



The Regional Municipality of York Police Services Board

To Make a Difference in Our Community

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REVISED AGENDA PUBLIC SESSION

Wednesday, November 15, 2017, 9:00 a.m.

COMMITTEE ROOM "A"

YORK REGION ADMINISTRATIVE CENTRE

17250 YONGE STREET

NEWMARKET, ONTARIO

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Ministry of Community Safety and Correctional Services, November 10, 2017, regarding the release of the Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario.

6. Items for Consideration - Reports of the Chief of Police

6.1 Interim Financial Reporting for the Period Ending September 30, 2017 34

RECOMMENDATION

1. That the Board receive the unaudited interim financial reports for the nine month period ending September 30, 2017, pursuant to Financial Accountability Board Policy No. 01/05.

6.2 Execution of Documents Bylaw and Purchasing Bylaw 46

RECOMMENDATION

1. That the Board receive this report pursuant to the Execution of Documents By-Law No. 08-15, Purchasing By-Law No. 06-14 and Purchasing By-Law No. 10-17, which came into effect on September 20, 2017, quarterly reporting requirements.

6.3 Software Maintenance and Service Contract Renewals 52

RECOMMENDATIONS

1. That the Board authorize the renewal of the software maintenance and service contracts with the contractors listed in Appendix 1, effective December 2017, for up to five (5) additional terms of one year, provided that the contractor has performed satisfactorily and that sufficient funds have been provided in the annual budget; and
2. That the Chief of Police be authorized to execute the agreements on behalf of the Board.

7. Items for Consideration - Report of the Executive Director

7.1 Amended Policy on Framework for Annual Reporting by Chief of Police 56

RECOMMENDATION

1. That the Board amend its policy on Framework for Annual Reporting by Chief of Police attached as Appendix A.

8. Unfinished Business

9. Other Business

10. Private Session

RECOMMENDATION

That the Board move into Private Session.

11. Reconvene in Public Meeting

12. Consideration of Private Items

13. Confirmatory Bylaw

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14. Adjournment

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

**MINUTES OF THE PUBLIC MEETING
Subject to Board Approval**

October 18, 2017

The Board commenced its meeting of October 18, 2017 in Committee Room A, York Region Administrative Centre, 17250 Yonge Street, Newmarket, Ontario on the above-noted date at 9:00 a.m. in public session.

Board Members Present:

V. Hackson, Chair
J. Molyneaux, Vice Chair
W. Emmerson
M. Bevilacqua
B. Jiang
K. Usman

Board Staff:

M. Avellino, Executive Director
J. Kogan, Administrative Assistant

YRP Present:

E. Jolliffe, Chief of Police
T. Carrique, Deputy Chief of Police
A. Crawford, Deputy Chief of Police
S. Betts, Superintendent, Executive Officer to the Chief of Police
J. Channell, Manager, Financial Services
J. Fraser, General Counsel, Legal Services

Region Legal & Court Services:

S. Maio, Senior Counsel

327 SWEARING-IN OF NEW BOARD MEMBER

The Oath of Office was administered to Mayor Maurizio Bevilacqua by Mr. Stephen Maio, Senior Counsel.

328 ELECTION OF CHAIR

In accordance with Section 28(1) of the *Police Services Act* and Section 3.1 of the Board's Procedure Bylaw, the Executive Director called for nominations for the position of Chair of the Board.

It was moved by Chairman Emmerson, seconded by Mr. Molyneaux that Mayor Virginia Hackson be nominated as Chair of the Board for the period of October 18, 2017 until the commencement of the first regular meeting of the Board in 2018.

The Executive Director called for further nominations.

It was moved by Chairman Emmerson, seconded by Ms Jiang that nominations be closed.

CARRIED

It was moved by Chairman Emmerson, seconded by Ms Jiang that Mayor Virginia Hackson be appointed Chair.

CARRIED

As no further nominations were received, the Executive Director declared Mayor Virginia Hackson as Chair of The Regional Municipality of York Police Services Board for the period of October 18, 2017 until the commencement of the first regular meeting of the Board in 2018.

329 ELECTION OF VICE CHAIR

In accordance with Section 28(2) of the *Police Services Act* and Section 3.2 of the Board's Procedure Bylaw, the Board proceeded with the election of Vice Chair for the period of October 18, 2017 until the commencement of the first regular meeting of the Board in 2018.

The Chair called for nominations for the position of Vice Chair of the Board.

It was moved by Chairman Emmerson, seconded by Mayor Bevilacqua that Mr. John Molyneaux be nominated as Vice Chair of the Board for the period of October 18, 2017 until the commencement of the first regular meeting of the Board in 2018.

The Chair called for further nominations.

It was moved by Chairman Emmerson, seconded by Ms Jiang that nominations be closed.

CARRIED

It was moved by Chairman Emmerson, seconded by Mayor Bevilacqua that Mr. John Molyneaux be appointed Vice Chair.

CARRIED

As no further nominations were received, Chair Virginia Hackson declared Mr. John Molyneaux as Vice Chair of The Regional Municipality of York Police Services Board for the period of October 18, 2017 until the commencement of the first regular meeting of the Board in 2018.

330 RECOGNITION OF OUTGOING BOARD MEMBER

Chair Hackson delivered a statement thanking Mr. Brad Rogers for his service on the Board and for his commitment and dedication.

331 DISCLOSURE OF INTEREST

Nil.

332 CONFIRMATION OF PUBLIC MINUTES OF SEPTEMBER 20, 2017 BOARD MEETING

It was moved by Vice Chair Molyneaux, seconded by Mr. Usman that the Board confirm the minutes for the public session of the meeting held on September 20, 2017 in the form supplied to the members.

CARRIED

PRESENTATION

333 2018 Police Budget and Priorities

Moved by Chairman Emmerson, seconded by Mr. Usman that the presentation be received.

CARRIED

COMMUNICATION

334 Correspondence from Mr. Chris Raynor, Regional Clerk, York Region, September 27, 2017, regarding the appointment of Mayor Maurizio Bevilacqua to the Police Services Board.

It was moved by Chairman Emmerson, seconded by Vice Chair Molyneaux that the Board receive the correspondence from Mr. Chris Raynor, Regional Clerk, York Region, September 27, 2017.

CARRIED

ITEMS FOR CONSIDERATION - REPORTS OF THE CHIEF OF POLICE

335 Interim Financial Reporting for the Period Ending August 31, 2017

It was moved by Mayor Bevilacqua, seconded by Vice Chair Molyneaux that the Board adopt the following recommendation contained in the Report of the Chief of Police:

1. That the Board receive the unaudited interim financial reports for the eight-month period ending August 31, 2017, pursuant to Financial Accountability Board Policy No. 01/05.

CARRIED

336 2018 Operating Budget and Capital Budgets

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

1. That the Board approve the 2018 Operating Budget with a tax-levy impact of \$323,511,232;
2. That the Board approve the proposed 2018 Capital Budget totalling \$22,642,000 with a Capital Spend Authority (CSA) of \$46,892,000;
3. That the Board approve for financial planning purposes the 10-Year 2018-2027 Capital Forecast totalling \$165,527,000; and
4. That the Board forward the 2018 Budget information for the Treasurer's tabling of The Regional Municipality of York's Budget at Regional Council on November 16, 2017.

And further that staff bring forward an amended Resolution to the November Board meeting regarding the Cannabis Act and the cost estimates associated with its

enforcement and calling upon the federal and provincial government for funding support.

CARRIED

337 Amendment to the Direct Purchase of an Upgrade to the Kronos Telestaff Scheduling System

It was moved by Chairman Emmerson, seconded by Vice Chair Molyneaux that the Board consider the Report of the Chief of Police in the private session of this meeting for discussion purposes.

CARRIED

338 2010-2016 Sexual Assaults Investigations Review

It was moved by Mr. Usman, seconded by Ms Jiang that the Board adopt the following recommendation contained in the Report of the Chief of Police and that the report be forwarded to the Ministry of Community Safety and Correctional Services and to the York Region Taxpayers Coalition:

1. That the Board receive this report.

CARRIED

ITEMS FOR CONSIDERATION - REPORTS OF THE EXECUTIVE DIRECTOR

339 Execution of Documents Report

It was moved by Vice Chair Molyneaux, seconded by Mayor Bevilacqua that the Board adopt the following recommendation contained in the Report of the Executive Director:

1. That the Board receive this report pursuant to the Execution of Documents Bylaw No. 08-15.

CARRIED

340 Proposed 2018 Police Services Board Budget

It was moved by Chairman Emmerson, seconded by Vice Chair Molyneaux that the Board adopt the following recommendations contained in the Report of the Executive Director:

1. That the Board approve the draft 2018 Operating Budget for the Police Services Board in the amount of \$421,900.
2. That the Board approve the 2018 Public Relations Fund budget of \$75,000.

CARRIED

341 ADDENDUM ITEM

Correspondence from Mr. Bill Hughes, Commissioner of Finance and Regional Treasurer, York Region, October 17, 2017, regarding the 2018 Budget presentation.

It was moved by Chairman Emmerson, seconded by Ms Jiang that the Board receive the

correspondence from Mr. Bill Hughes, Commissioner of Finance and Regional Treasurer, York Region.

CARRIED

CONSIDERATION OF MOTION TO MOVE INTO PRIVATE SESSION

- 342 *It was moved by Chairman Emmerson, seconded by Vice Chair Molyneaux 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 10:45 a.m. and reconvened in public at 2:18 p.m.

CONSIDERATION OF MOTION TO MOVE INTO PUBLIC SESSION

- 343 *It was moved by Chairman Emmerson, seconded by Ms Jiang that the Board rise and report from the Private Session.*

CARRIED

CONSIDERATION OF PRIVATE ITEMS

- 344 *It was moved by Vice Chair Molyneaux, seconded by Mr. Usman that the Board adopt the following recommendations contained in the Reports of the Chief of Police:*

Human Resources

1. That the Board appoint 11 civilians, pursuant to Section 31(1)(a) of the *Police Services Act*.

Staff Sergeant or Detective Sergeant Promotions

1. That the Board approve the recommendation contained in this report.

Inspector Promotions

1. That the Board approve the recommendation contained in this report.

Appointment of Auxiliary Officers

1. That the Board appoint 14 new individuals as Auxiliary Members, effective October 14, 2017, pursuant to Section 52(1) of the *Police Services Act*.

Amendment to the Direct Purchase of an Upgrade to the Kronos Telestaff Scheduling System

1. That the Board approve an amendment to the award of software support and maintenance contract to Kronos Canadian Systems Inc. for a period of one year with an option to renew for four additional one year terms, subject to satisfactory performance and the Chief's approval, at a five year cost of \$301,100 excluding HST, if all options to renew are exercised; and

2. That the Chief of Police be authorized to execute the contracts for the software support and maintenance and to exercise any options to renew the support and maintenance contract, subject to the approval of The Regional Municipality of York's Regional Solicitor, or designate.

CARRIED

345 **CONFIRMATORY BYLAW**

The Board had before it Bylaw No. 12-17. The Bylaw is necessary to confirm the proceedings of the Board at this meeting.

It was moved by Chairman Emmerson, seconded by Ms Jiang, that Bylaw No. 12-17, being "a Bylaw confirming the proceedings of the Board at this meeting," be read and enacted.
Bylaw No. 12-17 was read and enacted as follows:

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

CARRIED

346 **ADJOURNMENT**

It was moved by Mayor Bevilacqua, seconded by Mr. Usman that the meeting be adjourned.

CARRIED

The meeting adjourned at 2:21 p.m.

Mafalda Avellino
Executive Director

Mayor Virginia Hackson
Chair

Minutes to be confirmed and adopted at the next regular meeting of the Board to be held on November 15, 2017.

