



# The Regional Municipality of York Police Services Board

To Make a Difference in Our Community

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## REVISED AGENDA PUBLIC SESSION

Wednesday, September 20, 2017, 9:00 a.m.

COMMITTEE ROOM "A"

YORK REGION ADMINISTRATIVE CENTRE

17250 YONGE STREET

NEWMARKET, ONTARIO

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<b>6.1</b>	<b>Audits of the 2016 Financial Statements</b>	<b>21</b>
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RECOMMENDATION

1. That the Board receive this report for information.

<b>6.2</b>	<b>Interim Financial Reporting for the Period Ending July 31, 2017</b>	<b>23</b>
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RECOMMENDATION

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

<b>6.3</b>	<b>Donations of \$10,000 or More</b>	<b>35</b>
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RECOMMENDATION

1. That the Board approve the donation of 15,000 packaged light bulbs from Philips Lighting Canada, with an approximate value of \$65,000, pursuant to Police Service Board's Donations and Sponsorships Policy No. 01/15.

<b>6.4</b>	<b>Execution of Documents Bylaw and Purchasing Bylaw</b>	<b>37</b>
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RECOMMENDATION

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

<b>6.5</b>	<b>Statistics Canada, Canadian Centre for Justice Statistics: 2016 National/Provincial Crime Statistics Rankings and Crime Severity Index Overview</b>	<b>43</b>
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RECOMMENDATION

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

<b>6.6</b>	<b>Semi-Annual Report on Public Complaints</b>	<b>57</b>
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RECOMMENDATION

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

<b>6.7</b>	<b><i>Accessibility Status Report</i></b>	<b>67</b>
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RECOMMENDATION

1. That the Board accept this report.

RECOMMENDATION

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

**7. Items for Consideration - Reports of the Regional Solicitor****7.1 New Purchasing Bylaw - 2017**

101

RECOMMENDATIONS

1. It is recommended that the Board authorize the enactment of a new purchasing bylaw effective September 20, 2017 to incorporate the amendments set out in this report.
2. Bylaw 06-14 be repealed.

**7.2 Agreement with Toronto Transit Commission for Enforcement by Special Constables on the Toronto-Spadina Subway**

125

RECOMMENDATION

1. It is recommended that the Board authorize an agreement with the Toronto Transit Commission ("TTC") regarding enforcement activities to be undertaken by TTC special constables within the Region of York.

**8. Items for Consideration - Reports of the Executive Director****8.1 Public Relations Fund Semi-Annual Report**

129

RECOMMENDATION

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

**8.2 Proposed 2018 Board Meeting Schedule**

133

RECOMMENDATION

1. That the Board approve the proposed 2018 Schedule of Board meetings and presentation topics, attached as Schedule A, pursuant to Procedural Bylaw No. 07-17.

**8.3 Amended Conference Attendance and Travel Expense Policy**

135

RECOMMENDATION

1. That the Board approve the amended Conference Attendance and Travel Expense Policy No. 02/11, attached as Appendix A.

RECOMMENDATION

1. That the Board approve the amended Equity and Inclusion Policy No. 04/11, attached as Appendix A.

**9. Unfinished Business from the July 10, 2017 Board Meeting**

**10. Other Business**

**11. Presentation to Chair Scarpitti**

**12. Private Session**

RECOMMENDATION

That the Board move into Private Session.

**13. Reconvene in Public Meeting**

**14. Consideration of Private Items**

**15. Confirmatory Bylaw**

**16. Adjournment**

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

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

**July 10, 2017**

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**The Board commenced its meeting of July 10, 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:** F. Scarpitti, Chair, Mayor of the City of Markham  
V. Hackson, Vice Chair, Mayor of the Town of East Gwillimbury  
(Chaired meeting until 9:15 a.m.)  
W. Emmerson, Chairman & C.E.O., York Region  
J. Molyneaux, Member  
B. Jiang, Member  
B. Rogers, Member  
K. Usman, Member

**Board Staff:** M. Avellino, Executive Director

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

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

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230 **DISCLOSURE OF INTEREST**

*Nil.*

231 **CONFIRMATION OF PUBLIC MINUTES OF MAY 24, 2017 BOARD MEETING**

*It was moved by Mr. Molyneaux, seconded by Ms Jiang that the Board confirm the minutes for the public session of the meeting held on May 24, 2017 in the form supplied to the members.*

**CARRIED**

**PRESENTATION**

232 **Achieving Our Full Potential: Business Intelligence for Smarter, More Efficient and Effective Policing**

*It was moved by Mr. Rogers, seconded by Mr. Usman that the presentation be received.*

**CARRIED**

**DEPUTATION**

- 233 Mr. Salvatore Amenta seeking to make a deputation on policies and programs related to employees with disabilities.

*It was moved by Mr. Molyneaux, seconded by Chairman Emmerson that deputation status be granted to Mr. Amenta.*

*The Board made a further motion.*

*It was moved by Chairman Emmerson, seconded by Mr. Usman that the deputation from Mr. Amenta be received and referred to the Chief of Police for a review of its policies and programs related to employees with disabilities.*

**CARRIED**

Action: Chief of Police

**COMMUNICATIONS**

- 234 Correspondence from Chair Frank Scarpitti, York Regional Police Services Board, May 29, 2017, to The Honourable Yasir Naqvi regarding Board feedback on the Report of the Independent Police Oversight Review.

*It was moved by Chairman Emmerson, seconded by Vice Chair Hackson that the Board receive the correspondence from Chair Frank Scarpitti, York Regional Police Services Board, May 29, 2017.*

**CARRIED**

- 235 Correspondence from Mr. Stephen Beckett, Assistant Deputy Minister, MCSCS, June 7, 2017, regarding the appointment of a Reviewer for the implementation of Ontario Regulation 58/16: Collection of Identifying Information in Certain Circumstances.

