of the Toronto Police Service with respect to his recent complaint.”

In a letter dated March 5, 2009, the Service received a letter from OCCPS rendering its review decision that stated *inter alia*:

“Upon review, the panel determined that this complaint raised issues of both Policy and Service, which we are returning to your Service for investigation.”

In letter also dated March 5, 2009, OCCPS sent a letter advising the complainants of their decision that stated *inter alia*:

“In particular we are asking the Toronto Police Service to review any existing Policy or Procedures with respect to the enforcement of parking by-laws and the towing of vehicles that have Accessible Parking Permits and whether officers are adequately trained in these matters.”

In a letter dated March 16, 2009, Professional Standards – Complaints Administration advised the complainants *inter alia*:

“A panel of the Ontario Civilian Commission on Police Services (OCCPS) reviewed your complaint. Pursuant to the panel’s decision dated March 5, 2009, we have re-classified your complaint file 2009-EXT-0010 as a policy complaint and forwarded it to the attention of the Unit Commander of Corporate Planning for further investigation.”

On March 23, 2009, the Service’s Corporate Planning section assigned an investigator to commence a “Policy Complaint” investigation consistent with the direction of the review decision issued by OCCPS.

The Chief’s Decision and Reason:

The Policy Complaint was investigated by the Service’s Corporate Planning section and a detailed Report of Investigation was prepared with a copy being forwarded to the complainants advising that no further action was being considered at this time regarding the policy complaint.

The following are excerpts from the Report of Investigation that was provided to the complainant:

PARKING ENFORCEMENT UNIT

The Service's Parking Enforcement Unit (PEU) is responsible for the majority of parking enforcement within the vast territorial boundaries of the City. The PEU is the Service's foremost authority pertaining to parking enforcement issues.

The PEU is charged with:

- Assisting with the safe and orderly flow of traffic;
- Responding to the public and private parking concerns of the community;
- Regulating parking through the equitable and discretionary application of by-laws;
- Providing operational support to the Service; language interpretation, stolen vehicle recovery, corporate and local community-policing initiatives, emergency support, crime management, and other tasks as required;
- Assisting at special events, ensuring the safe and unobstructed movement of vehicular and pedestrian traffic;
- Fostering crime prevention by providing a radio equipped, highly visible, uniformed presence in our communities; and
- Performing such duties as may be directed by the Chief of Police.

In addition to Service procedures, the PEU has developed an extensive training manual that includes reference material and legislative guidelines, suggested and mandatory operational direction, as well as expectations of conduct that are specific to PEOs and other PEU members. This manual can be accessed through the Service's Intranet and utilized by all Service members for reference and training purposes.

There are sections of this training manual dedicated to

- Accessible Parking for the Disabled - Section 9
- Towing – Section 10
- Tow Cards and Towing Procedures - Section 11

As changes to legislation or procedures occur, amendments may be initially communicated to all PEU members through training bulletins or to all Service members through Routine Orders, prior to a republishing of the training manual.

TORONTO POLICE SERVICE GOVERNANCE

TPS Procedure 07-11 Impounding/Relocating Vehicles

States in part:

Rationale: The purpose of this Procedure is to set out the criteria and methods for impounding or relocating vehicles by members of the Service. This includes instruction on impounding vehicles for expert examination.

TPS Procedure 07-14 Parking Infraction Notices

States in part:

Rationale: The purpose of this Procedure is to instruct members regarding Parking Infraction Notices in accordance with the *Provincial Offences Act*.

TPS Procedure 07-20 Licence Plates/Disabled Parking Permits

States in part:

Rationale: This Procedure sets out the best practices of the Toronto Police Service (Service) when dealing with complaints of lost or stolen licence plates, or disabled person parking permits. This Procedure also outlines member's responsibilities when seizing licence plates or disabled person parking permits under the authority of the *Highway Traffic Act (HTA)*.

TRAINING MANUAL – PARKING ENFORCEMENT OFFICERS

DISCRETION AND GOOD JUDGEMENT

10.1.0 Subject to discretion and good judgement, all vehicles in contravention of parking bylaws may be towed and impounded providing all the criteria of the bylaws are met. For plated vehicles, a PEO must first issue a tag to the vehicle before authorizing the tow.

10.1.1 Before towing, ensure that towing would serve a good purpose and make sufficient notes on your Officer's Notes and/or in your memo book to support this. Just because you can tow for any offence does not mean that you will.

10.1.2 Vehicles that are parked only partially within prohibited areas (parking/standing/stopping) are not towed unless extenuating circumstances arise (e.g., an obstruction).

10.6.7 TOWING VEHICLES WITH DISABLED PERMITS

Use discretion regarding vehicles with valid Accessible Parking Permits/Disabled Person Parking Permits, as towing should be avoided wherever possible. If in doubt, contact a patrol supervisor.

TPS PARKING ENFORCEMENT UNIT POLICY AND PROCEDURE MANUAL

Disabled Person Parking (Revised 2003/10/03)
Enforcement Section 3 - 06 A

States in part:

Purpose: To provide members clear policy regarding the enforcement of disabled person parking and the exemptions, that apply to vehicles displaying a valid Disabled Person Parking Permit.

Officers shall not tow without obtaining permission of a Supervisor.
Supervisors shall attend on-scene to assess the need to tow.

This policy is in effect to recognize that caregivers may temporarily leave their vehicle to escort the disabled person to/from their destination.

PEU - DISABILITY LIAISON SECTION

In November 1999, the Service formed the Disability Liaison Section (DLS) as a sub-unit to the PEU. This was in response to a need to address the growing use and abuse of both Disabled Persons Parking Permits (DPPPs) and Disabled Parking Spaces.

DLS members worked through committees consisting of various stakeholders including representatives of:

- the Service,
- City Councillors,
- City of Toronto,
- Toronto Parking Authority,
- Ministry of Transportation,
- Ministry of Municipal Affairs,
- disabled community, and
- business community,

to identify and bring about changes to the DPPPs. The integral work resulted in the new Accessible Parking Permit (APP) coming into effect in January 2006.

The structure of DLS consists of a police constable, a patrol supervisor, six PEOs, a case preparation officer, a clerk, and a police sergeant who oversees operations.

DLS members of this section provide parking enforcement services and investigate and lay the appropriate charges under the *Provincial Offences Act/Highway Traffic Act* involving the misuse of DPPPs/APPs.

The DLS is involved in numerous public relations and community events. Some initiatives include:

- People in Motion Show
- March of Dimes Stroke Recovery
- Toronto Police Games at Variety Village
- Police Week activities
- 2006 Ontario Traffic Conference
- 2006 Municipal Law Enforcement Association Conference

DLS members are a utilized resource and assist in delivering training to Service members and members of the public on issues pertaining to the proper use of DPPP/APPs.

SERVICE TRAINING

Police officer training:

The Service's police officer recruits receive training in municipal bylaw enforcement during their training at C.O. Bick College. Instruction is provided by members of the PEU – Training Section.

Training topics include:

- Parking Bylaws
- Parking Infraction Notices,
- Accessible Parking Permits,
- Operational Policies,
- Private & Municipal Property
- Fire Routes
- Pay & Display Machines
- Parking Meters

The training specific to APPs consist of the following teaching points:

- Introduction to APPs
- Authority and retention
- Valid and Fraudulent permits
- Service governance and Unit's directive

Upon request, PEU members will provide training to any of the Service's divisions for writing PINs as well as instruction on APPs.

A component of police officer training pertaining to the impounding of motor vehicles is provided at C.O. Bick College through the five-day Traffic Generalist Course. This course is available to divisional primary response officers, divisional traffic unit officers, and Traffic Services officers.

The "impounding component" does not specifically focus on situations involving APPs.

The training includes several topics such as:

- impounding authorities and legislation (including bylaw, *HTA*, and *Criminal Code*)
- applicable Service Procedures
- towing tips (basic checklist to ensure important elements of Procedure followed)
- private property towing
- direction in the preservation of evidence and applicable Procedures

- tow truck operators
- rules for municipal law enforcement officers and PEOs
- liens and authorities

Police officer recruits also receive instruction on the authorities for impounding vehicles during their training at the Ontario Police College.

Parking enforcement officer training:

PEO recruits receive training in municipal bylaw enforcement during their training at C.O. Bick College. Instruction is provided by members of the PEU – Training Section.

Training topics include:

- Parking Bylaws
- Parking Infraction Notices,
- Accessible Parking Permits,
- Operational Policies,
- Private & Municipal Property
- Fire Routes
- Pay & Display Machines
- Parking Meters

The training specific to APPs consist of the following teaching points:

- Introduction to APPs
- Authority and retention
- Valid and Fraudulent permits
- Service governance and Unit's directive

All PEU members are trained in identifying misuse, and fraudulent DPPP/APPs, and are also able to answer questions when approached by the public.

PEO recruits receive extensive training regarding the towing of vehicles. A half day is dedicated to teaching the theory of towing and relocating vehicles. A member from a Service garage attends the PEU training location to 'hook up' a motor vehicle to illustrate the proper steps that need to be taken by tow truck drivers.

In addition, training staff conduct several exercises in class, throughout the five week training period. During the on-street practical component of training, there is an attempt to impound a vehicle if the circumstances exist. After the PEOs graduate from the training class, they are assigned to a coach officer for one-on-one training. During this training, they conduct regular patrols that include rush-hour routes which exposes the recruits to proper towing practices in the field.

During the PEO recruit training, it is stressed that towing must serve a good purpose and should only be done when necessary.

ADDITIONAL SERVICE GOVERNANCE PERTAINING TO PERSONS WITH DISABILITIES

In addition to the already noted governance, the following Standards of Conduct and additional Procedures are operational and have been incorporated into the training of all Service members to be inclusive of persons with disabilities.

Part II – Standards of Conduct

States in part:

1.9 Fairness, Discrimination and Harassment

In the performance of their duty, members shall treat all people with respect, courtesy and consideration.

Members shall not:

- (a) conduct themselves in an oppressive or abusive manner to any person;
- (b) be discourteous or uncivil or use profane, abusive or insulting language to a person including, without limitation, language that tends to demean or show disrespect to a person on the basis of that person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, record of offences, marital status, same-sex partnership status, family status, physical or mental disability, political or religious affiliation, or economic and social status;
- (c) stereotype, harass, discriminate, or attempt to persuade others to discriminate, against any person or group based on their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, record of offences, marital status, same-sex partnership status, family status, physical or mental disability, political or religious affiliation, or economic and social status;
- (d) express or display prejudice, bigotry, or discrimination.

TPS Procedure 14-16 “Diversity Awareness”

States in part:

Rationale: The City of Toronto is currently recognized as one of the most diverse cities in the world. The Toronto Police Service (Service) is committed to the concept of diversity awareness and appreciation within the community and the workplace. Training that is clear, objective and addresses information needs, professional skills and organizational requirements is a Service priority.

Training has taken the form of sensitivity/awareness education in such areas as culture, disability, gender, race and sexual orientation, as well as the principles of equal opportunity and human rights.

In correspondence dated June 18, 2009, Corporate Planning sent a letter and a copy of the Report of Investigation to the complainants detailing the investigation and its findings. The letter stated *inter alia*:

“After careful review of the facts of this case, I concur with the findings of the investigator that Toronto Police Service Governance and training pertaining to the issuance of parking infraction notices and impoundment of vehicles, including those with Accessible Parking Permits, is sufficient and requires no revisions at this time. It is my decision that no further action be taken in this matter.”

Conclusion:

The Report of Investigation included a review of current legislation, Service governance, and training. Consultations were held with the Parking Enforcement Unit (PEU) as they are responsible for the majority of the City of Toronto’s parking enforcement issues with the support of the PEU-Disability Liaison Section (DLS) as a resource on enforcement and education pertaining to APPs. Although the PEU and PEU-DSL conduct training for their own personnel and other Service members, additional consultations and research with Training & Education and Legal Services assisted in the preparation of the Report of Investigation.

The following is another excerpt from the “Conclusion” section in the Report of Investigation that was provided to the complainant:

A review of current legislation, Service governance, and training has been completed by Corporate Planning. Research and consultations with the PEU, PEU-DLS, Training & Education, and Legal Services assisted in preparing this Report of Investigation.

Current Service training and governance address the enforcement of municipal parking bylaws and the impounding of vehicles including those displaying APPs. Additional governance is very specific and instructs all Service members to be cognizant and sensitive to members of the disabled community both internally and externally. This recognition and awareness has been incorporated and communicated to all members through training and education, Routine Orders, and the Service’s Intranet.

The Service has established the DLS as an invaluable resource for training and education pertaining to APP enforcement and applicable legislation. This resource may be utilized by both Service members and the general public.

Furthermore, all Service members have the ability to access the knowledge, expertise, and advice of PEU members at any given time.

At this time, I feel current governance and training sufficiently support the needs of the public and the requirements of the Service.

In reviewing a policy or Service complaint, the Board may:

- Review the complaint and take action, or no action, in response to the complaint, as it considers appropriate; or
- Appoint a committee of at least three Board members who will review the complaint and provide recommendations to the Board; or
- Hold a public meeting with respect to the complaint.

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

Deputy Chief Peter Sloly, Executive Command, will be in attendance to answer any questions that the Board may have regarding this report.

Mrs. Sheryl Newman, accompanied by her husband, Mr. Christian Newman, made a deputation to the Board. Mrs. Newman advised the Board that they were the complainants in this matter. Mrs. Newman also provided a written submission with respect to her deputation; copy on file in the Board office.

Following the deputation, Mr. and Mrs. Newman responded to questions by the Board. Chief Blair responded to questions about this matter.

The Board approved the following Motions:

- 1. THAT the Board receive the deputation by Mrs. Newman and her written submission;**
- 2. THAT, with respect to the recommendations in the Chief's report:**
 - (1) the Board acknowledge that it has reviewed the policy complaint summarized in the report;**
 - (2) the Board concur with the Chief's decision that no further action be taken with respect to this complaint; and**
 - (3) the Board notify the complainants and Chief Blair of the Board's decisions;**
- 3. THAT the Board refer a copy of this report and Mrs. Newman's written submission to Strategic and Corporate Policy/Access and Equity in the City Manager's Office and request City staff to submit a report to the appropriate committee recommending that it consider the issues raised in this deputation, including the possibility of relocating tows to nearby parking spots as an alternative to ticket/towing and impounding.**

Additional information, including a copy of the Report of Investigation, was considered during the in-camera meeting (Min. No. C300/09 refers).

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

#P277. CLOSED CIRCUIT TELEVISION

The Board was in receipt of the following report September 28, 2009 from William Blair, Chief of Police:

Subject: CLOSED CIRCUIT TELEVISION

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:

In January 2006, the Toronto Police Service commenced research into the use of public space Closed Circuit Television (CCTV) cameras to reduce crime and increase community safety. At its meeting of September 28, 2006, the Board received the initial report regarding the use of CCTV cameras (Min. No. P292/06 refers). After extensive research which included significant public consultation, the Service embarked on a pilot project (Min. No. P102/07 and Min. No. 103/07 refers). The Ontario Ministry of Community Safety and Correctional Services provided two million dollars for the pilot project (Min. No. P316/06 refers). Further, at its meeting of March 22, 2007, the Board directed that they be provided with the independent evaluation of the CCTV pilot project before the continuation or permanent implementation of the CCTV program can be approved (Min. No. P103/07 refers).

On May 21, 2009, the results of the final evaluation were presented to the Board (Min. No. P119/09 refers). The Board approved several motions regarding evaluation and governance of the use of public space CCTV. Appendix A speaks to those motions regarding a phased-in implementation plan, leveraging of assets and the development of standards and protocols for public space surveillance cameras.

Discussion:

The internal and external evaluations of the CCTV pilot project, along with that of Professor Rosemary Gartner of the University of Toronto Centre of Criminology, identified opportunities to build upon the processes and practices employed during the pilot. The recommendations from these sources have been incorporated into the three-year phased-in implementation plan as set out in Appendix A.

Going forward, the proposed implementation plan includes three phases. The first phase is the continued utilization of the existing inventory of Service owned public space cameras. This phase will follow the governance as set out in the Police Services Board policy on CCTV, as well as the guidelines established by the Office of the Information and Privacy Commissioner of Ontario. This governance model has ensured a positive sum approach to the use of public space cameras in Toronto, one that enables the use of this additional tool to support policing while concurrently mitigating privacy concerns through technological and operational design. The governance, as identified in Appendix A, will form the basis of an operational procedure under the Chief's direction.

The evaluative methodologies, as set out under CCTV Analysis in Appendix A, reflect the recommendations from the external evaluators. External evaluation is critical to program review; therefore, the CCTV project will continue to utilize the Canadian Police Research Centre (CPRC) to aid in this area. The CPRC is funded by the Federal government to perform this type of independent research. Subject to funding availability, an academic centre may be utilized as an additional independent project evaluation source. At this time there are no funds to acquire such additional services.

The second phase engages existing partnerships and consultation to develop protocols and standards with respect to the electronic access and use of private surveillance cameras. The ultimate goal of such entities is the protection of property and persons visiting or working in relation thereto. The protocols and standards will address privacy, operational design, formatting and image quality. It is critical that the technology employed in this endeavour is capable of producing an image of evidentiary quality. The Service will continue to work with a broad range of stakeholders with a view to producing specific protocols and standards by year-end 2010 that are realistic, effective and efficient.

The last phase speaks to leveraging CCTV assets held by other government entities in the City of Toronto. The Service has a memorandum of understanding with the Toronto Transit Commission (TTC) that enables electronic access of TTC recorded images. Building upon this established model, the Service will engage other agencies, boards and commissions within the City of Toronto and other layers of government to facilitate access to CCTV assets that may exist within those entities. This is a significant pursuit that will seek to accomplish access to existing assets, such as those held by the Toronto Community Housing Corporation and others by year-end 2012. Thereafter, the Service will continue to work with other agencies to ensure any new systems implemented will have the capability of connectivity to the Toronto Police Service. This endeavour will require agreements, such as that with the TTC, and is subject to funding availability as may be required for connectivity. Such costs are not known and cannot be estimated without a thorough analysis of the technological design of each entity and the mechanism for connection.

In addition to the motion with respect to the three-year implementation plan, the Board requested that the Chief report on the performance of the CCTV cameras as an evidentiary and investigative tool. The evidentiary value of a captured image within the context of a criminal prosecution is difficult to assess. As noted in the Supreme Court of Canada decision of Regina

v. Nikolovski (1996) 111 C.C.C. (3d) 403 (S.C.C.), photographic and video images “*can and should be used by a trier of fact in determining whether a crime has been committed and whether the accused before the court committed the crime. It may indeed be a silent, trustworthy, unemotional, unbiased and accurate witness who has complete and instant recall of events*”.

