



The Regional Municipality of York Police Services Board

To Make a Difference in Our Community

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AGENDA PUBLIC SESSION

Wednesday, October 26, 2016, 2:00 p.m.

COMMITTEE ROOM "A"

YORK REGION ADMINISTRATIVE CENTRE

17250 YONGE STREET

NEWMARKET, ONTARIO

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6. REPORTS OF THE CHIEF OF POLICE

6.1 Interim Financial Reporting for the Period Ending August 31, 2016

28

RECOMMENDATION

1. That the Board receive the interim financial reports for the eight month period ending August 31, 2016, pursuant to Financial Accountability Board Policy No. 01/05.

6.2 Award for Security Services

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RECOMMENDATION

1. That the Board authorize entering into a contract for Request for Proposal (P-16-07) for the provision of security services to Primary Response Inc., who submitted the highest scoring Proposal, which represents the best value to the Board, for an annual cost of \$215,777, excluding H.S.T.; and
2. That the Board approve the award of an initial three year term with an option to renew for two additional one year terms, subject to the satisfactory performance and the Chief's approval, for a total contract cost of \$1,100,704, if all options were exercised, excluding H.S.T.; and
3. That the Chief of Police be authorized to exercise the option to renew on behalf of the Board, subject to fulfilment of the conditions set out in this report; and
4. That that Chief of Police be authorized to execute the contract, and any renewal, subject to the approval of The Regional Municipality of York's Regional Solicitor, or his or her designate, as to form and content.

6.3 Electronic Procurement System

48

RECOMMENDATION

1. That the Board receive this report for information purposes.

7. ADDENDUM ITEMS

8. OTHER BUSINESS

9. CONSIDERATION OF MOTION TO MOVE INTO PRIVATE SESSION

Motion to resolve into Private Session.

That the York Regional Police Services Board adjourn the public portion of its meeting to move to private to discuss confidential items pertaining to legal and personnel matters in accordance with Section 35(4)(b) of the *Police Services Act*.

10. CONSIDERATION OF MOTION TO MOVE INTO PUBLIC SESSION

Motion to reconvene into Public Session.

11. CONSIDERATION OF PRIVATE ITEMS

12. CONFIRMATORY BYLAW

50

13. ADJOURNMENT

MINUTES OF THE PUBLIC MEETING

of

THE REGIONAL MUNICIPALITY OF YORK POLICE SERVICES BOARD

September 21, 2016

The Board commenced its meeting of September 21, 2016 in Committee Room A, York Region Administrative Centre, 17250 Yonge Street, Newmarket, Ontario on the above-noted date at 9:02 a.m. in public session.

Board Members Present: F. Scarpitti, Chair, Mayor of the City of Markham
V. Hackson, Vice Chair, Mayor of the Town of East Gwillimbury
(Acting Chair until 10:00 a.m.)
W. Emmerson, Chairman & C.E.O., York Region
J. Molyneaux, Member
B. Jiang, Member
K. Usman, Member

Absent: B. Rogers, Member

Board Staff: M. Avellino, Executive Director
J. Kogan, Administrative Assistant

YRP Present: E. Jolliffe, Chief of Police
A. Crawford, Deputy Chief of Police
R. Crabtree, Acting, Deputy Chief of Police
T. Cusimano, Executive Officer to the Chief of Police
J. Channell, Manager, Financial Services
J. Fraser, Manager, Legal Services
K. Griffin, Manager, Corporate Communications

YR Legal & Court Services: J. Hulton, Regional Solicitor

310 **INTRODUCTION OF ADDENDUM ITEMS AND OTHER BUSINESS**

It was moved by Chairman Emmerson, seconded by Mr. Usman that the following items be added to the agenda of the public session of this meeting:

Addendum Items

- (a) Correspondence from Minister David Orazetti, Ministry of Community Safety and Correctional Services, received September 16, 2016 regarding funding information under the Ministry's grant programs for 2016/17 and beyond. (Addendum Item No. 9.1)
- (b) Correspondence from Mr. Roger Anderson, Chair, Durham Regional Police Services Board, received September 15, 2016, regarding Ontario Regulation 58/16 – Collection of Identifying Information in Certain Circumstances – Prohibition and Duties. (Addendum Item No. 9.2)

311 **DISCLOSURE OF INTEREST**

Mr. Molyneaux declared a conflict of interest with agenda item No. 6.1, communication from St. John Ambulance.

The declaration of interest is due to Mr. Molyneaux sitting on the board for St. John Ambulance.

Mr. Molyneaux resolved to remove himself to consider item No. 6.1; and he did not participate in any consideration or discussion of, or vote on any part of this item.

312 **CONFIRMATION OF PUBLIC MINUTES OF JUNE 22, 2016 BOARD MEETING**

It was moved by Chairman Emmerson, seconded by Mr. Usman that the Board confirm the minutes for the public session of the meeting held on June 22, 2016 in the form supplied to the members.

CARRIED

313 **CONFIRMATION OF PUBLIC MINUTES OF JULY 26, 2016 BOARD MEETING**

It was moved by Chairman Emmerson, seconded by Mr. Molyneaux that the Board confirm the minutes for the public session of the meeting held on July 26, 2016 in the form supplied to the members.

CARRIED

PRESENTATIONS

- 314 (a) **Retiring Superintendents Stan Colley and Mark Brown**
(b) **Update on York Regional Police Procedures related to Ontario Regulation 58/16 Collection of Identifying Information in Certain Circumstances**

It was moved by Chairman Emmerson, seconded by Mr. Usman that the presentations be received.

CARRIED

COMMUNICATIONS

- 315 Mr. Phil Dawson, Branch Chair, St. John Ambulance York Region, August 3, 2016, regarding attendance at the 9th Annual Black and White Charity Gala taking place October 20, 2016 in Markham, ON.

It was moved by Chairman Emmerson, seconded by Ms. Jiang that the communication from Mr. Phil Dawson, Branch Chair, St. John Ambulance York Region, August 3, 2016, be received and that the Board provide support in the amount \$2,000.

CARRIED

Action: Executive Director

- 316 Chief Eric Jolliffe, Chief of Police, Wayne Emmerson, Chairman, The Regional Municipality of York, Lloyd Dow (Retired), York Regional Police Sergeant, Co-Chairs, August 12, 2016, regarding support of the 9th Annual Clubs4Cancer Golf tournament taking place October 3, 2016 in Markham, ON.

It was moved by Mr. Molyneaux, seconded by Mr. Usman that the communication from Chief Eric Jolliffe, Chief of Police, Wayne Emmerson, Chairman, The Regional Municipality of York, Lloyd Dow (Retired), York Regional Police Sergeant, Co-Chairs, August 12, 2016, be received and that the Board provide support in the amount of \$2,000.

CARRIED

Action: Executive Director

- 317 Ms Melissa Petriglia, Clinical Director, Todd Snooks, Team Lead, York Region CISM Team, August 31, 2016, regarding attendance at the Masquerade Gala, celebrating 20 years of service, taking place November 4, 2016 in Vaughan, ON.

It was moved by Chairman Emmerson, seconded by Mr. Usman that the communication from Ms Melissa Petriglia, Clinical Director, Todd Snooks, Team Lead, York Region CISM Team, August 31, 2016, be received and that the Board provide support in the amount of \$1,000.

CARRIED

Action: Executive Director

- 318 Ms Gillian Freeman, Executive Director, Victim Services of York Region Inc., September 13, 2016, requesting support for the 2nd Annual Lip Sync Battle taking place November 3, 2016 in King Valley, ON.

It was moved by Mr. Molyneaux, seconded by Ms Jiang that the communication from Ms Gillian Freeman, Executive Director, Victim Services of York Region Inc., September 13, 2016, be received and that the Board provide support in the amount of \$1,000.

CARRIED

Action: Executive Director

- 319 Mr. Stephen Beckett, Assistant Deputy Minister, Public Safety Division and Public Safety Training Division, Ministry of Community Safety and Correctional Services, August 9, 2016, regarding O. Reg. 58/16 Collection of Identifying Information in Certain Circumstances – Prohibition and Duties: Training.

It was moved by Chairman Emmerson, seconded by Ms Jiang that the communication from Mr. Stephen Beckett, Assistant Deputy Minister, Public Safety Division and Public Safety Training Division, Ministry of Community Safety and Correctional Services, August 9, 2016, be received.

CARRIED

- 320 Mr. Roger Anderson, Chair, Durham Regional Police Services Board, September 14, 2016, regarding modernizing the *Police Services Act*.

It was moved by Chairman Emmerson, seconded by Ms Jiang that the communication from Mr. Rogers Anderson, Chair, Durham Regional Police Services Board, September 14, 2016, be received.

CARRIED

REPORTS OF THE CHIEF OF POLICE

- 321 **Interim Financial Reporting for the Period Ending July 31, 2016**

It was moved by Chairman Emmerson, seconded by Mr. Molyneaux that the Board adopt the following recommendation contained in the Report of the Chief of Police:

1. That the Board receive the interim financial reports for the seven month period ending July 31, 2016, pursuant to Financial Accountability Board Policy No. 01/05.

CARRIED

- 322 **Delegation of Authority During Summer Months**

It was moved by Mr. Molyneaux, seconded by Ms Jiang that the Board adopt the following recommendation contained in the Report of the Chief of Police:

1. That the Board receive this report pursuant to Section 6.18 of the Purchasing By-law 06-14.

CARRIED

- 323 **Execution of Documents By-law and Purchasing By-Law**

It was moved by Chairman Emmerson, seconded by Mr. Molyneaux that the Board adopt the following recommendation contained in the Report of the Chief of Police:

1. That the Board receive this report pursuant to the Execution of Documents By-Law No. 08-15 and Purchasing By-Law 06-14 quarterly reporting requirements.

CARRIED

Action: Executive Director

- 324 **2017-2019 Business Plan 2016 Internal and External Consultation Summary Report**

It was moved by Chairman Emmerson, seconded by Mr. Usman that the Board adopt the following recommendation contained in the Report of the Chief of Police:

1. That the Board receive this report.

CARRIED

325 **2016 Semi-Annual Statistics**

It was moved by Mr. Molyneaux, seconded by Mr. Usman that the Board adopt the following recommendation contained in the Report of the Chief of Police:

1. That the Board receive this report pursuant to Police Services Board Crime, Call and Public Disorder Analysis Policy No. 02/00-5.