*It was moved by Mr. Rogers, seconded by Mr. Molyneaux that the Board receive the correspondence from Mr. Stephen Beckett, Assistant Deputy Minister, MCSCS, June 7, 2017.*

**CARRIED**

- 236 Correspondence from Mr. Colin Goodwin, Co-Chair and Mr. Andrew Tummonds, Co-Chairs, Durham Regional Police Association, June 6, 2017, regarding the 8th Annual Ontario Police Memorial golf tournament taking place August 23, 2017 in Ajax, ON.

*It was moved by Chairman Emmerson, seconded by Mr. Molyneaux that the Board receive the correspondence from Mr. Colin Goodwin, Co-Chair and Mr. Andrew Tummonds, Co-Chair, Durham Regional Police Association, June 6, 2017.*

**CARRIED**

- 237 Correspondence from Mr. Andrew Gibson, Office & Program Administrator, HHC Future Aces Foundation, May 30, 2017, regarding the 24th Annual Golf Tournament taking place July 24, 2017 in Uxbridge, ON.

*It was moved by Mr. Molyneaux, seconded by Ms Jiang that the Board receive the correspondence from Mr. Andrew Gibson, Office & Program Administrator, HHC Future Aces Foundation, May 30, 2017, and that the Board provide sponsorship in the amount of \$500.*

**CARRIED**

Action: Executive Director

- 238 Correspondence from Chairman Wayne Emmerson, York Region Chairman and CEO, June 13, 2017, regarding the 2017 Chairman's Charity Golf Tournament taking place September 29, 2017 in Unionville, ON.

*It was moved by Mr. Usman, seconded by Mr. Rogers that the Board receive the correspondence from Chairman Wayne Emmerson, York Region Chairman and CEO, June 13, 2017, and that the Board provide sponsorship in the amount of \$2,800.*

**CARRIED**

Action: Executive Director

- 239 Correspondence from Ms Kathy Mitchell, President and Mr. Jim Lang, Co-Chair, MADD York Region, June 20, 2017, regarding the 4th Annual Golf Fore MADD tournament taking place August 18, 2017 in King City, ON.

*It was moved by Vice Chair Hackson, seconded by Ms Jiang that the Board receive the correspondence from Ms Kathy Mitchell, President and Mr. Jim Lang, Co-Chair, MADD York Region, June 20, 2017, and that the Board provide sponsorship in the amount of \$5,000.*

**CARRIED**

Action: Executive Director

- 240 Correspondence from Deputy Chief Tom Carrique, York Regional Police, June 23, 2017, regarding sponsorship of Wounded Warriors Highway of Heroes Bike Ride taking place August 19, 2017 in Trenton, ON.

*It was moved by Mr. Rogers, seconded by Ms Jiang that the Board receive the correspondence from Deputy Chief Tom Carrique, York Regional Police, June 23, 2017, and that the Board provide sponsorship in the amount of \$5,000.*

**CARRIED**

Action: Executive Director

- 241 Correspondence from Mr. Kenton Chance, President, Association of Black Law Enforcers, June 26, 2017, regarding sponsorship of the 25th Anniversary National Learning and Development Awards Gala taking place October 26-28, 2017 in Thornhill, ON.

*It was moved by Ms Jiang, seconded by Mr. Rogers that the Board receive the correspondence from Mr. Kenton Chance, President, Association of Black Law Enforcers, June 26, 2017, and that the Board provide sponsorship in the amount of \$2,500.*

**CARRIED**

Action: Executive Director

**ITEMS FOR CONSIDERATION - REPORTS OF THE CHIEF OF POLICE**

**242 Interim Financial Reporting for the Period Ending May 31, 2017**

*It was moved by Mr. Molyneaux, seconded by Mr. Rogers 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 five-month period ending May 31, 2017, pursuant to Financial Accountability Board Policy No. 01/05.

**CARRIED**

**243 One Year Staffing Evaluation – Three District**

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

1. That the Board receive this report.

**CARRIED**

**244 Court Services Process Document Service**

*It was moved by Mr. 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 authorize a contract with Ontario Judicial Service Summons Office for the serving of Court Services process documents pursuant to RFP P-17-10 at a cost of \$253,125 excluding HST; and
2. That the Board approve the award for serving of Court Services process documents 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 total cost of \$1,265,625 excluding HST, if all options to renew are exercised; and
3. That the Chief of Police be authorized to execute the Contract and to exercise any option to renew the Contract, subject to the approval of The Regional Municipality of York's Regional Solicitor, or designate, as to form and content.

**CARRIED**

**245 Direct Purchase for Social Media Monitoring Software**

*It was moved by Mr. Rogers, seconded by Mr. Usman that the Board adopt the following*



*recommendations contained in the Report of the Chief of Police:*

1. That the Board authorize a contract with Media Sonar Technologies Inc. for the purchase of additional social media monitoring software, under the direct purchase provisions of the Purchasing Bylaw, at a cost of \$25,250 plus applicable taxes; and
2. That the Board approve the award of a new software license contract to Media Sonar Technologies Inc. for a period of six months with an option to renew for two additional six month periods, subject to satisfactory performance and the Chief's approval, at a total cost of \$132,750 plus applicable taxes, if all options to renew are exercised; and
3. That the Chief be authorized to execute the software license contracts and to exercise any options to renew the software license contract, subject to the approval of The Regional Municipality of York's Regional Solicitor, or designate.

**CARRIED**

**246 eJust Software Maintenance Contract Renewal**

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

1. That the Board authorize a contract with eJust Systems Inc. for the purchase of electronic disclosure software maintenance from eJust Systems Inc. under the direct purchase provisions of the Purchasing By-law for a three-year term, at a cost not to exceed \$655,000 plus applicable taxes; and
2. That the Chief be authorized to execute the contract with eJust Systems Inc., subject to approval of The Regional Municipality of York's Regional Solicitor, or designate.

**CARRIED**

**247 Amended Service Fees and Charges**

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

1. That the Board adopt the Schedule A Service Fees and Charges set out in this report effective September 1, 2017; and
2. That Bylaw No. 02-15 be amended to replace the existing Schedule A with Schedule A attached.