Accessible formats or communication supports are available upon request.

WHEREAS the Government of Canada has introduced Bill C-45, an Act that will provide legal access to cannabis and will control and regulate its production, distribution and sale (hereinafter the “*Cannabis Act*”);

AND WHEREAS the Government of Canada has introduced Bill C-46, which will amend the provisions of the *Criminal Code of Canada* that deal with offences and procedures relating to drug-impaired driving (hereinafter the “*Criminal Code* amendments”);

AND WHEREAS the Government of Canada has pledged to enact the *Cannabis Act* and the *Criminal Code* amendments and legalize recreational cannabis in prescribed circumstances as of July of 2018;

AND WHEREAS the Government of Ontario has introduced Bill 174 which will, *inter alia*, regulate the use and distribution of recreational cannabis in Ontario and amend the provisions of the *Highway Traffic Act* that deal with offences and procedures related to drug-impaired driving (hereinafter the “*Ontario Cannabis Act, 2017*”);

AND WHEREAS, having regard to the experiences of other jurisdictions that have legalized cannabis, the enactment of the *Cannabis Act*, the *Criminal Code* amendments, and the *Ontario Cannabis Act, 2017*:

Will result in increased cannabis consumption and a corresponding increase in demands on police resources for cannabis related enforcement and calls for service;

Will result in an increase in the number of *Criminal Code* and *Highway Traffic Act* offences associated with cannabis consumption and driving; and

Will not eliminate the prevalence of organized crime in the production, distribution and sale of cannabis;

AND WHEREAS the enactment of the *Cannabis Act*, the *Criminal Code* amendments and the *Ontario Cannabis Act, 2017* will result in a significant increase in York Regional Police training costs associated with, *inter alia*, cannabis enforcement, standard field sobriety testing, the use of roadside drug testing equipment and qualifying police officers as drug recognition experts for the purpose of impaired driving investigations and trials;

AND WHEREAS the enactment of the *Cannabis Act*, the *Criminal Code* amendments and the *Ontario Cannabis Act, 2017* will require York Regional Police to purchase expensive roadside drug testing equipment and supplies at an estimated cost of \$1.7 million over the first three years;

AND WHEREAS the enactment of the *Cannabis Act*, the *Criminal Code* amendments and the *Ontario Cannabis Act, 2017* will require York Regional Police to hire and train additional front line officers to respond to the increase in demands on police resources

for cannabis related enforcement and calls for service at an estimated cost of \$5.7 million annually;

AND WHEREAS the Regional Municipality of York Police Services Board (the “Board”) has determined, based on a financial outlook and having regard to the experiences of other jurisdictions that have legalized cannabis, that the approximate additional expenses that York Regional Police will incur as a result of the enactment of the *Cannabis Act*, the *Criminal Code* amendments and the *Ontario Cannabis Act, 2017* is \$5.7 million in 2018; \$6.4 million in 2019; and \$8.6 million in 2020; which, on average, amounts to approximately \$6.9 million per annum or two per cent of the police services annual operating budget;

AND WHEREAS, in the absence of sufficient funding from the Government of Canada and the Government of Ontario, presumably from cannabis related sales and taxation, the citizens of York Region will be required to bear the brunt of these policing cost increases either through a significant increase in their property taxes or a significant decrease in the level of service provided to them by York Regional Police;

AN WHEREAS, on July 10, 2017, the Board endorsed a Board Resolution on the effective policing of the *Cannabis Act* and forwarded the resolution to the Canadian Association of Police Governance, the Ontario Association of Police Services Boards, the Premier of Ontario, Ministry of Community Safety and Correctional Services, local Members of Parliament and Members of Provincial Parliament and the Federation of Canadian Municipalities.

THEREFORE, BE IT RESOLVED THAT:

1. The Board calls on the Government of Canada and the Government of Ontario to provide funding to the Board, in the amount of \$5.7 million for 2018, \$6.4 million for 2019 and \$8.6 million for 2020 to offset the additional expenses that York Regional Police will incur as a result of the enactment of the *Cannabis Act*, the *Criminal Code* amendments and the *Ontario Cannabis Act, 2017*.
2. The Board calls on the Government of Canada and the Government of Ontario to establish a stable funding program for cannabis related law enforcement and to provide sufficient funding to the Board, on an ongoing basis and a rate of approximately two per cent of the York Regional Police operating budget, per annum.
3. The Board calls on the Regional Municipality of York to adopt and endorse this resolution and for the Regional Municipality of York to call upon the Government of Canada and the Government of Ontario to provide the Board with stable and sufficient funding for cannabis related law enforcement as aforesaid.

October 20, 2017

Ms. Mafalda Avellino
York Region Police Services Board
York Region
17250 Yonge Street
Newmarket, ON L3Y 6Z1



Dear Ms. Avellino:

Re: Accessibility Update and Review of Accessibility Policies

Regional Council, at its meeting held on October 19, 2017, adopted the following recommendations of Committee of the Whole regarding "Accessibility Update and Review of Accessibility Policies":

1. Council approve the updated Accessibility Policy (Attachment 1).
2. Council rescind the existing Accessible Customer Service Policy.
3. Council delegate authority to the Chief Administrative Officer to make administrative changes to the Accessibility Policy.
4. The Regional Clerk circulate this report to the York Region Accessibility Advisory Committee and The Regional Municipality of York Police Services Board for their information.

A copy of Clause 17 of Committee of the Whole Report No. 13 is enclosed for your information.

Please contact Lisa Gonsalves, Director, Strategies and Partnerships, at 1-877-464-9675 ext. 72090 if you have any questions with respect to this matter.

Sincerely,



Christopher Raynor
Regional Clerk

/C. Clark
Attachments

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Clause 17 in Report No. 13 of Committee of the Whole was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting held on October 19, 2017.

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Accessibility Update and Review of Accessibility Policies

Committee of the Whole recommends adoption of the following recommendations contained in the report dated September 20, 2017 from the Commissioner of Community and Health Services:

1. Council approve the updated Accessibility Policy (Attachment 1).
2. Council rescind the existing Accessible Customer Service Policy.
3. Council delegate authority to the Chief Administrative Officer to make administrative changes to the Accessibility Policy.
4. The Regional Clerk circulate this report to the York Region Accessibility Advisory Committee and The Regional Municipality of York Police Services Board for their information.

Report dated September 20, 2017 from the Commissioner of Community and Health Services now follows:

1. Recommendations

It is recommended that:

1. Council approve the updated Accessibility Policy (Attachment 1).
2. Council rescind the existing Accessible Customer Service Policy.
3. Council delegate authority to the Chief Administrative Officer to make administrative changes to the Accessibility Policy.
4. The Regional Clerk circulate this report to the York Region Accessibility Advisory Committee and The Regional Municipality of York Police Services Board for their information.

Accessibility Update and Review of Accessibility Policies

2. Purpose

This report provides an update on accessibility initiatives and outlines proposed amendments to the Accessibility Policy as required by the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*.

3. Background

York Region must comply with Ontario's accessibility laws

York Region must comply with the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* which sets out mandatory accessibility standards in the areas of information and communications, employment, transportation, design of public spaces and customer service. These Standards were combined to form the *Integrated Accessibility Standards, Ontario Regulation 191/11 (the Regulation)* with requirements implemented to 2025.

Under the AODA, obligated organizations, which include private and public, must respond to multiple requirements over broad areas of service including:

- Establishing, implementing, maintaining and documenting a multi-year accessibility plan. York Region (including York Region Transit), York Regional Police and Police Services Board prepare one combined plan.
- Incorporating accessibility design, criteria and features when purchasing goods, services and facilities.
- Training employees, volunteers and agents on accessible customer service and implementing the requirements of the legislation. The Region monitors this mandatory training through corporate records.
- Ensuring information is accessible by providing accessible formats and communication supports for people with disabilities upon request.
- Creating accessible websites in accordance with international accessibility design standards.
- Establishing an accessible work environment for all employees across the employment life cycle.
- Providing accessible transportation services through both conventional and specialized transit services. Some specialized services have eligibility requirements.

Accessibility Update and Review of Accessibility Policies

- Incorporating accessibility features when building new, or making planned significant alterations to existing public spaces.

Since the AODA became law York Region has responded, completed and reported on over 100 legislated requirements across all departments and York Regional Police. The Region has developed a compliance reporting process that requires all compliance activities to be documented and reviewed by the York Region Accessibility Advisory Committee, with feedback documented, and reported to Council.

The law requires the establishment of accessibility policies

The AODA also requires large public sector organizations with 50 or more employees to establish accessibility policies.

York Region currently has two corporate accessibility policies:

- The Accessible Customer Service Policy was approved by Council in 2009 and reflects the Region's commitment to provide excellent customer service to people of all abilities.
- The Accessibility Policy was approved by Council in 2012 and governs how York Region achieves and maintains accessibility by meeting the requirements of the accessibility standards of the AODA and the Regulation.

Since accessibility work began in 2003, York Region and York Regional Police have implemented more than 750 accessibility actions across all departments

The Region embeds accessibility into core business practices and processes, with an ongoing commitment to making Regional programs, goods, services and facilities accessible. Since accessibility work began in 2003, York Region and York Regional Police have implemented more than 750 accessibility actions across all departments, including many actions that go beyond the legislated requirements. Recent achievements as outlined in the 2016 Accessibility Status Report include:

- Expanded the YorkSafe Food Handler Certification program to train individuals with intellectual disabilities to safely handle food while working in the food service industry
- Residents of the Housing York Inc. Lakeside Residences in the Town of Georgina formed an Accessibility Working Group to improve accessibility in the local community

Accessibility Update and Review of Accessibility Policies

- Conducted a series of Diversity Dialogues community discussions and spoke with over 1,750 residents about ways to make our communities more welcoming and inclusive
- Modified more than 50 intersections for greater accessibility for people with disabilities, with more planned
- Identified by the Government of Ontario as a best practice leader and received a grant of \$119K to develop and launch the Beyond Compliance: Accessibility Self-Assessment Tool for Organizations to increase levels of accessibility across Ontario (beyondcompliance.ca)
- Launched the York Regional Police Services Board new website which follows the internationally recognized Web Content Accessibility Guidelines
- York Regional Police Community Services employed two social workers to act as a mental health resource for individuals and their families

Accessibility work involves many stakeholders

The Region's accessibility work involves collaboration between Regional staff from across all departments and York Regional Police, community partners and the York Region Accessibility Advisory Committee.

An internal Staff Committee implements the requirements of the AODA and corporate inclusion initiatives. Activities include the development of multiple corporate accessibility guidelines to ensure consistency across programs, services and facilities; events to raise awareness about different types of disabilities; and corporate accessibility planning. This Committee includes Regional staff from across all departments and York Regional Police.

The Region also works collaboratively with the Municipal Diversity and Inclusion Group which includes staff from local municipalities, hospitals, school boards, non-profit agencies and conservation authorities. The Staff Committee and Municipal Diversity and Inclusion Group members work together to build York Region's capacity to be an accessible community.

The York Region Accessibility Advisory Committee is a Council-appointed committee that advises Council and York Regional Police on how to make it easier to use our programs, services and facilities. The York Region Accessibility Advisory Committee also reviews Regional compliance reports. Committee members come from different backgrounds and most are people with a disability.

4. Analysis and Implications

Legislative reviews are a requirement under the AODA

The AODA required a comprehensive review of the effectiveness of the Act after four years of it coming into force, and subsequent reviews every three years. Each accessibility standard under the Regulation must be reviewed five years after it becomes law.