CARRIED

326 **Statistics Canada, Canadian Centre for Justice Statistics: 2015 National/ Provincial Crime Statistics Rankings and Crime Severity Index Overview**

It was moved by Chairman Emmerson, seconded by Mr. Usman that the Board adopt the following recommendation contained in the Report of the Chief of Police:

1. That the Board receive this report pursuant to the Police Services Board, Crime, Call and Public Disorder Analysis Policy Mo. 02/00-5.

CARRIED

327 **Semi-Annual Report on Public Complaints**

It was moved by Mr. Usman, seconded by Mr. Molyneaux that the Board adopt the following recommendation contained in the Report of the Chief of Police:

1. That the Board receive this report pursuant to Section 31(1)(j) of the *Police Services Act*, Board By-Law No. 01-11 respecting the Administration of the Complaints System under Part V of the *Police Services Act*.

CARRIED

REPORTS OF THE EXECUTIVE DIRECTOR

328 **Draft 2017 Schedule of Board Meetings**

It was moved by Mr. Molyneaux, seconded by Ms Jiang that the Board adopt the following recommendation contained in the Report of the Executive Director:

1. That the Board approve the proposed 2017 Schedule of Board meetings and presentation topics, attached as Schedule A, pursuant to Procedural By-Law No. 06-02.

CARRIED

329 **Public Relations Reserve Fund**

It was moved by Chairman Emmerson, seconded by Mr. Molyneaux that the Board adopt the following recommendation contained in the Report of the Executive Director:

1. That the Board receive this report in accordance with its Public Relations Reserve Fund Policy No. 08/08.

CARRIED

330 Independent Police Oversight Review

It was moved by Ms Jiang, seconded by Vice Chair Hackson that the Board adopt the following recommendations contained in the Report of the Executive Director:

1. That the Board participates as a stakeholder in the Independent Police Oversight Review.
2. That the Board direct the Executive Director to prepare written submissions on behalf of the Board in consultation with the Chief of Police.
3. That the Board be provided with a copy of the draft proposed submissions for review and approval at its November 23, 2016 meeting.

CARRIED

Action: Executive Director

331 Ontario Association of Police Services Board – Survey on Police Services Act Reform

It was moved by Mr. Molyneaux, seconded by Mr. Usman that the Board adopt the amendments and the following recommendations contained in the Report of the Executive Director:

1. That the Board approve the attached responses to the OAPSB survey;
2. That the Executive Director submit the completed survey to the OAPSB by September 30, 2016.

CARRIED

Action: Executive Director

332 Ontario Regulation 58/16 Collection of Identifying Information in Certain Circumstances – Prohibition and Duties – Board Policy

It was moved by Mr. Molyneaux, seconded by Mr. Usman that the Board adopt the following recommendation contained in the Report of the Executive Director with amendments to the Policy:

1. That the Board adopt the draft Board Policy on the “Collection of Identifying Information in Certain Circumstances – Prohibition and Duties” in accordance with Ontario Regulation 58/16.

CARRIED

Action: Executive Director

ADDENDUM ITEMS

- 333 **Correspondence from Minister David Oraziotti, Ministry of Community Safety and Correctional Services, received September 16, 2016 regarding funding information under the Ministry's grant programs for 2016/2016 and beyond (Addendum Item No. 9.1)**

It was moved by Chairman Emmerson, seconded by Vice Chair Hackson that the correspondence from Minister David Oraziotti, Ministry of Community Safety and Correctional Services, September 16, 2016, be received.

CARRIED

Action: Executive Director

- 334 **Correspondence from Mr. Roger Anderson, Chair, Durham Regional Police Services Board, received September 15, 2016, regarding Ontario Regulation 58/16 – Collection of Identifying Information in Certain Circumstances – Prohibition and Duties. (Addendum Item No. 9.2)**

It was moved by Chairman Emmerson, seconded by Vice Chair Hackson that the correspondence from Mr. Roger Anderson, Chair, Durham Regional Police Services Board, be received and further that the Board send a correspondence to the Ministry of Community Safety and Correctional Services regarding training timelines with respect to Ontario Regulation 58/16.

CARRIED

- 335 **OTHER BUSINESS**

The Board requested a written update from the Chief on the York Regional Police Training Facility at the October 26, 2016 Board meeting.

CONSIDERATION OF MOTION TO MOVE INTO PRIVATE SESSION

- 336 *It was moved by Mr. Molyneaux, seconded by Ms Jiang that the Board convene in Private Session for the purpose of considering confidential items pertaining to legal and personnel matters in accordance with Section 35(4) (b) of the Police Services Act.*

CARRIED

The Board met in Private Session at 11:00 a.m. and reconvened in public at 4:28 p.m.

CONSIDERATION OF MOTION TO MOVE INTO PUBLIC SESSION

- 337 *It was moved by Mr. Molyneaux, seconded by Mr. Usman that the Board rise and report from Private Session.*

CARRIED

CONSIDERATION OF PRIVATE ITEMS

338 Human Resources

It was moved by Vice Chair Hackson, seconded by Mr. Usman that the Board adopt the following recommendations contained in the Report of the Chief of Police:

1. That the Board reclassify 19 officers pursuant to the 2013 – 2015 Uniform Working Agreement; and
2. That the Board appoint six civilians, pursuant to Section 31(1)(a) of the Police Services Act.

CARRIED

339 Inspector Promotions

It was moved by Vice Chair Hackson, seconded by Mr. Usman that the Board approve the recommendation in the following Reports of the Chief of Police:

1. That the Board approve the Inspector promotion as contained in this report.

CARRIED

340 Appointment of Special Constable as Court Security Officer

It was moved by Vice Chair Hackson, seconded by Mr. Usman that the Board adopt the following recommendation contained in the Report of the Chief of Police:

1. That the Board authorize the appointment of one York Regional Police Special Constable for a five year period, effective August 12, 2016, pursuant to Section 53(1) of the *Police Services Act*.

CARRIED

341 Re-Appointment of Special Constables as Forensic Identification Processors

It was moved by Vice Chair Hackson, seconded by Mr. Usman that the Board adopt the following recommendation contained in the Report of the Chief of Police:

1. That the Board authorize the re-appointment of two York Regional Police Special Constables for a further five year period, effective September 21, 2016, pursuant to Section 53(1) of the *Police Services Act*.

CARRIED

342 Re- Appointment of Special Constable as Court Security Officer

It was moved by Vice Chair Hackson, seconded by Mr. Usman that the Board adopt the following recommendation contained in the Report of the Chief of Police:

1. That the Board authorize the re-appointment of one York Regional Police Special Constable for a further five year period, effective September 21, 2016, pursuant to Section 53(1) of the *Police Services Act*.

CARRIED

343 **CONFIRMATORY BYLAW**

The Board had before it Bylaw No. 10-16. The Bylaw is necessary to confirm the proceedings of the Board at this meeting.

It was moved by Mr. Molyneaux, seconded by Vice Chair Hackson that Bylaw No. 10-16, being "a Bylaw confirming the proceedings of the Board at this meeting," be read and enacted.

Bylaw No. 10-16 was read and enacted as follows:

"To confirm the proceedings of the Board at this meeting".

CARRIED

344 **ADJOURNMENT**

It was moved by Vice Chair Hackson, seconded by Mr. Molyneaux that the meeting be adjourned.

CARRIED

The meeting adjourned at 4:31 p.m.

Mafalda Avellino
Executive Director

Mayor Frank Scarpitti
Chair

Minutes to be confirmed and adopted at the meeting of the Board held on October 26, 2016.

Accessible formats or communication supports are available upon request.



The Regional Municipality of York Police Services Board

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October 6, 2016

Chair

Frank Scarpitti

Mayor

City of Markham

Vice Chair

Virginia Hackson

Mayor

Town of East Gwillimbury

Members

Wayne Emmerson

Regional Chairman

And C.E.O

John Molyneaux

Provincial Appointee

Bang-Gu Jiang

Provincial Appointee

Brad Rogers

Provincial Appointee

Khalid Usman

Regional Council

Appointee

Executive Director

Mafalda Avellino

Administrative Assistant

Jaclyn Kogan

Hon. David Oraziotti
Ministry of Community Safety and Correctional Services
18th Floor, George Drew Building
25 Grosvenor Street
Toronto, ON M7A 1Y6

Dear Minister Oraziotti,

Re: Training Timeline with respect to Ontario Reg. 58/16

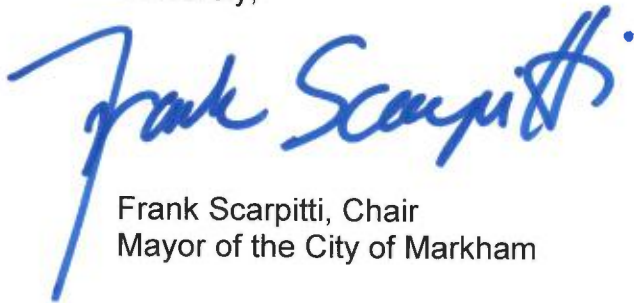
Our Police Services Board recently adopted its new policy with respect to Ontario Regulation 58/16 – Collection of Identifying Information in Certain Circumstances. Our Board supports the Province's goal to ensure that police services are delivered without bias and in a manner that is fair and respects the rights of all individuals.

However, like other Boards, we are concerned with the implementation and timelines for the training of officers with respect to the new legislation. The "Train the Trainer" sessions at the Ontario Police College occurred in late August and early September which does not leave police services, including York Regional Police, with adequate time to train its officers by January 1, 2017. The time frame provides a very small window for training which means that York Regional Police has to postpone other important training sessions to accommodate the Province's tight schedule for the new legislation. Additionally, we have become aware that as of this date, the Ministry has not approved the content of the training

York Regional Police is doing its best to ensure that the timelines are met; however, our Board is concerned with the impact that this will have on other essential training for officers needed to conduct their work in an effective and safe manner. There is concern that officers will not be trained by January 1, 2017.

Your response to our concerns is very much appreciated.

Sincerely,

A handwritten signature in blue ink that reads "Frank Scarpitti". The signature is written in a cursive style with a prominent vertical stroke on the left side.