**CARRIED**

**248 2016 Annual Report**

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

1. That the Board receive this report for information.

**CARRIED**

**249 2016 York Region Transit Annual Report**

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

1. That the Board receive this report pursuant to Section 52 of the Agreement between the Regional Municipality of York Police Services Board and the Regional Municipality of York.

**CARRIED**

**ITEMS FOR CONSIDERATION - REPORTS OF THE EXECUTIVE DIRECTOR**

**250 Approval of Matters During Summer Recess Report**

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

1. That during the summer recess period from July 11, 2017 to September 19, 2017, the Chair and the Chief of Police (or his delegate), or in the absence of the Chair, the Vice Chair and Chief of Police (or his delegate) be authorized to:
  - (a) Award and execute contracts and other forms of commitment where such matters are not otherwise currently delegated by the Board, including leases; and
  - (b) To approve the exercise of the Board's rights and remedies at law including termination of contracts and settlement of claims, appeals and other matters before the courts or administrative tribunals.
2. The exercise of this authority be subject to the following conditions:
  - (a) The Chair and the Chief of Police (or his designate) or in the absence of the Chair, the Vice Chair and Chief of Police (or his designate) being satisfied that the authorization is required to prevent interruption of service delivery or to avoid incurring unnecessary costs;
  - (b) A memorandum outlining the necessity of such requests be submitted to the Chair and the Chief of Police by the respective Officer in Charge;
  - (c) Any contracts or documentation be subject to review and approval by Legal Services as to form and content; and
  - (d) A report be submitted to the Board at its meeting on September 20, 2017 only to advise of the approval of any contracts under this authority.
  - (e) Reporting is only required if any commitments have been made under this authority.

3. That during the summer recess period from July 11, 2017 to September 19, 2017, the Board delegate to two or more of its members the authority conferred on it by the Police Services Act as provided for in section 34 of the Act.

**CARRIED**

251 **Legal Retainer Policy**

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

1. That the Board repeal the Legal Retainer Policy, attached to this report as Appendix "A".
2. That the Board receive the report to Council "Retainer for External Legal Services (2016-2018)" for its information, attached to this report as Appendix "B".

**CARRIED**

252 **UNFINISHED BUSINESS FROM MAY 24, 2017 BOARD MEETING**

*It was moved by Chairman Emmerson, seconded by Mr. Rogers that the Board endorse the Board Resolution on the Effective Policing of the Cannabis Act and forward 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 MPs and MPPs and the Federation of Canadian Municipalities.*

**CARRIED**

Action: Executive Director

253 **OTHER BUSINESS**

*Nil.*

**CONSIDERATION OF MOTION TO MOVE INTO PRIVATE SESSION**

- 254 *It was moved by Vice Chair Hackson, seconded by Mr. Usman 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 10:47 a.m. and reconvened in public at 12:54 p.m.*

**CONSIDERATION OF MOTION TO MOVE INTO PUBLIC SESSION**

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

**CARRIED**

## **CONSIDERATION OF PRIVATE ITEMS**

### 256 Human Resources

*It was moved by Ms Jiang, seconded by Mr. Rogers that the Board adopt the following recommendations contained in the Reports of the Chief of Police:*

1. That the Board reclassify 27 officers pursuant to the 2016 – 2019 Uniform Working Agreement.

### **Superintendent Promotions**

1. That the Board receive this report for information.

### **Appointment of New Police Officers**

1. That the Board appoint up to 30 new individuals as Cadets-in-Training, effective July 31, 2017 pursuant to Section 51(1) of the *Police Services Act*.

### **Appointment of Experienced Police Officers**

1. That the Board appoint two experienced officers, effective July 31, 2017, pursuant to Section 31(1)(a) of the *Police Services Act*.

### **Appointment of York Region Transit Special Constables**

1. That the Board authorize the appointment of three York Region Transit Special Constables for a five-year period, effective July 10, 2017 pursuant to Section 53(1) of the *Police Services Act*.

### **Revised Organizational Chart**

1. That the Board approve the revised Organizational Chart as attached, effective October 1, 2017.

**CARRIED**

### 257 **CONFIRMATORY BYLAW**

The Board had before it Bylaw No. 09-17. The Bylaw is necessary to confirm the proceedings of the Board at this meeting.

*It was moved by Mr. Usman, seconded by Mr. Molyneaux, that Bylaw No. 09-17, being “a Bylaw confirming the proceedings of the Board at this meeting,” be read and enacted.*  
Bylaw No. 09-17 was read and enacted as follows:

“To confirm the proceedings of the Board at this meeting”.

**CARRIED**

258 **ADJOURNMENT**

*It was moved by Mr. Molyneaux, seconded by Mr. Molyneaux that the meeting be adjourned.*

**CARRIED**

The meeting adjourned at 12:55 p.m.

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Mafalda Avellino  
Executive Director

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Mayor Frank Scarpitti  
Chair

*Minutes to be confirmed and adopted at the next regular meeting of the Board to be held on September 20, 2017.*

Accessible formats or communication supports are available upon request.



**Ministry of Community Safety  
and Correctional Services**

Public Safety Division

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**Ministère de la Sécurité communautaire  
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**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:** **2018/19 Policing Effectiveness and Modernization Grant**

<b>DATE OF ISSUE:</b>	<b>September 7, 2017</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>17-0054</b>
<b>PRIORITY:</b>	<b>Normal</b>

In 2017/18, the Ministry of Community Safety and Correctional Services (ministry) began transforming its grant programs to better support local community safety and well-being initiatives across the province. As part of this transformation, the ministry introduced the Policing Effectiveness and Modernization (PEM) grant to support initiatives that improve the effectiveness, efficiency and modernization of policing services. The PEM grant aims to provide greater flexibility to police services and boards to focus their funding on implementing initiatives that address local needs.

The PEM grant was introduced as a transitional program for police services/boards who participated under the Provincial Anti-Violence Intervention Strategy (PAVIS), Toronto Anti-Violence Intervention Strategy (TAVIS), Community Policing Partnerships (CPP) and Safer Communities -1,000 Officers Partnership (1,000 Officers) programs as the ministry moves towards a future outcomes-based grant program that aligns with the Strategy for a Safer Ontario.