CCTV is just one piece of evidence in a prosecution and there is no practical method of isolating its value from all other evidentiary material in a particular case. The Service has maintained records of requests for CCTV downloads and the subsequent investigative value. This data reveals that during the course of the pilot project there were 144 requests for images and 231 downloads (some requests involved downloads from more than one camera). Surveys of the requesting officers identified that 24 incidents were captured by the CCTV cameras during the pilot and the provided video images aided in the arrest of 26 offenders and the laying of 42 criminal charges ranging from causing a disturbance to attempted murder. Whether these arrests could have been achieved without the use of CCTV images is speculation. There can be little argument that at the very least the CCTV images contributed, as noted in R. v. Nikolovski (1996), an unemotional, unbiased and accurate witness that in conjunction with other actions led to the apprehension of the offenders.

Conclusion:

The measures and initiatives outlined in the attached implementation plan provide a direction for the Toronto Police Service with respect to CCTV for the next three years and beyond. The CCTV pilot project and subsequent evaluations identified a number of best practices for adoption into a formal ongoing program. Further, through the measures undertaken in the development of the pilot, the Service enjoys a positive working relationship with the Office of the Information and Privacy Commissioner of Ontario. The Service has undertaken to engage leading research, technological design and operational governance to create a CCTV program that allows for effective use of video surveillance technology in public spaces while reducing privacy impact.

The Toronto Police Service has assumed a leadership role in the development of protocols and standards, asset leveraging and the effective use of CCTV in public spaces to keep Toronto the best and safest place in which to be.

Deputy Chief Kim Derry, Divisional Policing Command, will be in attendance to respond to any questions that the Board may have regarding this report.

Mr. Jonathan Goldsbie, Toronto Public Space Committee, was in attendance and made a deputation to the Board.

The Board received Mr. Goldsbie’s deputation and received the foregoing report.

Closed Circuit Television Implementation Plan
Toronto Police Service CCTV

This implementation plan is comprised of three sections and spread across a three-year timeline. The first section discusses in the immediate time frame the go-forward strategy for continued use of Toronto Police Service owned and operated public space Closed Circuit Television cameras (CCTV). The second section speaks to development of a protocol and standards for the use of private surveillance cameras in the City of Toronto. The third section speaks to the leveraging of CCTV assets in the possession, current or future, of other City of Toronto agencies, boards, commissions and departments. These latter sections will be the focus of the second and third years of this implementation plan. Given the need for extensive stakeholder consultation, partnership development and technological assessment, these initiatives will be ongoing with a focus for completion by year end 2012 or sooner as may be practicable.

Toronto Police Service CCTV Program

The use of public space video cameras to detect, deter and prosecute crime has increased significantly over the past few years. The medium's very nature permits law enforcement to observe the movements of a large number of people, the vast majority of whom are law-abiding citizens. When Municipal institutions adopt the use of public space video cameras they have a duty to balance the security benefits derived from their use with the privacy rights of individuals.

The Service conducted the CCTV pilot project from April 2007 to December 31st, 2008. This implementation plan will build upon the best practices derived from the pilot and will ensure lawful use of the images obtained using Closed Circuit Television cameras while maintaining the privacy rights of visitors and the citizens of Toronto. Unless otherwise stated within a specific section of the document, this section is specific to the public space CCTV equipment owned and operated by the Toronto Police Service. The governance and operational provisions of this document will be mirrored in a CCTV Service Procedure developed in conjunction with Corporate Planning and subject to approval by the Chief of Police.

Governance

Federal	Criminal Code
Provincial	City of Toronto By-law 689/2000, Toronto Police Record Retention Schedule Freedom of Information and Protection of Privacy Act Guidelines for Using Video Surveillance Cameras in Public Places – Information and Privacy Commissioner of Ontario Municipal Freedom of Information and Protection of Privacy Act Police Services Act, O. Reg. 3/99, Adequacy and Effectiveness of Police Services Toronto Policy Services Board Policy – Closed Circuit Television (CCTV) Program

Definitions

Closed Circuit Television	means an electronic monitoring system that makes use of video cameras, connected by means of a non-broadcast circuit to capture, collect record and or relay visual information about an event unfolding in a given area over time.
Member	means all police officers and civilian members including temporary, contract and part time staff, Auxiliary Police Officers, and Special Constables but excludes volunteers.
Personal Information	is defined in Section 2 of the Freedom of Information and Protection of Privacy Act and the Municipal Freedom of Information and Protection of Privacy Act (the Acts) as recorded information about an identifiable individual, which includes, but is not limited to, information relating to an individuals race, colour, national or ethnic origin, sex and age.
Reception Equipment	means the equipment or device used to receive or record the personal information collected through a video surveillance system, including a camera or video monitor or any other video, physical or other mechanical, electronic or digital device.
External CCTV Source	means CCTV images obtained through access to the Toronto Transit Commission, and other such entities with which the Service may establish agreements for the access of CCTV images in relation to a reported incident of crime.
Storage Device	means a videotape, computer disc or drive, CD ROM, computer chip or other device used to store the recorded data or visual, audio or other images captured by a video surveillance system.

Use of Public Space CCTV

Public space cameras (CCTV) shall be utilized solely for the overt monitoring of public areas. CCTV design, installation and use will strictly adhere to the principles of the protection of privacy. CCTV video is the sole property of the Toronto Police Service and shall not be disclosed other than in the proper course of judicial process.

To mitigate the intrusion on privacy, members shall be aware of the following paramount considerations:

Proportionality

The perceived threat of crime or harm to the identified area must be sufficient to justify the installation of CCTV. The level of coverage will be in keeping with the level of crime and determination made whether the presence of the system would disrupt the balance between public safety and the individual's right to privacy.

Accountability

Training standards, codes of conduct and procedures have been established to ensure that the use of CCTV by members of the Toronto Police Service (TPS) is in accordance with applicable legislation. Effective supervision will aid to safeguard the integrity of the use of CCTV and the protection of the public from inappropriate behaviour.

The deployment of CCTV shall be subject to the authorization of the Deputy Chief of Divisional Policing Command.

Balance

CCTV will not be overused or relied upon as a replacement for police officers. CCTV is a tool to aid law enforcement in enhancing public safety, but not the only tool. The Toronto Police Service is cognizant of the fact that other means of area surveillance or social controls may prove just as effective in reducing crime and increasing safety.

Prior to the installation of Public Space CCTV, the following factors shall be considered:

- Other measures of deterrence or detection have been attempted with limited results or considered and rejected as impracticable;
- The use of CCTV must be justified on the basis of verifiable specific reports of incidents of crime or significant safety concerns;
- An assessment shall be conducted on the effects that the deployment of CCTV may have and the methods in which effects can be mitigated;
- Public consultation shall be conducted as to the necessity of the deployment and its acceptability;
- Comprehensive analysis shall be conducted to evaluate the effectiveness of the CCTV deployment in terms of quantitative and qualitative results;
- The design and operation of CCTV shall minimize privacy intrusion.

Deployment

CCTV deployments shall comply with the following:

- All requests for deployment shall be submitted in writing to the Deputy Chief of Divisional Policing Command;
- Crime Information and Analysis Unit shall be responsible for all analysis related to the deployment and internal evaluation of CCTV;

- Comprehensive analysis, as detailed under CCTV Analysis, shall be conducted before and after deployments to monitor for quantitative and qualitative effect on crime and social disorder in the deployment area;
- Deployments shall be for a period of one year. Extension beyond this period shall be at the determination of the Deputy Chief of Divisional Policing Command and based upon analysis of effect and justification for the continuation of the presence of CCTV in the specified area;
- Crime Information and Analysis Unit shall liaise with the Division in which CCTV is deployed to ensure appropriate tracking of local initiatives and other factors that occur contemporaneously to the deployment of CCTV in that area;
- Evaluations of CCTV shall include the use of geo-coded crime data;
- Public consultation shall occur prior to the deployment of CCTV cameras and at the completion of the deployment period to present the results of the deployment;
- Qualitative assessment of CCTV shall include public surveys as designed by Crime Information and Analysis Unit;
- Public notification signs shall be prominently displayed in and around the CCTV deployment area to ensure public awareness of the presence and purpose of the cameras, and provide a point of contact for the public;
- Independent evaluation of the CCTV program shall occur annually;
- The Service shall report the results of the annual evaluation to the Toronto Police Services Board in March of each following year.

Consideration for the deployment of public space CCTV cameras may arise from requests received from Divisions, external sources including community and business groups, or ongoing analytical monitoring through the Crime Information and Analysis Unit. Regardless of the source of the request, the governance set out in this document shall be adhered to at all times.

Moving forward, the public space CCTV program will follow the site selection processes as identified in the following section titled CCTV Analysis. The Crime Information and Analysis Unit will use proven analytical methodologies, such being subject to independent review, to identify potential areas for the deployment of public space CCTV. The CCTV project team will consult with the Unit Commander of the Division having jurisdiction over the identified area to assess the aforesaid pre-deployment factors. Where justified in accordance with applicable governance, deployment will be considered and the public consultation phase will commence.

Representatives of the CCTV project team and the applicable Division will promote and host a public meeting to discuss the potential deployment of public space CCTV as an additional tool to support ongoing operational measures to reduce crime in the identified area. Qualitative assessments will be utilized to capture public input on the potential deployment. Thereafter, the CCTV project team and Divisional representatives will assess the potential positive and negative effects of deploying public space CCTV into the identified area, identify risk mitigation strategies and determine whether or not the deployment will occur.

Where it is determined that public space CCTV shall be deployed, a detailed operational plan shall be prepared by the Division in consultation with the CCTV project team and the Crime Information and Analysis Unit. The plan shall address ongoing initiatives within the Division that will occur contemporaneously to the camera deployment, tracking of such initiatives in order to isolate, to the extent possible, the measurable effect of the CCTV cameras, and incorporate the governance as set out in this document directly and in referred documentation as so noted. The completed plan will be submitted to the Deputy Chief of Divisional Policing Command for approval.

The deployments, as recommended by external evaluators of the CCTV Pilot, shall be for a period of one year. At the conclusion of this period, the Crime Information and Analysis Unit will prepare a comprehensive evaluation of the project as set out in the section CCTV Analysis. A subsequent meeting shall be held in the deployment area to inform the public of the results of the CCTV deployment. All evaluations shall be posted on the Toronto Police Service Website for public referral.

Image Access

Where an incident occurs near a CCTV camera, the attending officer shall notify the Divisional Detective Sergeant or in the absence of that person, notify the Officer in Charge.

The Detective Sergeant or the Officer in Charge, as the case may be, shall e-mail Video Services as soon as practicable to request retrieval of the video. Authorized members of Video Services shall retrieve the requested video and prepare an investigative copy for release to the assigned investigator.

Video Services has on-call production team members covering after hours and weekends. The call-back of Video Services personnel during off duty hours shall be authorized only in response to serious crimes where the immediate identification of an offender is necessary for the protection of the public. Video download requests for property and less serious crimes against persons can be processed the next business day.

Image Retention

With the exception of statutory holidays and exigent circumstances, all images captured by CCTV shall be overridden electronically within 72 hours unless a record is created and maintained for law enforcement purposes. Going forward, the Service will continue to assess the retention period, ensuring that it adequately supports current and future policing needs.

Images downloaded in relation to investigation of a criminal offence or images deemed to be of an otherwise evidentiary nature, shall be retained as per City of Toronto By-law No. 689-2000 (Record Retention Schedule).

Evaluations

An annual report on the use of Public Space CCTV shall be completed and submitted to the Police Services Board in March of the following year. CCTV deployments shall be subject to internal and independent external evaluation.

CCTV Analysis

CCTV in Toronto is a research-based crime reduction initiative that requires objective analysis of crime and its social causes. Analysis is used to support the site selection process and to evaluate the impact of the CCTV system on crime, community safety and quality of life. In accordance with the guidelines issued by the Office of the Ontario Information and Privacy Commissioner, objective analysis for the identification and evaluation of CCTV provides real and effective organizational accountability. The use of each camera is justified by verifiable crime reports and significant safety concerns from the public.

The Site Selection Process

Since full coverage of public spaces in Toronto neighbourhoods would be cost-prohibitive, siting of CCTV cameras is determined strategically based on a number of factors. These factors are used as a guideline to support the preliminary and final site selection process. Preliminary site selection is based on quantitative evidence of crime and other public safety indicators. These sites are then evaluated based on qualitative factors associated with crime, perceptions of safety, fear of crime and the interplay of local and regional community support.

1.0 Preliminary Site Selection

1.1 Reported Crimes and Calls-for-Service

The most optimal sites for CCTV cameras are those that continue to experience elevated levels of violent crime, violent calls-for-service (CFS) and have not responded to other crime reduction initiatives. These locations are identified through extensive analysis of where violent activity tends to concentrate. Potential sites are then rank ordered based on the seriousness of incidents at each location; and using frequency counts placing more weight on more recent crimes and crime calls. These locations can also be prioritized based on the proximity to Toronto's most violence-prone areas as defined by the Toronto Police Crime Information Analysis Unit.

1.2 Violent Crime and Socio-Economics

Consideration is given to neighbourhoods that are more vulnerable to violent crime than others. A vulnerability index or risk of victimization has been established at the neighbourhood level for the City of Toronto. The index is based on socio-economic characteristics that relate to where violent crime tends to concentrate. These include measures of economic disadvantage, residential mobility and rental accommodation as well as youth versus senior populations, to name a few.

2.0 Final Site Selection

2.1 Addressing the Context of Crime

Local knowledge is solicited from Divisional Crime Analysts and Crime Managers to confirm these locations as problematic and to verify whether these locations reflect public versus non-public spaces. Consideration is given to areas that are more likely to experience change as a result of increased guardianship.

2.2 Perceptions of Safety and Fear of Crime

Consideration is given to areas where perceptions of safety are low. Fear of crime can be gauged from anecdotal officer accounts, surveys and community complaints. Public survey mechanisms will be utilized to assess pre and post deployment public perceptions of crime, fear of victimization and perspective of CCTV.

2.3 Interplay of Local and Regional Support

Understandably, decision makers in a local authority have an important role to play in local area regeneration. Community support and participation aids social cohesion and often contributes to levels of wellbeing. Building community support is one way to strengthen performance, as evaluation shows it can empower the wider community.

3.0 Evaluation

Findings reveal that CCTV can be an effective safety and crime management tool in certain circumstances. Ongoing evaluation of the system contributes to our understanding of the context in which it has the greatest potential to reduce crime and improve feelings of safety. An objective assessment requires both a quantitative and qualitative analysis of crime and its contributing factors.

Quantitative crime analysis involves measures of dispersion, displacement and reduction of violent crimes, violent calls-for-service and other residual crimes that may have been impacted in the targeted area. These findings are supplemented with a qualitative assessment of the potential for improved perception of crime and other policing initiatives in the area. Changes in the local environment must also be accounted for as they may too have interfered or strengthened the performance of the system. Although the evidentiary value of the system cannot be quantified, it is also considered an important aspect of the CCTV evaluation.

3.1 Quantitative Crime Analysis - Reported Crimes and Calls-for-Service

Spatial analysis is conducted to measure the impact of the cameras on the following outcomes:

Dispersion: The dispersion (or diffusion) of crime occurs when the intervention affects crime and disorder opportunities at a facility or in an area, causing crime to spread out.

Displacement: The geographical displacement of crime occurs when the intervention affects crime or disorder opportunities at a facility or in an area, causing offenders to move to other facilities or areas.

Reduction: An overall reduction in crime occurs when the intervention successfully prevents crime and criminal behaviour in the intervention areas.

Measures of dispersion, displacement and reduction of violent crimes, violent calls-for-service and other residual crimes that may have been impacted in the targeted area are reported for each site. Residual crimes include property and other nuisance and disorder crimes.

3.2 Qualitative Assessment - Perceptions of Safety and Fear of Crime

Dealing with perceptions of crime, particularly fear of crime, is as important as reducing crime. Fear of crime affects quality of life and may have negative economic outcomes. It can also affect community cohesiveness and neighbourhood incivility. Future deployment of cameras will involve properly structured surveys and strategies for surveying residents before and after the initiative to gauge the potential for improved perceptions of crime in the intervention area.

The pre-survey will be designed to gather data specific to attitudes relating to the use of CCTV and current community perceptions of safety and quality of life in the neighbourhood. A post-survey will address changes in perception of safety and attitudes as well as the perception of the success/failure of the project.

For comparative purposes, both surveys will include relevant questions that have been asked in the city-wide community survey. An appropriate sample size will be determined based on likely geographical area of project impact.

3.3 Other Policing Initiatives and Influencing Factors

Local area analysis is required to assess other initiatives that may have contributed to the change in crime in the area over time. For example, increased police patrols in the intervention area may result in a higher number of reported crimes that would otherwise be unnoticed. Although it is not possible to separate out all of the effects of crime reduction strategies, it is important to account for additional factors that may have contributed to any changes in the crime picture during the pilot project. This will require the collection of divisional strategy information during the project and can be supplemented with Automated Vehicle Locating System data to show patterns of police vehicle patrols in the identified areas. Other influencing factors that will be included are changes to the local environment such as increased lighting, changing demographics and/or land-use.

3.4 Evidence Gained

The final evaluation of each deployment shall include a summary of the number of downloads that were requested to assist in criminal investigations, whether the images assisted in the identification of suspects or witnesses, and whether any arrested and criminal charges resulted

from these identifications. Determining evidentiary value beyond this point is not feasible. There are a multitude of factors that may affect the outcome of a criminal prosecution. Isolating the role of CCTV images and applying an assessment as to relative importance in comparison to all other tendered evidence is virtually impossible. Having said this, all case managers are encouraged to report to the CCTV Project Team any specific comments made by the presiding justice or crown attorney with respect to the role of CCTV in the conviction of the accused.

Conclusion

Development and implementation of a Service procedure, consistent with the stated governance provisions, are the next steps in this implementation plan. Thereafter, subject to requisite approvals, the CCTV cameras may be deployed.

Protocols and Standards for Electronic Access and Use of Private Surveillance Cameras

The use of video technology as an additional tool in support of protection of private property has grown significantly over the past several years. Video technology is rapidly advancing and there is great diversity in system quality and capacity across the industry. Video recordings, be they generated by Police owned systems or externally, are one of the cornerstones of crime prevention, deterrence, successful investigations and prosecutions. Having said this, the use of such systems must be subject to protocols and standards to ensure effectiveness and mitigation of privacy impact.