Frank Scarpitti, Chair
Mayor of the City of Markham

Copy: Chief Eric Jolliffe
President El-Chantiry, Ontario Association of Police Services Board
Local MPPs



Randy Hope
Mayor
Chatham-Kent

Roger Anderson
Chair
Durham

Gary Carr
Chair
Halton

Fred Eisenberger
Mayor
Hamilton

Bryan Paterson
Mayor
Kingston

Matt Brown
Mayor
London

John Klinck
Chair
Muskoka

Alan Caslin
Chair
Niagara

Jim Watson
Mayor
Ottawa

Frank Dale
Chair
Peel

Brian Bigger
Mayor
Sudbury

Keith Hobbs
Mayor
Thunder Bay

John Tory
Mayor
Toronto

Ken Seiling
Chair
Waterloo

Drew Dilken
Mayor
Windsor

Wayne Emmerson
Chair
York

June 24, 2016

The Honourable David Oraziotti
Minister of Community Safety and Correctional Services
25 Grosvenor Street
Toronto ON M7A 1Y6

David
Dear Minister,

I am writing on behalf of the Mayors and Regional Chairs of Ontario of Single-Tier Cities and Regions (MARCO) to relay our position about any changes to the role of Municipalities on Police Service Boards (PSBs).

As you may be aware, there was considerable discussion some years ago about Municipalities having majority representation on PSB's as they were funded locally and local accountability was seen as very important. The Government of the day compromised by allowing the local council to appoint a lay member, there being three Provincial appointees, three Municipal Council appointees, and one Municipally appointed lay member.

There has been some discussion about the Province possibly taking back control of the Police Service Boards and limiting the role of elected members causing considerable concern among our members. In discussing this with your predecessor, the Minister indicated that this was not the case. Since he has moved on and you have been appointed to replace him, we want to once again make our concerns known to you.

As you know, the Province has stringent rules and regulations about the roles and responsibilities of Police Service Boards and Police Services. However the Service continues to be financed with property taxes. Should the Province be contemplating a change in governance, it is expected that they would also assume the costs of policing. However to date, the current governance split has been an effective balancing of the interests, given Municipal funding for Police Services.

Ken Seiling, Chair
Mayors and Regional Chairs of Ontario of Single Tier Cities and Regions
The Regional Municipality of Waterloo
150 Frederick Street, 1st Floor, Kitchener Ontario N2G 4J3
519-575-4585 Fax 519-575-4440 e-mail: kseiling@regionofwaterloo.ca

To be clear, the Members of MARCO are opposed to the Province taking majority control of the Police Service Boards and/or reducing the place and roles of municipally elected members of the Board. Alternately, if the Province were to take majority control, it would be expected that the Province would assume funding as well.

Accordingly at its meeting on May 6, 2016, MARCO members asked that I write to the Minister expressing our concerns and objections to any such moves.

During our discussion, there was also concern expressed about the lack of consultation prior to the Province publicly announcing its appointments to local Police Service Boards. It is extremely important to have qualified people who have a good understanding not only of the role of Police Services, but also comprehensive knowledge about their community's strengths and challenges. It must also be concerned about gender and ethnic balances within communities. We believe some form of consultation in advance can help with this. There appears to be no consistent pattern of local consultation when appointments are made.

Municipal taxpayers bear the cost of policing and it is only right that they have "say for pay" through adequate representation by a majority on their respective Police Service Boards. Further, the nature of policing and the communities in which Police serve have become more complex over the years. It is essential that all members of Police Service Boards have the requisite local knowledge to meet these challenges and reflect the communities they serve.

Best regards,



Ken Seiling
MARCO Chair 2015-2018

cc: Mayor Jeff Lehman, Chair LUMCO
Gary McNamara, President AMO
Pat Vanini, Executive Director AMO
MARCO Members



Office of the Minister

Bureau du ministre

25 Grosvenor Street
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Tél. : 416-325-0408
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RECEIVED

OCT 07 2016

OFFICE OF THE REGIONAL CHAIR

MC-2016-2200

OCT 04 2016

Mr. Ken Seiling
Chair

Mayors and Regional Chairs of Ontario of Single Tiers Cities and Regions
The Regional Municipality of Waterloo
150 Frederick Street, 1st Floor
Kitchener ON N2G 4J3

Dear Mr. Seiling:

Thank you for your letter on behalf of Mayors and Regional Chairs of Ontario of Single Tiers Cities and Regions (MARCO) regarding the composition of police services boards and the process related to provincial appointments.

There is a recognized need for effective governance of police services that is responsive to local needs for all communities in Ontario. Robust and effective governance will be a key factor in the success of the ministry's Strategy for a Safer Ontario (the Strategy). As you may know, the Strategy will transform the *Police Services Act*, which has not been substantially updated since 1990, and build an effective, sustainable and community-based policing model.

The Strategy has been developed with the understanding that the future of policing should be rooted in strong local governance. Enhancing accountability and strengthening civilian governance of police services boards has been identified as one of the policing-related initiatives to support the overall goals of the Strategy. As a result, we are continuing to work with the Association of Municipalities of Ontario (AMO), the Ontario Association of Police Services Boards and other key partners who are members of the ministry's Future of Policing Advisory Committee (FPAC) to ensure that the appropriate structure and capacity for governance is in place at the local level. Your concerns may be brought to the ministry's attention through AMO's participation on FPAC.

Please be assured that the provincial government is not contemplating amending the composition of police services boards to favour a provincial majority in membership. Under the Strategy, we are examining opportunities to better equip police services boards to effectively carry out their roles and responsibilities. This includes recognition that police services board membership, collectively, should possess a range of skills and competencies aligned with the important roles and responsibilities of a board, in order for a board to operate effectively.

.../2

Mr. Ken Seiling
Page 2

03/13/2011

I believe that municipal leaders have an important role in governance and police services boards play an essential role in building and maintaining strong partnerships between the police and our communities. Ensuring that boards continue to effectively fulfill their responsibilities in a transparent and accountable manner, while continuing to be responsive to their governing purpose, is a necessary element in strengthening civilian police governance across Ontario.

Thank you again for writing.

Sincerely,

A handwritten signature in black ink, appearing to read "David Oraziotti". The signature is fluid and cursive, with a large initial "D" and "O".

David Oraziotti
Minister

**INDEPENDENT POLICE
OVERSIGHT REVIEW**

The Honourable Justice Michael Tulloch
Independent Reviewer

Macdonald Block, Box 160
Toronto ON M7A 1N3

Tel: 416-212-1626

Toll-Free: 1-844-523-6122

Fax: 416-212-8836

Email: info@policeoversightreview.ca



**EXAMEN INDÉPENDANT DES
ORGANISMES DE SURVEILLANCE
DE LA POLICE**

L'honorable juge Michael Tulloch
Examineur indépendant

Édifce Macdonald, C.P. 160
Toronto ON M7A 1N3

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Télec: 416-212-8836

Courriel: info@policeoversightreview.ca

September 29, 2016

Ontario Association of Police Services Boards
2045 Dundas Street
London, Ontario
N5V 1R4

Dear Members:

As you are aware, I was appointed on April 29, 2016, to lead an independent review of the police oversight bodies in Ontario: the Special Investigations Unit, the Office of the Independent Police Review Director and the Ontario Civilian Police Commission. The purpose of my review will be:

- to make recommendations on how to enhance the transparency and accountability of the police oversight bodies while preserving fundamental rights;
- to ensure the police oversight bodies are effective and have clear mandates; and,
- to reduce overlap and inefficiencies between these bodies.

A final report containing all recommendations will be delivered to the Attorney General no later than March 31, 2017, and will be made available to the public.

In addition to engaging in public consultations, I will also be meeting with key stakeholders across the province. As part of this, I am attending the Ontario Association of Police Service Boards' 2016 Labour Seminar on October 20th at 1:30 p.m. to hear police service board members' views of Ontario's three police oversight bodies.

Both myself and Mr. Eli El-Chantiry, President, OAPSB, encourage you to attend this session. More details about the 2016 Labour Seminar can be found at http://www.oapsb.ca/events/2016_labour_seminar/. You may also wish to attend one of the public consultation sessions that are being held across Ontario. Public consultation meeting information can be found at our website, www.policeoversightreview.ca.

We also invite you to provide written submissions and recommendations. You can use the attached questionnaire to help structure your submission. Submissions are due November 30, 2016, and can be sent to info@policeoversightreview.ca or by mail to:

Independent Police Oversight Review
Macdonald Block, Box 160
Toronto, ON M7A 1N3

I look forward to hearing from you and appreciate your time in this process. Your involvement will be of great benefit to us in conducting this Review. I have enclosed a copy of the Order in Council setting out my mandate for your reference.

Yours very truly,



Justice Michael Tulloch
Independent Reviewer

Enclosure

- c. Eli El-Chantiry, President, Ontario Association of Police Services Boards
Fred Kaustinen, Executive Director, Ontario Association of Police Services
Boards



Order in Council Décret

Executive Council
Conseil exécutif

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and concurrence of the Executive Council, orders that:

Sur la recommandation de la personne soussignée, le lieutenant-gouverneur, sur l'avis et avec le consentement du Conseil exécutif, décrète ce qui suit :

WHEREAS the Special Investigations Unit (SIU) was established in 1990 and its legislative authority is set out in Part VII, Section 113 of the *Police Services Act*, with a mandate to cause investigations to be conducted into the circumstances of serious injuries and deaths that may have resulted from criminal offences, including sexual assaults committed by police officers;

ATTENDU QUE l'Unité des enquêtes spéciales (UES) a été constituée en 1990 sous le régime de l'article 113 de la partie VII de la *Loi sur les services policiers*, avec pour mandat de faire mener des enquêtes sur les circonstances qui sont à l'origine de blessures graves et de décès pouvant être imputables à des infractions criminelles, notamment des agressions sexuelles, de la part d'agents de police;

AND WHEREAS the Office of the Independent Police Review Director (OIPRD) was established in 2007, and its legislative authority is set out in Part II.I and Part V of the *Police Services Act*, with a mandate to receive, manage and oversee all public complaints about police in Ontario; complaints can be in relation to the conduct of a police officer, or the policies and services of a police force;

ATTENDU QUE le Bureau du directeur indépendant de l'examen de la police (BDIEP) a été constitué en 2007 sous le régime des parties II.I et V de la *Loi sur les services policiers*, avec pour mandat de recevoir, gérer et superviser l'ensemble des plaintes du public à l'égard des services policiers en Ontario au sujet de la conduite d'un agent de police ou encore des politiques d'un corps de police ou des services offerts par celui-ci;

AND WHEREAS the Ontario Civilian Police Commission (OCPC) was established in 2007 and its legislative authority is set out in Part II of the *Police Services Act*, with a mandate to, among other things, conduct hearings and adjudicate disputes related to police disciplinary decisions; budget disputes between municipal councils and police service boards; and disputes related to the provision of police services;

ATTENDU QUE la Commission civile de l'Ontario sur la police (CCOP) a été constituée en 2007 sous le régime de la partie II de la *Loi sur les services policiers*, avec pour mandat, entre autres, de tenir des audiences et de trancher des différends liés à des décisions d'ordre disciplinaire en matière de police, des différends d'ordre budgétaire entre des conseils municipaux et des commissions de services policiers et des différends liés à la prestation de services policiers;