In 2017/18, police services/boards were provided the choice to apply for funding under the PEM grant based on local need or receive funding under the previous policing grants with traditional requirements (e.g., eligibility, reporting).

To continue to ease the transition from the traditional grant programs, in 2018/19, police services/board will again be provided the choice to apply for funding under the PEM grant or previous policing grants. Police services/boards may receive up to the full

.../2

amount of funding they were allocated under PAVIS, CPP, 1,000 Officers or PEM grant in 2017/18. The 2018/19 fiscal year will be the last year that the ministry will offer the PAVIS, CPP and 1,000 Officers grants. In future years, the ministry will be moving towards the full transition from the traditional policing grants to supporting outcomes-based community safety and well-being initiatives.

For First Nations police services, the PAVIS, CPP, and 1,000 Officers programs will not be changing and these police services will continue to receive the full amount of funding they were allocated in 2017/18 under these grants. This will help to ensure the policing needs of these communities are met on an ongoing basis.

Over the past few months, the ministry has consulted on the transformation of its grant programs, and has carefully considered the feedback from these consultations. We heard and understand that our stakeholders need ample time to prepare meaningful projects. As such, the deadline for the 2018/19 PEM grant application is **January 19, 2018**. Ministry staff will work with police services/boards to ensure that they are successful in meeting PEM grant requirements and objectives.

The ministry will also offer webinars to provide information to police services/boards on their options for grant funding and further details on the PEM grant. Details on these sessions will be released at a later date.

The ministry values the input and feedback from our municipal, First Nations, policing, and community partners. I want to take this opportunity to thank all our partners who provided valuable feedback and considerations throughout this process. The ministry will continue its consultations as we move forward with grants transformation. Further information on future consultations will be communicated to stakeholders as soon as possible.

Please find attached Q&As on grants transformation as well as the 2018/19 PEM Grant Application package, including Application Instructions and Guidelines, Application Form, and Budget Sheet.

If you have any questions, please contact [Steffie.Anastasopoulos@ontario.ca](mailto:Steffie.Anastasopoulos@ontario.ca) or [James.Y.Lee@ontario.ca](mailto:James.Y.Lee@ontario.ca).

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Beckett', with a stylized flourish at the end.

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

Attachment



## **Q&As: Grant Transformation and the Policing Effectiveness and Modernization (PEM) Grant**

### **Part A: Grant Transformation**

**Q: Why is the ministry providing police services/boards with the option to receive funding under the PEM grant or through PAVIS/TAVIS, CPP and 1,000 Officers for 2018/19?**

**A:** The ministry heard and understands that our stakeholders need ample time to prepare meaningful projects. Therefore, to continue to ease the transition from the traditional grant programs and allow additional time to fully consult our policing and municipal partners, in 2018/19, police services/board will again be provided the choice to apply for funding under the PEM grant or receive funding under the traditional policing grants (PAVIS/TAVIS, CPP, and 1,000 Officers). The 2018/19 fiscal year will be the last year that the ministry will offer the PAVIS, CPP and 1,000 Officers grants. In future years, the ministry will be moving towards the full transition from the traditional policing grants to supporting outcomes-based community safety and well-being initiatives.

**Q: Will my police service/board or municipality continue to be consulted on grants transformation?**

**A:** The ministry will continue its consultations as we move forward with grants transformation. The ministry will consult policing stakeholders, AMO and communities. Further information on future consultations will be communicated to stakeholders as soon as possible.

**Q: What are the benefits of applying for the PEM grant versus continuing to receive funds under PAVIS/TAVIS, CPP and 1,000 Officers?**

**A:** The following are some benefits to police services/boards in applying for the PEM grant:

- Greater flexibility on how funds may be used and an opportunity to receive funding for a wide variety of initiatives that meet the current needs of your community;
- Opportunity to receive the full amount of funding your police services board was *allocated* under PAVIS/TAVIS, CPP and 1,000 Officers, rather than the amount *received* under these programs;
- The ability to receive funding for salaries, benefits, overtime and/or contractual work/secondments (without the limit of \$30K per officer under CPP and \$35K/\$70K per officer under 1,000 Officers);
- The ability to receive funding for CPP and 1,000 Officer salaries as well as PAVIS/TAVIS activities, permitting they align with PEM grant requirements; and
- PEM grant initiatives do not have to be totally new; the PEM grant may support current effectiveness and modernization initiatives.

**Q: If I choose to continue receiving funding under PAVIS/TAVIS, CPP and 1,000 Officers, do I have to submit a proposal to the ministry for 2018/2019?**

**A:** Yes, as done in previous years, PAVIS/TAVIS recipients that choose to continue receiving funding under these grants will be required to submit their PAVIS/TAVIS proposals to the ministry for 2018/19 activities. They will also be required to enter into contractual agreements with the ministry and fulfill previously determined reporting requirements.

CPP and 1,000 Officers recipients will not be required to submit a formal application to continue to receive funding in 2018/19. However, as in previous years, police services/boards will be required to enter into contractual agreements with the ministry and submit all financial reports. It is important to note that in order to be eligible for funding, police services/boards must demonstrate that the ministry is paying for additional officers above the benchmark under these programs (i.e., providing your police services' sworn officer complement).

**Q: Can I apply for funding under the PEM grant *and* the traditional policing grants (i.e., PAVIS/TAVIS, CPP and 1,000 Officers)?**

**A:** No, police services/boards will not be able to receive funding under the PEM grant and the traditional policing grants. You must choose to apply for PEM grant funding **or** continue receiving funding under the traditional policing grants. Therefore, you will not be eligible for the PEM grant if you choose to continue receiving funds under your traditional programs.