Customer Service was the first Standard to be reviewed and resulted in a series of changes. The Employment, Information and Communications, and Transportation Standards are currently under review. New accessible Health Care and Education Standards are also under development. It is anticipated that the next independent review of the AODA and the review of the Design of Public Spaces Standards will begin in 2018. These reviews may result in amendments to the legislation. The Region provides input into all legislative reviews in consultation with AODA departmental leads, subject matter experts, Senior Management and the York Region Accessibility Advisory Committee, with updates to Regional Council.

Amendments to the Customer Service Standards became law July 1, 2016

Recent amendments to the Customer Service Standards are based on the review of the Standards by the Provincial Accessibility Standards Advisory Council/Standards Development Committee and became law July 1, 2016. The amendments include:

- Incorporating the Customer Service Standards into the Regulation.
- Making changes to requirements pertaining to training, service animals, support persons and feedback, including:
 - Training all members of an organization on accessible customer service and how to interact with people with different abilities. The previous requirement was only those who work with customers or create policies and procedures on accessible customer service.
 - Expanding the list of health care professionals that can provide identification for a service animal. Previously it was a physician or nurse and now includes a broadened list of regulated health care professionals.
 - Amending requirements for support persons. Organizations may require a person with a disability to be accompanied by a support person when on the organization's premises for health or safety

Accessibility Update and Review of Accessibility Policies

reasons. The organization must first consult with the person to determine whether a support person is necessary to protect the health and safety of the person with a disability and to determine if there are no other reasonable alternatives.

- Ensuring that customers who have disabilities are provided with accessible formats or communication supports upon request when giving feedback on an organization's customer service practices.
- Repealing the Accessibility Standards for Customer Service, Ontario Regulation 429/07 which had been a separate regulation under the AODA.

With an updated Accessibility Policy in place the Accessible Customer Service Policy can be rescinded

The Accessibility Policy establishes the Region's core accessibility principles and outlines corporate roles and responsibilities under the AODA. Due to recent legislative changes to the Customer Service Standards, the Accessibility Policy needs to be updated. This offers opportunity to merge the Region's two accessibility policies into one.

The proposed Accessibility Policy (see Attachment 1) integrates the requirements of the Accessible Customer Service Policy including the most recent AODA amendments. With the updated Accessibility Policy in place the Accessible Customer Service Policy can be rescinded.

As required by the Regulation, documents that describe the Accessibility Policy will continue to be available to the public in accessible formats, upon request.

A combined Council/Chief Administrative Officer approved policy would be more responsive to legislative changes

With multiple legislative amendments and reviews underway, further changes to the Accessibility Policy will need to be made. It is recommended that Council delegate authority to the Chief Administrative Officer to make administrative changes to the Accessibility Policy going forward, such as amendments to definitions, staff direction and references.

Staff will continue to report accessibility updates, any policy amendments and compliance to Council as required.

York Region continues to be in compliance with all AODA requirements to date

York Region continues to meet all AODA compliance requirements to date. Under the AODA, York Region must submit Accessibility (Compliance) Reports

Accessibility Update and Review of Accessibility Policies

to the Province every two years. The next compliance report is due by December 31, 2017.

York Region is compliant with new accessibility requirements for Transportation which became law January 1, 2017. This included accessibility requirements in the areas of pre-boarding and on-board announcements for conventional transportation service providers and requirements regarding the categories of eligibility for specialized transportation service providers.

Changes to the Customer Service requirements were enacted on July 1, 2016, and took immediate effect. York Region, York Regional Police Services Board and York Regional Police have also met these requirements. This included an amendment that now requires all employees be trained on accessible customer service, not just those who interact with the public. With the support of Regional Council, and inspired by the motto "How may I *best* help you," this has been corporate practice since 2009 and is another reflection of the Region's commitment to offering excellent accessible customer service.

5. Financial Considerations

There are no financial implications associated with the changes to these policies.

6. Local Municipal Impact

The Region and local municipalities share the common goal of making Ontario accessible by 2025. Staff continues to work together, share best practices, resources and reports with local municipal Accessibility Advisory Committees and the Municipal Diversity and Inclusion Group which includes accessibility professionals from local municipalities, York Regional Police, school boards, hospitals, local organizations and agencies.

7. Conclusion

The updated Accessibility Policy affirms York Region's commitment to meet the accessibility needs of people with disabilities so that all people may access Regional programs, goods, services and facilities in a way that respects their dignity and independence.

The Accessibility Policy meets a compliance requirement of the *Integrated Accessibility Standards*, Ontario Regulation 191/11.

Accessibility Update and Review of Accessibility Policies

For more information on this report, please contact Lisa Gonsalves, Director, Strategies and Partnerships, at 1-877-464-9675 ext. 72090.

The Senior Management Group has reviewed this report.

September 20, 2017

Attachment (1)

7881351

Accessible formats or communication supports are available upon request



Status: **Draft**
 Approved By: **Council**

The Regional Municipality of York

Accessibility Policy

Policy No.: 6425676

Original Approval Date: November 15, 2012

Policy Last Updated: October 19, 2017

Policy Statement:

The Regional Municipality of York (York Region) is committed to meeting the accessibility needs of people with disabilities in a timely and proactive manner and will use reasonable efforts to provide equitable access to Regional programs, goods, services and facilities in a way that respects a person's dignity and independence.

Application:

To all York Region Employees, **Students, Volunteers** and Agents who provide goods, services or facilities on behalf of York Region, or who help develop policies for **York Region**.

Purpose:

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) requires York Region, as a public sector organization, to establish accessibility policies. This Accessibility Policy governs how York Region achieves and maintains compliance with the requirements of the accessibility standards of the AODA and the *Integrated Accessibility Standards, Ontario Regulation 191/11 (IASR)*.

Definitions:

Accessibility:

The degree of ease that goods, services and facilities can be used by a person with a disability (see Disability).

Accessibility Plan:

A document approved by Regional Council and made available to the public that includes:

- (a) the Region's strategy to identify, remove and prevent barriers to people with disabilities and meet its requirements under the enacted regulations of the AODA, and
- (b) all other information and actions required under the *Ontarians with Disabilities Act, 2001* (ODA) and AODA.

Accessibility Policy:

The policy approved by Regional Council that governs how York Region achieves and maintains accessibility requirements of the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and the *Integrated Accessibility Standards, Ontario Regulation 191/11* (IASR).

Accessibility Standard:

Minimum requirements set out in the AODA that persons and organizations must follow to identify, remove and prevent barriers to accessibility.

Accessible Customer Service Guidelines:

Provide technical guidance on how to implement the requirements of the *Customer Service Standards* under the *Integrated Accessibility Standards, Ontario Regulation 191/11*, consistent with the Council approved Accessibility Policy. The Accessible Customer Service Guidelines provide guidance on how York Region offers goods, services and facilities to people with disabilities.

Accessible Formats:

Refers to formats that are an alternative to standard print and are accessible to people with disabilities. Accessible Formats may include, but are not limited to, large print,

recorded audio and electronic formats, Braille and other formats usable by people with disabilities.

Agent:

A third party individual or organization who deals directly with members of the public to provide a program, service or facility on behalf of York Region.

AODA:

Accessibility for Ontarians with Disabilities Act, 2005 as may be amended.

Assistive Devices:

Technical aids, communication devices, or medical aids that are used to increase, maintain, or improve how a person with a disability can function. An assistive device may be as simple as a pen and paper. Other examples may include, but are not limited to, wheelchairs, walkers, note taking devices, portable magnifiers, recording machines, and assistive listening devices.

Barrier:

Anything that prevents a person with a disability from fully participating in society because of his or her disability, including physical, architectural, information and communications, attitudinal, technological, policy or practice barriers.

Communication Supports:

Supports that individuals with disabilities may need to access information. Communication Supports may include, but are not limited to, captioning, augmentative sound devices, plain language, sign language and other supports that facilitate effective communications.

Conventional Transportation Services:

Public passenger transportation services on transit buses, motor coaches or rail-based transportation that are provided by a designated public sector transportation organization.

Designated Public Sector Transportation Organization (as defined in the *Integrated Accessibility Standards Regulation*):

Every public transportation organization in Ontario, including any municipally operated transportation services for persons with disabilities, that provides services for which a fare is charged for transporting the public by vehicles that are operated,

- i. by, for or on behalf of the Government of Ontario, a municipality, a local board of a municipality or a transit or transportation commission or authority,
- ii. under an agreement between the Government of Ontario and a person, firm, corporation, or transit or transportation commission or authority, or
- iii. under an agreement between a municipality and a person, firm, corporation or transit or transportation commission or authority.

Disability (as defined in the Ontario *Human Rights Code*):

- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- (b) a condition of mental impairment or a developmental disability;
- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- (d) a mental disorder, or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

IASR

Integrated Accessibility Standards, Ontario Regulation 191/11 as may be amended.

Regional Department:

A "Regional Department" refers to each of the following:

- Community and Health Services Department

- Corporate Services Department
- Environmental Services Department
- Finance Department
- Legal and Court Services
- Office of the Chief Administrative Officer
- Office of the Regional Chair
- Transportation Services Department

Regulated Health Professional:

A “Regulated Health Professional” refers to one of the following:

- (i) A member of the College of Audiologists and Speech-Language Pathologists of Ontario.
- (ii) A member of the College of Chiropractors of Ontario.
- (iii) A member of the College of Nurses of Ontario.
- (iv) A member of the College of Occupational Therapists of Ontario.
- (v) A member of the College of Optometrists of Ontario.
- (vi) A member of the College of Physicians and Surgeons of Ontario.
- (vii) A member of the College of Physiotherapists of Ontario.
- (viii) A member of the College of Psychologists of Ontario.
- (ix) A member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario.

Service Animal:

A service animal is a guide, hearing, or signal dog or other animal trained to assist a person with a disability. Service animals can often be easily identified by visual indicators such as the vest or harness worn by the animal. Alternatively, a service animal can be identified as one if the person provides documentation from a Regulated Health Professional confirming that the person requires the animal for reasons relating to the person’s disability.

Specialized Transportation Services:

Public passenger transportation services that are provided by a designated public sector transportation organization are designed to transport persons with disabilities.

Support Person:

A person who accompanies a person with a disability in order to help with communication, mobility, personal care or medical needs or with access to goods, services or facilities.

Temporary Disruption:

A temporary disruption means a short term planned or unplanned interruption that prevents people with disabilities from obtaining, using or benefiting from a provider's goods, services or facilities.

York Region Employee:

For the purpose of this policy a York Region employee includes both union and non-union employees, as well as employees of corporate entities established by Regional Council including York Region Transit Corporation (YRRTC), Housing York Incorporated (HYI) and York Telecom Network.

Description:

York Region is required to have a policy governing how the organization achieves and maintains accessibility through meeting its requirements of the accessibility standards of the *Integrated Accessibility Standards*, Ontario Regulation 191/11 (IASR, O. Reg. 191/11) under the AODA. The AODA sets out General and Compliance requirements and has five accessibility standards:

1. Information and Communications Standards
2. Employment Standards
3. Transportation Standards
4. Design of Public Spaces Standards
5. Customer Service Standards

York Region achieves compliance with the AODA and IASR through the following:

General Requirements:

- **Accessibility Planning**

York Region will establish, implement, maintain and document a multi-year accessibility plan in accordance with the AODA. The multi-year accessibility plan will outline the ways York Region will prevent and remove barriers and meet the requirements of the standards developed under the AODA.

The multi-year accessibility plan will be:

- Reviewed and updated at least every five years, and
- Established, reviewed and updated in consultation with persons with disabilities through the York Region Accessibility Advisory Committee
- Approved by Regional Council.