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AND WHEREAS the Attorney General for Ontario has legislative authority for the three aforementioned police oversight bodies and the Solicitor General of Ontario also has legislative authority with respect to OCPC;

AND WHEREAS the oversight bodies perform a vital role in the administration of justice in the Province;

AND WHEREAS it was determined that it would be desirable to authorize under the common law pursuant to the prerogative of her Majesty the Queen in Right of Ontario, and in the discharge of the government's executive functions, an individual to conduct an independent review of the matters referred to herein;

THEREFORE, it is ordered that the Honorable Michael Tulloch, a Justice of the Ontario Court of Appeal, be appointed as Independent Reviewer, in accordance with the following terms of reference:

Mandate

1. The Independent Reviewer shall conduct a review and make recommendations on how to:
 - (a) enhance the transparency and accountability of the police oversight bodies, while preserving fundamental rights;
 - (b) ensure the police oversight bodies are effective and have clear mandates; and
 - (c) reduce overlap and inefficiencies between these bodies.
2. The Independent Reviewer shall address as a priority ways in which the transparency of the SIU can be enhanced while preserving fundamental rights, including:
 - (a) whether more information than is currently released to the public about an investigation, including the SIU Director's reports, should be released and, if so, the form this should take;

ATTENDU QUE les trois organismes de surveillance de la police susmentionnés relèvent de la procureure générale de l'Ontario et que la CCOP relève également du solliciteur général de l'Ontario;

ATTENDU QUE ces organismes de surveillance jouent un rôle crucial dans l'administration de la justice dans la province;

ATTENDU QU'il a été déterminé qu'il est souhaitable d'autoriser, en common law, selon la prérogative de Sa Majesté la reine du chef de l'Ontario, et dans le cadre des fonctions exécutives du gouvernement, un particulier à effectuer un examen indépendant des questions mentionnées dans le présent décret;

EN CONSÉQUENCE, il est ordonné que l'honorable Michael Tulloch, juge de la Cour d'appel de l'Ontario, soit nommé examinateur indépendant conformément au mandat suivant :

Mandat

1. L'examineur indépendant procède à un examen et fait des recommandations visant ce qui suit :
 - a) accroître la transparence et la responsabilité des organismes de surveillance de la police, tout en préservant les droits fondamentaux;
 - b) assurer l'efficacité des organismes de surveillance de la police et la clarté de leurs mandats;
 - c) réduire les chevauchements et les inefficiences entre ces organismes.
2. L'examineur indépendant se penche en priorité sur les façons d'accroître la transparence de l'UES tout en préservant les droits fondamentaux, notamment la question de savoir s'il convient de rendre publics :
 - a) davantage de renseignements que maintenant au sujet d'une enquête, y compris les rapports du directeur de l'UES, et, le cas échéant, la façon de procéder;

- (b) whether subject/witness officer names and other witness names should be released; and
 - (c) whether past reports of the SIU Director should be released and, if so, the form this should take.
3. The Independent Reviewer shall, if feasible and in his discretion, make interim recommendations on the priority matters referred to in paragraphs 2 (a) to (c) or, alternatively, include such recommendations in his final report.
4. The Independent Reviewer also shall consider and provide recommendations with respect to the following:
- (a) whether former police officers should be employed by the police oversight bodies to conduct investigations;
 - (b) whether the mandates of the three oversight bodies should be set out in legislation separate and apart from the *Police Services Act*;
 - (c) whether any information collected by each police oversight body in relation to investigations, or otherwise, can be shared between them, and if so, how it best can be accomplished;
 - (d) whether the three police oversight bodies should collect demographic statistics such as race, gender, age and community membership, whether mental health information ought to be collected as part of this statistical process, and what, if any, parameters ought to guide the collection and use of such data; and
- b) l'identité d'un agent impliqué ou d'un agent témoin et celle d'autres témoins;
 - c) les rapports précédents de directeurs de l'UES et, le cas échéant, la façon de procéder.
3. L'examineur indépendant fait, dans la mesure du possible et à sa discrétion, des recommandations provisoires sur les questions prioritaires visées aux sous-alinéas 2 a) à c) ou incorpore de telles recommandations dans son rapport final.
4. L'examineur indépendant étudie les questions suivantes et fait des recommandations à leur sujet :
- a) la question de savoir si d'anciens agents de police devraient être employés par les organismes de surveillance de la police pour mener des enquêtes;
 - b) la question de savoir si les mandats des trois organismes de surveillance devraient être énoncés dans des textes législatifs distincts de la *Loi sur les services policiers*;
 - c) la question de savoir si les organismes de surveillance de la police peuvent s'échanger les renseignements qu'ils recueillent, notamment relativement à des enquêtes, et, le cas échéant, la meilleure façon de procéder;
 - d) la question de savoir si les trois organismes de surveillance de la police devraient recueillir des données démographiques, comme la race, le sexe, l'âge et l'appartenance à une communauté, si cette collecte de données statistiques devrait englober des renseignements sur la santé mentale et quels seraient les éventuels paramètres guidant la collecte et l'utilisation de ces données;

5. In conducting the review, the Independent Reviewer shall:
 - (a) review the existing legislation, processes and practices of each oversight body;
 - (b) review and consider any existing records or reports relevant to this mandate;
 - (c) conduct inter-jurisdictional analysis, including any relevant legislation, and identify best practices;
 - (d) consult with the Minister of Community and Safety and Correctional Services in relation to the Minister's authority with respect to OCPC and the relevant legislative provisions of the *Police Services Act*;
 - (e) engage in public consultations;
 - (f) undertake such further inquiries as the Independent Reviewer, in his discretion, deems appropriate; and
 - (g) prepare a report on his findings and recommendations.
 6. The Independent Reviewer will determine the method, content and extent of consultations required to fulfill his mandate.
 7. The Independent Reviewer shall deliver his final report and recommendations to the Attorney General no later than March 31, 2017.
 8. In conducting the review, the Independent Reviewer may request any person to provide information or records to him.
5. Dans le cadre de son examen, l'examineur indépendant :
 - a) examine les dispositions législatives et les procédés en vigueur ainsi que les pratiques actuelles touchant chaque organisme de surveillance;
 - b) examine et étudie les dossiers ou les rapports existants qui se rapportent à son mandat;
 - c) procède à une analyse comparative basée sur d'autres autorités législatives, notamment des dispositions législatives pertinentes, et détermine les meilleures pratiques à suivre;
 - d) consulte le ministre de la Sécurité communautaire et des Services correctionnels relativement aux pouvoirs de celui-ci à l'égard de la CCOP et aux dispositions législatives pertinentes de la *Loi sur les services policiers*;
 - e) mène des consultations publiques;
 - f) mène toute autre enquête qu'il estime appropriée;
 - g) rédige un rapport qui énonce ses conclusions et ses recommandations.
 6. L'examineur indépendant détermine la méthode, la teneur et l'étendue des consultations qu'il doit tenir dans le cadre de son mandat.
 7. L'examineur indépendant remet son rapport final et ses recommandations à la procureure générale au plus tard le 31 mars 2017.
 8. Dans le cadre de son examen, l'examineur indépendant peut demander à toute personne de lui fournir des renseignements ou des dossiers.

9. In fulfilling his mandate, the Independent Reviewer shall not report on any individual cases that are being investigated, or have been investigated by any of the three police oversight bodies.
10. The Independent Reviewer shall perform his duties without expressing any conclusion or recommendation regarding professional discipline matters involving any person or the civil or criminal liability of any person or organization.
11. Any notes, records, recollections, statements made to, and documents produced by the Independent Reviewer or provided to him in the course of the review, will be confidential. The disclosure of such information to Ontario or any other person shall be within the sole and exclusive discretion of the Independent Reviewer, except as required or restricted by the *Freedom of Information and Protection of Privacy Act* or any other applicable law.

Resources

12. Within a budget approved by the Ministry of the Attorney General, the Independent Reviewer may retain such counsel, staff, or expertise he considers necessary in the performance of his duties at reasonable remuneration approved by the Ministry of the Attorney General. The Independent Reviewer and his staff shall be reimbursed for reasonable expenses incurred in connection with their duties in accordance with Management Board of Cabinet Directives and Guidelines.
13. The Independent Reviewer shall follow Management Board of Cabinet Directives and Guidelines and other applicable government policies in obtaining other services and goods he considers necessary in the performance of his duties unless, in his view, it is not possible to follow them.

9. Dans le cadre de son mandat, l'examineur indépendant ne doit pas faire rapport sur des affaires particulières qui font ou qui ont fait l'objet d'une enquête de la part de l'un des trois organismes de surveillance de la police.
10. L'examineur indépendant s'acquitte de ses fonctions sans formuler de conclusions ou de recommandations quant aux questions de discipline professionnelle mettant en cause toute personne ou quant à la responsabilité civile ou criminelle de toute personne ou de tout organisme.
11. Les notes, dossiers, souvenirs et déclarations communiqués à l'examineur indépendant et les documents produits par lui ou qui lui ont été fournis dans le cadre de son examen demeurent confidentiels. La divulgation de ces renseignements à l'Ontario ou à toute autre personne sera à la seule et entière discrétion de l'examineur indépendant, sauf conformément aux exigences ou restrictions prévues par la *Loi sur l'accès à l'information et la protection de la vie privée* ou toute autre loi applicable.

Ressources

12. Dans le cadre d'un budget approuvé par le ministère du Procureur général, l'examineur indépendant peut retenir les services des avocats, du personnel ou des experts qu'il juge nécessaires à l'exercice de ses fonctions selon la rémunération raisonnable approuvée par le ministère du Procureur général. L'examineur et son personnel se font rembourser les frais raisonnables engagés dans l'exercice de leurs fonctions, conformément aux directives et aux lignes directrices du Conseil de gestion du gouvernement.
13. À moins que, à son avis, cela ne soit pas possible, l'examineur indépendant suit les directives et les lignes directrices du Conseil de gestion du gouvernement ainsi que les autres politiques applicables du gouvernement dans le cadre de l'obtention des autres biens et services qu'il estime nécessaires à l'exercice de ses fonctions.