Note: under the PEM grant, police service/boards may request funding for a variety of different initiatives, including but not limited to equipment and/or officer salaries. Additionally, under the PEM grant, police services/boards will be eligible to receive up to the amount of funding they were *allocated* in 2017/18, rather than the amount of funding they *received*. Therefore, the PEM grant allows for greater flexibility and may also allow police services/boards to receive funding they are not currently eligible for under the traditional programs.

**Police services/boards have two options under the revised grant repurposing approach:**

1. Continue to receive funding under PAVIS/TAVIS, CPP and 1,000 Officers.
  - All previous program requirements under the traditional policing grants will apply (e.g., eligibility, reporting).
    - Similar to previous years, PAVIS/TAVIS recipients will be required to submit a proposal to the ministry, as well as fulfil previously determined reporting requirements. PAVIS/TAVIS proposals are due to the ministry on February 10, 2018.
    - CPP and 1,000 Officers recipients are not required to submit an application but will be required to provide previously determined financial reports and demonstrate that the ministry is paying for additional officers above the benchmark in order to be eligible for funding.
  - Contractual agreements under CPP and 1,000 Officers will be extended to March 31, 2019; agreements under PAVIS/TAVIS will be extended to December 31, 2018.
  - Note: this option makes you ineligible for the PEM grant.
2. Apply for PEM grant funding.
  - Eligible to receive up to the full amount of funding your police service/board was allocated in 2017/18.
  - Complete a PEM grant application using the PEM Grant Application Instructions and Guidelines. Submit your application by January 19, 2018. The ministry will work with police services/boards to ensure they are successful in meeting PEM objectives.

- Note: this option makes you ineligible to receive PAVIS/TAVIS, CPP and 1,000 Officers funding.

**Q: Should I notify the ministry of which funding stream my police service/board will be choosing?**

**A:** Yes, police services/boards should notify the ministry by email once a decision has been made if they will be continuing to receive funding under PAVIS/TAVIS, CPP and 1,000 Officers, or if they will be applying under the PEM grant. Please send your selection to [Steffie.Anastasopoulos@ontario.ca](mailto:Steffie.Anastasopoulos@ontario.ca) and [James.Y.Lee@ontario.ca](mailto:James.Y.Lee@ontario.ca).

**Q: If I choose to apply for the PEM grant, when is my application due?**

**A:** PEM grant applications are due to the ministry on January 19, 2018, at 4:00pm EST to James Lee, Community Safety Analyst, at [James.Y.Lee@ontario.ca](mailto:James.Y.Lee@ontario.ca).

**Q: I currently receive funding under PAVIS/TAVIS. If I choose to continue receiving funding under the traditional policing grants, when is my proposal for PAVIS/TAVIS due?**

**A:** PAVIS/TAVIS proposals are due to the ministry on February 10, 2018, at 4:00pm EST to Ram Thanabalasingam, Community Safety Analyst, at [Ramanan.Thanabalasingam@ontario.ca](mailto:Ramanan.Thanabalasingam@ontario.ca).

Note: only current PAVIS/TAVIS recipients may receive funding under these programs.

**Q: If I am choosing to continue under CPP and 1,000 Officers, do I have to submit an application to the ministry?**

**A:** No, CPP and 1,000 Officers recipients will not be required to submit a formal application to continue to receive funding in 2018/19. However, as in previous years, police services/boards will be required to enter into contractual agreements with the ministry and submit all financial reports. It is important to note that in order to be eligible for funding, police services/boards must demonstrate that the ministry is paying for additional officers above the benchmark under these programs (i.e., providing your police services' sworn officer complement).

**Q: How can I expect to receive ministry assistance if I choose to apply for the PEM grant?**

**A:** The ministry is available to answer your questions by e-mail or telephone.

Additionally, the ministry will offer webinars to provide information to police services/boards on their options for grant funding and further details on the PEM grant. Details on these sessions will be released at a later date.

The ministry will work with police services/boards to ensure they are successful in meeting PEM objectives.

**Q: How are First Nations police services affected by grant repurposing?**

**A:** For First Nations police services, the PAVIS, CPP, and 1,000 Officers programs will not be changing and these police services will continue to receive the full amount of funding they were

allocated in 2017/18 under these grants. This will help to ensure the policing needs of these communities are met on an ongoing basis.

### **Part B: 2018/19 Policing Effectiveness and Modernization (PEM) grant**

**Q: If I apply under the PEM grant, what will happen to officers funded under the traditional policing grants?**

**A:** Under the PEM grant, police services/boards may request funding for officers that were previously funded under PAVIS/TAVIS, CPP and 1,000 Officers as long as they meet the requirements outlined in the PEM Grant Application Instructions and Guidelines. This includes demonstrating that these officers are dedicated to activities that align with the PEM grant theme and achieving the broad PEM grant provincially-identified outcomes (i.e., enhanced effectiveness and efficiency of policing services).

**Q: Are existing initiatives eligible under the PEM grant or do initiatives have to be new?**

**A:** PEM grant initiatives do not have to be totally new. Police services/boards may request funding for existing programs as long as they meet the requirements outlined in the PEM Application Instructions and Guidelines, including achieving the noted provincially-identified outcomes (in addition to locally-identified outcomes). However, police services/boards are encouraged to enhance existing programs to further improve efficiency and effectiveness.

**Q: Are there any changes to the 2018/19 PEM grant from 2017/18 PEM grant?**

**A:** Yes, the ministry has made minor changes to the 2018/19 PEM grant in order to align with ministry objectives and assist police services/boards in completing the application. Specifically, the following changes have been made:

- **Partnerships:** Applicants are required to work with their community partners in the development and implementation of their effectiveness and modernization initiative(s). All initiatives/applications must include multi-sectoral collaboration with a minimum of two other relevant agencies/organizations. At least one partner must be from a different sector (e.g., health, education, social services, etc.).
- **Limit on multiple applications:** Police services/boards may submit multiple applications for complex, major initiatives. Due to the large number of potential applicants, please note the maximum number of applications outlined in the guidelines. This will streamline the review of applications and ensure that funding can be flowed in a timely manner.
- **Performance Indicators:** To assist police services/boards in selecting appropriate indicators to evaluate the success of their initiative(s), the ministry has provided a list of performance indicators for applicants to select from. Applicants must select an indicator from this list for both provincially-identified outcomes. If the performance indicators provided do not align with your initiative(s), please contact the ministry to discuss alternative indicators. For locally-identified outcomes, applicants may choose from the list of performance indicators or may also identify their own indicators.