The Toronto Police Service Video Services Unit is tasked with management of all video recordings. The Video Services Unit manages approximately 24,000 inbound and 27,000 outbound videos annually.

The primary purpose of a video recording system in the police or private security arena is the protection of persons and property and the use of the recorded images as evidence to enable the detection and prosecution of offenders. The basic rules of evidentiary video admissibility require that the original file formatting of the source video be maintained. Alteration of source formatting, whether it be for viewing, enhancement or duplication purposes, may threaten the later admissibility of the video as evidence.

It recent years the commercial, industrial and residential security industry has grown significantly. A vast array of video equipment saturates the marketplace. Presently, there is a multitude of digital security formats being utilized in private video security systems. Many of these formats are proprietary and incompatible with general viewing and enhancing software applications. Owners of proprietary systems may be reluctant to sell or give copies of their software applications to the police to enable viewing or enhancement of video related to an investigation. Some businesses prefer that the police supply them with the video and pay for any enhancement or other related services. The result can be a complex web of external witnesses and questionable continuity and control of key evidence.

The quality of a video is dependent upon a number of factors including compressed image formatting. Recognizing that consumers do not want to be constantly changing recording media, the industry has created high compression recording formats that will allow for up to six months of video to be stored on a single DVD. While such may be optimal to reduce costs for the system user, the resulting image quality is of such inferior grade that it is impossible to enhance it to a point suitable for the identification of an offender.

Given the importance of possible video evidence, every effort must be undertaken to produce a good quality image that will aid in successful prosecution. To this end, countless hours of Toronto Police Service personnel time are spent negotiating with proprietary owners and attempting to enhance inferior source video that may never produce a suitable image.

At present there is no specific regulatory body overseeing the technology employed by the security industry. Legislation in Ontario focuses on the appearance, conduct, equipment and duties of a security officer but does not provide any standards for the equipment sold by a security company or subsequent use by the purchaser. There are various security groups, Business Improvement Area groups, private companies and others in the City of Toronto that seek to utilize private surveillance cameras. In partnership with the Ontario Association of Chiefs of Police, the Toronto Police Service has begun consultation with these groups to address the development of protocols and standards. These ongoing efforts will culminate in recommendations to the City of Toronto by year-end 2010 for the adoption of specific measures for standards in the area of image quality, formatting, retention and privacy impact mitigation.

Leveraging Assets

The Toronto Police Service has engaged in a memorandum of understanding with the Toronto Transit Commission (TTC) that permits electronic access to the TTC CCTV system for video retrieval in support of an investigation. Access is strictly controlled and the obtained images are subject to the Toronto Police Service Records Retention Schedule. This established protocol serves as the building block for all future initiatives aimed at leveraging the CCTV assets of other City of Toronto agencies, boards, commissions and departments.

The CCTV project team will seek to accomplish access to existing assets, such as those held by the Toronto Community Housing Corporation and others by year-end 2012. Thereafter, the Service will continue to work with other agencies to ensure any new systems implemented will have capability of connectivity to the Toronto Police Service. This endeavour will require agreements, such as that with the TTC, and is subject to funding availability as may be required for connectivity. Such costs are not known and cannot be estimated without a thorough analysis of the technological design of each entity and the mechanism for connection.

As previously stated, video can be a significant tool for crime reduction and investigation. The Toronto Police Service will continue to work with other municipal and provincial entities that utilize CCTV. Where possible, subject to available funding as may be required, the Service will seek connectivity to those other CCTV assets and the adoption of access agreements. In respect of protocols and standards, the Service will work with these other entities to ensure image quality and retention can support the ultimate goal of protection of property and persons.

Conclusion

The measures and initiatives outlined in this document provide a direction for the Toronto Police Service with respect to CCTV for the next three years and beyond. The CCTV pilot project and subsequent evaluations identified a number of best practices for adoption into a formal ongoing program. Further, through the measures undertaken in the development of the pilot, the Service enjoys a positive working relationship with the Office of the Information and Privacy Commissioner of Ontario. The Service has undertaken to engage leading research, technological design and operational governance to create a CCTV program that allows for effective use of video surveillance technology in public spaces while reducing privacy impact.

The Toronto Police Service has assumed a leadership role in the development of protocols and standards, asset leveraging and the effective use of CCTV in public spaces to keep Toronto the best and safest place in which to be.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

**#P278. SEMI-ANNUAL REPORT – PROGRESS OF THE IMPLEMENTATION
OF THE RECOMMENDATIONS ON IMPROVEMENTS TO TRAINING
ON SEXUAL ASSAULT INVESTIGATIONS: JANUARY – JULY 2009**

The Board was in receipt of the following report September 11, 2009 from William Blair, Chief of Police:

Subject: SEMI-ANNUAL REPORT – REVIEW OF SEXUAL ASSAULT
INVESTIGATIONS: JANUARY 1 TO JULY 31, 2009

Recommendations:

It is recommended that:

- (1) the Board receive the following report for information; and
- (2) forward a copy of this report to the Auditor General, City of Toronto.

Financial Implications:

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

Background/Purpose:

At its meeting on May 21, 2008, the Board requested that the Chief of Police provide a semi-annual report to the Board on the progress of the implementation of Mr. Jeff Griffiths, Auditor General's follow-up report and improvements in training on sexual assault investigations. (Min. No. P126/08 refers.)

This semi-annual report outlines the progress of the implementations of the Auditor General's recommendations for the Board's information.

Discussion:

The Toronto Police Service is committed to the recommendations from the Auditor General, City of Toronto, Follow-Up Review on the October 1999 Report entitled: "Review of the Investigation of Sexual Assaults – Toronto Police Service". The ongoing implementation of the recommendations with regard to sexual assault investigations and the impact within the community is an important responsibility to the Service. To that end, it is important to note the efforts undertaken to implement the recommendations made by the Auditor General pertaining to sexual assaults.

The Sexual Assault Advisory Committee has met three times in 2009, hoping to meet a fourth time prior to the year end. To date the Committee is composed of mostly institutionalized agencies (ie; health care, victim services, judicial ministries) and grass roots agencies. The Committee has had discussions regarding further representation and has determined that depending on the current issue being addressed at the time, membership or agencies at the table will vary as the need or issue dictates.

To date the Committee has completed and agreed on the Terms of Reference for the Sexual Assault Advisory Committee and have drafted a rough copy of a Mandate. The Committee has recently identified issues and concerns to be addressed regarding the systems' response to sexual assaults and the process of prioritizing these issues and concerns that will be undertaken.

Progress update of the implementation of the Auditor General's follow-up report recommendations:

1. The Chief of Police re-evaluate the staffing complement in the Sexual Assault Section of the Sex Crimes Unit in order to ensure that the level of staff is commensurate with the increase in workload experienced since 1999:

Response:

The Staffing Audit was completed in 2005 by the Staff Planning Unit in consultation with the Unit Commander of the Sex Crimes Unit. It was determined that staffing levels are sufficient in general but consideration should be given to implementing a training constable program of six officers from the field to allow flexibility to address cases as needed.

Status: Ongoing. The Sex Crimes Unit is currently providing some training opportunities for Divisional police constables.

2. The Chief of Police, in consultation with the City's Internet Web site administrators, consider enhancing the Internet Web Page of the Sex Crimes Unit to include information relevant to those women who have been sexually assaulted. In particular, the Internet Web site include information on:

- the roles and responsibilities of the first-response police officer;
- the roles and responsibilities of the divisional investigating police officer;
- the roles and responsibilities of the Sexual Assault Section within the Sex Crimes Unit;
- the availability of police officers of either gender in the interview and investigative process of a sexual assault;
- the availability of translation services to women reporting a sexual assault;
- the roles of the Sexual Assault Care Centres, the Victim Services Program, and various other community support services; and
- the ensuing legal process pertaining to a sexual assault.

Response:

Recommendations were made by the Sexual Assault Steering Committee (Min. No P34/2005 refers) in 2005 and 2006 for changes to be made. The Sexual Assault Coordinator has ensured the content of the Web Page is consistent with recommendations/input from the Steering Committee and is reflected in amended content. The Sex Crimes Unit Web Page has been enhanced and implemented by the Webmaster and is available to the public. The Sexual Assault coordinator will ensure the content of the Web page is properly maintained.

Status: Implemented.

- 3. The Chief of Police direct all first-response officers immediately that policies and procedures must be complied with. Consideration be given to the re-issue of Criminal Investigations Procedure 05-05, Sexual Assault. In particular, first-response officers attending incidents of sexual assault be immediately directed that:**
- (a) officers collect only basic information concerning the assault from the woman who has been sexually assaulted;**
 - (b) only those officers with specific training in sexual assault investigations be allowed to conduct detailed interviews with the woman who has been sexually assaulted; and**
 - (c) interpretation services are provided by the Multilingual Community Interpreter Services or other police officers.**

Response:

All officers have been directed by a Routine Order 2005.01.19-0060, with regard to compliance of policies and procedures. Corporate Planning republished Criminal Investigations Procedure 05-05, Sexual Assault, on May 27, 2008, with particular direction to first-response officers. Further direction with regard to first-response officers attending incidents of sexual assault is also included in the Sexual Assault Course. To further ensure compliance of policies and procedures by officers attending incidents of sexual assault, the Unit Commander and the Detective Sergeant of the Sex Crimes Unit provided training to all field Detective Sergeants or designate with regard to monitoring compliance of policies and procedures in September 2008. With regard to the Multilingual Community Interpreter Service (MCIS), recent statistics to date show that the Toronto Police Service utilized their services 253 times from January to the end of August 2009. Recently the Sexual Assault Coordinator arranged for a MCIS representative to provide training to members of the Sex Crimes Unit. This training opportunity has been extended to the Area and Central Field units.

Status: Implemented.

- 4. The Chief of Police give consideration to amending Criminal Investigations Procedure 05-05, Sexual Assault, to clarify the circumstances during which officers in charge are required to attend the scene of a sexual assault. The amendment outlines specific criteria and circumstances in terms of when attendance at the scene of a sexual assault is required. Reasons for non-attendance at any scene where a sexual assault has occurred should be documented in writing and approved by appropriate supervisory staff.**

Response:

Toronto Police Governance sets out requirements for the mandatory notification and/or attendance of supervisors as a risk management element in the response of this Service to the wide variety of incidents and occurrences faced on a daily basis. Accordingly, Criminal Investigations Procedure 05-05, Sexual Assault, was amended and republished on May 27, 2008, to clarify circumstances during which supervisors are required to attend the scene of a sexual assault. The clarification content is also included in the Sexual Assault Course. Training has been provided to Detective Sergeants and designates with regard to quality control, and this process is now in place within divisions to raise issues/concerns to the Unit Commander level. The Toronto Police Service believes Sergeants should attend all sexual assault reports unless exceptional circumstances exist and such circumstances should be noted.

Status: Implemented.

- 5. The Chief of Police ensure that whenever possible, only those officers with specific training in sexual assault investigations be allowed to conduct sexual assault investigations.**

Response:

Criminal Investigations Procedure 05-05, Sexual Assault, was amended and published on May 27, 2008. The amendment directs only those officers with specific training in sexual assault occurrences be allowed to conduct sexual assault investigations. This direction is also included in the Sexual Assault course. Training has been provided to Detective Sergeants and designates with regard to quality control. This process is now in place within the divisions to raise issues/concerns to the Unit Commander level.

Status: Implemented.

- 6. The Chief of Police give consideration to the implementation of a supervisory/monitoring/reporting process to identify areas of non-compliance with published procedures. Instances of non-compliance be appropriately dealt with including the imposition of necessary discipline.**

Response:

On September 19, 2008, the Unit Commander and Detective Sergeant of the Sex Crimes Unit provided training to Detective Sergeants and designates with regard to a quality control/monitoring process of published procedures. This process is in place for supervisors to identify areas of non compliance within the divisions as are guidelines for appropriate discipline. In addition to this, Area Field Command and Central Field Command conduct a monthly audit in which one sexual assault occurrence is randomly selected and sent to the division for a full audit as to compliance with procedure. Each incident of non-compliance must be fully explained by the reporting division and actions taken to address any non-compliance without a valid reason.

Status: Implemented. Ongoing monitoring by supervisors of the process will continue.

- 7. The Chief of Police direct that all occurrence reports relating to sexual assault be reviewed by supervisory staff at the divisional level upon receipt of the initial reports and at the completion of the investigation. Evidence of the review be appropriately documented in the information system. Incomplete or inappropriate occurrence reports be discussed with the officer concerned and amendments made where necessary. Continued deficiencies in the preparation of occurrence reports be dealt with through existing training, and if necessary, discipline. Occurrence reports prepared by members of the Sex Crimes Unit be reviewed and approved by supervisory staff within the Unit.**

Response:

This is part of the review function in the current Records Management System where reports are reviewed by immediate supervisors. The Sex Crimes Unit receives copies of occurrence reports related to sexual assault automatically via email and can also locate new occurrences through Analyst searches. All occurrences are reviewed by a supervisor and are electronically signed by the person reviewing them.

Status: Implemented. Ongoing monitoring by supervisors of this process will continue.

- 8. The Chief of Police direct that all sexual assault occurrence reports be promptly forwarded to the Sex Crimes Unit for review and analysis. The Sex Crimes Unit will be responsible for the tracking and detailed analysis of all sexual assault occurrences on a City-wide basis.**

Response:

As previously mentioned, sexual assault occurrence reports arrive automatically to the Sex Crimes Unit via email. The Sex Crimes Analyst and Sexual Assault Coordinator analyze all sexual assault occurrence reports received from divisional units across the Toronto Police Service.

Status: Implemented.

- 9. The Chief of Police ensure that under no circumstances should a first-response officer make a determination as to whether a sexual assault is unfounded. The determination of this matter be reviewed and approved by a sexual assault investigator. The Chief of Police will further ensure that all occurrence reports contain an appropriate level of information to substantiate conclusions and that all such reports be approved in writing by supervisory officers.**

Response:

Criminal Investigations Procedure 05-05, Sexual Assault has been amended and includes this content with regard to first responders. This section is highlighted directing first-response officers not to report on validity or truth. The case manager and Detective Sergeant are to consult on unfounded complaints. The Detective Sergeant will ensure proper documentation of relevant details substantiating conclusions including consultation. This direction is also included in the Sexual Assault Course. Divisional Policing Planners have implemented a quality control monitoring process within the divisions to ensure this.

Status: Implemented. Ongoing monitoring by supervisors of the process will continue.

- 10. The Chief of Police ensure that divisional investigators are in compliance with Criminal Investigations Procedure 05-05, Sexual Assault, as it applies to maintaining consistent and regular contact with women who have been sexually assaulted. Such contact be maintained throughout the investigative and legal process and be appropriately documented.**

Response:

Criminal Investigations Procedure 05-05, Sexual Assault has been amended and makes clear that consistent and regular contact be maintained throughout the investigative and legal

process with women who have been sexually assaulted. Furthermore, eCops has been amended to include documentation of victim follow up and contact.

Status: Implemented. Ongoing monitoring by supervisors of the process will continue.

- 11. The Chief of Police revise the internal administrative accounting structure in order to accurately account for all costs relating to sexual assault investigative training activities throughout the Toronto Police Service. The accounting for these costs include training expenditures incurred at the C.O. Bick College, expenditures incurred by the Sex Crimes Unit, including all costs relating to attendance at outside training courses and conferences, and any expenditures incurred relating to decentralised training at the Division.**

Response:

Since 2003, the Toronto Police Service (TPS) has improved corporate time and attendance recording and employee records software systems. The costs for all training delivered to members of the TPS can be derived from these systems but it is fairly time consuming. System Applications and Products in Data Processing (SAP) provides costing for external training. Training and Education will work with Human Resources, Finance and Administration, and Corporate Planning to improve procedures and forms to simplify records keeping better track these expenditures.

Status: Implemented.

- 12. The Chief of Police be requested to conduct an evaluation in regard to the projected long-term requirements for police officers trained in the investigation of sexual assaults. This analysis takes into account potential retirees over the next number of years, as well as the anticipated demands for officers trained in sexual assault investigations. This analysis be used to determine the adequacy or otherwise of the current training schedule and, if appropriate, the training program be amended. Information relating to those officers who have attended the Sexual Assault and Child Abuse Course be brought up to date and maintained.**

Response:

Training and Education conducts demand analysis to determine the number of courses each year. Information is provided by the training coordinator from each unit and is based on unit needs and predictions of those needs.

Status: Implemented.

- 13. The Chief of Police give consideration to amending the mandate of the Sex Crimes Unit to include a general consultative and oversight role relating to the training of sexual assault investigators. The Training and Education Unit, in designing and delivering training activities relating to sexual assault investigations, consult with the Sex Crimes Unit to ensure that the course content is relevant and practical.**

Response:

Sexual Assault investigations and training for these investigations is a very complex issue, governed by Provincial Adequacy legislation. The Service does not agree that training oversight should be the responsibility of the Sex Crimes Unit, though the unit can and should be involved in consultation, as should community representation. The Sexual Assault Advisory Committee membership includes representatives from the Sex Crime Unit, Training and Education and community agencies and enables this general consultation.

Status: To facilitate the training evaluation process T&E has established the Learning Development and Standards Section. This allows for an expansion of evaluation strategies and an active audit process for all Service training. The new section is responsible for quality assurance, instructor accreditation, adult education, coordination of field training supervisors, e-learning, record coordination, amongst other duties. Furthermore, this section has specialized software, hardware and training that allows for much of the quantitative data collection to be automated.

- 14. The Chief of Police, in consultation with the Sex Crimes Unit and the Training and Education Unit, review the current structure, content, and delivery of the Sexual Assault and Child Abuse Course with a view to:**
- increasing its relevance to the course participants; and**
 - involving community organizations who work with women who have been sexually assaulted in the design and delivery of the training program.**

Response:

The Sexual Assault Steering Committee had a key role in identifying training issues that needed to be addressed. The Steering Committee is no longer meeting; therefore Training and Education will address this issue. A new, ten day Sexual Assault Investigators Course (SAIC) is now in place and has been since May, 2008, based, in part, on recommendations of the Steering Committee. Training and Education have a plan in place for on going evaluation of this course (Min. No. P281/08 refers).

Status: Implemented. As previously reported in recommendation number 13, to facilitate the training evaluation process T&E has established the Learning Development and Standards Section. This allows for an expansion of evaluation strategies and an active audit process for all Service training. The new section is responsible for quality assurance, instructor accreditation, adult education, coordination of field training supervisors, e-learning, record coordination, amongst other duties. Furthermore, this section has specialized software, hardware and training that allows for much of the quantitative data collection to be automated.