The Ontario Government

14. The Attorney General shall, in consultation with the Independent Reviewer, set a budget for the fulfillment of his mandate.
15. All ministries and all agencies, boards and commissions of the Government of Ontario shall, subject to any privilege or other legal restrictions, assist the Independent Reviewer to the fullest extent possible so that the Independent Reviewer may carry out his duties and they shall respect the independence of the review.
16. The Attorney General shall make the final report of the Independent Reviewer available to the public as soon as practicable after receiving it. In delivering his report to the Attorney General, the Independent Reviewer shall ensure that the report is in a form appropriate for public release, consistent with the requirements of the *Freedom of Information and Protection of Privacy Act* and other applicable legislation. The Independent Reviewer shall also ensure that the report is delivered in English and French at the same time, in electronic and printed versions.

Recommandé par : La procureure générale,

Recommended



Attorney General

Approuvé et décrété le

Approved and Ordered

APR 29 2016

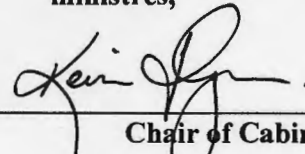
Date

Le gouvernement de l'Ontario

14. La procureure générale établit, en consultation avec l'examineur indépendant, un budget pour l'exécution du mandat de celui-ci.
15. Sous réserve de tout privilège ou de toute autre restriction légale, tous les ministères ainsi que tous les organismes, conseils et commissions du gouvernement de l'Ontario prêtent sans réserve leur concours à l'examineur indépendant de façon qu'il puisse s'acquitter de ses fonctions et ils respectent l'indépendance de l'examen.
16. La procureure générale met le rapport final de l'examineur indépendant à la disposition du public dès qu'il est matériellement possible de le faire après l'avoir reçu. L'examineur indépendant veille à remettre son rapport final à la procureure générale sous une forme appropriée pour sa diffusion publique, conformément aux exigences de la *Loi sur l'accès à l'information et la protection de la vie privée* et de toute autre loi applicable. En outre, l'examineur indépendant veille à ce que le rapport soit présenté à la fois en français et en anglais, sur support électronique et papier.

Appuyé par : Le président du Conseil des ministres,

Concurred



Chair of Cabinet

La lieutenant-gouverneure



Lieutenant Governor

Independent Police Oversight Review – Questions for Police Service Boards

Based on the Review's mandate outlined in our Order-in-Council, we invite written submissions from Police Service Boards on the following questions:

1. What role does your organization play in relation to police oversight?
2. Ideally, what role should your organization have in relation to police oversight?
3. What interaction does your Board have with the three police oversight bodies: the Special Investigations Unit, the Office of the Independent Police Review Director, and the Office of the Civilian Police Commission?
4. What is the role of these oversight bodies in relation to the oversight provided by the boards? What should it be?
5. Are the police oversight bodies transparent and accountable? Do they preserve fundamental rights?
6. Following a section 11 review by a chief of police where SIU mandate has been triggered, should the identity of subject officers or any part of the chief's report be released?
7. Are the mandates of the police oversight bodies effective and clear?
8. Are there areas of overlap and inefficiency between the police oversight bodies?

We welcome any other submissions you may wish to make regarding the issues raised by our mandate, as set out in the OIC.

Contact Information

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THE REGIONAL MUNICIPALITY OF YORK
POLICE SERVICES BOARD

REPORT OF THE CHIEF OF POLICE

OCTOBER 26, 2016

**Interim Financial Reporting for the Period
Ending August 31, 2016**

RECOMMENDATION

1. That the Board receive the interim financial reports for the eight month period ending August 31, 2016, pursuant to Financial Accountability Board Policy No. 01/05.

SYNOPSIS

The Regional Municipality of York Police Services Board (the “Board”) is 72.2 percent spent at the end of August 31, 2016. York Regional Police is 66.7 percent spent for the same time period. Due to projected revenue shortfalls, the 2016 operating budget spending for York Regional Police is at risk to exceed the funding approved by the Board. Schedules of reserves and capital project spending have also been supplied for information purposes.

FINANCIAL IMPLICATIONS

The implementation of revised service fees and charges for Motor Vehicle Collision Reports and Alarm fees has resulted in collectability concerns and significantly lower volume than previously estimated, resulting in a potential revenue shortfall of \$4.0 million. Spending reductions have partially mitigated the deficit by \$1.7 million, resulting in a forecasted shortfall of \$2.3 million. In addition to a 2016 deficit risk, the lowered revenue outlook will affect the ability to meet the 2017 and 2018 Budget Outlook. Financial analysis and reporting on all major accounts, including salaries, benefits, court time, overtime, fuel and investigative expenses are ongoing. Financial notes have been attached for all major variances.

BACKGROUND

The Board's Financial Accountability Policy states that "the Chief of Police shall report monthly on actual financial performance to the Police Services Board". The Regional Municipality of York Finance Department month-end accounting period is now complete and the interim financial reporting for the Board and York Regional Police for the period ending August 31, 2016 are attached to this report.

Net expenditures for the Board are \$296,842 or 72.2 percent of budget. For comparison purposes, the Operating Budget for the Board was 53.5 percent spent at August 31, 2015. Unfavourable variances exist in the salaries, benefits, conferences & seminars, meetings, memberships, office supplies, cellular telephone and consultant & advertising fees accounts.

Net expenditures for York Regional Police are \$197,587,819 or 66.7 percent of budget. For comparison purposes, the Operating Budget for York Regional Police was 67.1 percent spent at August 31, 2015.

At its June 22, 2016 meeting, the Board approved the Motor Vehicle Collision Reports and Investigations By-law No. 06-16, to amend the previous fees with mandatory charges. A result of this amended By-law, 2016 revenue estimates were lowered a total of \$3.3 million as a result of the deferred start date and significantly reduced volume estimates, down 42 percent from the 2015 baseline. The revised motor vehicle collision forecast is for revenue totalling \$2.3 million in 2016, excluding provisions for collectability.

At its May 20, 2015 meeting, the Board established a September 1, 2015 implementation date for changes to the Alarms service fees By-law to replace the alarm registration model with a pay-as-you-go model. An expected benefit from the amendments included a reduction in false alarm calls for service, from publicly-paid police response to industry-paid private guard response. Given Alarm fees had previously achieved full cost recovery, the reduction to revenues was originally estimated at 30 percent by 2017. The 2016 alarm call volume is trending at a 45 percent reduction from baseline 2014 volumes, resulting in a revenue shortfall of \$708,000 less than 2016 budgeted Alarm fee revenue.

Although there are favourable revenues from Clearance Letters and Volunteer Applicant Screening to partially offset revenue shortfalls, the revenue concerns put York Regional Police at risk to exceed the funding approved by the Board. To mitigate the forecasted budget shortfalls, expense spending was slowed totalling \$1.7 million including: replacement fleet and information technology equipment; deferral of the disaster recovery and YRPNet re-write projects; and, reductions to spending for minor renovations, consultants, office/toner supplies and training.

Expenditures for salaries are slightly under budget offset by expenses for benefits and overtime, which are over budget. Favorable variances due to under spending in many administration, program related, professional services, occupancy, repairs and maintenance, financial items, and minor equipment accounts are offset by lower than planned revenue. Financial notes have been attached for all major variances. It is therefore recommended that the Board receive this report in accordance with the monthly reporting requirements outlined in the Financial Accountability Board Policy No. 01/05.

EJ/cc

Thomas Carrique, M.O.M.
Acting Chief of Police

Accessible formats or communication supports are available upon request

Schedule of Operating Budget Spending as of August 31, 2016

	Year-to-Date Actuals			Annual Budget			Balance			% Spent
	Board	YRP	Total	Board	YRP	Total	Board	YRP	Total	
Salaries	\$175,184	\$144,812,480	\$144,987,663	\$229,600	\$220,688,521	\$220,918,121	\$54,416	\$75,876,041	\$75,930,458	65.6%
Overtime	\$0	\$2,939,438	\$2,939,438	\$0	\$3,843,000	\$3,843,000	\$0	\$903,562	\$903,562	76.5%
Benefits	\$40,052	\$41,206,283	\$41,246,335	\$55,600	\$58,648,118	\$58,703,718	\$15,548	\$17,441,835	\$17,457,383	70.3%
Administration expense	\$97,050	\$5,307,778	\$5,404,828	\$150,550	\$8,776,250	\$8,926,800	\$53,500	\$3,468,472	\$3,521,972	60.5%
Program related expense	\$0	\$4,440,997	\$4,440,997	\$0	\$8,073,200	\$8,073,200	\$0	\$3,632,203	\$3,632,203	55.0%
Professional services expense	\$31,885	\$274,521	\$306,406	\$67,000	\$447,100	\$514,100	\$35,115	\$172,579	\$207,694	59.6%
Occupancy expense	\$0	\$3,987,794	\$3,987,794	\$0	\$6,328,883	\$6,328,883	\$0	\$2,341,089	\$2,341,089	63.0%
Repairs and maintenance expense	\$0	\$2,884,344	\$2,884,344	\$0	\$4,971,100	\$4,971,100	\$0	\$2,086,756	\$2,086,756	58.0%
Financial items	\$0	\$3,925,417	\$3,925,417	\$0	\$7,062,268	\$7,062,268	\$0	\$3,136,851	\$3,136,851	55.6%
Contributions to reserves	\$56,392	\$5,793,389	\$5,849,781	\$60,000	\$8,329,375	\$8,389,375	\$3,608	\$2,535,986	\$2,539,594	69.7%
Internal charges	\$0	\$803,067	\$803,067	\$0	\$1,204,600	\$1,204,600	\$0	\$401,533	\$401,533	66.7%
Minor equipment	\$3,171	\$248,272	\$251,444	\$8,412	\$961,288	\$969,700	\$5,241	\$713,016	\$718,256	25.9%
Total expenditures	\$403,734	\$216,623,780	\$217,027,514	\$571,162	\$329,333,703	\$329,904,865	\$167,428	\$112,709,923	\$112,877,351	65.8%
Provincial funding	\$0	-\$6,681,519	-\$6,681,519	\$0	-\$10,648,300	-\$10,648,300	\$0	-\$3,966,781	-\$3,966,781	62.7%
Fees and charges	-\$56,392	-\$9,694,705	-\$9,751,097	-\$60,000	-\$18,576,200	-\$18,636,200	-\$3,608	-\$8,881,495	-\$8,885,103	52.3%
Contributions from reserves	-\$50,500	-\$2,659,737	-\$2,710,237	-\$100,000	-\$3,989,605	-\$4,089,605	-\$49,500	-\$1,329,868	-\$1,379,368	66.3%
Total revenues	-\$106,892	-\$19,035,961	-\$19,142,853	-\$160,000	-\$33,214,105	-\$33,374,105	-\$53,108	-\$14,178,144	-\$14,231,252	57.4%
Net operating budget spending	\$296,842	\$197,587,819	\$197,884,661	\$411,162	\$296,119,598	\$296,530,760	\$114,320	\$98,531,779	\$98,646,099	66.7%
Percentage spent	72.2%	66.7%	66.7%							

Notes:

1. Eight months represents 66.7% of the year.
2. Excludes Regional allocations for telephone, occupancy, information technology, human resources, legal, finance and non-budgeted tangible capital asset costs.