**Q: Can multiple applications be submitted?**

**A:** Police services/boards may submit multiple applications for complex, major initiatives. Due to the large number of potential applicants, please note that the following maximum number of applications can be submitted by police services/boards. This will streamline the review of applications and ensure that funding can be flowed in a timely manner.

- Police services/boards with allocations up to \$100K = maximum of two applications
- Police services/boards with allocations between \$100K - \$1M = maximum of four applications
- Police services/boards with allocations between \$1M - \$5M = maximum of five applications
- Police services/boards with allocations above \$5M = maximum of eight applications

Note: All applications combined must not exceed the total police service/board allocation amount.

Alternatively, police services/boards may include multiple initiatives under one application. In doing so, please ensure that the assessment criteria and associated questions are answered for each initiative in the application.

**Q: How will PEM grant applications be reviewed and approved? Can my application be turned down?**

**A:** All PEM grant applications will be reviewed by a review committee to ensure that they align with the PEM Grant Application Instructions and Guidelines.

Ministry staff will work with police services/boards to ensure that they are successful in meeting PEM grant requirements and objectives.





## **DURHAM REGIONAL POLICE SERVICES BOARD**

R. Anderson, Chair \* A. Furlong, Vice-Chair  
B. Drew, Member \* S. Lal, Member  
B. McLean, Member \* R. Rockbrune, Member \* R. Wilson, Member

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September 12, 2017

### **Delivered Via Email**

Dear Big 12 Chairs,

I am writing to advise you of changes to SIU notification procedures announced by Chief Martin at our Board meeting on September 11, 2017. Prior to making these changes, I understand that Chief Martin spoke to several of his counterparts within the Big 12, as well as the President of the Ontario Association of Chiefs of Police.

The change arises from the Service's administrative review of the Dafonte Miller incident in December 2016, in which an off-duty Toronto Police officer was involved in an incident that resulted in injuries to Mr. Miller. The DRPS contacted Toronto Police at the time, but did not contact the SIU directly. Effective immediately, Chief Martin indicated that the DRPS will continue to work with the Police Service that employs the officer, but if that Police Service chooses not to notify the SIU, then the DRPS will review the facts and inform the SIU if it believes the injury threshold is met.

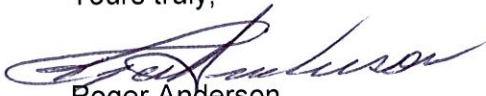
In his recent report on Independent Police Oversight, the Honourable Michael J. Tulloch made a number of significant recommendations to improve the system of checks and balances on policing in Ontario. On page 109 of his report, Justice Tulloch stated the following:

"In the end, over-notification leads to more effective and transparent oversight. Over-notification, rather than under-notification, should be encouraged."

The new process announced by Chief Martin is consistent with this key principle promoted by Justice Tulloch and is supported by the Board. We believe that this change will enhance police accountability and strengthen community trust in our Service.

I trust that this information is of assistance to you.

Yours truly,

  
Roger Anderson  
Chair

c.c.: Chief Martin  
President El-Chantiry, Ontario Association of Police Services Boards

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605 Rossland Road East, Box 911, Whitby, ON L1N 0B8  
Phone: 905-579-1520, Ext. 4307 \* Fax: 905-721-4249  
Email: [alongo@drps.ca](mailto:alongo@drps.ca)





THE REGIONAL MUNICIPALITY OF YORK  
POLICE SERVICES BOARD

REPORT OF THE CHIEF OF POLICE

SEPTEMBER 20, 2017

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**Audits of the 2016 Financial Statements**

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**RECOMMENDATION**

1. That the Board receive this report for information.

**SYNOPSIS**

This report is to update the Board that there were no changes to the reported 2016 York Regional Police financial reporting after completion of the external audit review by KPMG LLP.

**FINANCIAL IMPLICATIONS**

In a typical year, surpluses are transferred to The Regional Municipality of York's Debt Reduction Fund in accordance with the surplus management policy within the Regional Fiscal Strategy. At its June 7, 2017 meeting, the Audit Committee received a report outlining an allocation of \$10.0 million from the operating surplus to reserves and reserve funds, which accommodated the York Regional Police 2016 Operating deficit of (\$805,147).

**BACKGROUND**

At its March 22, 2017 meeting, the Board received a Draft Financial Statement (un-audited) for the period ending December 31, 2016, reporting total net operating expenditures of \$296,558,997 or 100.3 percent of budget, subject to review by the Regional Finance staff and by external auditors. For comparison purposes, the Operating Budget for York Regional Police

was 100.0 percent spent at December 31, 2015. In June 2017, an external audit was completed by KPMG LLP Chartered Professional Accountants resulting in no changes to operating, capital or reserve balances for York Regional Police.

As in prior years, the Region's Finance department has applied non-budgeted charges of \$10,224,282 in accordance with Public Sector Accounting Board (PSAB) requirements for tangible capital asset costs for amortization, debt principal and disposal of capital assets. The resulting 2016 net expenditures total \$307,588,406 including non-budgeted PSAB charges, as follows:

<b>Non-Budgeted PSAB Charges</b>	
<b>Account</b>	<b>Amount</b>
Amortization expense	\$12,564,305
Debt principal contra	(\$3,054,738)
TCA sale proceeds	\$451,004
Gain on sale of capital assets	(\$353,977)
Loss on sale of capital assets	\$617,688
<b>Total Non-Budgeted PSAB Charges</b>	<b>\$10,224,282</b>

The financial reporting reflects current year results and specifically excludes any prior year corporate adjustments that have no impact on the 2016 reported results.

It is therefore recommended that the audit of 2016 financial statements be received for the Board's information.