15. The Chief of Police direct that a written evaluation of the Annual Sex Crimes Investigations Conference be conducted in order to determine its effectiveness, relevance and costs. Such an evaluation be reviewed by senior staff.

Response:

A review of the 2005 Annual Sex Crimes Investigations Conference was undertaken by Training and Education. This review determined that the conference was effective and relevant but to minimize disruptions to operations, the Sex Crimes Unit will deliver conferences every second year, and only if necessary. The 2009 Sex Crimes Investigation Conference is to be held in October. A concerted effort was made to minimize disruptions to daily operations while monitoring preparation time and costs.

Status: Implemented.

16. The Chief of Police evaluate the training resources available for the Sexual Assault and Child Abuse Course. Such an evaluation determine whether the effectiveness of the course could be improved by integrating in the training process the expertise of those community organizations who support women who have been sexually assaulted. Compensation to these organizations be provided on the same basis as the compensation provided to other third parties. Participants from the community be required to possess an appropriate level of presentation skills.

Response:

The Steering Committee has had a key role in identifying issues that needed to be addressed, including these areas. A new, ten day Sexual Assault Investigators Course (SAIC) is now in place and has been since May, 2008, based, in part, on recommendations of the Steering Committee. Information has been incorporated into the curriculum and available in the resource material for the course.

Status: The revised Sexual Assault Investigator's Course has increased the time available to the presenters from the Sexual Assault Care Centre. Representatives from Multilingual Community Interpreter Services (MCIS) also provide information to investigators about their services. The representatives from both of these agencies provide professional, prepared and informative presentations to investigators.

- 17. The Chief of Police ensure that detailed staffing objectives and projections are developed prior to the expenditure of significant funds on external courses. Such a process take into account individual staffing requirements and longer term officer commitment to the Unit. Staff attending such courses be required to remain with their Unit for a reasonable period of time in order to take advantage of the training received.**

Response:

Staffing objectives and projections are improved to ensure proper return on investment for all training. This includes revised procedures and forms to identify the goals of the courses and conferences and the necessity to attend. These improvements are now implemented within Detective Services.

Status: Implemented.

- 18. The Chief of Police and the City's Commissioner of Corporate Services develop an ongoing protocol and working relationship in order to ensure that:**
- technology developments do not occur in isolation from each other;**
 - technology developments are in accordance with the long term objectives of both organizations; and**
 - the purchase of any computer hardware and software is co-ordinated.**

Response:

The Director of Information Technology Services (ITS) maintains frequent and regular contact with the City of Toronto's Executive Director, Corporate Information and Technology. The issues related to technology are discussed, including development, joint projects and purchasing.

Status: Implemented.

- 19. The Chief of Police take immediate action to ensure that the Violent Crime Linkage Analysis System (ViCLAS) reports relating to sexual assaults are completed and submitted within the prescribed time limits of the Toronto Police Service (21 days) and the Police Services Act (30 days). The responsibility for ensuring compliance be clearly defined. Monthly status reports on the extent of compliance by division be prepared and submitted to the Chief of Police and appropriate action be taken for instances of noncompliance.**

Response:

Routine Order 2005.01.18-0050 was published with regard to the compliance rate for ViCLAS and that it be monitored in the Executive Dashboard process; action has been

undertaken for non-compliance. More recently, the Homicide's Major Case Management Section held a ViCLAS and Major Case Management information session on November 26, 2008. Invited participants included members of the Homicide Squad, the Sex Crimes Unit and Detective Sergeants from across the Service.

Status: Implemented.

- 20. The Chief of Police ensure that the project pertaining to the electronic transmission of ViCLAS data to the Provincial ViCLAS Centre in Orillia is expedited as quickly as possible. Staff responsible for this project be required to provide specific deadlines for completion. Periodic updates regarding the progress of the project be reported to the Chief of Police.**

Response:

The RCMP did provide an electronic version of ViCLAS which was tested by TPS in the Sex Crimes Unit. The RCMP has not provided a current version of the electronic ViCLAS for use by police agencies.

Status: Ongoing. The Services' ViCLAS Coordinator is in regular contact with the Provincial ViCLAS Centre in Orillia and the RCMP. The information provided from these agencies indicates a web-based solution is being developed and may be ready for initial testing in November 2009. Subject to resolution of connectivity issues, the Toronto Police Service will be one of the agency testers.

- 21. The Chief of Police in consultation with the Sex Crimes Unit, ensure that all police officers have a clear understanding of the revised consent procedures relating to the sexual assault medical evidence kit. In particular, women who have been sexually assaulted be provided with detailed explanations pertaining to the consent form by divisional Sexual Assault Investigators only.**

Response:

Criminal Investigations Procedure 05-05, Sexual Assault, has been amended to clarify process of obtaining consent regarding the sexual assault medical evidence kit. Training processes also amended to focus on this area.

Status: Implemented.

- 22. The Chief of Police ensure that when the required consent forms have been signed by the woman who has been sexually assaulted, medical evidence kits be collected from the Sexual Assault Care Centres immediately.**

Response:

Amendment of Criminal Investigations Procedure 05-05 indicates the importance of seizing these kits at the earliest opportunity. Amended training on the current Sexual Assault Investigators Course (SAIC) reinforces the procedure. Part of the Provincial Audit recommendations includes development of written relationship guidelines with the Sexual Assault Care Centres (SACCs). The Sexual Assault Coordinator has discussed this recommendation with the SACCs. Separate guidelines/policies for both the Care Centres and the Service already exist outlining the release/seizure of the SAEK. Both instruct the sexual assault care nurse and the police officers to release/seize the SAEK as soon as possible once the consent form has been signed by the person who has been sexually assaulted. Further instruction with this regard is also included on the consent form itself. For these reasons, the SACCs and the Toronto Police Service do not believe it necessary to develop further written guidelines. The Sexual Assault Coordinator is in frequent communication with the SACC and any issues of this nature are to be brought to her attention.

Status: Ongoing.

- 23. The Chief of Police review the protocol in connection with the issue of general community warnings contained in the Procedure entitled “Community Safety Notification”. Such a review take into account that such warnings by their nature are meant for the community at large and as a result, and in accordance with the mandate of the Sex Crimes Unit, the development and subsequent issue of such warnings be the responsibility of the Sex Crimes Unit. Such a process would ensure that warnings are consistent, appropriate, accurate and complete and should be issued in consultation with Divisional Unit Commanders.**

Response:

The Public Information has learned a great deal about the content and delivery of these releases. The Service has identified over 740 agencies now receiving warnings directly. The Service will ensure that a release is done when a stranger sexual assault occurs and investigation is undertaken by Sex Crimes. The Service does not agree that the Sex Crimes Unit has responsibility for this; this responsibility belongs to Public Information Unit.

Status: Ongoing. This issue will be further reviewed in discussions with the Sexual Assault Advisory Committee at a future date.

24. The Chief of Police assign responsibility for the review and evaluation of the recommendations in this report to a Senior Officer within the Sex Crimes Unit. The Chief of Police report to the Toronto Police Services Board on an action plan, along with a specific timetable for the implementation of the recommendations.

Status: This responsibility is assigned to Staff Inspector Elizabeth Byrnes, Unit Commander of the Sex Crimes Unit. A report to Audit and Quality Assurance is completed on what steps have been taken to implement the recommendations. Presently, ongoing monitoring by supervisors is occurring in order to provide full compliance.

25. The Toronto Police Services Board be required to forward this follow-up report to the City's Audit Committee for information purposes.

Conclusion:

The Toronto Police Service is committed to improving the police response to victims of sexual assault with the implementation of the recommendations from the City Auditor (1999 and 2004). Improvements have been made with every change made to policy and procedures, training, staffing, and technology, recognizing the impact on victims and the community. Some of these are ongoing and require further review as issues are identified and addressed with regard to sexual assault investigations. Consultation with the Sexual Assault Advisory Committee will assist to ensure that progress continues.

Deputy Chief A.J. Warr, Specialized Operations Command, will be in attendance to answer any questions that the Board may have regarding this report.

Detective Sergeant Tom Lynch and Detective Sue Kernohan, Sex Crimes Unit, were in attendance and responded to questions about this report.

The Board received the foregoing report and agreed to forward a copy to the City of Toronto – Auditor General for information. The Board also approved the following Motion:

THAT the Chief provide a report to the Board on the issue of posting:

- **the names of the members of the Sexual Assault Advisory Committee on the Board's website, subject to approval in writing from the members; and**
- **the reports and agendas for the Sexual Assault Advisory Committee on the Board's website when possible.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

#P279. CONSTRUCTION SERVICES FOR THE NEW 11 DIVISION

The Board was in receipt of the following report September 18, 2009 from William Blair, Chief of Police:

Subject: CONSTRUCTION SERVICES FOR THE NEW 11 DIVISION

Recommendation:

It is recommended that the Board commit an amount of up to \$22M (including taxes), to Eastern Construction Company Limited for the payment of construction services on the new 11 Division facility.

Financial Implications:

There are no financial implications relating to the recommendation contained within this report. The approved capital budget for the new 11 Division facility is \$29.4M. The construction services (estimated at \$22.0M) would be funded from within the approved capital budget for this project. The commitment of funds will allow the Service to pay the sub-contractors through Eastern Construction Company Limited (Eastern), for the various construction activities required for this project.

Background/Purpose:

The Board, at its meeting of February 12, 2009, awarded the provision of Construction Management (CM) services for the new 11 Division facility to Eastern (Min. No. P43/09 refers). As the CM for the project, Eastern assumes the role of the "Constructor". Following this award Eastern has been working with the project team throughout the design phase. The design phase is now complete, the tendering process for sub-contractors is in progress and Eastern will be mobilizing its resources for an October 2009 construction start date. Therefore, the commitment of budget funds for the construction services component of this project is required.

Discussion:

The CM, as part of their contract, is responsible for the construction of the facility, under the direction of the Service and City, based on the approved design. Once the construction commences, the Service will be receiving invoices from Eastern for the work of various sub-contractors.

Eastern will administer, award work and pay the various sub-contractors. However, prior to any contract award to a sub-contractor, Eastern must ensure that the Service, City and project prime consultant have reviewed and approved the selection. Eastern is required to comply with Service and City tendering requirements, including fair wage and trade union agreements. The review by Service and City staff will ensure that this is achieved.

During the past few months, Eastern and the project team have pre-qualified the major sub-contractors required for this project and identified approximately five qualified sub-contractors for each major contract. The pre-qualified sub-contractors will be invited to competitively bid on the required work.

Eastern will be paying the sub-contractors directly for work performed, and will then submit monthly invoices, including support documentation, to the Service for reimbursement. These invoices will reflect the actual amount paid to the sub-contractor with no added costs from Eastern. The invoices submitted by Eastern will be subject to certification by the prime consultant, and will be reviewed and approved by Service and City staff before any payment to Eastern is made. The invoices will be subject to all provisions of the Construction Lien Act, other regulations and will include the standard 10% holdback provision.

The project budget includes funding for other requirements (e.g. equipment, security system, furniture, etc.) which are administered separately by the Service and are outside the contract with the Eastern. These items will be acquired in accordance with the Service's procurement process and By-law #147, and will be submitted to the Board for approval, if and as required.

Conclusion:

Eastern is the CM for the new 11 Division facility. The design phase of the project has been completed, the tendering process has started and Eastern is mobilizing for an October construction start date. Therefore, the commitment of funds of up to \$22M is required in order for the Service to reimburse Eastern for the construction work performed by the sub-contractors, during the construction life cycle.

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

The Board approved the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

**#P280. PHOTOCOPIER CONTRACT – REQUEST FOR ONE YEAR
EXTENSION**

The Board was in receipt of the following report October 06, 2009 from William Blair, Chief of Police:

Subject: PHOTOCOPIER CONTRACT - REQUEST FOR ONE YEAR EXTENSION

Recommendation:

It is recommended that the Board approve the extension of the current contract with Toshiba of Canada Ltd. for the rental of digital plain bond paper photocopiers, for one year commencing January 1, 2010 and ending December 31, 2010 at a cost of \$0.0112 per copy (plus taxes), including rental costs, toner costs and service calls.

Financial Implications:

The proposed cost per copy for the second one-year extension is less than the current cost. The Service has been experiencing a reduction in the number of photocopies since 2005, and the resultant savings have been reflected in the operating budget for the respective years. The 2009 budget for photocopying (not including the cost of paper) is \$320,000. Based on the proposed 2010 price and the anticipated number of photocopies in 2010, an estimated savings of \$50,000 would be realized over the 2009 budget. This savings has been reflected in the Service's 2010 operating budget request.

Background/Purpose:

At its meeting of November 17, 2005, the Board approved the rental of digital plain bond paper photocopiers from Toshiba of Canada Ltd. (Toshiba) commencing on December 1, 2005 and expiring on December 31, 2008, along with an option for two one-year extensions at the discretion of the Board (Min. No. P371/05 refers). At its meeting of October 16, 2008, the Board approved extending this contract for a one-year (to December 31, 2009), by exercising the first year option (Min. No. P285/08 refers).

This report provides information on the Service's recommendation to exercise the second option year extension.

Discussion:

The current cost for the rental of photocopiers is \$0.0116 (plus taxes) per copy. This cost includes the rental of the photocopier, toner costs and service calls (Monday to Friday from 8:00 a.m. to 4:00 p.m.).

In determining whether to exercise the extension option with Toshiba, Purchasing Support Services (PSS) have compared the proposed cost per copy for the one-year extension against other government agency photocopier rental agreements (using similar photocopiers), and have found that the proposed cost from Toshiba is lower. Under this arrangement, Toshiba has proposed a cost of \$0.0112 (plus taxes) per copy for the final one-year extension. This cost per copy is approximately 3% less than the current price. The Service has also experienced a reduction in the overall number of photocopies from approximately 33 million in 2005 to a projected 24 million for 2010. Based on the proposed price per copy for 2010 and the projected number of copies in 2010, the photocopier rental cost for 2010 is estimated at \$270,000 (plus taxes), a reduction of \$50,000 from the 2009 budget.

Conclusion:

The current agreement with Toshiba, which expires on December 31, 2009, includes an option to extend for a final one-year period. The Service has been satisfied with the performance of Toshiba over the term of the current contract, and the price per copy being proposed is competitive. As a result, the Service is recommending that the Board approve the extension of the current rental agreement to December 31, 2010, by exercising the final one year option.

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

The Board approved the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

#P281. CORPORATE EXPRESS CONTRACT – FIRST OPTION YEAR

The Board was in receipt of the following report October 05, 2009 from William Blair, Chief of Police:

Subject: CORPORATE EXPRESS CONTRACT – FIRST OPTION YEAR

Recommendation:

It is recommended that the Board approve the first option year extension of the current contract with Corporate Express, for the supply and delivery of stationery and office supplies, for one year commencing January 1, 2010 and ending December 31, 2010 under the same terms and conditions.

Financial Implications:

There are no financial implications related to the recommendation contained within this report. The Service's estimated annual expenditure for stationery and office supplies is included in the respective operating budget request.

Background/Purpose:

At its meeting of November 15, 2007, the Board approved Corporate Express as the vendor of record for the supply and delivery of stationery and office supplies commencing on January 1, 2008 and expiring on December 31, 2009, along with an option for two one-year extensions at the discretion of the Board (Min. No. P377/07 refers). This report provides information on the Service's recommendation to exercise the first one-year option.

Discussion:

The current contract provides a percentage discount from the vendor's catalogue price. In determining whether to exercise the extension option with Corporate Express, Purchasing Support Services (PSS) have compared the discount percentage in the current contract against other government agency stationery and office supply agreements, and have found that the discount offered by Corporate Express is higher.

Conclusion:

The current agreement with Corporate Express which expires on December 31, 2009, includes an option to extend for two additional one-year periods. The Service has been satisfied with the performance of Corporate Express over the term of the current contract, and the percentage discount offered is competitive. As a result, the Service is recommending that the Board approve the extension of the current agreement to December 31, 2010, by exercising the first option year.

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

The Board approved the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

**#P282. NEW JOB DESCRIPTION – INFORMATION SECURITY ARCHITECT,
ENTERPRISE ARCHITECTURE**

The Board was in receipt of a report dated September 22, 2009 from William Blair, Chief of Police, with respect to the job description for the position of information security architect. A copy of the report is on file in the Board office.

The Board deferred the foregoing report to its November 2009 meeting and requested that it be reviewed by the Budget Subcommittee prior to the Board's consideration in November.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

**#P283. NEW JOB DESCRIPTION – COURT PROCESS COORDINATOR,
LEGAL SERVICES**

The Board was in receipt of the following report September 14, 2009 from William Blair, Chief of Police:

Subject: NEW JOB DESCRIPTION – COURT PROCESS CO-ORDINATOR, LEGAL SERVICES

Recommendation:

It is recommended that the Board approve the attached new job description and classification for the position of Court Process Co-ordinator, Legal Services (A07085.3).

Financial Implications:

Funding for two positions was approved by the Board in the 2009 Operating Budget submission (Min. No. P351/08 refers).

Background/Purpose:

The Toronto Police Service receives numerous subpoenas and summons for records including subpoenas by defence counsel for police officers' personnel files. In early 2000, Legal Services was given the responsibility of receiving and responding to all subpoenas and summonses for all police records, including those responsive to court orders for police files from civil and criminal courts and from administrative tribunals.

Discussion:

Initially, a uniform member was assigned to this task until his transfer back to the field in March 2004 at which time, existing civilian personnel in Legal Services took over the workload. Due to the volume and strict deadlines, a civilian member from another unit was temporarily loaned to perform this function for the past five years. However, that civilian member has now returned to his unit.

The volume and complexity of the work for this position has increased over the past five years. This is due to material changes in the jurisprudence, primarily from the Ontario Court of Appeal. Furthermore, there has been an increase in the number of court process requests received each year.

The establishment and funding to hire two (2) Court Process Coordinators was approved by the Board in the 2009 Operating Budget submission (Min. No. P351/08 refers).

Compensation and Benefits has developed a new job description for the Court Process Co-ordinator and has evaluated the position as an A07 (35 hour) job within the Unit "A" Collective Agreement. This classification carries a current salary range of \$52,616 to \$58,734 per annum, effective July 1, 2009.

Conclusion:

It is hereby recommended that the Board approve the attached new job description for the position of Court Process Co-ordinator, Legal Services (A07085.3). Subject to Board approval, the Toronto Police Association will be notified accordingly, as required by the respective Collective Agreement and the positions will be staffed in accordance with the established procedure.