Schedule of Capital Budget Spending as of August 31, 2016

Project	Project #	Commenced	Capital Authority	Project Spending			Inception to Date	Balance	% Spent	Anticipated Completion
				Prior Years	Current Year					
Training facility	29040	2013	\$27,125,741	\$6,717,741	\$9,959,804	\$16,677,545	\$10,448,196	61.5%	Dec 2016	
Radio system	29042	2013	\$26,096,242	\$25,671,242	\$85,967	\$25,757,209	\$339,033	98.7%	Dec 2016	
#3 District marine headquarters	29031	2011	\$8,071,811	\$271,811	\$15,615	\$287,426	\$7,784,385	3.6%	Tbd	
Vehicles (replacement and additional staff)	29010	2016	\$4,040,000	\$0	\$1,646,550	\$1,646,550	\$2,393,450	40.8%	Dec 2016	
#4 District renovations	29043	2014	\$1,763,556	\$263,556	\$9,814	\$273,370	\$1,490,186	15.5%	Tbd	
Business intelligence	29011	2015	\$1,588,857	\$238,857	\$51,435	\$290,292	\$1,298,565	18.3%	Dec 2016	
Information technology hardware and software	29022	2016	\$1,475,000	\$0	\$720,936	\$720,936	\$754,064	48.9%	Dec 2016	
Technical investigations	29023	2015	\$1,400,642	\$139,642	\$0	\$139,642	\$1,261,000	10.0%	Dec 2017	
King sub-station	29046	2016	\$1,300,000	\$0	\$30	\$30	\$1,299,970	0.0%	Dec 2017	
Data governance and retention management	29032	2015	\$1,030,187	\$420,187	\$271,009	\$691,196	\$338,991	67.1%	Dec 2016	
Information technology infrastructure	29030	2016	\$918,000	\$0	\$22,082	\$22,082	\$895,918	2.4%	Dec 2016	
Police helicopter retrofit	29050	2016	\$689,000	\$0	\$486,643	\$486,643	\$202,357	70.6%	Dec 2016	
Specialized equipment	29017	2016	\$665,000	\$0	\$129,535	\$129,535	\$535,465	19.5%	Dec 2016	
Existing facilities renovations	29033	2016	\$327,000	\$0	\$27,690	\$27,690	\$299,310	8.5%	Dec 2016	
Disaster recovery plan	29049	2016	\$308,000	\$0	\$0	\$0	\$308,000	0.0%	Dec 2017	
YRPNet re-write	29048	2016	\$150,000	\$0	\$0	\$0	\$150,000	0.0%	Dec 2017	
In-car video	29026	2016	\$131,000	\$0	\$93,206	\$93,206	\$37,794	71.1%	Dec 2016	
Total capital budget spending			\$77,080,036	\$33,723,036	\$13,520,315	\$47,243,351	\$29,836,685	61.3%		

Notes:

1. Capital Authority represents prior year project spending and amounts approved in the Capital Budget for single-year and multi-year projects.

Schedule of Reserve Balances as of August 31, 2016

Reserve fund	Reserve #	Balance at Dec. 31/15	Funding to Reserve	Funding to Budget	Interest Earned	Balance at Aug. 31/16
Board public relations fund	89595	\$248,610	\$56,392	-\$50,500	\$8,513	\$263,015
Development charge reserve	89335	\$12,940,295	\$3,026,528	-\$2,659,737	\$102,857	\$13,409,943
Sick bank reserve	89615	-\$4,798,991	\$1,000,000	\$0	-\$151,298	-\$3,950,289
Total reserves		\$8,389,914	\$4,082,920	-\$2,710,237	-\$39,928	\$9,722,669

<i>Police Services Operations</i>		<i>Year to Date Actuals</i>	<i>Annual Budget</i>	<i>Unexpended Amount</i>	<i>% Expended</i>
<i>Expenditures</i>					
Salary	1000	143,181,211.12	218,118,121.00	74,936,909.88	65.64
SalaryOverTime	1020	2,375,019.70	3,251,600.00	876,580.30	73.04
CourtOvertime	1021	1,092,425.51	1,667,700.00	575,274.49	65.50
ReturnedOvertime	1022	-528,006.92	-1,076,300.00	-548,293.08	49.06
Salary Adjustments	1050	1,806,452.14	2,800,000.00	993,547.86	64.52
Subtotal Salaries		147,927,101.55	224,761,121.00	76,834,019.45	65.82
Benefits	2500	41,246,335.38	58,703,718.00	17,457,382.62	70.26
Total Salaries & Benefits		189,173,436.93	283,464,839.00	94,291,402.07	66.74
OtherAllowances	5000	668,311.20	1,260,500.00	592,188.80	53.02
Travel Allowance	7000	993.37	2,000.00	1,006.63	49.67
Professional Development	9000	131,423.42	266,400.00	134,976.58	49.33
Meetings	9002	80,224.10	104,000.00	23,775.90	77.14
Staff Training & Development	10000	619,026.33	1,044,300.00	425,273.67	59.28
Tuition-Taxable	10020	144,054.59	250,000.00	105,945.41	57.62
Training Ontario Police College	10100	116,079.39	225,000.00	108,920.61	51.59
Training Canadian Police College	10110	98,075.79	121,000.00	22,924.21	81.05
Membership Fees	11000	87,014.86	126,900.00	39,885.14	68.57
Advertising Publicity	11050	13,766.85	22,600.00	8,833.15	60.92
SpecialEvents	11250	70,333.01	189,900.00	119,566.99	37.04
PublicRelations	11300	161,468.30	252,600.00	91,131.70	63.92
Telephone	120x0	556,040.14	856,900.00	300,859.86	64.89
Publications_Subscriptions	12100	53,892.78	70,200.00	16,307.22	76.77
Courier	12200	9,443.88	19,700.00	10,256.12	47.94
Postage	12250	33,641.96	75,700.00	42,058.04	44.44
Office Supplies	12350	120,598.14	314,000.00	193,401.86	38.41
Repair_MaintComputerSoftware	12400	1,718,290.34	2,348,500.00	630,209.66	73.17
ComputerSupplies	12410	69,025.80	250,500.00	181,474.20	27.56
PrintshopPrintingAllocation	12658	31,137.47	120,000.00	88,862.53	25.95
Printing-External	12750	62,500.55	161,000.00	98,499.45	38.82
OfficeEquipmentRental	12910	63,922.12	67,700.00	3,777.88	94.42
TelecommunicationLines	13050	202,022.49	442,400.00	240,377.51	45.67
TelecomContracts	13060	293,540.89	335,000.00	41,459.11	87.62
Total Administration Expense		5,404,827.77	8,926,800.00	3,521,972.23	60.55
ClothingSupplies	20000	1,215,519.88	1,617,200.00	401,680.12	75.16
Equipment-FirearmsSpecialUnit	20170	337,787.52	458,700.00	120,912.48	73.64
Radio License	21000	165,960.86	167,000.00	1,039.14	99.38
MealsCatering	23135	30,129.41	63,500.00	33,370.59	47.45
AudioVisual	24010	45,176.53	102,500.00	57,323.47	44.07
PhotographicEquipment	24040	59,953.69	90,100.00	30,146.31	66.54
PhotographicSupplies	24060	18,700.49	55,300.00	36,599.51	33.82
FingerPrintMiscellaneous	24070	3,573.30	25,000.00	21,426.70	14.29
FingerPrintChemicals	24080	2,569.18	6,000.00	3,430.82	42.82
InvestigationExpense	24090	209,094.02	439,200.00	230,105.98	47.61
Recruiting	25210	38,769.56	56,900.00	18,130.44	68.14
Personnel Agency Fees	25230	545,409.94	947,300.00	401,890.06	57.58
Material Supplies-External	26030	120,224.99	171,100.00	50,875.01	70.27
Gas Oil	26060	1,336,627.31	3,146,800.00	1,810,172.69	42.48
Diesel	26070	12,230.99	34,500.00	22,269.01	35.45
Purchase Of Service	28520	295,414.53	684,600.00	389,185.47	43.15
RentEquipment	29600	3,855.28	7,500.00	3,644.72	51.40
Total Program Related Expense		4,440,997.48	8,073,200.00	3,632,202.52	55.01
LegalFees	25020	103,722.18	121,500.00	17,777.82	85.37
Translation	25070	15,272.45	45,100.00	29,827.55	33.86
Consultant	25100	187,411.11	347,500.00	160,088.89	53.93
Total Professional Services Expense		306,405.74	514,100.00	207,694.26	59.60
Hydro_Water	30000	953,173.43	1,366,400.00	413,226.57	69.76
Heat	30020	176,533.21	346,800.00	170,266.79	50.90