An annual status report on the progress of measures taken to implement the multi-year accessibility plan will be prepared. The multi-year accessibility plan and accompanying status report will be posted to the Region's website and provided in an accessible format upon request.

- **Procurement**

Where possible, Regional Departments will incorporate accessibility design, criteria and features when procuring or acquiring goods, services, and facilities. If it is not practicable to do so, staff will provide an explanation, upon request.

- **Self-Service Kiosks**

Where possible, Regional Departments will incorporate accessibility features when designing, procuring or acquiring self-service kiosks. If it is not practicable to do so, staff will provide an explanation, upon request.

- **Training**

All individuals to whom this policy applies will be trained in accordance with the AODA and its regulations. York Region will keep a record of the training provided, including the dates on which training is provided and the number of individuals trained.

Information and Communication Standards:

- **Feedback**

York Region has processes for receiving and responding to feedback on the manner in which the Region provides goods, services and facilities to customers. Regional Departments will ensure that these feedback processes are accessible to people with disabilities by providing or arranging for the provision of accessible formats or communication supports upon request, in accordance with the Information and Communications Standards.

- **Accessible Formats and Communication Supports**

Regional Departments will provide or arrange for the provision of accessible formats or communication supports for people with disabilities upon request, in accordance with the Information and Communications Standards. This will be done in consultation with the person making the request, in a timely manner that takes into account the person's accessibility needs and (if the original product has a cost) at a cost that is no more than the regular cost charged to other persons.

- **Website and Web Content**

Internet websites and web content controlled directly by York Region or through a contractual relationship that allows for modification of the product will conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level A and AA in accordance with the schedule set out in the Information and Communications Standards.

Employment Standards:

York Region will create an accessible work environment for all employees across the employment life cycle, in accordance with the requirements and timelines set out in the Employment Standards and existing requirements under the Ontario *Human Rights Code* to accommodate people with disabilities.

Transportation Standards:

York Region is committed to providing accessible public transportation services through both conventional and specialized transit services, in accordance with the Transportation Standards. Some specialized services have eligibility requirements.

Design of Public Spaces Standards:

York Region will incorporate accessibility features when building new, or making planned significant alterations to existing, Region-controlled public spaces, in accordance with the Design of Public Spaces Standards.

Customer Service Standards:

York Region is committed to providing excellent customer service to people of all abilities in accordance with the requirements set out in the Customer Service Standards. When serving customers with disabilities, reasonable efforts shall be made to provide the same level of service given to other customers. The provision of goods, services or facilities shall be provided in a manner that respects the dignity and independence of persons with disabilities. This includes:

- Accommodating the use of assistive devices, support persons, and service animals where allowed by law
- Giving notice of temporary disruptions
- Training all members of our organization on accessible customer service
- Establishing a process for receiving and responding to feedback on how we provide accessible customer service
- Providing documents in an accessible format or with communications support upon request.

The Accessible Customer Service Guidelines for employees offers tips, processes and templates to best serve our customers with disabilities and meet the requirements of the Customer Service Standards under the IASR.

Responsibilities:

Regional Council will adopt policies as required under the AODA.

York Region (including all Departments, Senior Management and Staff) will make sure that:

- All requirements of the IASR, O. Reg. 191/11 under the AODA are met on an ongoing basis in accordance with the timelines set out in the regulation.
- Departmental policies, practices and procedures are aligned with all requirements of the IASR, O. Reg. 191/11 under the AODA.
- Accessibility requirements related to implementation of this policy are part of the annual budget and planning processes.

AODA departmental leads are designated for each Standard. The AODA departmental leads will act as corporate coordinators for designated standards under the AODA and are responsible for the coordination, implementation and monitoring of the legislated requirements of the AODA as follows:

- Corporate Services Department: Information and Communications Standards
- Corporate Services Department: Employment Standards
- Transportation Services Department: Transportation Standards
- Corporate Services Department: Design of Public Spaces
- Office of the Chief Administrative Officer: Customer Service Standards

The Community and Health Services Department will act as the corporate coordinator for the AODA and is responsible for:

- The corporate coordination, development of policies and procedures, monitoring and reporting of compliance for all regulations under the AODA, including the General Standards under the IASR.

York Region Commissioners, General Managers, Directors, Managers, Supervisors and other leadership staff, as appropriate, will be responsible for ensuring that:

- The requirements of this Accessibility Policy are being implemented within their departments, branches and units.

An internal Staff Committee comprised of senior staff representatives from each Department is responsible for:

- Leading their respective department in achieving compliance with the regulations under the AODA.

York Region Accessibility Advisory Committee (YRAAC) advises Regional Council and York Regional Police on how to make it easier for people with disabilities to use York Region's programs and services. Committee members come from different backgrounds and most members must be people with disabilities. YRAAC is responsible for:

- Reviewing and advising Regional Council through the Committee of the Whole on accessibility (compliance) reports and the AODA and its regulations.

All Regional Employees, Students, Volunteers and Agents must comply with this policy.

Non-Compliance with Policy:

Failure to comply with the AODA Regulations can result in administrative penalties as defined in Part V: Compliance of the *Integrated Accessibility Standards*, Ontario Regulation 191/11. Employees who fail to comply with this Accessibility Policy may be subject to disciplinary action, up to and including dismissal. Agents and volunteers who fail to comply with the policy may be subject to service termination.

Reference:

- [October 19, 2017 Report]
- Accessible Customer Service Guidelines, 2017
- <Accessibility>: MyPortal
- Internal Staff Committee Terms of Reference
- Clause 17 of Committee of the Whole Report No. 17, authorized by Regional Council on November 19, 2015
- York Region Accessibility Design Guidelines, 2014
- York Region Accessible Information and Communication Guidelines, 2014
- York Region Accommodation Process Guidelines, 2014
- York Region Accessible Recruitment Guidelines, 2014
- Clause 3 of Community and Health Services Committee Report No. 9, authorized by Regional Council on November 15, 2012
- *Integrated Accessibility Standards*, Ontario Regulation 191/11 made under the AODA, 2011
- *Accessibility for Ontarians with Disabilities Act*, 2005
- *Ontarians with Disabilities Act*, 2001
- *Building Code Act*, 1992
- *Ontario Human Rights Code*, 1962

Contact:

Program Manager, Accessibility, Community and Health Services Department,
Extension 72149

Approval Information:

Council Approval Date:	Committee Name:
October 19, 2017	Committee of the Whole
Council Minute No.:	Report No.:
Extract eDOCS #:	Clause No.:

7739192 (2017)

#6425676 (2015) archived

#4490879 (2012) archived

Accessible formats or communication supports are available upon request.



MEMORANDUM TO: All Chiefs of Police and
Commissioner J.V.N. (Vince) Hawkes
Chairs, Police Services Boards

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

SUBJECT: **Release of the *Community Safety and Well-Being
Planning Framework: A Shared Commitment in Ontario*
Booklet**

DATE OF ISSUE:	November 10, 2017
CLASSIFICATION:	General
RETENTION:	Indefinite
INDEX NO.:	17-0065
PRIORITY:	Medium

Further to the All Chiefs Memorandum (index no. 17-0063) distributed on October 24, 2017 regarding Crime Prevention Week 2017, I am pleased to provide you with the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet (*A Shared Commitment in Ontario*). This booklet provides guidance to municipalities, First Nations, and their partners as they engage in community safety and well-being planning and collaborative service delivery at the local level.

A Shared Commitment in Ontario outlines the Community Safety and Well-Being Planning Framework and includes a toolkit of practical guidance to assist communities as they develop and implement local community safety and well-being plans. Specifically, the booklet encourages communities to work collaboratively across sectors to identify local priority risks to safety and well-being, and implement evidence-based strategies to address those risks, with a focus on prevention and social development. It also encourages the identification of new and innovative ways to improve service delivery, including incident or emergency response services.

A Shared Commitment in Ontario was developed using evidence-based research, as well as practical feedback from local practitioners from eight pilot communities that tested components of the booklet. Further, learnings from our on-going community

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engagement sessions have also been incorporated to ensure the booklet is as helpful as possible to support communities as they move through the planning process. The booklet was also reviewed by the ministry's Inter-ministerial Community Safety and Well-Being Working Group, which consists of 10 provincial ministries as well as Public Safety Canada, to further incorporate multi-sectoral perspectives.

A Shared Commitment in Ontario represents the cornerstone of the Strategy for a Safer Ontario, and also marks the third and final phase of the Provincial Approach to Community Safety and Well-Being (Provincial Approach). The Provincial Approach was developed in three phases to address crime and complex social issues on a sustainable basis. Phases one and two resulted in the release of the ministry's first two booklets:

- *Crime Prevention in Ontario: A Framework for Action*, and
- *Community Safety and Well-Being in Ontario: A Snapshot of Local Voices*.

The third booklet is a follow-up to the first two phases and should be read in conjunction with these booklets. All of these materials are available on the ministry's website at: <http://www.mcscs.jus.gov.on.ca/english/Policing/ProgramDevelopment/PSDGrantsandInitiatives.html>.

I encourage you to read *A Shared Commitment in Ontario* and share it with your staff, community partners and the public. We know that communities are doing a lot of great work to enhance the safety and well-being of Ontarians, and this booklet is meant to further support our local partners as they continue to address crime and complex social issues on a sustainable basis.

I would like to take this opportunity to thank our inter-ministerial, policing, and community partners, who have supported the development of the Provincial Approach. Your expertise and feedback have been invaluable to this process.

If you have any questions about the booklet, please contact Tiana Biordi at Tiana.Biordi@ontario.ca or Emily Jefferson at Emily.Jefferson@ontario.ca.

Sincerely,



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

Attachment

THE REGIONAL MUNICIPALITY OF YORK
POLICE SERVICES BOARD

REPORT OF THE CHIEF OF POLICE

NOVEMBER 15, 2017

**Interim Financial Reporting for the Period
Ending September 30, 2017**

RECOMMENDATION

1. That the Board receive the unaudited interim financial reports for the nine month period ending September 30, 2017, pursuant to Financial Accountability Board Policy No. 01/05.

SYNOPSIS

The Regional Municipality of York Police Services Board (the "Board") is 63.2 percent spent at the end of September 30, 2017. York Regional Police is 73.1 percent spent for the same time period. A Schedule of Reserves Balances totalling \$9,134,372 and Schedule of Capital Budget Spending with current year spending totalling \$9,839,794, have also been supplied for information purposes.

FINANCIAL IMPLICATIONS

At this time, it is projected that the Regional Municipality of York Police Services Board and York Regional Police 2017 operating budgets will be within funding approved by the Regional Municipality of York Police Services Board. Financial analysis and reporting on all major accounts, including salaries, benefits, court time, overtime, fuel and investigative expenses are ongoing. Budget 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 unaudited interim financial reports for the Board and York Regional Police for the period ending September 30, 2017 are attached to this report.

Net expenditures for the Board are \$268,983 or 63.2 percent of budget. For comparison purposes, the Operating Budget for the Board was 79.4 percent spent at September 30, 2016. Favourable variances exist in the salaries, benefits, meetings, training, legal fees and consultant accounts, and offset ahead of plan spending on conferences and seminars and membership fees.

Net expenditures for York Regional Police are \$226,906,418 or 73.1 percent of budget. For comparison purposes, the Operating Budget for York Regional Police was 74.2 percent spent at September 30, 2016.

Expenditures for salaries are close to budget and include \$2.3M of unbudgeted sick bank payouts. Favorable variances are in administration expense, program related, occupancy, repairs and maintenance, financial items and minor equipment accounts, and are offset by expenses for benefits, overtime and professional services which are ahead of plan. An unbudgeted draw from Sick Bank Reserve has funded payouts against the salary account. Financial notes have been attached for all major variances.