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

EJ:jc

Accessible formats or communication supports are available upon request

THE REGIONAL MUNICIPALITY OF YORK  
POLICE SERVICES BOARD

REPORT OF THE CHIEF OF POLICE

SEPTEMBER 20, 2017

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**Interim Financial Reporting for the Period  
Ending July 31, 2017**

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**RECOMMENDATION**

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

**SYNOPSIS**

The Regional Municipality of York Police Services Board (the "Board") is 49.7 percent spent at the end of July 31, 2017. York Regional Police is 57.9 percent spent for the same time period. A Schedule of Reserves Balances totalling \$8,912,128 and Schedule of Capital Budget Spending with current year spending totalling \$8,078,950, 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 July 31, 2017 are attached to this report.

Net expenditures for the Board are \$211,383 or 49.7 percent of budget. For comparison purposes, the Operating Budget for the Board was 54.8 percent spent at July 31, 2016. Favourable variances exist in the salaries, meetings, legal fees, and consultant & advertising fees accounts and offset ahead of plan spending on conferences & seminars and memberships.

Net expenditures for York Regional Police are \$179,680,319 or 57.9 percent of budget. For comparison purposes, the Operating Budget for York Regional Police was 58.2 percent spent at July 31, 2016.

Expenditures for salaries are close to budget and include \$2.3M of unbudgeted sick bank payouts. Favorable variances in many program related, occupancy, repairs & maintenance, financial items and minor equipment accounts 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 July 31, 2017 be received in accordance with the monthly reporting requirements outlined in the Financial Accountability Board Policy No. 01/05.

EJ/km

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 July 31, 2017

	Year-to-Date Actuals			Annual Budget			Balance			% Spent
	Board	YRP	Total	Board	YRP	Total	Board	YRP	Total	
Salaries	\$130,503	\$133,476,719	\$133,607,222	\$241,000	\$227,983,600	\$228,224,600	\$110,497	\$94,506,881	\$94,617,378	58.5%
Overtime	\$0	\$2,612,983	\$2,612,983	\$0	\$3,843,000	\$3,843,000	\$0	\$1,230,017	\$1,230,017	68.0%
Benefits	\$32,708	\$38,118,172	\$38,150,880	\$58,000	\$60,645,828	\$60,703,828	\$25,292	\$22,527,656	\$22,552,948	62.8%
Administration expense	\$94,796	\$5,227,381	\$5,322,177	\$129,200	\$9,306,850	\$9,436,050	\$34,404	\$4,079,469	\$4,113,873	56.4%
Program related expense	\$0	\$3,841,683	\$3,841,683	\$0	\$9,097,600	\$9,097,600	\$0	\$5,255,917	\$5,255,917	42.2%
Professional services expense	\$11,494	\$301,085	\$312,579	\$65,000	\$385,000	\$450,000	\$53,506	\$83,915	\$137,421	69.5%
Occupancy expense	\$0	\$4,099,040	\$4,099,040	\$0	\$8,006,736	\$8,006,736	\$0	\$3,907,696	\$3,907,696	51.2%
Repairs and maintenance expense	\$0	\$2,739,878	\$2,739,878	\$0	\$5,148,800	\$5,148,800	\$0	\$2,408,922	\$2,408,922	53.2%
Financial items	\$0	\$3,801,015	\$3,801,015	\$0	\$7,128,541	\$7,128,541	\$0	\$3,327,526	\$3,327,526	53.3%
Contributions to reserves	\$16,324	\$5,202,158	\$5,218,482	\$60,000	\$8,499,489	\$8,559,489	\$43,676	\$3,297,331	\$3,341,007	61.0%
Internal charges	\$0	\$764,167	\$764,167	\$0	\$1,310,000	\$1,310,000	\$0	\$545,833	\$545,833	58.3%
Minor equipment	\$5,943	\$158,423	\$164,366	\$7,500	\$622,115	\$629,615	\$1,557	\$463,692	\$465,249	26.1%
<b>Total expenditures</b>	<b>\$291,767</b>	<b>\$200,342,705</b>	<b>\$200,634,472</b>	<b>\$560,700</b>	<b>\$341,977,560</b>	<b>\$342,538,260</b>	<b>\$268,933</b>	<b>\$141,634,855</b>	<b>\$141,903,788</b>	<b>58.6%</b>
Provincial funding	\$0	-\$6,654,738	-\$6,654,738	\$0	-\$12,980,200	-\$12,980,200	\$0	-\$6,325,462	-\$6,325,462	51.3%
Fees and charges	-\$16,324	-\$9,262,870	-\$9,279,194	-\$60,000	-\$14,370,300	-\$14,430,300	-\$43,676	-\$5,107,430	-\$5,151,106	64.3%
Contributions from reserves	-\$64,061	-\$4,744,778	-\$4,808,839	-\$75,000	-\$4,261,831	-\$4,336,831	-\$10,939	\$482,947	\$472,008	110.9%
<b>Total revenues</b>	<b>-\$80,385</b>	<b>-\$20,662,385</b>	<b>-\$20,742,770</b>	<b>-\$135,000</b>	<b>-\$31,612,331</b>	<b>-\$31,747,331</b>	<b>-\$54,615</b>	<b>-\$10,949,946</b>	<b>-\$11,004,561</b>	<b>65.3%</b>
<b>Net operating budget spending</b>	<b>\$211,383</b>	<b>\$179,680,319</b>	<b>\$179,891,702</b>	<b>\$425,700</b>	<b>\$310,365,229</b>	<b>\$310,790,929</b>	<b>\$214,317</b>	<b>\$130,684,909</b>	<b>\$130,899,227</b>	<b>57.9%</b>
<b>Percentage spent</b>	<b>49.7%</b>	<b>57.9%</b>	<b>57.9%</b>							