<i>Police Services Operations</i>		<i>Year to Date Actuals</i>	<i>Annual Budget</i>	<i>Unexpended Amount</i>	<i>% Expended</i>
OfficeCleaning	30031	445,995.68	946,000.00	500,004.32	47.15
Caretaking	30050	100,579.06	154,000.00	53,420.94	65.31
PropertyBuildingRental	30090	697,033.48	1,069,683.00	372,649.52	65.16
InsuranceAllocation	30118	1,597,333.36	2,396,000.00	798,666.64	66.67
BuildingRenovations	30120	17,145.51	50,000.00	32,854.49	34.29
Total Occupancy Expense		3,987,793.73	6,328,883.00	2,341,089.27	63.01
Repair_MaintBuildingExternal	31000	54,399.44	113,400.00	59,000.56	47.97
Repair_Maint Contracts	31xx0	790,181.46	1,453,300.00	663,118.54	54.37
RepairMaintPlantEquipment	35700	933,843.88	1,508,900.00	575,056.12	61.89
Repair Maint Vehicles	37510	892,665.65	1,602,500.00	709,834.35	55.70
Repair Vehicle Accidents	37515	213,253.62	293,000.00	79,746.38	72.78
Total Repairs & Maintenance Expense		2,884,344.05	4,971,100.00	2,086,755.95	58.02
BankCharges-General	50030	117,359.39	184,000.00	66,640.61	63.78
Debt Issuance Fees	50050	22,601.59	0.00	-22,601.59	NIL
Allocated-Debt Principle	54508	2,102,167.77	3,153,094.00	1,050,926.23	66.67
Allocated-DebtInterest	54518	1,683,288.25	3,725,174.00	2,041,885.75	45.19
Total Financial Items		3,925,417.00	7,062,268.00	3,136,851.00	55.58
Contribution to Capital - Facilities	57210	218,000.00	327,000.00	109,000.00	66.67
ContribToDebtReductionReserve	57635	209,583.31	314,375.00	104,791.69	66.67
ContribToFuelCostStabilization	57644	240,472.02	0.00	-240,472.02	NIL
ContribToSickLeaveReserve	57650	1,000,000.00	1,500,000.00	500,000.00	66.67
Contribution to Capital - Equipment	57670	1,432,000.08	2,148,000.00	715,999.92	66.67
Contribution to Capital - Vehicles	57690	2,693,333.36	4,040,000.00	1,346,666.64	66.67
ContribToSeizedMoney	57970	56,392.13	60,000.00	3,607.87	93.99
Total Contributions to Reserves		5,849,780.90	8,389,375.00	2,539,594.10	69.73
Recovery - Emergency Services	61009	-36,133.36	-54,200.00	-18,066.64	66.67
Allocated - Planning	62038	113,333.36	170,000.00	56,666.64	66.67
Allocated Transportation & Works	62048	272,533.36	408,800.00	136,266.64	66.67
Negotiated Legal	62098	453,333.36	680,000.00	226,666.64	66.67
Total Internal Charges		803,066.72	1,204,600.00	401,533.28	66.67
Purchase Of Equipment	40000	60,638.60	380,700.00	320,061.40	15.93
OperatingEquipment	40010	72,751.29	196,700.00	123,948.71	36.99
VehicleEquipment	40040	13,499.62	120,000.00	106,500.38	11.25
ComputerSoftware	41010	104,554.45	272,300.00	167,745.55	38.40
Total Minor Equipment		251,443.96	969,700.00	718,256.04	25.93
Total Expenditures		217,027,514.28	329,904,865.00	112,877,350.72	65.78
Revenues					
ProvincialGrant	71010	-6,681,519.30	-10,648,300.00	-3,966,780.70	62.75
Total Provincial Funding		-6,681,519.30	-10,648,300.00	-3,966,780.70	62.75
Recovery - Other	70400	-155,359.44	-615,000.00	-459,640.56	25.26
Fees & Charges	75000	-2,302,012.18	-3,168,100.00	-866,087.82	72.66
AdministrativeFees	75040	-500,147.11	-851,300.00	-351,152.89	58.75
SundryRevenue	75060	-403,740.42	-132,000.00	271,740.42	305.86
PoliceEscorts	75090	-554,323.97	-915,000.00	-360,676.03	60.58
AccidentReports	75130	-894,928.58	-5,575,000.00	-4,680,071.42	16.05
PrisonerEscorts	75150	9,532.05	-40,000.00	-49,532.05	-23.83
LeaseRentalRevenue	75160	-123,586.98	-150,000.00	-26,413.02	82.39
AlarmMonitoringFees	75180	-1,026,875.65	-2,209,100.00	-1,182,224.35	46.48
ThirdPartyRecovery	75310	-902,906.64	-1,771,600.00	-868,693.36	50.97
ClearanceLetterRevenues	75330	-1,311,070.67	-1,609,000.00	-297,929.33	81.48
VolunteerApplicantScreeningRev	75335	-1,142,770.00	-1,076,000.00	66,770.00	106.21
Freedom of Information Revenue	75340	-107,447.38	-150,000.00	-42,552.62	71.63
VehicleAuctionProceeds	75520	-335,460.00	-374,100.00	-38,640.00	89.67
Total Fees & Charges		-9,751,096.97	-18,636,200.00	-8,885,103.03	52.32
ContribFromPoliceBuildingReserve	77060	-2,659,736.64	-3,989,605.00	-1,329,868.36	66.67

<i>Police Services Operations</i>		<i>Year to Date Actuals</i>	<i>Annual Budget</i>	<i>Unexpended Amount</i>	<i>% Expended</i>
Contri From Seized Money	77830	-50,500.00	-100,000.00	-49,500.00	50.50
<i>Total Contributions from Reserves</i>		-2,710,236.64	-4,089,605.00	-1,379,368.36	66.27
<i>Total Revenues</i>		-19,142,852.91	-33,374,105.00	-14,231,252.09	57.36
<i>Net Position</i>		197,884,661.37	296,530,760.00	98,646,098.63	66.73

FINANCIAL NOTES

SALARIES

The Salaries account is 65.6 percent spent at August 31, 2016.

Net Overtime is 76.5 percent spent which includes the estimated banked liability. To date, Salary Overtime is over budget, Court Overtime is under budget and Returned Overtime, which is seasonal, is under budget causing a net unfavorable variance. The actual payout to date, before overtime bank accrual, is \$722,460. For comparison purposes, net overtime as of August 31, 2015 was 80.4 percent spent.

BENEFITS

Employee benefits accounts are unfavorable at 70.3 percent spent. Contributions for Canada Pension Plan and Employment Insurance are expensed relative to earnings until maximums are reached whereas budgeted funding is measured evenly over the year. Last year at this time accounts were 72.4 percent spent.

OPERATING EXPENSES

Administration Expense

Favorable variances in several accounts including Staff Training and Allowances, Special Events, Telephone, Postage, Office and Computer Supplies, Printing and Telecom Lines are partially offset by unfavorable variances in Computer Software Maintenance, Office Equipment Rental and Telecom Contracts. The Computer Software Maintenance account includes three quarters of CAD/RMS and eJust expense as well as three quarters of Microsoft Licensing fees. The Telecom Contracts account includes the annual radio maintenance contract payment.

Program Related Expense

Overall spending is less than planned due to under spending in Audio Visual, Photographic Supplies, Investigation Expense, Personnel Agency Fees, Gasoline and Purchase of Service accounts. Expenditures for Clothing Supplies and ammunition are ahead of plan. Annual Industry Canada Radio License fees have been processed.

Professional Services Expense

Translation and consulting fees are both under budget partially offset by ahead of plan legal fees.

Occupancy Expense

Combined heat and hydro accounts are close to budget. Expenses for cleaning, rentals and renovations are temporarily favorable.

Repairs & Maintenance Expense

Total repairs and maintenance costs are currently under budget due to favorable variances in all accounts with the exception of Vehicle Accident Repairs.

Financial Items

Debt interest charges are well below plan. Debt issuance charges are unbudgeted.

Contribution to Reserves

A Contribution to the Fuel Stabilization Reserve, in return for lower than planned fuel pricing, is unbudgeted and currently understated. Revenues from forfeited monies are ahead of plan.

Internal Charges

All Regional charges have been allocated at approved budget amounts. Later in the year, if not year-end, expenses will be trued up to reflect actual cost.

Asset Acquisition

Minor equipment accounts are temporarily underspent due to the timing of the procurement process.

REVENUES

Provincial funding is slightly under budget. No revenue has been recorded for PAVIS. Total Fees and Charges are below plan with only Fees & Charges, Sundry Revenue, Lease Rental, Clearance Letter, Volunteer Applicant Screening, Freedom of Information and Vehicle Auction Proceeds accounts being favorable. The Sundry Revenue account includes cost recovery for clandestine drug operations and joint service investigations. Other fees and charges are under budget, most notably Accident Reports and Alarm Monitoring Fees. Revenues are also under budget for Paid Duties, Third Party Recovery and Prisoner Escorts. Under the Recovery account, chargebacks to Fire Services for IT support is lower than planned and the chargeback for Voice Radio service has not yet been recorded. Contributions from seized monies to pay for Police Services Board public relations expenses are under budget.

POLICE SERVICES BOARD PUBLIC RELATIONS FUND

Year-to-date contributions to the reserve as of August 31, 2016 total \$56,392 all from forfeited monies. Interest earned on the account totals \$8,513. A draw from the reserve of \$50,500 has been made to pay for approved expenditures.

DEVELOPMENT CHARGE RESERVE

Development charge collections to date total \$3,026,528. Interest earned on this account totals \$102,857. Combined payments made on the development charge portion of debentures and Capital projects total \$2,659,737.

SICK BANK RESERVE

The year-to-date contribution of \$1,000,000 is on plan. Interest charges of \$151,298 have been recorded on this account to reflect the debit balance of the reserve.

THE REGIONAL MUNICIPALITY OF YORK
POLICE SERVICES BOARD

REPORT OF THE CHIEF OF POLICE

OCTOBER 26, 2016

Award for Security Services

RECOMMENDATIONS

1. That the Board authorize entering into a contract for Request for Proposal (P-16-07) for the provision of security services to Primary Response Inc., who submitted the highest scoring Proposal, which represents the best value to the Board, for an annual cost of \$215,777, excluding H.S.T.; and
2. That the Board approve the award of an initial three year term with an option to renew for two additional one year terms, subject to the satisfactory performance and the Chief's approval, for a total contract cost of \$1,100,704, if all options were exercised, excluding H.S.T.; and
3. That the Chief of Police be authorized to exercise the option to renew on behalf of the Board, subject to fulfilment of the conditions set out in this report; and
4. That the Chief of Police be authorized to execute the contract, and any renewal, subject to the approval of The Regional Municipality of York's Regional Solicitor, or his or her designate, as to form and content.

SYNOPSIS

This report requests the Board's approval to award the contract for security services to Primary Response Inc. totalling \$1,100,704, including a three year initial term cost of \$647,330 and two optional one year terms averaging \$226,687. The award is based upon the proponent that achieved the highest scoring Proposal primarily due to comparatively higher technical scores,

however, the recommended proponent exceeded the lowest cost by 1.15% for each year of the contract. Purchasing Bylaw No. 06-14, section 6.16, requires the Board's approval to award a contract if the total cost of the contract exceeds one million dollars.

FINANCIAL IMPLICATIONS

Funds in the amount of \$227,000 are included in the 2016 Operating Budget for the purchase of security services for The Bill Fisch Centre for Police Excellence headquarters location. The funding for 2017 and to renew outlook years is included in the proposed 2017 Operating Budget and subject to the annual approval of the Board and Regional Council.

BACKGROUND

Since the opening of The Bill Fisch Centre for Police Excellence headquarters facility in 2010, private security services have been utilized as a cost effective means of providing 24 hour, seven day a week security services. The security guards detect and respond to security/fire alarms, monitor perimeter cameras, assist with enforcement of stringent access control practices and report any suspicious activity or security concerns to the Officer-in-Charge of the facility.