It is therefore recommended that the unaudited interim financial reports for September 30, 2017 be received in accordance with the monthly reporting requirements outlined in the Financial Accountability Board Policy No. 01/05.

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

Accessible formats or communication supports are available upon request

Schedule of Operating Budget Spending as of September 30, 2017

	Year-to-Date Actuals			Annual Budget			Balance			% Spent
	Board	YRP	Total	Board	YRP	Total	Board	YRP	Total	
Salaries	\$168,233	\$171,824,761	\$171,992,994	\$241,000	\$227,983,600	\$228,224,600	\$72,767	\$56,158,839	\$56,231,606	75.4%
Overtime	\$0	\$3,493,772	\$3,493,772	\$0	\$3,843,000	\$3,843,000	\$0	\$349,228	\$349,228	90.9%
Benefits	\$40,973	\$47,200,426	\$47,241,399	\$58,000	\$60,645,828	\$60,703,828	\$17,027	\$13,445,403	\$13,462,429	77.8%
Administration expense	\$107,987	\$6,306,281	\$6,414,268	\$129,200	\$9,306,850	\$9,436,050	\$21,213	\$3,000,569	\$3,021,782	68.0%
Program related expense	\$0	\$5,224,956	\$5,224,956	\$0	\$9,097,600	\$9,097,600	\$0	\$3,872,644	\$3,872,644	57.4%
Professional services expense	\$11,494	\$329,703	\$341,197	\$65,000	\$385,000	\$450,000	\$53,506	\$55,297	\$108,803	75.8%
Occupancy expense	\$0	\$5,469,960	\$5,469,960	\$0	\$8,006,736	\$8,006,736	\$0	\$2,536,776	\$2,536,776	68.3%
Repairs and maintenance expense	\$0	\$3,388,484	\$3,388,484	\$0	\$5,148,800	\$5,148,800	\$0	\$1,760,316	\$1,760,316	65.8%
Financial items	\$0	\$4,370,565	\$4,370,565	\$0	\$7,128,541	\$7,128,541	\$0	\$2,757,976	\$2,757,976	61.3%
Contributions to reserves	\$21,602	\$6,618,740	\$6,640,341	\$60,000	\$8,499,489	\$8,559,489	\$38,398	\$1,880,749	\$1,919,148	77.6%
Internal charges	\$0	\$982,500	\$982,500	\$0	\$1,310,000	\$1,310,000	\$0	\$327,500	\$327,500	75.0%
Minor equipment	\$6,357	\$254,627	\$260,984	\$7,500	\$622,115	\$629,615	\$1,143	\$367,488	\$368,631	41.5%
Total expenditures	\$356,646	\$255,464,773	\$255,821,419	\$560,700	\$341,977,560	\$342,538,260	\$204,054	\$86,512,786	\$86,716,840	74.7%
Provincial funding	\$0	-\$9,948,412	-\$9,948,412	\$0	-\$12,980,200	-\$12,980,200	\$0	-\$3,031,788	-\$3,031,788	76.6%
Fees and charges	-\$21,602	-\$13,159,027	-\$13,180,628	-\$60,000	-\$14,370,300	-\$14,430,300	-\$38,398	-\$1,211,273	-\$1,249,672	91.3%
Contributions from reserves	-\$66,061	-\$5,450,916	-\$5,516,978	-\$75,000	-\$4,261,831	-\$4,336,831	-\$8,939	\$1,189,085	\$1,180,147	127.2%
Total revenues	-\$87,663	-\$28,558,355	-\$28,646,018	-\$135,000	-\$31,612,331	-\$31,747,331	-\$47,337	-\$3,053,976	-\$3,101,313	90.2%
Net operating budget spending	\$268,983	\$226,906,418	\$227,175,401	\$425,700	\$310,365,229	\$310,790,929	\$156,717	\$83,458,810	\$83,615,527	73.1%
Percentage spent	63.2%	73.1%	73.1%							

Notes / Assumptions

1. Nine months represents 75% of the year
2. Excludes Regional allocations for telephone, occupancy, information technology, human resources, legal, and finance
3. Excludes non-budgeted PSAB charges for Tangible Capital Asset costs for amortization, debt principle and gain/loss on disposal of assets
4. Includes 2017 budget re-statement for benefits

Schedule of Capital Budget Spending as of September 30, 2017

Project	Project #	Commenced	Capital Authority	Project Spending			Inception to Date	Balance	% Spent	Anticipated Completion
				Prior Years	Current Year					
Training facility	29040	2013	\$29,315,492	\$23,600,492	\$5,486,520		\$29,087,012	\$228,480	99.2%	Aug 2017
#3 District marine headquarters	29031	2011	\$8,098,419	\$298,419	\$39,302		\$337,722	\$7,760,698	4.2%	Dec 2018
Vehicles (replacement and additional staff)	29010	2017	\$4,050,000	\$0	\$2,390,624		\$2,390,624	\$1,659,376	59.0%	Dec 2017
Land Bank Acquisition	29045	2017	\$3,000,000	\$0	\$0		\$0	\$3,000,000	0.0%	N/A
#4 District renovations	29043	2014	\$1,764,779	\$349,779	\$25,473		\$375,252	\$1,389,527	21.3%	Dec 2018
Business intelligence	29011	2015	\$1,927,281	\$1,327,281	\$267,858		\$1,595,140	\$332,142	82.8%	Dec 2017
Information technology hardware and software	29022	2017	\$1,274,000	\$0	\$152,617		\$152,617	\$1,121,383	12.0%	Dec 2017
Technical investigations	29023	2015	\$717,642	\$139,642	\$0		\$139,642	\$578,000	19.5%	Dec 2018
King sub-station	29046	2016	\$1,100,030	\$30	\$0		\$30	\$1,100,000	0.0%	Dec 2019
Information technology infrastructure	29030	2017	\$1,023,000	\$0	\$719,833		\$719,833	\$303,167	70.4%	Dec 2017
CSV expansion and renovations	29051	2017	\$850,000	\$0	\$19,085		\$19,085	\$830,915	2.2%	Dec 2018
Specialized equipment	29017	2017	\$665,000	\$0	\$330,193		\$330,193	\$334,807	49.7%	Dec 2017
Existing facilities renovations	29033	2017	\$252,000	\$0	\$91,578		\$91,578	\$160,422	36.3%	Dec 2017
#1 District multi-function	29020	2017	\$250,000	\$0	\$7,170		\$7,170	\$242,830	2.9%	Dec 2020
Employee scheduling	29039	2017	\$190,000	\$0	\$71,093		\$71,093	\$118,907	37.4%	Dec 2017
Police helicopter retrofit	29050	2017	\$141,000	\$0	\$140,971		\$140,971	\$29	100.0%	Dec 2017
In-car video	29026	2017	\$131,000	\$0	\$97,475		\$97,475	\$33,525	74.4%	Dec 2017
YRPNet re-write	29048	2016	\$115,000	\$0	\$0		\$0	\$115,000	0.0%	Dec 2017
Total capital budget spending			\$54,864,644	\$25,715,644	\$9,839,794		\$35,555,438	\$19,309,206	64.8%	

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 September 30, 2017

Reserve fund	Reserve #	Balance at Dec. 31/16	Funding to Reserve	Funding to Budget	Interest Earned	Balance at August 31/17
Board public relations fund	89595	\$297,114	\$21,602	-\$66,061	\$3,912	\$256,567
Development charge reserve	89335	\$13,052,198	\$3,473,135	-\$3,177,623	\$222,210	\$13,569,920
Sick bank reserve	89615	-\$3,479,946	\$1,125,000	-\$2,273,293	-\$63,875	-\$4,692,114
Total reserves		\$9,869,366	\$4,619,737	-\$5,516,978	\$162,248	\$9,134,372

<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	169,369,413.33	225,424,600.09	56,055,186.76	75.13
SalaryOverTime	1020	3,016,778.50	3,251,600.00	234,821.50	92.78
CourtOvertime	1021	1,142,616.94	1,667,700.00	525,083.06	68.51
ReturnedOvertime	1022	-665,623.63	-1,076,300.00	-410,676.37	61.84
Salary Adjustments	1050	2,623,580.79	2,800,000.00	176,419.21	93.70
<i>Subtotal Salaries</i>		175,486,765.93	232,067,600.09	56,580,834.16	75.62
Benefits	2500	47,241,399.12	60,703,828.49	13,462,429.37	77.82
<i>Total Salaries & Benefits</i>		222,728,165.05	292,771,428.58	70,043,263.53	76.08
OtherAllowances	5000	683,277.47	1,300,500.00	617,222.53	52.54
Travel Allowance	7000	110.58	2,000.00	1,889.42	5.53
Professional Development	9000	127,357.16	269,500.00	142,142.84	47.26
Meetings	9002	80,372.98	111,300.00	30,927.02	72.21
Staff Training & Development	10000	715,112.77	1,044,300.00	329,187.23	68.48
Tuition-Taxable	10020	177,634.34	250,000.00	72,365.66	71.05
Training Ontario Police College	10100	138,473.30	225,000.00	86,526.70	61.54
Training Canadian Police College	10110	79,080.69	121,000.00	41,919.31	65.36
Membership Fees	11000	75,504.74	130,550.00	55,045.26	57.84
Advertising Publicity	11050	43,841.82	22,600.00	-21,241.82	193.99
SpecialEvents	11250	93,361.30	194,900.00	101,538.70	47.90
PublicRelations	11300	189,607.54	252,600.00	62,992.46	75.06
Telephone	12010	112,739.57	166,500.00	53,760.43	67.71
TelephoneEquipment	12030	8,545.73	16,300.00	7,754.27	52.43
Telephone-Cellular	12050	362,862.20	540,000.00	177,137.80	67.20
Telephone-Data	12055	147,293.37	166,100.00	18,806.63	88.68
Publications_Subscriptions	12100	57,442.92	71,400.00	13,957.08	80.45
Courier	12200	11,291.00	19,700.00	8,409.00	57.31
Postage	12250	20,646.91	64,400.00	43,753.09	32.06
Office Supplies	12350	144,767.28	309,600.00	164,832.72	46.76
Repair_MaintComputerSoftware	12400	2,375,044.48	2,869,000.00	493,955.52	82.78
ComputerSupplies	12410	53,791.97	150,500.00	96,708.03	35.74
PrintshopPrintingAllocation	12658	32,454.85	120,000.00	87,545.15	27.05
Printing-External	12750	77,533.27	160,200.00	82,666.73	48.40
OfficeEquipmentRental	12910	83,090.84	79,000.00	-4,090.84	105.18
TelecommunicationLines	13050	228,396.81	444,100.00	215,703.19	51.43
TelecomContracts	13060	294,632.03	335,000.00	40,367.97	87.95
<i>Total Administration Expense</i>		6,414,267.92	9,436,050.00	3,021,782.08	67.98
ClothingSupplies	20000	971,930.89	1,638,800.00	666,869.11	59.31
Equipment-FirearmsSpecialUnit	20170	591,383.30	668,100.00	76,716.70	88.52
Radio License	21000	166,032.00	167,000.00	968.00	99.42
MealsCatering	23135	41,204.49	63,500.00	22,295.51	64.89
AudioVisual	24010	54,860.05	122,500.00	67,639.95	44.78
PhotographicEquipment	24040	69,649.91	98,000.00	28,350.09	71.07
PhotographicSupplies	24060	13,512.24	53,000.00	39,487.76	25.49
FingerPrintMiscellaneous	24070	10,621.60	25,000.00	14,378.40	42.49
FingerPrintChemicals	24080	2,157.31	6,000.00	3,842.69	35.96
InvestigationExpense	24090	273,413.53	988,500.00	715,086.47	27.66
Recruiting	25210	15,975.21	56,900.00	40,924.79	28.08
Personnel Agency Fees	25230	538,882.91	859,800.00	320,917.09	62.68
Material Supplies-External	26030	94,630.93	173,100.00	78,469.07	54.67
Gas Oil	26060	1,996,613.87	3,146,800.00	1,150,186.13	63.45
Diesel	26070	19,512.11	34,500.00	14,987.89	56.56
Purchase Of Service	28520	357,057.72	988,600.00	631,542.28	36.12
RentEquipment	29600	7,517.84	7,500.00	-17.84	100.24
<i>Total Program Related Expense</i>		5,224,955.91	9,097,600.00	3,872,644.09	57.43