Deputy Chief Keith Forde, Human Resources Command, will be available to respond to any questions the Board may have in regard to this report.

The Board approved the foregoing report.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 392.5 (D/T)
Pay Class A07

JOB TITLE: Court Process Co-ordinator, Legal Services
JOB NO.: A07085.3
BRANCH: Executive Command
SUPERSEDES: New
UNIT: Legal Services
HOURS OF WORK: 35
SHIFTS: 1
SECTION:
NO. OF INCUMBENTS IN THIS JOB: 2
REPORTS TO: Counsel, Legal Services
DATE PREPARED: 24 June 2009

SUMMARY OF FUNCTION: Responsible for co-ordinating the Service's response to various court processes including but not limited to summonses, subpoenas, court orders, applications and motions, etc

DIRECTION EXERCISED: None

MACHINES & EQUIPMENT USED: Micro-computers/standard TPS workstations, associated software and any other related office equipment, as required.

DUTIES AND RESPONSIBILITIES:

1. Co-ordinates and prepares responses to various criminal and civil court processes; drafts correspondence and prepares affidavits in response to court processes.
2. Compiles, sorts, edits and prepares responsive materials for court to ensure accuracy and completeness of response while protecting materials over which privilege may be asserted.
3. Approves language of draft orders, in consultation with counsel; organizes and prioritizes work according to court imposed dead-lines; attends court, as necessary, to present evidence in respect of the Service's response to court processes.
4. Liaises with in-house and outside counsel, the Ministry of the Attorney General, Crown Law – Civil and Crown Law Criminal, all levels of Service personnel and members of the public.
5. Creates and maintains files in response to court processes, manages the file database and prepares monthly statistics in relation to workload.
6. Responds to inquiries from the public and members of the Service and provides guidance/direction accordingly.

dg:152333

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



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 392.5 (D/T)
Pay Class: A07

JOB TITLE:	Court Process Co-ordinator, Legal Services	JOB NO.:	A07085.3		
BRANCH:	Executive Command	SUPERSEDES:	New		
UNIT:	Legal Services	HOURS OF WORK:	35	SHIFTS:	1
SECTION:		NO. OF INCUMBENTS IN THIS JOB:	2		
REPORTS TO:	Counsel, Legal Services	DATE PREPARED:	24 June 2009		

7. Maintains awareness and a thorough understanding of relevant legislation, jurisprudence and TPS policies and procedures to ensure compliance with respect to the release of information including but not limited to freedom of information, police discipline, criminal, civil and youth disclosure and various forms of privilege.
8. Maintains a working knowledge of the Service's organizational structure and related computerized systems and applications including PSIS, ICAD, CPIC, MANNIX, COPS, eCOPS, ICON, HRMS and RIC1.
9. Performs other related duties and tasks inherent to the position.

dg:152333

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

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

**#P284. NEW JOB DESCRIPTION – GROUP LEADER, CENTRAL PAID DUTY
OFFICE**

The Board was in receipt of a report dated September 28, 2009 from William Blair, Chief of Police, with respect to the job description for the position of group leader, Central Paid Duty Office. A copy of the report is on file in the Board office.

The Board deferred the foregoing report to its November 2009 meeting and requested that it be reviewed by the Budget Subcommittee prior to the Board's consideration in November.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

**#P285. NEW JOB DESCRIPTION – TPSLINKS COORDINATOR, COMMUNITY
MOBILIZATION**

The Board was in receipt of the following report September 24, 2009 from William Blair, Chief of Police:

Subject: NEW JOB DESCRIPTION - TPSLINKS CO-ORDINATOR, COMMUNITY
MOBILIZATION

Recommendation:

It is recommended that the Board approve the attached new civilian job description and classification for the position of TPSlinks Co-ordinator, Community Mobilization (A04143).

Financial Implications:

Funding for this position was approved by the Board in the 2009 Operating Budget submission (Min. No. P351/08 refers).

Background/Purpose:

The Police Community Automated Notification System (TPSlinks) delivers vital information, such as road closures, threats to school safety and critical incident notifications, etc., to residents, business owners and community members within Toronto. The system utilizes sophisticated software and strategically sends this information, by voice and text messaging, to selected geographical areas through a community member sign-up webpage.

Discussion:

As the project for TPSlinks unfolded, it became evident that, due to the functionality and complexity of this newly purchased software System, a permanent full-time position would be required to provide administrative support and to co-ordinate and answer routine questions from the community, as well as from members of the Service. In addition, the position will serve as a point of contact for system access, the assignment of user licenses and security access levels, as well as for the maintenance of files on current and new Service user accounts. Other responsibilities will include liaising with Training and Education to maintain current information on trained TPSlink users and the development and maintenance of templates and the provision of support for units utilizing the system for applications, such as public safety callouts, paid duty administration, emergency call-backs, etc. The function is temporarily being filled by a member of staff.

Compensation and Benefits has developed a new job description for the TPSlinks Co-ordinator and has evaluated the position as Class A04 (35 hour) job within the Unit "A" Collective Agreement. This classification carries a current salary range of \$39,556 to \$47,025 per annum, effective July 1, 2009.

Conclusion:

It is hereby recommended that the Board approve the attached new job description for the position of TPSlinks Co-ordinator (A04143). Subject to Board approval, the Toronto Police Association will be notified accordingly, as required by the respective Collective Agreement and the position will be staffed in accordance with the established procedure.

Deputy Chief Keith Forde, Human Resources Command, will be available to respond to any to any questions the Board may have in regard to this report.

The Board approved the foregoing report.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 294.5
Pay Class: A04

JOB TITLE:	TPSlinks Co-ordinator	JOB NO.:	A04143
BRANCH:	Human Resources Command	SUPERSEDES:	New
UNIT:	Staff Planning & Community Mobilization	HOURS OF WORK:	35
SECTION:	Community Mobilization	SHIFTS:	1
REPORTS TO:	Staff Sergeant	NO. OF INCUMBENTS IN THIS JOB	1
		DATE PREPARED:	2009.07.15

SUMMARY OF FUNCTION: Provides administrative support to the TPSlinks system; maintains software licenses, files and TPSlinks database; provides assistance to users of TPSlinks system.

DIRECTION EXERCISED: None.

MACHINES & EQUIPMENT USED: Micro-computer/Word processor with associated software and other related office equipment as may be required.

DUTIES AND RESPONSIBILITIES:

1. Support the introduction and administration of the TPSlinks system as it is introduced into the Divisions and subsequently answer routine questions and provide assistance. Promote the various TPSlink applications as appropriate.
2. Liaise with Division Unit Co-ordinators and licensed users. Respond to queries from Service members interested in preparing a TPSlinks message. Assist Community Services Officer with template creation.
3. Maintain the TPSlink system with appropriate user accounts, security levels. Ensure authorizations for new Service users are completed and assign user license and access levels.
4. Liaise with Service Training and Education Unit to maintain list of trained TPSlink users.
5. Create corporate and Unit specific message templates (i.e. missing persons, community event, etc.). Assist with TPSlinks support of Public Safety Unit callout, Divisional Paid Duty administration, Division Unit Callout – Emergency call-back administration and other Service requirements.
6. Liaise with software vendor and Information Technology Services (ITS) and Information Security to obtain from the vendor any required software patches, upgrades or assistance with software operations. Work closely with assigned ITS support staff. Maintain knowledge of software capability and recommend possible application enhancements/new features to Supervisor.

.../2

gh: #152881

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



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 294.5
Pay Class: A04

J JOB TITLE: TPSlinks Co-ordinator	JOB NO.: A04143
BRANCH: Human Resources Command	SUPERSEDES: New
UNIT: Staff Planning & Community Mobilization	HOURS OF WORK: 35 SHIFTS: 1
SECTION: Community Mobilization	NO. OF INCUMBENTS IN THIS JOB: 1
REPORTS TO: Staff Sergeant	DATE PREPARED: 2009.07.15

DUTIES AND RESPONSIBILITIES:

7. Record and report on log useage system, system errors and any user complaints. Provide various related reports and statistics.
8. Prepares reports, memos and statistics as required.
9. Performs general duties inherent to position.

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

gh: #152881

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

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

**#P286. ACCESS AND INDEMNITY AGREEMENT – 31 DIVISION 2009 JANE-
FINCH NEIGHBOURHOOD TAVIS INITIATIVE – ART MURAL
PROJECT**

The Board was in receipt of the following report September 16, 2009 from William Blair, Chief of Police:

Subject: ACCESS AND INDEMNITY AGREEMENT – 31 DIVISION 2009 JANE-
FINCH NEIGHBOURHOOD TAVIS INITIATIVE – ART MURAL PROJECT

Recommendation:

It is recommended that the Board authorize the Chair to execute an indemnification release on behalf of the Board in relation to the Access and Indemnity Agreement –31 Division 2009 Jane – Finch Neighbourhood Toronto Anti-Violence Intervention Strategy (TAVIS) Initiative - Art Mural Project.

Financial Implications:

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

Background/Purpose:

In June of 2009, the Neighbourhood Toronto Anti-Violence Intervention Strategy (TAVIS) Initiative was undertaken in the Keele-Eglinton area of 12 Division and the Jane-Finch area of 31 Division. An essential component of TAVIS and the 31 Division Neighbourhood TAVIS Operational Plan was community mobilization through community outreach and capacity building within the focused neighbourhood area of Jane-Finch. All officers involved in this TAVIS Initiative were involved with various initiatives including but not limited to: distributing TAVIS literature and communicating the strategy to community members, beautification projects, sporting programs, safety audits, graffiti eradication and participation in various cultural events.

Discussion:

As a result of this community involvement, members of 31 Division's Neighbourhood TAVIS Initiative 'A' Platoon established a partnership with a local youth drop-in centre in the focused area called "The Spot". The Spot is located at the corner of Jane Street and Finch Avenue West in the Yorkgate Mall. The Centre provides a safe environment for youth in the Jane-Finch area to interact with each other and develop learning and other social skills.

One of the programs run by The Spot is a graffiti visual arts program. The program embraced graffiti not as a symbol of youth gangs, but as a creative art form to be enjoyed by all. The youth typically painted their graffiti on canvas, which was displayed indoors at the centre. In keeping with TAVIS objectives, 31 Division TAVIS officers under the direction of Sergeant Sean O'Brien (2141) realized an opportunity, not only to beautify the neighbourhood and highlight the young artists, but also to develop stronger youth-police relationships in one of the City of Toronto's Priority Neighbourhoods.

A potential site for an artwork project between youth from The Spot and 31 Division TAVIS officers was identified. The site was located on a vacant parcel of land along Finch Avenue West between Jane Street and Norfinch Avenue, just east of 31 Division. Inquiries were then made of the property managers, Elderbrook Developments Limited and subsequent permission was obtained to mount the artwork on a derelict trailer on this property.

The Spot subsequently received a donation of light weight signboard from a local sign company as well as specialty paint. The panels with the artwork have been completed. The artwork depicts positive images of youth, the Toronto Police Service and the neighbourhood. The young artists involved in this project have taken great pride in creating their works and are hopeful that their talents and spirit will be showcased. The project also has the support of local business and community agencies.

The proposed Agreement between Elderbrook Developments Limited and the Toronto Police Services Board has been reviewed and approved, as to form, by the City Solicitor. Ms. Kalli Chapman, counsel for the Toronto Police Service, has also reviewed the Agreement and is satisfied that the interests of the Service are protected. A copy of the Agreement is appended hereto.

Conclusion:

This Beautification Project utilizing the visual arts, along with positive partnerships between the youth and police in the Jane-Finch neighbourhood, is in keeping with the objectives outlined in the TAVIS strategy. The indemnification release will permit the successful completion of this project with a possible unveiling on November 2, 2009, to coincide with the culmination of the 2009 Neighbourhood TAVIS Initiative in both 31 and 12 Division along with year ceremonies at The Spot.

Deputy Chief Kim Derry, Divisional Policing Command will be in attendance to answer any questions that the Board may have regarding this report.

The Board approved the foregoing report with an amendment noting that the indemnification release will be subject to the approval as to form by the City Solicitor.

ACCESS AND INDEMNITY AGREEMENT

THIS AGREEMENT made as of the day of 2009.

BETWEEN:

ELDERBROOK DEVELOPMENTS LIMITED

(hereinafter called "**Owner**")

OF THE FIRST PART

- and -

TORONTO POLICE SERVICES BOARD

(hereinafter called **the "Licensee"**)

OF THE SECOND PART

WITNESSES THAT WHEREAS:

- A. the Owner is the owner of those lands and premises in the City of Toronto located at Finch Avenue and Norfinch Avenue bearing Property Identification Nos. 10283-0637 (LT) and 10283-0636(LT) (the "**Owner's Lands**");
- B. the Owner's construction trailer (the "**Trailer**") is located on the Owner's Lands;
- C. the Licensee has requested certain permissions and licenses from the Owner to allow the Licensee to access the Owner's Lands for the purposes of the temporary installation and display of graffiti artwork on the Trailer as part of the Licensee's youth program known as the "Tavis Graffiti Project"; and
- D. the Owner is prepared to grant such permissions and licenses to the Licensee on the terms hereinafter provided;

NOW THEREFORE THESE PRESENTS WITNESSETH THAT IN CONSIDERATION OF the mutual covenants herein contained and for other good and valuable consideration (the receipt and sufficiency of which are hereby conclusively acknowledged by each of the parties), the parties to this Agreement hereby agree as follows:

ARTICLE 1.00 - ACCESS LICENSE

- 1.01 The Owner hereby grants to the Licensee a temporary right and license to enter upon the Owner's Lands for the purpose of installing and displaying on the Trailer the graffiti artwork created as part of the Tavis Graffiti Project (the "**Artwork**") without payment of any fee or charge by the Licensee (the "**License**").
- 1.02 The License shall be in effect during the period commencing on October 22, 2009 and terminating on October 22, 2010 (the "**Term**"). Any extension of the Term shall require the written consent of the Owner. Notwithstanding the foregoing, in the event of the sale of the Owner's Lands, or in the event that the Owner requires the early termination of the License in order to proceed with development or marketing of the site, or for any other bona fide commercial purpose, then the License may be terminated prior to the end of the Term upon sixty (60) days written notice delivered by the Owner to the Licensee.
- 1.03 The Licensee shall exercise the License in accordance with the following terms:
- a) the Artwork shall be installed and displayed in accordance with all applicable laws, rules, regulations and codes and the Licensee shall obtain such permits as may be required by the City of Toronto in connection with the installation and display of the Artwork;
 - b) the Artwork shall be installed in good and workmanlike manner and shall be maintained in good condition throughout the Term of the License;
 - c) the Artwork shall be attached to the Trailer using light weight sign boards (or by such alternate means as may be approved by the Owner) and in a manner which permits easy removal of the Artwork without any significant structural damage to the Trailer;
 - d) the Licensee shall take all appropriate safety precautions during the installation of the Artwork to insure the safety of all participants, and, without limitation, in particular, the Licensee shall insure that no minors are engaged in any potentially hazardous activities in the course of such installation; and
 - e) the Licensee shall, at the end of the Term or upon earlier termination of the License as hereinbefore provided, promptly remove all Artwork and signboards from the Trailer and from the Owner's Lands.
- 1.04 The Artwork shall be installed and maintained completely at the risk of the Licensee and the Owner shall not be responsible for any damage to the Artwork that may occur while it is displayed on the Owner's Lands.

ARTICLE 2.00 - INDEMNIFICATION

2.01 The Licensee hereby agrees to fully indemnify and save harmless the Owner and its respective officers, directors, employees, agents, and representatives harmless from and against any and all claims, damages, losses, liabilities, demands, suits, judgments, causes of action, legal proceedings, penalties or other sanctions (the "**Claim(s)**") which may in any way result from or arise out of or in relation to the Licensee's exercise of the License pursuant this Agreement, including without limitation, any claims for personal injury or property damage made by any participant of the Tavis Grafitti Project, or any person coming onto the Owner's Lands for reasons related to the installation or display of the Artwork, save and except to the extent that any such Claim(s) arise by virtue of the gross negligence and/or wilful neglect of the Owner.

ARTICLE 3.00 - INSURANCE

3.01 The Licensee shall take out and keep in full force and effect at all times between the date of commencement of the License and the date of termination of the License, comprehensive general liability insurance with limits in an amount of not less than FIVE MILLION DOLLARS (\$5,000,000.00) per occurrence, on an occurrence basis, with the usual provisions for cross-liability and severability of interests and including coverage for personal injury liability, bodily injury liability, contractual liability, death and damage to property, including loss of use thereof with the Owner named as an additional insured. The insurance policy shall be endorsed to provide the Owner with not less than thirty (30) days notice in writing in advance of any cancellation, change or amendment restricting coverage. The Licensee shall provide evidence and particulars of such insurance coverage to the Owner.

ARTICLE 4.00 - NOTICE

4.01 Any notice or other communication required or permitted to be given by this Agreement shall be in writing and shall be effective if personally delivered or sent by prepaid telecopier, telex or other similar means of electronic communication and confirmed by mailing the original document so sent by prepaid mail on the same or following day, at the following addresses:

(a) To the Owner:

4800 Dufferin Street
North York, Ontario
M3H 5S9
Attention: Mr. Len Gigliotti
Facsimile: (416) 661-8923

(b) To the Licensee:

40 College Street
Toronto, Ontario
M5G 2J3
Attention: Legal Services
Facsimile: (416) 808-7802

or at such other address as the party to whom such notice or other communication is to be given shall have advised the party giving same in the manner provided in this section.

- 4.02 For all purposes of this Agreement, "Business Day" shall mean any day of the week except Saturday, Sunday or a statutory holiday in the Province of Ontario.
- 4.03 Any notice or other communication given in accordance with section 10.01 shall be deemed to have been received in the case of personal delivery, on the day of delivery, provided that if such day is not a Business Day, such notice or other communication shall be deemed to have been so given on the next following Business Day; and in the case of electronic transmission, on the day of the transmission therein described, provided that such day is a Business Day and that if such transmission is completed after 5:00 p.m. on such day, such notice or other communication shall be deemed to have been given and received on the first Business Day after such transmission.

ARTICLE 5.00 - GENERAL

- 5.01 The rights granted to the Licensee by this Agreement are personal only and create no interest or right in the Owner's Lands and the Licensee shall not assign, transfer or set over this Agreement or any part hereof or any rights herein.
- 5.02 This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof, and it is understood and agreed that there are no agreements, conditions, warranties, terms, representations or arrangements, oral or written, statutory or otherwise, other than those contained herein.
- 5.03 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.
- 5.04 This Agreement shall be read with all changes in gender and number required by the context.
- 5.06 The headings contained in this Agreement are for convenience of reference only, and shall not affect the interpretation of this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above-mentioned.