On June 29, 2016, the Purchasing Unit released a Request for Proposal (RFP) for the provision of security services. The RFP was advertised electronically on Biddingo on June 29, 2016. The RFP was picked up by 14 vendors and at the time of closing on July 19, 2016, six proponents elected to submit a Proposal. Below is the list of proponents that picked up the RFP and submitted a Proposal.

List of Proponents that Picked Up the RFP and Submitted a Proposal

	Proponents	Bid Submitted
1.	G4S Secure Solutions (Canada) Ltd., 703 Evans Avenue, Suite 103, Toronto, ON	Yes
2.	Garda Canada Security Corporation, 2345 Stanfield Road, Office 400, Mississauga, ON	Yes
3.	Neptune Security Services Inc., 6-2400 Dundas Street West, Unit 539, Mississauga, ON	Yes
4.	Orion Security, 284 Queen Street East, Unit 229, Brampton, ON	Yes
5.	Primary Response Inc., 60 Modern Road, Toronto, ON	Yes
6.	Securitas Canada Limited, 265 Yorkland Boulevard, Suite 301, Toronto, ON	Yes
7.	AC Technical Systems, 2100 Forbes Street, Units 8-10, Whitby, ON	No
8.	Altel Integration Systems (a Div. of Altel Inc.), 7600 Highway 27, Unit 8A, Vaughan, ON	No
9.	Automated Logic Ontario, 259 Edgely Boulevard, Concord, ON	No
10.	LEA Consulting Ltd., 625 Cochrane Drive, Suite 900, Markham, ON	No

	Proponents	Bid Submitted
11.	Russell Security Services Inc., 80 Bradford Street, Suite 826, Barrie, ON	No
12.	Strategic Security Group Ltd., 225 The East Mall, Suite 1681, Toronto, ON	No
13.	The HIDI Group, 155 Gordon Baker Road, Suite 200, Toronto, ON	No
14.	Underwriter's Security Controls Inc., 172 Bullock Drive, Unit 27, Markham, ON	No

The Evaluation Committee included representation from Capital Projects and Facilities and Financial Services. The goal of the evaluation committee was to reach a consensus and recommend a proponent that will meet the service requirements of York Regional Police and offer best value. The Evaluation Committee members were as follows:

1. Bernadette Searle #5579 – Manager, Capital Projects and Facilities;
2. Tasho Koidis #5651 – Assistant Manager, Capital Projects and Facilities;
3. Nicholas Brisson #5757 – Facilities Security Coordinator, Security Unit;
4. Jeff Channell #5460 – Manager of Financial Services (Evaluation of Financials); and
5. Cam Menna #5673 – Buyer, Financial Services, Purchasing Unit (Facilitator).

The evaluation process for this RFP involved the following three stages:

First Stage - Technical Proposals – 60 points

The Evaluation Committee established the weighting breakdown prior to the release of the RFP document. Upon closing of the RFP document, each member of the Evaluation Committee was provided a copy of each proponent's Technical Proposal to score and evaluate. The Technical Proposal submissions were scored out of 60 possible points and only proponents receiving a minimum technical score of 36 points progressed to the second stage.

The following criteria were used in evaluating the Technical Proposal:

Qualifications and Experience – 25 points

- Experience and credentials of the proponent;
- Experience and qualifications of personnel assigned to and resources to be used in the contract; and
- References indicating competence and the track record of the proponent on a similar contract.

Service Deliverables – 30 points

- Proposed start-up plan, which includes implementation timelines, contingencies and hiring issues;
- Proposed contingency plans for staffing during the term of the Contract to ensure continuity of services with a full complement of security personnel at all times, taking into consideration, vacations, sick days and other staffing matters;
- Types, methods and frequency of training programs regarding technical, health and safety, customer service and other issues related to the services;

- Value-added products and services which would enhance the work at no additional cost; and
- Proponent’s environmental (Green) policy.

Submission – 5 points

- Compliance with the requirements of the RFP, comprehensiveness and completeness of submission;
- Demonstrated full understanding of the contract objectives and the services to be provided; and
- Demonstrated willingness to comply with terms and conditions of the RFP.

The following chart depicts the scoring of the proponents that submitted qualified bids:

First Stage - Technical Proposals Scoring Chart

Proponent	Technical Score (out of 60)
Primary Response Inc.	55.5
Garda Canada Security Corporation	39.0
G4S Secure Solutions (Canada) Ltd.	37.0
Neptune Security Services Inc.	34.0
Securitas Canada Limited	31.8
Orion Security	16.3

Neptune Security Services Inc., Securitas Canada Limited and Orion Security failed to meet the minimum score of 36 points for the Technical Proposal, and were removed from further consideration.

Second Stage – Interview – 10 Points

Proponents that met the minimum score in the First Stage were invited for an interview. Proponents were required to achieve at least six points out of 10 points allocated to the Interview to have its Price Proposal opened and evaluated. Proponents that did not meet the minimum requirement were eliminated from further consideration.

The following chart depicts the combined results of the First and Second Stages.

Second Stage – Oral Presentation and Demonstration Scoring Chart

Proponent	Technical Score (out of 60)	Interview (out of 10)	Total Weighted Score After Second Stage (out of 70)
Primary Response Inc.	55.5	6.0	61.5
Garda Canada Security Corporation	39.0	8.0	47.0
G4S Secure Solutions (Canada) Ltd.	37.0	9.0	46.0

Third Stage – Price Proposal (30 points)

The Price Proposals for the proponents that met the minimum score in the First and Second Stage were open and evaluated.

The following chart depicts the Total Weight Score for the RFP.

Third Stage – Price Proposal Scoring Chart

Proponent	Total Weighted Score After Second Stage (out of 70)	Initial Three Year Term Total Price (pre H.S.T.)	Pricing Score (out of 30)	Total Weighted Score (out of 100)
Primary Response Inc.	61.5	\$647,330.16	29.0	90.5
Garda Canada Security Corporation	47.0	\$629,618.40	29.8	76.8
G4S Secure Solutions (Canada) Ltd.	46.0	\$625,700.88	30.0	76.0

The recommended award is based upon the proponent that achieved the highest scoring Proposal, primarily due to comparatively higher scores for qualifications, experience and service deliverables. However, the recommended proponent exceeded the lowest cost proponent by approximately \$7,210 or 1.15% for each year of the contract. It is therefore recommended that Primary Response Inc. be awarded as the proponent with the highest scoring Proposal which represents the best value to the Board.

Eric Jolliffe, O.O.M., BA, MA, CMM III
Chief of Police

EJ:cm

Accessible formats or communication supports are available upon request

THE REGIONAL MUNICIPALITY OF YORK
POLICE SERVICES BOARD

REPORT OF THE CHIEF OF POLICE

OCTOBER 12, 2016

Electronic Procurement System

RECOMMENDATION

1. That the Board receive this report for information purposes.

SYNOPSIS

This report outlines changes within the procurement process from traditional manual submission to an electronic procurement process for Request for Tenders and Request for Proposals purchases. The new electronic procurement system will provide online posting, pick-up, submission, evaluations, instant unofficial bid opening results and reporting. E-Bidding, a system offered by E-Solutions Inc., has a proven record with many government agencies including York Region and the Town of Newmarket. The efficiency benefits of electronic procurement are expected to extend to both the Purchasing Unit and vendors.

FINANCIAL IMPLICATIONS

There are no financial impacts as all costs associated with E-Bidding are provided on a no-cost basis and supported through vendor subscription fees by E-Solutions Inc.

BACKGROUND

The Purchasing Unit evaluated different methods and systems to improve client service from within the organization and with vendors in order to stimulate bid competition while providing a process that is fair and transparent, in accordance with the Board's Purchasing by-law 06-14.

The Purchasing Unit has previously advertised bids electronically utilizing a government contract portal. The advertisement process is not fully electronic, as information is available on-line for vendors to pick up or via hard copy from the Purchasing Unit, however, vendors were required to submit a hard copy bid on closing date. The challenge with hard copy submissions is the growing number of bids that are rejected for being incomplete and not meeting mandatory submission requirements. This is not just a problem for vendors, but also for the Purchasing Unit as competition is reduced with each non-compliant bid. The E-Bidding solution is expected to reduce the number of non-compliant bids as the system is designed with mandatory fields and a step-by-step process that acknowledges all submission requirements before the system will forward the bid. This feature in itself has been reported as very successful by user agencies and vendors.

A second expected benefit is to improve efficiencies for the Purchasing Unit in the post-closing processes. The existing process involves considerable time for the Buyer to verify and summarize pricing schedules for comparison of bids. E-Bidding has been designed to allow pricing schedules to be electronically generated and delivered, eliminating the risk of mathematical errors from a manual system. Also, the system will provide instant unofficial results from a tender process.

E-Solutions Inc. uses a vendor subscription model requiring no fees for government agencies to utilize their system. Their system includes all software, hosting, maintenance, training and on-going support. E-Solutions revenue model is to charge vendors an Annual Profile Fee for unlimited use at a rate of \$165. Vendors are sent notifications to view and download all of the agency's advertised bids and tenders that match a pre-established vendor profile. Alternatively, vendors that are only interested in a single bid have the option to pay \$45 per bid.

E-Solutions Inc. have scheduled a six week implementation period to allow for vendor notification and data transition. The Purchasing Unit will continue to advertise bids on a government contract portal in parallel with E-Bidding for several months following implementation.

Given that the electronic procurement system services are to be provided on a no-fee basis, the purchase of the services does not specifically require the approval of the Board. It is therefore recommended that the Board receive this report outlining expected benefits of efficiencies in bid submission and post-closing processes that will eliminate risk of error or omission for the benefit of the Purchasing Unit and vendors.

EJ:jf

Eric Jolliffe, O.O.M., BA, MA, CMM III
Chief of Police

Accessible formats or communication supports are available upon request

**THE REGIONAL MUNICIPALITY OF YORK
POLICE SERVICES BOARD**

BY LAW NO. 12-16

**A By Law to Confirm
the Proceedings of the Board at its Meeting
held on October 26, 2016**

The Regional Municipality of York Police Services Board HEREBY ENACTS as follows:

1. The action of the Board in respect of each motion, resolution and other action passed and taken by the Board at its meeting is hereby adopted, ratified and confirmed.
2. The Chair of the Board, the Chief of Police and Deputy Chiefs of Police are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and, except where otherwise provided, the Chairman and Executive Director are hereby directed to execute all documents necessary in that behalf.

ENACTED AND PASSED this 26th day of October, 2016

Mafalda Avellino, Executive Director

Mayor Frank Scarpitti, Chair