Police Services Operations		Year to Date Actuals	Annual Budget	Unexpended Amount	% Expended
LegalFees	25020	204,714.64	111,500.00	-93,214.64	183.60
Translation	25070	19,940.24	33,500.00	13,559.76	59.52
Consultant	25100	116,541.99	305,000.00	188,458.01	38.21
Total Professional Services Expense		341,196.87	450,000.00	108,803.13	75.82
Hydro_Water	30000	1,126,620.69	1,764,900.00	638,279.31	63.83
Heat	30020	243,293.84	377,400.00	134,106.16	64.47
OfficeCleaning	30031	529,118.29	1,102,100.00	572,981.71	48.01
Caretaking	30050	130,403.65	154,000.00	23,596.35	84.68
PropertyBuildingRental	30090	817,858.60	1,069,400.00	251,541.40	76.48
Regional Facilities Allocation	30098	741,701.97	988,936.00	247,234.03	75.00
InsuranceAllocation	30118	1,874,999.97	2,500,000.00	625,000.03	75.00
BuildingRenovations	30120	5,963.14	50,000.00	44,036.86	11.93
Total Occupancy Expense		5,469,960.15	8,006,736.00	2,536,775.85	68.32
Repair_MaintBuildingExternal	31000	45,755.47	128,200.00	82,444.53	35.69
Repair_MaintBuildingInternal	31009	374,753.59	641,000.00	266,246.41	58.46
Grounds Maintenance	31050	173,026.23	294,800.00	121,773.77	58.69
Repair_MaintContracts	31200	5,420.09	13,400.00	7,979.91	40.45
Repair Maint Electrical	31430	51,779.44	90,000.00	38,220.56	57.53
Repair Maint Mechanical	31500	285,502.35	535,200.00	249,697.65	53.34
RepairMaintPlantEquipment	35700	1,014,911.09	1,550,700.00	535,788.91	65.45
Repair Maint Vehicles	37510	1,221,898.60	1,602,500.00	380,601.40	76.25
Repair Vehicle Accidents	37515	215,436.99	293,000.00	77,563.01	73.53
Total Repairs & Maintenance Expense		3,388,483.85	5,148,800.00	1,760,316.15	65.81
BankCharges-General	50030	169,531.09	184,000.00	14,468.91	92.14
Debt Issuance Fees	50050	4,998.44	0.00	-4,998.44	NIL
Allocated-Debt Principle	54508	2,358,389.25	3,144,519.00	786,129.75	75.00
Allocated-DebtInterest	54518	1,837,645.75	3,800,022.00	1,962,376.25	48.36
Total Financial Items		4,370,564.53	7,128,541.00	2,757,976.47	61.31
Contribution to Capital - Facilities	57210	784,500.03	1,046,000.00	261,499.97	75.00
ContribToDebtReductionReserve	57635	648,366.75	864,489.00	216,122.25	75.00
ContribToFuelCostStabilization	57644	244,122.80	0.00	-244,122.80	NIL
ContribToSickLeaveReserve	57650	1,125,000.00	1,500,000.00	375,000.00	75.00
Contribution to Capital - Equipment	57670	955,500.03	1,274,000.00	318,499.97	75.00
Contribution to Capital - Vehicles	57690	2,861,250.03	3,815,000.00	953,749.97	75.00
ContribToSeizedMoney	57970	21,601.65	60,000.00	38,398.35	36.00
Total Contributions to Reserves		6,640,341.29	8,559,489.00	1,919,147.71	77.58
Recovery - Emergency Services	61009	-42,675.03	-56,900.00	-14,224.97	75.00
Allocated - Planning	62038	171,000.00	228,000.00	57,000.00	75.00
Allocated Transportation & Works	62048	306,600.03	408,800.00	102,199.97	75.00
Negotiated Legal	62098	547,575.03	730,100.00	182,524.97	75.00
Total Internal Charges		982,500.03	1,310,000.00	327,499.97	75.00
Purchase Of Equipment	40000	93,180.10	327,303.00	234,122.90	28.47
OperatingEquipment	40010	13,529.75	27,100.00	13,570.25	49.93
VehicleEquipment	40040	77,278.10	120,000.00	42,721.90	64.40
ComputerSoftware	41010	76,995.71	153,700.00	76,704.29	50.09
Total Minor Equipment		260,983.66	629,615.00	368,631.34	41.45
Total Expenditures		255,821,419.26	342,538,259.58	86,716,840.32	74.68

<i>Police Services Operations</i>		<i>Year to Date Actuals</i>	<i>Annual Budget</i>	<i>Unexpended Amount</i>	<i>% Expended</i>
<i>Revenues</i>					
ProvincialGrant	71010	-9,948,411.91	-12,980,200.00	-3,031,788.09	76.64
Total Provincial Funding		-9,948,411.91	-12,980,200.00	-3,031,788.09	76.64
Recovery - Other	70400	-552,415.62	-639,100.00	-86,684.38	86.44
Fees & Charges	75000	-3,585,739.53	-3,228,100.00	357,639.53	111.08
AdministrativeFees	75040	-838,782.88	-851,300.00	-12,517.12	98.53
SundryRevenue	75060	-390,019.70	-112,000.00	278,019.70	348.23
PoliceEscorts	75090	-999,877.62	-915,000.00	84,877.62	109.28
AccidentReports	75130	-608,995.26	-1,732,000.00	-1,123,004.74	35.16
PrisonerEscorts	75150	-20,164.15	-40,000.00	-19,835.85	50.41
LeaseRentalRevenue	75160	-210,309.44	-125,000.00	85,309.44	168.25
AlarmMonitoringFees	75180	-1,143,094.05	-1,507,100.00	-364,005.95	75.85
ThirdPartyRecovery	75310	-1,505,027.52	-1,771,600.00	-266,572.48	84.95
ClearanceLetterRevenues	75330	-1,431,471.14	-1,709,000.00	-277,528.86	83.76
VolunteerApplicantScreeningRev	75335	-1,420,369.00	-1,276,000.00	144,369.00	111.31
Freedom of Information Revenue	75340	-122,498.51	-150,000.00	-27,501.49	81.67
VehicleAuctionProceeds	75520	-351,864.00	-374,100.00	-22,236.00	94.06
Total Fees & Charges		-13,180,628.42	-14,430,300.00	-1,249,671.58	91.34
ContribFromPoliceBuildingReserve	77060	-3,177,623.25	-4,236,831.00	-1,059,207.75	75.00
ContribFromSickLeaveReserve	77650	-2,273,293.00	0.00	2,273,293.00	NIL
Contri From Seized Money	77830	-66,061.28	-100,000.00	-33,938.72	66.06
Total Contributions from Reserves		-5,516,977.53	-4,336,831.00	1,180,146.53	127.21
Total Revenues		-28,646,017.86	-31,747,331.00	-3,101,313.14	90.23
Net Position		227,175,401.40	310,790,928.58	83,615,527.18	73.10

Notes / Assumptions

1. Nine months represents 75% of the year
2. Excludes Regional allocations for telephone, occupancy, information technology, human resources, legal, and finance
3. Excludes non-budgeted PSAB charges for Tangible Capital Asset costs for amortization, debt principle and gain/loss on disposal of assets
4. Includes 2017 budget re-statement for benefits

FINANCIAL NOTES

SALARIES

The Salaries account is 75.4 percent spent at September 30, 2017 and includes \$2.3M of unbudgeted sick bank payouts, an option provided staff under the current collective agreement. A draw from the Sick Bank Reserve has paid for this expense in full.

Net Overtime is 90.9 percent spent which includes the estimated banked liability. Salary Overtime and Returned Overtime are over budget causing a net unfavourable variance. Court Overtime is under budget. The actual payout to date before overtime bank accrual is \$966,941. For comparison purposes, net overtime as of September 30, 2016 was 77.3 percent spent.

BENEFITS

Employee benefits accounts are unfavourable at 77.8 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 77.4 percent spent.

OPERATING EXPENSES

Total operating expenses are favourable at 66.5 percent spent. Some accounts show unfavourable variance mainly due to the fact that budget is allocated evenly throughout the year while actual spending may happen at a different time. This timing difference generally corrects to budget by year-end. In comparison, last year at this time total operating expenses were 67.1 percent spent.

Administration Expense

Favourable variances in several accounts including Staff Training and Allowances, Special Events, Telephone, Office and Computer Supplies, Printing and Telecom Lines are partially offset by unfavourable variances in Computer Software Maintenance, Telecom Contracts, Advertising Publicity and Office Equipment Rental. The Computer Software Maintenance account includes annual payments for software. The Telecom Contracts account includes the annual radio maintenance contract payment. The Advertising Publicity account includes promotion expenses paid by the PAVIS grant which was not budgeted.

Program Related Expense

Overall spending is well below budget due to under spending in Clothing Supplies, Audio Visual, Photographic Equipment and Supplies, Investigation Expense, Personnel Agency Fees, Recruiting, Gasoline and Purchase of Service accounts. Firearms and Radio Licenses accounts show unfavourable variance. A large ammunition order has been expensed as well as annual Industry Canada Radio License fees.

Professional Services Expense

Legal fees have exceeded annual funding and are partially offset by under spending of consulting funding.

Occupancy Expense

Expenditures for hydro, heat, office cleaning, and building renovations are currently under budget.

Repairs & Maintenance Expense

Total repairs and maintenance costs are under budget due to favourable variances in building maintenance and contracts.

Financial Items

Debt interest charges are well below budget.

Contribution to Reserves

A contribution to the Fuel Stabilization Reserve, in return for lower than planned fuel pricing, is unbudgeted.

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 favourable due to PAVIS funding received but not budgeted. Total Fees and Charges are over plan due largely to favourable Paid Duty related revenues. Other accounts with notable favourable variances are Sundry Revenue, Volunteer Applicant Screening, Clearance Letter Revenue, Third Party Recovery, Lease Rental Revenue, FOI Revenue, and Vehicle Auction Proceeds. Revenues are under plan in Accident Reports due to the Board direction to cancel unpaid invoices issued for MVCRs from June 22, 2016 to March 23, 2017. The results reflect credits issued for 2017 invoices, which were processed in July, totalling \$741,553 pre-tax, The unbudgeted draw from Sick Bank Reserve funds \$2.3M of sick bank payouts against the salaries account.

POLICE SERVICES BOARD PUBLIC RELATIONS FUND

Year-to-date contributions to the reserve as of September 30, 2017 total \$21,602 and are all from forfeited monies. Interest earned on the account totals \$3,912. A draw from the reserve of \$66,061 has been made to pay for approved expenditures.

DEVELOPMENT CHARGE RESERVE

Development charge collections to date total \$3,473,135. Interest earned on this account totals \$222,210. Combined payments made on the development charge portion of debentures and Capital projects total \$3,177,623.

SICK BANK RESERVE

The year-to-date contribution of \$1,125,000 is on plan. A draw for \$2,273,293 has paid for sick bank payouts in February. Interest charges reflecting the debit balance of the reserve total \$63,875.