**ELDERBROOK DEVELOPMENTS
LIMITED**

Per: _____
Authorized Signing Officer
I have authority to bind the Corporation

**TORONTO POLICE SERVICES
BOARD**

Per: _____
Authorized Signing Officer
I have authority to bind Toronto Police
Services Board

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

#P287. LEGAL FEES – TORONTO POLICE ASSOCIATION AND OCCPS

The Board was in receipt of the following report October 07, 2009 from Alok Mukherjee, Chair:

Subject: LEGAL FEES - TORONTO POLICE ASSOCIATION AND OCCPS

Recommendation:

It is recommended that the Board approve payment of the legal fees charged by Lenczner Slaght Royce Smith Griffin LLP in the amount of \$2,362.50.

Financial Implications:

The funding required to cover the cost of these legal fees is available within the Board's 2009 operating budget.

Background/Purpose:

Attached is a statement of account from the legal firm of Lenczner Slaght Royce Smith Griffin LLP for professional services rendered in connection with the above-noted matter. The attached account is for the period August 1, 2009 to August 31, 2009, in the amount of \$2,362.50.

Conclusion:

It is, therefore, recommended that the Board approve payment of this account from the Board's operating budget.

This report corresponds with additional information provided on the in-camera agenda.

The Board approved the foregoing report. A detailed breakdown of the legal costs was considered during the in-camera meeting (Min. No. C299/09 refers).

LENCZNER SLAGHT

BARRISTERS

Toronto Police Services Board
40 College Street
Toronto ON M5G 2J3
Attention: Alok Mukherjee

Date: September 22, 2009

Our file #: 36298
INVOICE NO. 84697

Re: v. Toronto Police Services Association

TO PROFESSIONAL SERVICES RENDERED with respect to the above matter during the period from August 1 to August 31, 2009:

FEES:

TOTAL FEES	\$2,250.00
G.S.T. @ 5%	\$112.50

DISBURSEMENTS

TOTAL DISBURSEMENTS	\$ 0
G.S.T. @ 5%	0
TOTAL FEES AND DISBURSEMENTS	\$2,250.00

TOTAL TAXES

G.S.T. (Registration #: R133780817)	112.50
TOTAL BILL	\$2,362.50
TOTAL DUE AND OWING UPON RECEIPT	<u>\$2,362.50</u>

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

#P288. COMMUNITY CONSULTATIVE GROUPS

The Board was in receipt of a report dated August 07, 2009 from William Blair, Chief of Police, with respect to the Toronto Police Service's community consultative groups. A copy of this report is on file in the Board office.

The Board deferred consideration of the foregoing report to its November 2009.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

**#P289. COMMUNITY DONATION – EMPOWERED STUDENT
PARTNERSHIPS PROGRAM**

The Board was in receipt of the following report September 28, 2009 from William Blair, Chief of Police:

Subject: COMMUNITY DONATION – EMPOWERED STUDENT PARTNERSHIPS
PROGRAM

Recommendation:

It is recommended that the Board approve the acceptance of a contribution in the amount of \$50,000.00 from the Toronto District School Board (TDSB) on behalf of the Empowered Student Partnerships (ESP) program.

Financial Implications:

There are no financial implications relating to the recommendation contained within this report. The funds will be used to support the ESP program during the 2009/2010 school year.

Background/Purpose:

The ESP program recognizes that students are best able to determine safety issues present in the school environment. With the assistance of their staff advisors and divisional officers, students are empowered to plan, organize and execute year-long safety initiatives in their school and local community. The program is designed to address crime and victimization concerns in the school and community.

The TDSB and the Toronto Catholic School Board (TCDSB) have been partners with the Toronto Police Service (Service) in the ESP program since 2003. This support has included direct funding of the program and its events.

The \$50,000.00 will be used to support all aspects of the program, including the ESP Kick-Off and Chief's Breakfast and the year-end awards ceremony which will be held at the Elgin Theatre on Wednesday October 14, 2009. The funding will pay for printing of materials related to the program, web site maintenance, and support for individual schools and activities.

Discussion:

The ESP program is overseen and managed as a partnership between the Service, Toronto TDSB, and TCDSB.

This contribution is in accordance with the Service Procedure entitled “Donations” (18-08) and Section 1.32 of the Standards of Conduct entitled “Donations and Solicitation of Donations”. The acceptance of these funds will not compromise the integrity, objectivity or impartiality of the Service. An official tax receipt is not required.

Conclusion:

The TDSB’s sponsorship of and involvement in the ESP program has been long-standing and their contribution of both funds and volunteers have helped to make the program the success it is.

Deputy Chief Keith Forde, Human resources Command, will be in attendance to answer any questions that the Board may have regarding this report.

The Board approved the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

**#P290. REQUEST FOR SPECIAL FUND EXPENDITURE – LEAVE OUT
VIOLENCE (LOVE)**

The Board was in receipt of the following report October 09, 2009 from Alok Mukherjee, Chair:

Subject: REQUEST FOR SPECIAL FUND EXPENDITURE - LEAVE OUT VIOLENCE
(LOVE)

Recommendation:

It is recommended that the Board provide the Leave Out Violence program with \$31,260.00 from the Special Fund, in accordance with the appended proposal.

Financial Implications:

If the recommendation contained in this report is approved the Special Fund will be reduced by \$31,260.00. The balance of the Special Fund is approximately \$728,000 as of September 30, 2009.

Background/Purpose:

I am in receipt of the appended proposal from Leave Out Violence. In their proposal documents they describe the program as follows:

The purpose of this community outreach project is to decrease the victimization of youth and promote their safety through building awareness, knowledge and skills on how to identify and prevent different types of peer-to-peer violence, including bullying, cyber bullying, verbal abuse, physical attacks, theft, racism, dating violence, gender-based violence, etc. This initiative will involve The Toronto District School Board, Staff Sergeant Michael Matic and police officers from the Toronto Police Service Community Mobilization Unit as facilitators and members of the Project Advisory Committee.

Discussion:

Details of the project, its scope, format and evaluation are contained in the attachments. A budget is also appended.

It is my position that the proposal falls within the Board's Special Fund policy and I recommend that the Board agree to provide the requested funding. The funding is intended to cover a project which will run from February 2010 to January 2011.

Conclusion:

An evaluation will be prepared by LOVE and a report will be submitted to the Board within 60 days of the conclusion of the project, specifically, by the end of March 2011.

The Board approved the foregoing report.

Additional documents provided by LOVE in support of its request for funds were circulated separately to Board members; copies on file in the Board office.



2010 Funding Proposal to the Toronto Police Services Board
(Revised October, 2009)

Applicant: **Leave Out Violence (LOVE)**
3130 Bathurst Street, Unit 212
Toronto, Ontario
M6A 2A1

Tel: (416) 785 8411
Fax: (416) 785 1236
E-mail: leaveoutv@sympatico.ca
Web site: www.leaveoutviolence.com

Contact Person: **Lana Feinstein**
Director of Development

**Registered Charitable
Number:** **89833-8777 RR0001**

Funding Request: \$31,260 – One Year

Title: PEER-TO-PEER VIOLENCE PREVENTION PROJECT (PPVPP)



THE LOVE ORGANIZATION

LOVE is a registered not-for-profit organization that has specialized in youth violence prevention in Toronto since 1996. We have an evidence-based model¹ with strong local partners including the Toronto Police Service and a solid infrastructure. We are led by a professional team of staff and a committed Board of Directors. LOVE's Board of Directors diligently adheres to best practice for not-for-profit governance and is comprised of a diverse group of individuals, with a range of expertise that drives and sustains our vital community programs. LOVE has successfully managed and completed many projects funded by all levels of governments, foundations, individuals and corporations. We have identified emerging needs, achieved our defined objectives and been fiscally responsible. LOVE's greatest asset is our ability to engage and train credible Youth Leaders, who understand the reality of youth violence and then leverage their wisdom to prevent violence among their peers. As a community focused organization, LOVE has developed many partnerships and collaborative initiatives, including:

- Developing a **Hate Crimes Project** in partnership with the Ministry of Community Safety and Correctional Services, Toronto Police Services, Youth Assisting Youth and Breaking the Cycle.
- The launch of a **Media Arts Program (MAP)** in Rexdale, with Humber College and the Ontario Trillium Foundation, as part of our localized Rexdale initiative. The MAP incorporates photography, radio broadcasting and advanced digital technology training as a way to engage youth in violence prevention.
- In collaboration with the Toronto District School Board and Toronto Community Housing created **Violence Prevention Committees** providing intensive weekly educational sessions for students in at-risk in schools, community housing projects and community centres in Toronto's "priority" neighbourhoods.

Our expertise in the field and program management capacity demonstrates that we are well positioned to develop, implement and sustain this new project.

2009/2010 FUNDING PROPOSAL

The majority of peer-on-peer violence known to the police occurs at school or on the way to or from school. Because the victim and accused are usually acquainted, the reality of on-going contact can cause distress and raise safety concerns after the incident is discovered by authorities. Fear of retaliation or intimidation by the accused and his or her associates may result in the victim skipping classes, missing extracurricular opportunities, changing schools, or even dropping out.²

The purpose of this community outreach project is to decrease the victimization of youth and promote their safety through building awareness, knowledge and skills on how to identify and prevent different types of peer-to-peer violence, including bullying, cyber bullying, verbal abuse, physical attacks, theft, racism, dating violence, gender-based violence, etc. This initiative will involve The Toronto District School Board, Staff Sergeant Michael Matic and police officers from the Toronto Police Service Community Mobilization Unit as facilitators and members of the Project Advisory Committee.

¹ Program Evaluation - Leave Out Violence Service Model. Educon Marketing and Research Systems, Toronto, Ontario, October 2007

² When Teens Hurt. Centre for Children & Families in the Justice System, London Family Court Clinic, Inc., 2006

Needs Assessment

LOVE's community outreach targets Malvern, Rexdale, the Jane- Finch neighbourhood, St. Jamestown and other high needs communities. Through focus groups, interactive discussions, writing exercises and evaluations, the children and youth we serve in these communities, along with the Youth Leaders trained by LOVE and our community partners, have determined that many crimes are perpetrated due to the power of peer influence. Feedback from the youth suggests that peer pressure influences many forms of crime and violence. Some of the key areas identified included, cyber-bullying, gangs, guns, drugs, harassment, racism and theft. Peer pressure also promotes the adherence to a "code of silence", which supports the escalation of crime and violence. These surveys have identified a need to empower youth to take a stand against crime and violence. They believe that given the right tools and training, youth can play a vital role in influencing their peers to make positive choices.

Paradoxically, victims of violent crime may feel more vulnerable after a report to authorities. In the school context, a student may worry about being called a "rat" and will typically fear reprisals. The school's response to peer violence can play a large role in maximizing a victim's ability to learn and fully participate in school. It is important that victims not be penalized for coming forward.³

Project Mandate

Based on program evaluations and strategic planning, LOVE's best practice approach to youth violence prevention has evolved to include specific modules that address emerging issues linked to youth violence. This new module, built on LOVE's youth centred training platform, will enhance LOVE's service delivery and effectively address issues of youth violence prevention and safety.

This focused project will provide youth with a strategy, specific training, tools and the support they need to develop the awareness and critical thinking necessary to resist peer pressure and to influence positive personal and peer action.

This new module is a distinct and separate activity with its own timelines, measurable objectives, processes and outcomes. The Peer-to-Peer Violence Prevention module will be developed through LOVE's intensive Youth Leadership Training Programs and then delivered to students through LOVE's Community Outreach Programs. This new element of LOVE's programs will be developed with the guidance of a **Project Advisory Committee (PAC)** comprised of LOVE's professional youth violence prevention staff, senior LOVE youth leaders, Staff Sergeant Michael Matic (TPS Community Mobilization Unit) and a child and adolescent psychologist. The participants on this committee will be selected based on their experience and knowledge of youth violence, its causes, consequences and best practice approaches to violence prevention. The senior LOVE youth leaders are graduates of LOVE's intensive Leadership Training Program.

Leschied & Cummings (2002), comment that the most effective youth violence prevention programs in schools involve collaborations with other agencies in the community. They further go on to state that violence is not a problem that is limited strictly to the individual, school, home, or community. Rather, youth violence is a multifaceted problem, which needs to be addressed in the context of the school and the community.⁴

³ When Teens Hurt, Centre for Children & Families in the Justice System, London Family Court Clinic, Inc., 2006

⁴ Leschied, A. W., & Cummings, A. L. (2002). Youth violence: An overview of predictors, counselling interventions, and future

The project will significantly enhance the quality of LOVE's programs and provide essential tools and resources that can be used to reach children and youth after the project is completed. With input from youth, police and community partners, this new component of LOVE's training program will significantly increase LOVE's capacity to address the issues linked to youth violence and crime prevention.

Module Outputs include: New Peer-to-Peer curriculum, specialized resources and tools, communication materials and a community outreach strategy.

METHODOLOGY AND TIME LINE

PHASE ONE - PROJECT DEVELOPMENT & LEADERSHIP TRAINING

(February 2010 – July 2010)

- LOVE will establish a **Project Advisory Committee (PAC)** to provide information and guidance, develop the training curriculum and set direction for the production of violence prevention materials and media tools. The new module focusing on **Peer-to-Peer Violence Prevention** will be developed and integrated into LOVE's existing comprehensive Leadership Training Program (LTP).

The youth participants in the LTP have experienced violence as victims, perpetrators or witnesses. These youth will be predominantly from Toronto's 13 priority neighbourhoods.

All LTP youth will have graduated from LOVE's Media Arts Program (MAP) where they have developed skills which enable them to analyse and document the violence in their lives, and express their ideas through photography, video, radio broadcasting and journalism. Youth are referred to LOVE's MAP through youth serving agencies, guidance counsellors, group homes, probation officers and LOVE's community outreach programs.

- In Leadership Training 20 youth will receive instruction in how to create materials (e.g. photography exhibits, posters, public service announcements, etc.) that will educate children and youth about the causes, consequence and solutions to violence. The new module will provide new areas of training and build the participants' capacity to work as violence prevention facilitators in schools and the community, where they will educate young people specifically on the issues linked to peer-related violence.
- The advisory group will identify emerging priority issues related to peer-to-peer violence and these new topics will be integrated into the tools and curriculum. Some of the topics will include **bullying, cyber bullying, verbal abuse, personal physical attacks, theft, racism, dating violence, and gender-based violence.**
- Officers from the Community Mobilization Unit will also assist with the development of the curriculum.

EVALUATION - This module development process will be **evaluated** through a process of tracking records, participant feedback and facilitated group discussion. The results of this evaluation will form Phase Two.

directions. *Canadian Journal of Counselling*, 36(4), 255-264.

PHASE TWO – COMMUNITY OUTREACH & SCHOOL VIOLENCE PREVENTION COMMITTEE

(August 2010 – January 2011)

- As part of LOVE's **School and Community Outreach Program**, Youth Leaders will work in identified high-needs schools, located in the 13 priority neighbourhoods. Schools will be selected based on consultation with the Toronto District School Board (TDSB) and the recommendations of school administration.
- A series of 10 individual outreach presentations will be conducted by Youth Leaders, professional staff and police officers in priority schools recommended by the TDSB (and identified as having issues with peer-to-peer violence).
- Using the training and skills acquired in phase one, Youth Leaders and school committees will take a leadership role in developing tools and communication materials (e.g. photography exhibits, posters, public service announcements, etc.) designed to reach the full student body, creating awareness to the entire school community.
- To test and further develop this new module an intensive series of six sessions will be provided to one priority school, selected in collaboration with the TDSB. This in-school violence prevention committee will be established with the support of educators and administrators who have reported concerns about peer-to-peer violence. Youth Leaders will work with approximately 20 students from the school on a weekly basis for 6-8 weeks.
- Information will be shared through a committee driven school-wide initiative using presentations, photography exhibits, poster campaigns newsletters, broadcast segments (PSA's), videos, etc.

EVALUATION: At the end of Phase Two, the impact of the presentations and the school committee will be measured through surveys, feedback from school faculty and administration and student focus groups. Changes in attitudes, behaviours and knowledge of the participants as it relates to peer-to-peer violence will be measured. A safety audit may also be conducted at the start and upon conclusion of the project to ascertain the student's perceptions of crime and violence in their school.

OBJECTIVES

- To increase the knowledge, leadership and communication skills of 20 youth (aged 14 – 21 who have lived with many forms of violence) on school and community violence prevention.
- To increase the opportunity of 20 youth (who participate in the Peer-to-Peer Violence Prevention Program) to engage in community violence prevention activities.
- To improve the skills and ability of 20 youth to educate children and youth on the causes, consequence and solutions to peer related violence.
- To provide youth-led violence prevention presentations to 10 schools in Toronto's priority neighbourhoods
- To increase the awareness of students from schools in Toronto's identified priority neighbourhoods, who attended one of the 10 community outreach sessions, on

peer-to-peer violence and how to make positive personal choices when faced with peer related violence.

- To increase the number of educational communication tools available (e.g. photography exhibits, poster campaigns newsletters, broadcast segments (PSA's), videos, etc.) that inform and educate youth on the causes, consequences and solutions to violence.
- To expand LOVE's capacity to educate youth leaders on peer-to-peer violence such as **bullying, cyber bullying, verbal abuse, personal physical attacks, theft, racism, dating violence, and gender-based violence.**
- To improve relationships between youth and police officers through the cooperative, interactive experience.

EVALUTION & REPORT:

LOVE will develop an evaluation plan which will include project monitoring and process evaluation. The process evaluation will be based on our activities and will be implemented throughout the project. There will also be evaluations tools developed which are tied to each objective. Data collection will include project records, statistics collection, observational records, surveys and/or focus groups.

A **final report** detailing the project's evaluation results, effectiveness, learning and outcomes will be submitted to the TPSB within 60 days of the project's completion. This final report will include a summary of how funds were used for this project.

SUSTAINABILITY:

It is anticipated that this one-year project will successfully achieve the defined objectives. Based on LOVE's strategic plan, the intent is to adopt this new module into LOVE's on-going Leadership Training Program stream. Youth Leaders who have received the training will continue to influence their peers and the school's culture. The materials produced and new curriculum created, will maintain their value for future programs and over time be used to educate increasing numbers of youth. Funding to continue this module will be made more readily available when evidence of its effectiveness is communicated to LOVE's corporate and individual donors via the evaluation and final report.