THE REGIONAL MUNICIPALITY OF YORK
POLICE SERVICES BOARD

REPORT OF THE CHIEF OF POLICE

NOVEMBER 15, 2017

Execution of Documents By-law and Purchasing By-Law

RECOMMENDATION

1. That the Board receive this report pursuant to the Execution of Documents By-Law No. 08-15, Purchasing By-Law No. 06-14 and Purchasing By-Law No. 10-17, which came into effect on September 20, 2017, quarterly reporting requirements.

SYNOPSIS

In accordance with the Police Services Board's Execution of Documents By-Law No. 08-15 and Purchasing By-Law No. 06-14 and By-Law No.10-17, this report contains a summary of documents, agreements and purchasing matters that were executed in the third quarter of 2017.

FINANCIAL IMPLICATIONS

The funds necessary to satisfy the terms of each contract identified in this report were included in the 2017 Operating or Capital Budgets.

BACKGROUND

In accordance with the Execution of Documents By-Law No. 08-15, additional authority has been granted to permit the Deputy Chiefs to execute documents related to the programs and projects under their portfolio of responsibility.

The By-law further states that:

- In all cases where documents are executed under delegated authority, a quarterly report must be submitted to the Board; and
- Each signing officer shall obtain the approval of the Regional Solicitor or his or her designate as to form and content prior to executing any document pursuant to this By-law.

In accordance with the Purchasing By-Law No. 06-14 and By-Law No. 10-17, a quarterly report is required to advise the Board of the following matters:

- The award of any contract as a result of a request for tenders;
- The award of any contract as a result of a request proposal and awarded by the Deputy Chief or Chief of Police; and
- Any expenditures made as a change in scope/additional deliverables.

In accordance with the Execution of Documents By-Law No. 08-15, the agreements and other undertakings that have been executed within the third quarter of 2017 are identified in Appendix 1. Appendix 2 outlines the agreements and undertakings in accordance with the Purchasing By-Law No. 06-14 and By-Law No. 10-17. All amounts listed exclude taxes. It is therefore recommended that the execution of documents and purchasing third quarter report be received.

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

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Accessible formats or communication supports are available upon request

In accordance with the Execution of Documents By-Law No. 08-15, the agreements and other undertakings that have been executed within the third quarter of 2017 are outlined below in Appendix 1.

Appendix 1 - Execution of Documents By-Law No. 08-15

Contracts and Agreements		
Parties	Expiry Date	Amount
Her Majesty the Queen in Right of Ontario as represented by the Minister of Community Safety and Correctional Services (the "Province") and the Regional Municipality of York Police Services Board (the "Recipient") - 2017/2018 Ontario Transfer Payment Agreement - R.I.D.E. Grant	March 31, 2018	\$55,984
Her Majesty the Queen in Right of Ontario, as represented by the Minister of Community Safety and Correctional Services (MCSCS) and the York Regional Police Services Board (YRPSB) - Automated Licence Plate Recognition (ALPR) Agreement for Access to MTO Data - Annual Declaration	Renews automatically for consecutive 12-month terms provided conditions are met and annual Declaration is signed	N/A
York Region Emergency Medical Services (York EMS) and York Regional Police (YRP) - Operating Agreement for the Development of the Special Response Unit (SRU)	Ongoing	N/A
Her Majesty the Queen in Right of Ontario, as represented by the Minister of Community Safety and Correctional Services (MCSCS) and the Regional Municipality of York Police Services Board (YRPSB) - Proceeds of Crime (POC) Front-Line Policing (FLP) Grant Program – Project GABRIEL, Human Trafficking Project of Special Victims Unit - Ontario Transfer Payment Agreement	March 31, 2018	\$85,000
York Regional Police (YRP) and Canada Border Service Agency (CBSA) - Letter of Agreement concerning the Participation of Canada Border Services Agency and Disclosure of Information re Project LADRON	August 28, 2018	N/A
Ivanhoe Cambridge II Inc. (Vaughan Mills) and the Regional Municipality of York Police Services Board (YRPSB) - Temporary Occupancy License Agreement	June 30, 2018	N/A
Total Expenditures		\$140,984

For comparison purposes, the delegation of authority for contracts and agreements in the third quarter of 2016 was \$231,912, excluding HST.

In accordance with the Purchasing By-Law No. 06-14 and Purchasing By-Law No. 10-17, the agreements and other undertakings that have been executed within the third quarter of 2017 are outlined below in Appendix 2.

Appendix 2 - Purchasing By-Law No. 06-14 and Purchasing By-Law No. 10-17

Tender Approvals, Request for Proposals and Scope/Additional Deliverables			
Description	No. of Bids	Award Date	Value
Request for Proposal Award (P-17-01): Supply and Delivery of an Explosive Disposal Unit Vehicle Custom Body Mounted on a 2015 International 4400 SBA 4x2 (MA035) 4 Door Crew Cab and Chassis Vendor: PK Welding & Fabricators Inc. Term of Contract: One Time	1	July 4, 2017	\$324,580
Request for Proposal Award (P-17-13): Year Round Grounds Maintenance Services at York Regional Police #1 District, Newmarket and Peer Support, East Gwillimbury Vendor: Stilescape Inc. Term of Contract: One year plus four one year options	3	September 25, 2017	\$69,350
Request for Proposal Award (P-17-14): Year Round Grounds Maintenance Services at York Regional Police #3 District Headquarters, 3527 Baseline Road, Sutton Vendor: Stilescape Inc. Term of Contract: One year plus four one year options	2	September 25, 2017	\$43,550
Request for Tender Award (T-17-11): Supply and Delivery of Various Ford Vehicles Vendor: Yonge-Steeles Ford Lincoln Sales Limited Term of Contract: One Time	2	July 4, 2017	\$253,845
Request for Tender Award (T-17-12): Janitorial Services At York Regional Police #4 District Headquarters, 2700 Rutherford Road, Vaughan Vendor: Dean Clean Services Inc. Term of Contract: One year plus two two year options	9	July 5, 2017	\$96,586
Request for Tender Award (T-17-13): Supply of Aladdin ETokens and Purchase of SafeNet Authentication System Vendor: MNP LLP Term of Contract: One Time	5	July 4, 2017	\$201,074

Tender Approvals, Request for Proposals and Scope/Additional Deliverables			
Description	No. of Bids	Award Date	Value
Request for Tender Award (T-17-14): Supply and Delivery of Two Ford Edge Sport Utility Vehicles Vendor: Trillium Ford Lincoln Ltd. Term of Contract: One Time	1	August 14, 2017	\$92,998
Request for Tender Award (T-17-15): Supply & Delivery of Cisco Network Switches Vendor: Knowledge Computers Ltd. Term of Contract: One time	10	September 25, 2017	\$112,949
Contract Action Request (PO# 86195): New Construction of New Training Facility at 70 Bales Road, Sharon, ON Vendor: Jasper Construction Corp. Reason: To increase the contract by 10% as a Contingency.		June 27, 2017	\$1,986,426 Contract Total to date: \$25,071,426
Contract Action Request (PO# 90633): Supply and Delivery of Various Ford Vehicles - Three (3) Ford F150 Supercrew Pickup Truck, 4x4, 5.5ft Box and Six (6) Ford Fusion Hybrid SE Sedan Vendor: Yonge-Steeles Ford Lincoln Sales Limited Reason: To purchase one additional Ford Fusion Hybrid SE Sedan under Contingency.		July 12, 2017	\$27,195 Contract Total to date: \$281,040
Contract Action Request (PO#86819): Supply of Pilot and Maintenance Services Vendor: Canadian Helicopters an HNZ Company Reason: Additional Flight Hours under Scope Change.		July 27, 2017	\$25,211 Contract Total to date: \$1,596,655
Contract Action Request (PO# 87282): IT Research and Advisory Membership Services Vendor: Info-Tech Research Group Reason: To extend the contract for the second one year option (year 3).		August 14, 2017	\$41,769 Contract Total to date: \$118,124
Contract Action Request (PO# 85567): Supply and Delivery of Leather Gloves and Mitts Vendor: Raber Glove Manufacturing Co Ltd Reason: To extend contract for one year (year four of the contract).		August 17, 2017	\$30,000 Contract Total to date: \$120,000

Tender Approvals, Request for Proposals and Scope/Additional Deliverables			
Description	No. of Bids	Award Date	Value
Contract Action Request (PO# 87111): Supply and Delivery of Uniform Clothing Vendor: The Uniform Group Reason: To extend the Contract for the first option year (year three of the Contract)		August 21, 2017	\$85,000 Contract Total to date: \$255,000
Contract Action Request (PO# 89726): Supply and Delivery of 30 New Ford Police Interceptor Utility Vehicles Vendor: Yonge-Steeles Ford Lincoln Sales Limited Reasons: Scope Change: To purchase Ford Police Interceptor Utility Vehicles to replace accident write-offs in 2017		July 4, 2017 August 31, 2017	\$33,500 \$100,500 Contract Total to date: \$1,206,000
Contract Action Request (PO# 87448): Bio-Hazard Decontamination and Clean-Up Services Vendor: KCS – Kidd Cleaning Service Reason: To expend the contract for the first option year (year 3)		September 22, 2017	\$21,000 Contract Total to date: \$272,960
Total Expenditures			\$3,545,533

For comparison purposes, the delegation of authority for Purchasing By-law No. 06-14 and Purchasing By-Law No. 10-17 items in the third quarter 2016 were \$3,408,835, excluding HST.

Replacement to Item. No. 6.3

PUBLIC

THE REGIONAL MUNICIPALITY OF YORK
POLICE SERVICES BOARD

REPORT OF THE CHIEF OF POLICE

NOVEMBER 15, 2017

Software Maintenance and Service Contract Renewals

RECOMMENDATIONS

1. That the Board authorize the renewal of the software maintenance and service contracts with the contractors listed in Appendix 1, effective December 2017, for up to five (5) additional terms of one year, provided that the contractor has performed satisfactorily and that sufficient funds have been provided in the annual budget; and
2. That the Chief of Police be authorized to execute the agreements on behalf of the Board.

SYNOPSIS

This report seeks the Board's authorization to renew existing software maintenance and service contracts annually, for a further term of up to five years. The Purchasing Bylaw 10-17 requires the Board's approval where the term of a contract, including any renewals, exceeds five years.

FINANCIAL IMPLICATIONS

Funding in the amount of \$2,869,000 is included in the 2017 Operating budget for software maintenance, inclusive of the requested contract renewals. The funding to renew outlook years is included in the 2018 Operating budget proposal and subject to the annual approval of the Board and Regional Council.

BACKGROUND

Software licenses and maintenance are required to support York Regional Police technology infrastructure. These products are used daily by York Regional police members across the organization to perform their duties.

An inventory was undertaken of all software licenses and maintenance to ensure compliance with the Purchasing Bylaw. Appendix 1 provides details on each item, including a general background and description, annual cost and estimated costs for an additional five years.

As the central manager for software maintenance, Information Technology staff have confirmed the software and services listed in Appendix 1 has been in use for several years and their performance has satisfied expectations.

It is therefore recommended that the Board approve the renewal of the software maintenance contracts listed in Appendix 1 annually, for an additional term of up to five years.