BUDGET: LOVE is requesting **\$31,260** from the Toronto Police Services Board Special Fund

(Please see attached detailed budget)

"LOVE's programs are a transformative experience where young people learn the skills for positive expression and the rewards of community engagement."

PROJECT EXPENSES		EXPENDITURES	TPSB Funds to spent in category	NOTES
PEER TO PEER VIOLENCE PREVENTION 2010				
				BUDGET REVISED OCT 2009
Salaries				
	Program Director	14,850		55,000, 25%, 8% benefits
	Project Coordinator	24,300	18,000	45000, 50%, 8% benefits
SUB-TOTAL		39,150	18,000	
Building Occupancy - dedicated space		5,700	5,700	\$57,000 x 10%
Office Expenses		1,200	1,200	Phone, internet, fax, printer
Promotion & Publicity		400	400	brochures, materials, packages, newspapers
Purchased Project Services				
	Media specialist	300	300	\$50, 6 sessions
	Youth Leader Honourarium	400	400	\$20, 2 youth x 10 sessions
Project Expenses -Transportation				20 youth leaders.
	Staff Travel - for project	140	140	35/kil, 20 trips, 20 ki
	Youth Leader Travel	640	640	\$5.00 tic, 20youth - 6 trips + (2 X 20)
Project Expenses -Other				
	Lab supplies, tools, production	2,200	2,200	computer, 5 digital cameras, DVD's,
	writing boards and photo exhibit	500	500	\$50 photo X 10
	food for youth	180	180	\$30, 6 sessions
Evaluation		1,000	1,000	data collection and report completion
Administrative Costs		600	600	financial & administration
Other Expenditures (Specify)				
SUB-TOTAL		13,260	13,260	
TOTAL PROJECT EXPENDITURES		\$ 52,410	\$ 31,260	
REVENUE				
		CONFIRMED	PENDING	TOTAL
	Whitecastle Investments	\$ 10,000		\$ 10,000
	Fundraiser	\$ 11,150		\$ 11,150
	Toronto Police Services Board		\$ 31,260	\$ 31,260
TOTAL PROJECT REVENUE		\$ 21,150	\$ 31,260	\$ 52,410
TOTAL PROJECT INCOME		\$ 52,410		
TOTAL PROJECT EXPENSE		\$ 52,410		
PROJECT DEFICIT/SURPLUS		0	0	

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

**#P291. REQUEST FOR SPECIAL FUND EXPENDITURE –SENIOR OFFICERS’
ORGANIZATION ANNUAL DINNER DANCE**

The Board was in receipt of the following report October 08, 2009 from Alok Mukherjee, Chair:

Subject: REQUEST FOR FUNDS: SENIOR OFFICERS’ ORGANIZATION ANNUAL
DINNER DANCE

Recommendation:

It is recommended that the Board approve the purchase of tickets for individual Board members who wish to attend the Senior Officers Organization Dinner Dance, to a maximum of seven tickets at the cost of \$50.00 each, for a total cost of up to \$350.00.

Financial Implications:

If the Board approves the recommendation contained in this report, the Board’s Special Fund will be reduced by an amount not to exceed \$350.00. The current balance as at June 30, 2009 is \$746,166.00.

Background/Purpose:

I am in receipt of correspondence dated October 1, 2009 from Superintendent Robert Qualtrough, President Senior Officers Organization, regarding the Annual Senior Officers Organization Dinner Dance. This year’s event will be held on Saturday, November 14, 2009, at the Toronto Hilton Hotel, 145 Richmond Street West. A copy of Superintendent Qualtrough’s letter is attached for your information.

Conclusion:

Therefore, it is recommended that the Board approve the purchase of tickets for individual Board members who wish to attend the Senior Officers Organization Dinner Dance, to a maximum of seven tickets at the cost of \$50.00 each, for a total cost of up to \$350.00.

The Board approved the foregoing report.



TORONTO POLICE SENIOR OFFICERS' ORGANIZATION

40 College Street, Toronto, Ontario M5G 2J3

President
Robert Qualtrough

Past President
Chuck Lawrence

Vice President
Hugh Ferguson

Treasurer
John Sandeman

Secretary
Jane Wilcox

Constitution & By Laws
Judy Sandford

Uniform Director
Cyril Fernandes

Civilian Director
Heather Thoms

Administration
Mary Tetsos & Jackie Reid

October 1, 2009

Board Members and Staff
Toronto Police Services Board
40 College Street
Headquarters, 7th Floor
Toronto, Ontario M5G 2J3

DATE RECEIVED

OCT 01 2009

TORONTO
POLICE SERVICES BOARD

The 2009 Toronto Police Senior Officers' Organization Annual Dinner Dance will be held on Saturday November 14, 2009, at the Toronto Hilton Hotel, 145 Richmond Street West, Toronto, Ontario. We would be honoured if you could join us for this occasion.

Tickets are \$100.00 per couple. Cocktails will be served at 6:00 p.m. and dinner will follow at 7:00 p.m. Attire for the evening will be mess kit/business suit and evening/cocktail dress. A block of rooms has been set aside for our event and rooms may be booked by contacting the Toronto Hilton at (416) 869-3456. Please note these rooms must be reserved by October 15th, 2009 to receive the special rate of \$199.00 per night.

Please RSVP to Mrs. Jackie Reid at 808-8014 or via email to jackie.reid@torontopolice.on.ca to arrange for the purchase of tickets. As well, please advise at that time if you have any special dietary requirements.

The Senior Officers' Organization hopes that you will join us for what we believe will be a most enjoyable evening.

Yours truly,


Robert Qualtrough, President
Senior Officers Organization

/mat

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

**#P292. REQUEST FOR FUNDS: ORGANIZATION OF SOUTH ASIAN POLICE
OFFICERS' 13TH ANNUAL GALA**

The Board was in receipt of the following report October 14, 2009 from Alok Mukherjee, Chair:

Subject: REQUEST FOR FUNDS: ORGANIZATION OF SOUTH ASIAN POLICE
OFFICERS' 13th ANNUAL GALA

Recommendation:

It is recommended that the Board approve the purchase of tickets for individual Board members and Board staff who wish to attend the 13th Annual Gala of the Organization of South Asian Police Officers, to a maximum of 15 tickets at a cost of \$50.00 each.

Financial Implications:

If the Board approves the recommendation contained in this report, the Board's Special Fund will be reduced by an amount not to exceed \$750.00. The current balance as at September 30, 2009 is estimated at \$728,000.00

Background/Purpose:

The Organization of South Asian Police Officers (OSAPO) was established in 1997, approved by former Chief of Toronto Police Service, Chief David Boothby. Since its inception, OSAPO has made positive contributions to diversity, promoted co-operative relationships between the police and the public through social and other community events and enhanced the image of policing.

Discussion:

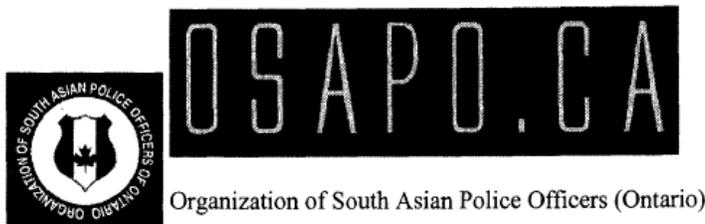
The Annual Gala is a dinner and dance which, this year, will be held on Saturday, November 7th at 6:00PM at the Hilton Garden Hotel, 3201 Highway 7, Ontario. Each year an active member from the police community is selected to be the keynote speaker. This year, I am honoured to be selected as the keynote speaker.

I am encouraging board members and staff to attend as this is a great opportunity to meet our South Asian officers and enjoy their cultural performances and food.

Conclusion:

Therefore, it is recommended that the Board approve the purchase of tickets for individual Board members and Board staff who wish to attend the 13th Annual Gala of the Organization of South Asian Police Officers, to a maximum of 15 tickets at a cost of \$50.00 each.

The Board approved the foregoing report.



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Mission

Building Partnerships *between the* Community and Police

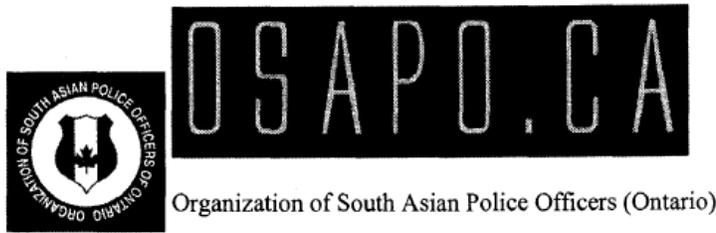
The purpose of the Organisation of South Asian Police Officers (OSAPO) is to:

- Identify issues of concern for South Asian Police Officers.
- Provide a supportive environment both professionally and personally.
- Promote heightened public awareness, especially in the visible minority communities, of the role of the South Asian Police Officer.
- Encourage professionalism and role model behaviour towards visible minority young persons through involvement in community and education.
- Provide assistance and support to members and their families through support groups and organized social events.

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Theme: [Mountain Dawn](#)



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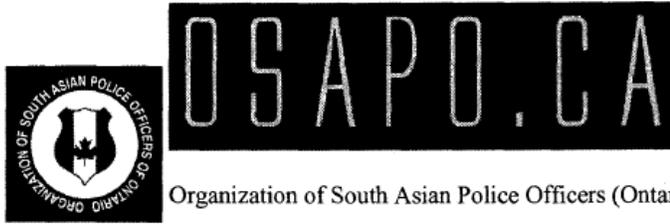
History

- Established in 1997
- Approved by former Chief of Toronto Police, Chief David Boothby on March 18, 1997.
- A need for such an Association was first recognized by South Asian members of the Royal Canadian Mounted Police and other Police Agencies in the Lower Mainland of British Columbia.
- The genesis of our need was promulgated through the existence of the British Columbia chapter of NAAPO, ABLE and IAWP.
 - NAAPO – National Association of Asian Police Officers
 - ABLE – Association of Black Law Enforcers
 - IAWP – International Association of Women Police
- All of these Associations have been readily accepted by the management of the respective police agencies.
- These associations have made positive contributions to the management of diversity, have promoted the building of co-operative relationships between the police and public, and have enhanced the image and integrity of the involved police agencies.

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Theme: [Mountain Dawn](#)



Organization of South Asian Police Officers (Ontario)

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Gala



Building Partnerships *between the* Community and Police

The Annual Gala is our dinner and dance event featuring influential speakers from the law enforcement community and guests from the policing community. Each year the Gala has become larger and more popular amongst the diverse South Asian population and is a uniquely memorable way to celebrate and positively recognize the South Asian Police Community.

In 2009, the 13th Annual Gala will be held on Saturday, November 7th at 6:00PM at the Hilton Garden Hotel, 3201 Highway 7, Ontario ([link to map](#)). Over 300 people from the Police and Community will be attending the event

and will be treated to the opening statement from Dr. Alok Mukherjee, Chair of the Toronto Police Services Board, a few lessons in South Asian style dancing, and the latest in South Asian music.

Tickets are \$50 and can be purchased from the following members:

- Sam Fernandes (416) 808-5514
- Bob Chada (416) 808-7318
- Ruby Dhatt (416) 808-5500
- Ross Fernandes (647) 403-0007
- Asif Shaikh (416) 295-6060

Past Keynote Speakers include:

Assistant Commissioner of the Metropolitan London Police (UK), Tarique Ghaffur.
Commissioner Julian Fantino – Ontario Provincial Police
Chief William Blair – Toronto Police Service
Chief Vince Bevan – Ottawa Police Service
Chief Armand La Barge – York Regional Police
Chief Noel Catney – Peel Regional Police
Chief Julian Fantino – Toronto Police Service
Deputy Chief Mike Boyd – Toronto Police Service
Chief David Boothby – Toronto Police Service
Staff Inspector Sam Fernandes – Toronto Police Service

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Theme: [Mountain Dawn](#)

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

#P293. REQUEST FOR FUNDS: 2009 HARMONY AWARDS BANQUET

The Board was in receipt of the following report October 21, 2009 from Frank DiGiorgio, Acting Chair:

Subject: REQUEST FOR FUNDS: 2009 Harmony Award Banquet

Recommendation:

It is recommended that the Board approve the purchase of tickets for individual Board members who wish to attend the 2009 Harmony Award Banquet, to a maximum of seven tickets at the cost of \$150.00, for a total cost of up to \$1050.00.

Financial Implications:

If the Board approves recommendation contained in this report the Board's Special Fund will be reduced by an amount not to exceed \$1,050.00. The balance of the Special Fund is approximately \$728,000 as of September 30, 2009.

Background/Purpose:

The Harmony Movement was founded with a mandate to promote diversity and to combat all forms of discrimination that act as social and cultural barriers to individuals' full participation in society. It empowers youth to become leaders for social change by implementing diversity education in schools and communities.

This year's event honours social justice activists Sol Guy and Josh Thome, co-founders of the Vancouver-based organization 4REAL. 4REAL aims to engage youth through digital media, culture, art, and music.

The banquet will take place on Thursday October 29, 2009 at the Arcadian Court in Toronto, Ontario.

Conclusion:

I, therefore, recommend that the Board approve the purchase of tickets for individual Board members who wish to attend the 2009 Harmony Award Banquet, to a maximum of seven tickets at the cost of \$150.00, for a total cost of up to \$1050.00.

The Board approved the foregoing report.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

**#P294. APPOINTMENTS – ACTING CHAIR AND VICE CHAIR:
OCTOBER 2009**

The Board was in receipt of the following report October 19, 2009 from Alok Mukherjee, Chair:

Subject: APPOINTMENTS – ACTING CHAIR AND VICE-CHAIR – OCTOBER 2009

Recommendations:

It is recommended that:

- (1) the Board appoint one member to act as Acting Chair during the period between Thursday, October 22, 2009 and Saturday, October 24, 2009, inclusive, for the purposes of performing all duties and responsibilities that would normally be performed by the Chair, including the execution of documents and, on October 22, 2009, chairing the Board Meeting; and
- (2) the Board appoint one member to act as Acting Vice Chair during the period between Wednesday, October 21, 2009 and Thursday, October 29, 2009, inclusive, for the purposes of execution of all documents that would normally be signed by the Vice Chair on behalf of the Board, including legal contracts, personnel and labour relations documents.

Financial Implications:

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

Background/Purpose:

I have been advised by Councillor Pam McConnell, Vice Chair, that she will not be available to perform the duties of Vice Chair of the Toronto Police Services Board during the period between Wednesday, October 21, 2009 and Saturday, October 24, 2009, inclusive.

I am also unexpectedly unable to perform the duties of Chair during the period of time between Thursday, October 22, 2009 and Thursday, October 29, 2009, inclusive.

Given that the Vice Chair would normally act for the Chair in his/her absence, it will, on this occasion, be necessary to appoint an acting Chair during the time that both Councillor McConnell and I are away. The Acting Chair will be responsible for performing all duties and responsibilities that would normally be performed by the Chair, including the execution of documents and chairing the Board meeting which is scheduled for October 22, 2009.

In accordance with the Board's Procedural By-Law regarding the absence of the Board Chair, it is anticipated that Councillor McConnell will assume the duties of Acting Chair on her return on October 25, 2009.

It will also be necessary to appoint an acting Vice Chair for the period of time that Councillor McConnell is away and while she is acting as Chair.

Conclusion:

It is recommended that:

- (1) the Board appoint one member to act as Acting Chair during the period between Thursday, October 22, 2009 and Saturday, October 24, 2009, inclusive, for the purposes of performing all duties and responsibilities that would normally be performed by the Chair, including the execution of documents and, on October 22, 2009, chairing the Board Meeting; and
- (2) the Board appoint one member to act as Acting Vice Chair during the period between Wednesday, October 21, 2009 and Thursday, October 29, 2009, inclusive, for the purposes of execution of all documents that would normally be signed by the Vice Chair on behalf of the Board, including legal contracts, personnel and labour relations documents.

The Board received the foregoing report and ratified a decision made by a quorum of the Board on October 20, 2009 appointing Councillor Frank DiGiorgio to act as Acting Chair and The Honourable Hugh Locke to act as Acting Vice Chair.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

**#P295. TORONTO POLICE SERVICE 2010-2019 CAPITAL PROGRAM
REQUEST – REVISED**

The Board was in receipt of the following report October 21, 2009 from William Blair, Chief of Police:

Subject: TORONTO POLICE SERVICE 2010-2019 CAPITAL PROGRAM REQUEST –
REVISED

Recommendations:

It is recommended that:

- (1) the Board approve a revised 2010-2019 Capital Program with a 2010 net request of \$52.1M (excluding cashflow carry forwards from 2009), a net total of \$158.4M for 2010-2014 (an average of \$31.7M per year), and a net total of \$336.0M for 2010-2019, as detailed in Attachment A; and
- (2) the Board forward a copy of this report to the City of Toronto Budget Committee for approval, and to the City's Deputy City Manager and Chief Financial Officer for information.

Financial Implications:

The revised 2010-2019 Capital Program remains unchanged, in total, from the program previously approved by the Board. The Service has met City debt targets in total for the periods 2010-2014 and 2015-2019. However, due to a required cashflow change for the Property and Evidence Management Storage project, the annual debt targets could not be met.

Background/Purpose:

The Board approved the Service's 2010-2019 Capital Program at its September 24, 2009 meeting at a net amount of \$40.2M for 2010 (excluding cash flow carry forwards from 2009), a net total of \$158.4M for 2010-2014 (an average of \$31.7M per year), and a net total of \$336.0M for 2010-2019 (Min #P264/09 refers).

Discussion:

During the past few weeks, the Board-approved Capital Program was presented and discussed with the City Manager, City Finance staff and the City Budget Committee members assigned to review the Service's Capital Program. Following these discussions, the Service reviewed its capital request to ensure that each year of the first five years is on target (excluding cashflow

requirements for the Property and Evidence Management Storage facility). In addition, more up-to-date information has become available for some capital projects. This report summarizes the revisions that have been made to the Board-approved Capital Program.

Attachment A to this report outlines the revised 2010-2019 capital program that is being recommended for Board approval. Attachment B provides information regarding the revised operating impact as a result of this program. A copy of the previously Board-approved capital program is provided for information in Attachment C.

Revised 2010-2019 Capital Program:

The revised 2010-2019 capital program that is being recommended for approval has changed from the Board-approved program in the following areas. These changes result in no net impact to the overall Capital Program previously approved by the Board.

- *State of Good Repair:* Annual cashflows for this project have been realigned between 2010-2011 and 2013-2014 to meet the City's annual debt targets for the first five years of the program (with the exception of the impact of the Property & Evidence Management project, outlined below). The total project cost over the ten-year program remains unchanged.
- *Property and Evidence Management Storage Facility:* Annual cashflows for this project have been adjusted over the first five years of the program, to reflect current project requirements. These changes result in the Service's 2010 request exceeding the debt target for that year, although the total project cost is unchanged. City Finance staff concur with these cashflow adjustments, and the targets from 2012-2014 will be adjusted downward to reflect the over-target position in 2010.
- *eTicketing (new project):* In conjunction with City Court Services, TPS had been pursuing the implementation of an electronic ticketing system which would capture Provincial Offence Notices, print tickets at road side, and transmit ticket data wirelessly to corporate servers. This system would increase the accuracy of tickets, eliminate manual sorting and transportation of tickets, save time with respect to disclosure, and streamline various other business processes.

The project is estimated to cost \$4.3M over three years (2010-2012). The estimate includes the cost of external resources to ensure that TPS has the capacity to implement this project. While an overall net benefit to the City is expected from the system, there is an estimated annualized net operating budget impact of \$0.8M on the Service. These costs are required for on-going maintenance and lifecycle replacement of the equipment, and would begin part-way through 2012.

This project was originally assumed to be included in the City's Court Services capital program. After discussions with City Finance staff, it has been concluded that it would be more appropriate to reflect this project in the Service's capital program. As this project is expected to provide overall net benefits to the City, City Finance has indicated that this

project will be funded from “recoverable debt”. As a result, there is no impact on the Service’s net debt requirements.

- *Other Changes to Project Costs and Cashflows:* During budget discussions, City Finance staff advised that development charges for 2018 and 2019 were somewhat higher than what had been previously identified. As a result, the Service was able to increase its estimate for “anticipated new IT projects,” to more closely reflect anticipated future costs. In addition, other project cashflows have been adjusted in the 2015-2019 period to better align the Service’s budget with annual City debt-affordability targets.

Also based on more recent information, the net requirements for the Workstation / Laptop / Printer lifecycle project have been reduced to \$3M annually. This change has no effect on net debt requirements.

Revised Operating Budget Impacts:

Two of the above-noted changes will have an impact on future operating costs of the Service. The accelerated cashflow for the Property and Evidence Management Storage project will result in operating costs increasing in 2012 (previously identified to begin in 2014). The eTicketing project’s annual operating impact of \$0.8M would begin to phase in during 2012. An updated Operating Impact from Capital table is provided in Attachment B.

Conclusion:

The revised 2010-2019 Capital Program, with a 2010 net request of \$52.1M (excluding cashflow carry forwards from 2009), a net total of \$158.4M for 2010-2014 (an average of \$31.7M per year), and a net total of \$336.0M for the period 2010-2019, maintains the Service’s cash flow requirements and meets the City’s debt target.

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

Mr. Tony Veneziano, Chief Administrative Officer, was in attendance and discussed this report with the Board.

The Board noted that additional information regarding the Property and Evidence Management Storage Facility was considered during the in-camera meeting (Min. No. C308/09 refers).

The Board approved the foregoing report and agreed to forward a copy to the City of Toronto Budget Committee for approval, and to the City’s Deputy City Manager and Chief Financial Officer for information.

2010-2019 REVISED CAPITAL PROGRAM (\$000s)

Attachment A

Project Name	Plan	2010	2011	2012	2013	2014	Total	2015-2019 Forecast					Total	Total	Total	
	to end of 2009						2010-2014 Request	2015	2016	2017	2018	2019	2015-2019 Forecast	2010-2019 Program	Project Cost	
On-Going Projects																
In - Car Camera	7,132	2,400	0	0	0	0	2,400	0	0	0	0	0	0	2,400	9,532	
State-of-Good-Repair - Police	0	2,019	1,535	3,632	4,642	4,814	16,642	3,910	4,110	4,320	4,540	4,820	21,700	38,342	38,342	
Radio Replacement	10,685	5,448	7,700	5,700	0	0	18,848	0	0	0	0	0	0	18,848	29,533	
11 Division - Central Lockup	3,312	17,215	8,918	0	0	0	26,133	0	0	0	0	0	0	26,133	29,444	
14 Division - Central Lockup	326	7,048	18,666	8,883	0	0	34,597	0	0	0	0	0	0	34,597	34,923	
Property & Evidence Management Storage	258	23,000	5,000	5,000	2,000	0	35,000	0	0	0	0	0	0	35,000	35,258	
Acquisition, Impl'n of New RMS	400	1,564	8,092	8,752	4,670	990	24,068	0	0	0	0	0	0	24,068	24,468	
HRMS - Additional functionality	108	346	0	0	0	0	346	0	0	0	0	0	0	346	454	
Total On-Going Projects	22,220	59,040	49,911	31,966	11,312	5,804	158,034	3,910	4,110	4,320	4,540	4,820	21,700	179,734	201,954	
New Projects																
911 Hardware / Handsets	0	757	420	0	0	0	1,177	0	0	0	0	0	0	1,177	1,177	
Replacement of Voice Mail	0	1,222	0	0	0	0	1,222	0	0	0	0	881	881	2,103	2,103	
2nd floor space optimization	0	2,675	0	0	0	0	2,675	0	0	0	0	0	0	2,675	2,675	
Fuel Management System	0	697	0	0	0	0	697	0	0	0	0	0	0	697	697	
5th floor space optimization (new in 2010)	0	0	1,334	0	0	0	1,334	0	0	0	0	0	0	1,334	1,334	
EDU/CBRN Explosive Containment	0	0	0	487	0	0	487	0	0	0	0	0	0	487	487	
AFIS	0	0	3,000	0	0	0	3,000	0	0	0	3,000	0	3,000	6,000	6,000	
Electronic Document Management	0	0	0	0	0	50	50	450	0	0	0	0	450	500	500	
Data Warehouse Establishment	0	0	0	0	336	3,224	3,560	1,331	3,177	0	0	0	4,508	8,068	8,068	
54 Division (includes land)	0	0	0	0	300	9,100	9,400	18,014	8,898	0	0	0	26,912	36,312	36,312	
41 Division (includes land)	0	0	0	0	0	0	0	366	8,416	20,279	9,342	0	38,403	38,403	38,403	
HRMS Upgrade	0	0	0	0	0	152	152	670	0	0	0	0	670	822	822	
TRMS Upgrade	0	0	0	0	0	1,909	1,909	1,445	0	0	0	0	1,445	3,354	3,354	
Digital Content Manager	0	0	0	0	0	1,388	1,388	1,707	0	0	0	0	1,707	3,095	3,095	
Fibre Optics	0	0	0	0	0	0	0	5,900	1,966	1,966	1,968	0	11,800	11,800	11,800	
Disaster Recovery Site	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
13 Division (includes land)	0	0	0	0	0	0	0	0	0	366	8,495	21,040	29,901	29,901	38,403	
Long Term Facility Plan	0	0	0	0	0	0	0	0	0	0	3,000	3,000	6,000	6,000	6,000	
Radio Replacement	0	0	0	0	0	0	0	1,500	2,500	10,000	6,500	7,600	28,100	28,100	28,100	
Anticipated New IT Projects	0	0	0	0	0	0	0	0	0	3,400	3,966	3,200	10,566	10,566	10,566	
E-Ticketing	0	428	2,798	1,104	0	0	4,330	0	0	0	0	0	0	4,330	4,330	
Total New Projects:	0	5,778	7,553	1,591	636	15,823	31,380	31,383	24,957	36,011	36,271	35,721	164,344	195,724	204,226	
Total Debt-Funded Projects:	22,220	64,818	57,464	33,557	11,948	21,627	189,414	35,293	29,067	40,331	40,811	40,541	186,044	375,458	406,181	
Total Reserve Projects:	88,397	17,620	22,497	24,685	20,810	18,078	103,689	17,852	22,091	25,249	18,715	18,715	102,621	206,310	294,707	
Total Gross Projects	110,617	82,438	79,961	58,242	32,758	39,704	293,103	53,145	51,159	65,580	59,526	59,256	288,665	581,768	700,888	
Funding Sources:																
Vehicle and Equipment Reserve	(88,397)	(17,620)	(22,497)	(24,685)	(20,810)	(18,078)	(103,689)	(17,852)	(22,091)	(25,249)	(18,715)	(18,715)	(102,621)	(206,310)	(294,707)	
ISF estimate for 11 and 14 Div	0	(8,421)	(8,862)				(17,283)						0	(17,283)	(17,283)	
Funding from Development Charges	(1,052)	(3,914)	(1,170)	(1,290)	(1,420)	(1,560)	(9,354)	(1,600)	(1,650)	(750)	(2,700)	(1,810)	(8,510)	(17,864)	(18,916)	
Recoverable debt	0	(428)	(2,798)	(1,104)	0	0	(4,330)	0	0	0	0	0	0	(4,330)	(4,330)	
Total Funding Sources:	(89,449)	(30,383)	(35,327)	(27,078)	(22,230)	(19,638)	(134,656)	(19,452)	(23,741)	(25,999)	(21,415)	(20,525)	(111,131)	(245,787)	(335,236)	
Total Net Request	21,168	52,056	44,633	31,163	10,528	20,067	158,447	33,693	27,417	39,581	38,111	38,731	177,534	335,981	357,150	
5-year Average:							31,689						35,507	33,598		
City Target:		39,056	44,633	34,163	14,528	26,067	158,447	33,679	26,694	39,841	38,660	38,660	177,534	335,981		
City Target - 5-year Average:							31,689						35,507	33,598		
Variance to Target:		(13,000)	(0)	3,000	4,000	6,000	(0)	(14)	(723)	260	549	(71)	0	(0)		
Variance to Target - 5-year Average:							(0)						0	(0)		

2010-2019 CAPITAL BUDGET (\$000s)
OPERATING IMPACT FROM CAPITAL (incremental over 2009) - Revised

Attachment B

Project Name	2010	2011	2012	2013	2014	By 2019	Comments
On-Going Projects							
In - Car Camera	0.0	200.0	200.0	200.0	200.0	200.0	Additional staffing costs (5 FTEs)
Digital Video Asset Management II	0.0	200.0	200.0	200.0	200.0	200.0	Third party system support
11 Division - Central Lockup	0.0	101.0	202.0	202.0	202.0	202.0	Building Operations, Service Contracts and Utilities
14 Division - Central Lockup	0.0	0.0	104.0	208.0	208.0	208.0	Building Operations, Service Contracts and Utilities
Property & Evidence Management Storage	0.0	0.0	41.5	83.0	83.0	83.0	High Level estimate
Acquisition, Impl'n of New RMS	0.0	2,523.0	4,348.0	4,510.0	5,010.0	5,010.0	Maintenance costs and 55 FTEs
HRMS - Additional functionality	0.0	120.0	120.0	120.0	120.0	120.0	Two FTEs - one HR, one IT
Total on-going Operating Impact	0.0	3,144.0	5,215.5	5,523.0	6,023.0	6,023.0	
New Projects							
911 Hardware / Handsets	0.0	0.0	50.0	50.0	50.0	50.0	System maintenance cost
Replacement of Voice Mail	0.0	50.0	50.0	50.0	50.0	50.0	Incremental maintenance cost
Fuel Management System	0.0	5.0	5.0	5.0	5.0	5.0	Card replacement and system maintenance
AFIS	0.0	0.0	50.0	50.0	50.0	50.0	Incremental maintenance cost (currently costs \$350k)
Electronic Document Management	0.0	0.0	0.0	0.0	0.0	-77.9	Reduction in paper & printing cost, off-set by increase in maintenance cost
Data Warehouse Establishment	0.0	0.0	0.0	0.0	0.0	1,056.0	\$0.6M for salaries for 5 people; \$0.5M for maintenance; starting 2017
54 Division	0.0	0.0	0.0	0.0	0.0	144.0	Building Operations, Service Contracts and Utilities; starting 2016 (3 1/2 years)
41 Division	0.0	0.0	0.0	0.0	0.0	144.0	Building Operations, Service Contracts and Utilities; starting half a year 2018 (1 1/2 years)
13 Division	0.0	0.0	0.0	0.0	0.0	TBD	Building Operations, Service Contracts and Utilities; starting 2020
Long Term Facility Plan	0.0	0.0	0.0	0.0	0.0	TBD	TBD
HRMS Upgrade	0.0	0.0	0.0	0.0	0.0	22.0	Incremental maintenance cost of \$22K per year from 2015
TRMS Upgrade	0.0	0.0	0.0	0.0	0.0	22.0	Incremental maintenance cost of \$22K per year from 2016
Digital Content Manager	0.0	0.0	0.0	0.0	0.0	178.0	\$94K for support and maintenance; \$84K for 1 FTE; starting 2016
eTicketing	0.0	0.0	134.0	845.5	845.5	845.5	Maintenance costs offset by staff savings; note: staff savings are project-specific; assume FTEs saved would offset other pressures
Total New projects Operating Impact	0.0	55.0	155.0	155.0	155.0	1,643.2	
Contribution to Reserve (estimated)	1,000.0	2,000.0	3,000.0	4,000.0	4,000.0	4,000.0	
Total Reserve Operating Impact	1,000.0	2,000.0	3,000.0	4,000.0	4,000.0	4,000.0	
Incremental Operating Impact	1,000.0	5,199.0	8,370.5	9,678.0	10,178.0	11,666.2	

2010-2019 CAPITAL PROGRAM (\$000s)

Board Approved - September 24, 2009

Attachment C

Proj. #	Project Name	Plan to end of 2009	2010	2011	2012	2013	2014	Total 2010-2014 Request	Total 2015-2019 Forecast	Total 2010-2019 Program	Project Cost
On-Going Projects											
47	In - Car Camera	7,132	2,400	0	0	0	0	2,400	0	2,400	9,532
10	State-of-Good-Repair - Police	0	3,150	2,500	3,586	3,680	3,725	16,641	21,700	38,341	38,341
48	Radio Replacement	10,685	5,448	7,700	5,700	0	0	18,848	0	18,848	29,533
58	11 Division - Central Lockup	3,312	17,215	8,918	0	0	0	26,133	0	26,133	29,444
52	14 Division - Central Lockup	326	7,048	18,666	8,883	0	0	34,597	0	34,597	34,923
60	Property & Evidence Management Storage	258	10,000	5,000	8,000	6,000	6,000	35,000	0	35,000	35,258
69	Acquisition, Impl'n of New RMS	400	1,564	8,092	8,752	4,670	990	24,068	0	24,068	24,468
53	HRMS - Additional functionality	108	346	0	0	0	0	346	0	346	454
Total On-Going Projects		22,220	47,171	50,876	34,920	14,350	10,715	158,033	21,700	179,733	201,954
New Projects											
70	911 Hardware / Handsets	0	757	420	0	0	0	1,177	0	1,177	1,177
72	Replacement of Voice Mail	0	1,222	0	0	0	0	1,222	881	2,103	2,103
109	2nd floor space optimization	0	2,675	0	0	0	0	2,675	0	2,675	2,675
75	Fuel Management System	0	697	0	0	0	0	697	0	697	697
xxx	5th floor space optimization (new in 2010)	0	0	1,334	0	0	0	1,334	0	1,334	1,334
76	EDU/CBRN Explosive Containment	0	0	0	487	0	0	487	0	487	487
71	AFIS	0	0	3,000	0	0	0	3,000	3,000	6,000	6,000
107	Electronic Document Management	0	0	0	0	0	50	50	450	500	500
73	Data Warehouse Establishment	0	0	0	0	336	3,224	3,560	4,508	8,068	8,068
74	54 Division (includes land)	0	0	0	0	300	9,100	9,400	26,912	36,312	36,312
101	41 Division (includes land)	0	0	0	0	0	0	0	38,403	38,403	38,403
104	HRMS Upgrade	0	0	0	0	0	152	152	670	822	822
105	TRMS Upgrade	0	0	0	0	0	1,909	1,909	1,445	3,354	3,354
106	Digital Content Manager	0	0	0	0	0	1,388	1,388	1,707	3,095	3,095
106	Fibre Optics	0	0	0	0	0	0	0	11,800	11,800	11,800
115	Disaster Recovery Site	0	0	0	0	0	0	0	0	0	0
102	13 Division (includes land)	0	0	0	0	0	0	0	29,901	29,901	38,403
xxx	Long Term Facility Plan	0	0	0	0	0	0	0	6,000	6,000	6,000
48	Radio Replacement	0	0	0	0	0	0	0	28,100	28,100	28,100
yyy	Anticipated New IT Projects	0	0	0	0	0	0	0	7,390	7,390	7,390
Total New Projects:		0	5,350	4,755	487	636	15,823	27,050	161,168	188,218	196,720
Total Debt-Funded Projects:		22,220	52,522	55,630	35,407	14,986	26,538	185,084	182,868	367,952	398,674
Total Reserve Projects:		88,397	19,436	24,323	26,473	22,595	19,675	112,501	110,607	223,108	311,505
Total Gross Projects		110,617	71,957	79,954	61,880	37,581	46,213	297,585	293,475	591,060	710,179
Funding Sources:											
Vehicle and Equipment Reserve		(88,397)	(19,436)	(24,323)	(26,473)	(22,595)	(19,675)	(112,501)	(110,607)	(223,108)	(311,505)
ISF estimate for 11 and 14 Div		0	(8,421)	(8,862)				(17,283)	0	(17,283)	(17,283)
Funding from Development Charges		(1,052)	(3,914)	(1,170)	(1,290)	(1,420)	(1,560)	(9,354)	(5,334)	(14,688)	(15,740)
Total Funding Sources:		(89,449)	(31,771)	(34,355)	(27,763)	(24,015)	(21,235)	(139,138)	(115,941)	(255,079)	(344,528)
Total Net Request		21,168	40,187	45,598	34,117	13,566	24,978	158,447	177,534	335,981	357,149
5-year Average:								31,689	35,507	33,598	
City Target:			39,056	44,633	34,163	14,528	26,067	158,447	177,534	335,981	
City Target - 5-year Average:								31,689	35,507	33,598	
Variance to Target:			(1,131)	(965)	46	962	1,089	0	0	0	
Variance to Target - 5-year Average:								0	0	0	

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

#P296. IN-CAMERA MEETING – OCTOBER 22, 2009

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. Frank Di Giorgio, Councillor & Acting Chair
The Honourable Hugh Locke, Q.C., Member, and Acting Vice Chair
Ms. Judi Cohen, Member
Mr. Adam Vaughan, Councillor & Member

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE
TORONTO POLICE SERVICES BOARD HELD ON OCTOBER 22, 2009**

#P297. ADJOURNMENT

Frank DiGiorgio
Acting Chair