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

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Accessible formats or communication supports are available upon request

APPENDIX 1

Software Maintenance and Service Contract Renewals

#	Provider	Product	Annual Cost	Total Five Year Cost 2017-2022	User	Initial Purchase Date
1	Panasonic Canada Inc.	Arbitrator 360 Software Annual Maintenance	\$23,000	\$115,000	Technical Support	2011
2	High Criteria Inc.	Liberty Digital Video Recorder Annual Maintenance	\$17,164	\$85,820	Information Technology	2011
3	Armagh POS Solutions	Point of Sale Annual Service Agreement	\$10,230	\$51,150	Information Management	2010
4	Rapid 7	Metasploit Software Annual Maintenance	\$9,328	\$46,638	Information Technology	2012
5	CI Technologies Canadian Division	IA Pro Software Annual Maintenance	\$5,993	\$29,964	Professional Standards	2009
6	Nextalk	SimpliciTTY Software Annual Maintenance	\$5,523	\$27,615	911 Communications	2009
7	Info Group	SelectPhone Canada Annual CD-ROM	\$5,200	\$26,000	911 Communications	2005
8	LexisNexis Risk Solutions	Desk Officer Reporting System Software Annual Maintenance	\$5,200	\$26,000	Information Management	2007
9	ZBE Inc.	Service Plan for Chromira Processor	\$5,200	\$26,000	Forensic Identification	2010
10	MicroSurvey Software Inc.	MapScene and Evidence Recorder Software Annual Maintenance	\$4,589	\$22,943	Forensic Identification	2009
11	Oracle Canada ULC	Database Software Maintenance	\$4,549	\$22,746	Information Technology	2006
12	iSYS Intelligent System Solutions Corp.	CSIpix Software Annual Maintenance	\$4,257	\$21,285	Forensic Identification	2013
13	Element 5	Franson GPS Gate Server Software Annual Maintenance	\$3,856	\$19,281	Technical Support	2011
14	Filemaker Inc.	Filemaker Pro Software Annual Maintenance	\$3,640	\$18,200	Information Technology	2008
15	IBM Canada Ltd.	MQ Processor Software Annual Maintenance	\$3,408	\$17,040	Information Technology	2004

16	360 Advanced Security Corp.	Auto-VU ALPR Software Annual Maintenance	\$2,931	\$14,657	Technical Support Unit	2012
17	Biddle Consulting Group	CritiCall Elite Software Annual Maintenance	\$1,820	\$9,094	Human Resources	2013
18	Wheeler Ergonomic Software	RSI Guard Software Annual Maintenance	\$980	\$4,900	Health & Wellness	2013
19	Help Systems/ Network Automation	AutoMate Software Annual Maintenance	\$567	\$2,835	Information Technology	
20	Nordat Inc.	FOI Software Annual Maintenance	\$400	\$2,000	Legal Services	Pre 2009
21	Iron Mountain	Escrow Agreement Annual Renewal	\$332	\$1,658	Information Technology	2013
22	Pearson Canada Assessment Inc.	Q Local Software Annual Maintenance	\$113	\$565	Uniform Recruiting	2012

THE REGIONAL MUNICIPALITY OF YORK
POLICE SERVICES BOARD

REPORT OF THE EXECUTIVE DIRECTOR

November 15, 2017

**Amended Policy on
Framework for Annual Reporting by Chief of Police**

RECOMMENDATION

1. That the Board amend its policy on Framework for Annual Reporting by Chief of Police attached as Appendix A.

BACKGROUND

In September 2016, the Board adopted Policy No. 01/16 on the “Collection of Identifying Information in Certain Circumstances – Prohibition and Duties” in accordance with Ontario Regulation 58/16.

In accordance with section 14 of O. Reg. 58/16 and further to section 13 of the Board's policy 01/16 which states:

The contents of the Annual Report as it relates to the Collection of Identifying Information shall include, at a minimum, the following:

- a. *the number of attempted collections and the number of attempted collections in which identifying information was collected;*
- b. *the number of individuals from whom identifying information was collected;*
- c. *the number of times each of the following provisions was relied upon to not advise the individual of his/her right that he/she is not required to provide identifying information to the officer and/or the reason why the police officer is attempting to collect identifying information about the individual, namely, that it:*
 - i. *might compromise the safety of an individual (subsection 6(2)),*
 - ii. *would likely compromise an ongoing police investigation (clause 6(3)(a)),*
 - iii. *might allow a confidential informant to be identified (clause 6(3)(b)), and*
 - iv. *might disclose the identity of a person contrary to law, including the YCJA (clause 6(3)(c));*
- d. *the number of times an individual was not given a receipt because the individual did not indicate that they wanted it;*
- e. *the number of times each of the following clauses was relied upon to not offer or give a receipt, namely, that it:*
 - i. *might compromise the safety of an individual (subsection 7(2)(a)) and,*

- ii. *might delay the officer from responding to another matter that should be responded to immediately (clause 7(2)(a));*
- f. *the number of attempted collections from individuals who are perceived, by a police officer, to be within the following groups based on the sex of the individual:*
 - i. *male*
 - ii. *female*
- g. *for each age group established by the Chief, the number of attempted collections from individuals who are perceived, by a police officer, to be within that age group;*
- h. *for each racialized group established by the Chief for the purpose of this paragraph, the number of attempted collections from individuals who are perceived, by a police officer, to be within that racialized group;*
- i. *a statement, based on an analysis of the information, as to whether the collections were attempted disproportionately from individuals within a group based on (a) the sex of the individual, (b) a particular age (c) racialized group, or (d) a combination of groups and, if so, any additional information that the Chief considers relevant to explain the disproportionate number of attempted collections;*
- j. *the neighbourhoods or areas where collections were attempted and the number of attempted collections in each neighbourhood or area;*
- k. *the number of determinations made by the Chief (or designate) as to whether the information entered into the database:*
 - i. *complied with limitations on collection set out in section 5 and 9(4)(a) of the Regulation, and*
 - ii. *the results of the review(s), done at least once a year by an external party, of an appropriately sized random sample of entries of identifying information included in the database to estimate within a margin of error of plus or minus 5 percent, at a 95 percent confidence level, whether it appears that sections 5 (limitations on collection of information), 6 (duties to inform of rights and reasons before collecting, with exceptions) or 7 (document for individual – receipt, with exceptions) were not complied with;*
- l. *the number of times, if any, members of the police force were permitted to access identifying information to which access must be restricted by virtue of one or more of the following:*
 - i. *for the purpose of an ongoing police investigation,*
 - ii. *in connection with legal proceedings or anticipated legal proceedings,*
 - iii. *for the purpose of dealing with a complaint under Part V of the Act or for the purpose of an investigation or inquiry under clause 25 (1) (a) of the Act,*
 - iv. *in order to prepare the Annual Report or a report required due to disproportionate collection (under section 15 of the Regulation),*
 - v. *for the purpose of complying with a legal requirement, or*
 - vi. *for the purpose of evaluating a police officer's performance.*
- (a) *the number of complaints (public and Chief's) resulting from or related to the collection of identifying information along with the status or outcome of the complaints;*

- (b) *the number of requests under the Municipal Freedom of Information and the Protection of Privacy Act relating to the collection of identifying information;*
- (c) *the action taken when non-compliance with the procedures and Regulation was determined to have occurred.*

The entire contents of the Annual Report as described in section 13 in this Policy shall be included in the Annual Report of York Regional Police under section 31 of the Adequacy and Effectiveness Regulation.

RECOMMENDATION

The Board's policy on the Annual Report of the Chief of Police (Policy No. 04/01) does not include the contents as it relates to the Collection of Identifying Information in Certain Circumstances – Prohibition and Duties. I recommend that the Board's policy be amended to include section 13 of the Board's policy No. 01/16.

Mafalda Avellino
Executive Director



YORK REGIONAL POLICE SERVICES BOARD

DRAFT Framework for Annual Reporting by Chief of Police
Policy No. 04/01

Date Approved:	September 26, 2001
Date Reviewed:	2006, 2010
Dates Amended:	November 15, 2017
Reporting Requirement:	Annual Reporting
Legislative Authority:	Police Services Act, R.S.O. 1990, and c.P.15, as amended. s. 31(1); Adequacy Standards Regulation O. Reg. 3/99. S. 33; O. Reg. 58/16: Collection of Identifying Information in Certain Circumstances – Prohibitions and Duties
Related Board Policies:	Collection of Identifying Information in Certain Circumstances-Prohibitions and Duties Policy No. 1/16.

Purpose

In accordance with the requirements of the Adequacy Standards Regulation and the Police Services Act, it is the policy of the Regional Municipality of York Police Services Board (“the Board”) with respect to annual reporting that:

- a) *the Chief of Police will prepare an Annual Report for the Board on the activities of the police service during the previous fiscal year, which includes, at minimum, information on:*
 - i) *performance objectives and indicators as set out in the business plan, and results achieved;*
 - ii) *public complaints; and*
 - iii) *the actual cost of police services; and*
- b) *the Chief of Police will, in accordance with the Protocol for the Sharing of Information between the Board and the Regional Municipality of York, assume responsibility for making the Annual Report available to the public by June 30th.*

Policy Guidelines

1. The Annual Report shall include information on performance objectives and indicators as set out in the York Regional Police Business Plan, and results achieved during the previous fiscal year relating to:

APPENDIX A

- a) the provision of community-based crime prevention initiatives, community patrol and criminal investigation services;
 - b) community satisfaction with police services;
 - c) emergency calls for service;
 - d) violent crime and clearance rates for violent crime;
 - e) property crime and clearance rates for property crime;
 - f) youth crime and clearance rates for youth crime;
 - g) police assistance to victims of crime and re-victimization rates; and
 - h) road safety.
2. The Annual Report shall include information on the administration and disposition of public complaints.
 3. The Public Complaints Section of the Annual Report shall contain the following information:
 - a) the number of complaints against the policies and services of the police service;
 - b) the number of complaints against the conduct of police officers;
 - c) the process by which complaints in a) and b) were dealt with;
 - d) the final disposition of public complaints in a) and b), including actions taken, if any; and
 - e) a comparison of complaints in a) and b) with numbers from previous years.
 4. The Annual Report shall include the actual cost of policing for the previous fiscal year.
 5. The section on the actual cost of policing for the previous fiscal year shall include a comparison between the actual and estimated cost of policing for that year as was projected in the business plan or approved budget.
 6. The Annual Report shall include information pursuant to section 14(2) of the O. Reg. 58/16: Collection of Identifying Information in Certain Circumstances- Prohibitions and Duties and Section 13 of the Board's Policy No. 1/16: Collection of Identifying Information in Certain Circumstances - Prohibitions and Duties.
 7. The York Regional Police Annual Report shall address:
 - a) the initiatives undertaken by the police service to promote, implement and evaluate problem-oriented policing, as set out in the Ministry of Community Safety and Correctional Services guideline on Problem-Oriented Policing (CP-002);
 - b) crime, calls for service and public disorder patterns, trends and forecasts, based on crime, call for service and public disorder analysis, as set out in the Ministry of Community

APPENDIX A

Safety and Correctional Services guideline on Crime, Call and Public Disorder Analysis (LE-003);

- c) the number of completed joint forces operations that the police service participated in, the cost to the police service and whether they achieved their performance objectives, as set out in the Ministry of the Community Safety and Correctional Services guideline on Joint Forces Operations (LE-009); and
 - d) the number of completed internal task forces established within the police service, the cost to the police service and whether they achieved their performance objectives, as set out in the Ministry of Community Safety and Correctional Services guideline on Internal Task Forces (LE-010).
7. The York Regional Police Annual Report shall provide an organizational overview of the police service that:
- a) addresses the statement of purpose and direction of the police service; and
 - b) includes a current organizational chart, a description of the organizational structure and information on uniform and civilian staffing levels.

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

BY LAW NO. 13-17

**A By Law to Confirm
the Proceedings of the Board at its Meeting
held on November 15, 2017**

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 Chairman 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 15th day of November, 2017

Mafalda Avellino, Executive Director

Mayor Virginia Hackson, Chair