### Notes / Assumptions

1. Seven months represents 58.0% 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 July 31, 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	\$5,175,914		\$28,776,406	\$539,086	98.2%	Aug 2017
#3 District marine headquarters	29031	2011	\$8,098,419	\$298,419	\$39,302		\$337,721	\$7,760,698	4.2%	Dec 2018
Vehicles (replacement and additional staff)	29010	2017	\$4,050,000	\$0	\$2,053,700		\$2,053,700	\$1,996,300	50.7%	Dec 2017
Land Bank Acquisition	29045	2017	\$3,000,000	\$0	\$0		\$0	\$3,000,000	0.0%	Dec 2017
#4 District renovations	29043	2014	\$1,764,779	\$349,779	\$14,359		\$364,138	\$1,400,641	20.6%	Dec 2018
Business intelligence	29011	2015	\$1,777,281	\$1,327,281	\$194,591		\$1,521,872	\$255,409	85.6%	Dec 2017
Information technology hardware and software	29022	2017	\$1,274,000	\$0	\$25,211		\$25,211	\$1,248,789	2.0%	Dec 2017
Technical investigations	29023	2015	\$1,008,642	\$139,642	\$0		\$139,642	\$869,000	13.8%	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	\$28,117		\$28,117	\$994,883	2.7%	Dec 2017
CSV expansion and renovations	29051	2017	\$850,000	\$0	\$18,169		\$18,169	\$831,831	2.1%	Dec 2018
Specialized equipment	29017	2017	\$665,000	\$0	\$268,532		\$268,532	\$396,468	40.4%	Dec 2017
Existing facilities renovations	29033	2017	\$252,000	\$0	\$85,315		\$85,315	\$166,685	33.9%	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
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
<b>Total capital budget spending</b>			<b>\$54,864,644</b>	<b>\$25,715,644</b>	<b>\$8,078,950</b>		<b>\$33,794,594</b>	<b>\$21,070,050</b>	<b>61.6%</b>	

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 July 31, 2017

Reserve fund	Reserve #	Balance at Dec. 31/16	Funding to Reserve	Funding to Budget	Interest Earned	Balance at July 31/17
Board public relations fund	89595	\$297,114	\$16,324	-\$64,061	\$3,350	\$252,726
Development charge reserve	89335	\$13,052,198	\$2,815,506	-\$2,471,485	\$194,532	\$13,590,752
Sick bank reserve	89615	-\$3,479,946	\$875,000	-\$2,273,293	-\$53,111	-\$4,931,350
<b>Total reserves</b>		<b>\$9,869,366</b>	<b>\$3,706,830</b>	<b>-\$4,808,839</b>	<b>\$144,771</b>	<b>\$8,912,128</b>





<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	131,757,130.71	225,424,600.09	93,667,469.38	58.45
SalaryOverTime	1020	2,174,023.30	3,251,600.00	1,077,576.70	66.86
CourtOvertime	1021	785,563.98	1,667,700.00	882,136.02	47.10
ReturnedOvertime	1022	-346,604.25	-1,076,300.00	-729,695.75	32.20
Salary Adjustments	1050	1,850,091.15	2,800,000.00	949,908.85	66.07
<i>Subtotal Salaries</i>		<b>136,220,204.89</b>	<b>232,067,600.09</b>	<b>95,847,395.20</b>	<b>58.70</b>
Benefits	2500	38,150,880.34	60,703,828.49	22,552,948.15	62.85
<i>Total Salaries &amp; Benefits</i>		<b>174,371,085.23</b>	<b>292,771,428.58</b>	<b>118,400,343.35</b>	<b>59.56</b>
OtherAllowances	5000	647,667.86	1,300,500.00	652,832.14	49.80
Travel Allowance	7000	110.58	2,000.00	1,889.42	5.53
Professional Development	9000	88,946.15	269,500.00	180,553.85	33.00
Meetings	9002	56,915.55	111,300.00	54,384.45	51.14
Staff Training & Development	10000	562,140.90	1,044,300.00	482,159.10	53.83
Tuition-Taxable	10020	130,778.69	250,000.00	119,221.31	52.31
Training Ontario Police College	10100	115,451.26	225,000.00	109,548.74	51.31
Training Canadian Police College	10110	56,424.91	121,000.00	64,575.09	46.63
Membership Fees	11000	44,985.99	130,550.00	85,564.01	34.46
Advertising Publicity	11050	43,728.25	22,600.00	-21,128.25	193.49
SpecialEvents	11250	79,227.28	194,900.00	115,672.72	40.65
PublicRelations	11300	153,875.60	252,600.00	98,724.40	60.92
Telephone	120x0	476,818.68	888,900.00	412,081.32	53.64
Publications_Subscriptions	12100	47,474.65	71,400.00	23,925.35	66.49
Courier	12200	9,191.06	19,700.00	10,508.94	46.66
Postage	12250	20,632.78	64,400.00	43,767.22	32.04
Office Supplies	12350	113,946.30	309,600.00	195,653.70	36.80
Repair_MaintComputerSoftware	12400	2,005,093.34	2,869,000.00	863,906.66	69.89
ComputerSupplies	12410	44,303.41	150,500.00	106,196.59	29.44
PrintshopPrintingAllocation	12658	25,983.35	120,000.00	94,016.65	21.65
Printing-External	12750	54,143.44	160,200.00	106,056.56	33.80
OfficeEquipmentRental	12910	61,269.47	79,000.00	17,730.53	77.56
TelecommunicationLines	13050	191,491.35	444,100.00	252,608.65	43.12
TelecomContracts	13060	291,576.22	335,000.00	43,423.78	87.04
<i>Total Administration Expense</i>		<b>5,322,177.07</b>	<b>9,436,050.00</b>	<b>4,113,872.93</b>	<b>56.40</b>
ClothingSupplies	20000	691,494.94	1,638,800.00	947,305.06	42.20
Equipment-FirearmsSpecialUnit	20170	578,167.23	668,100.00	89,932.77	86.54
Radio License	21000	166,032.00	167,000.00	968.00	99.42
MealsCatering	23135	32,312.72	63,500.00	31,187.28	50.89
AudioVisual	24010	46,220.49	122,500.00	76,279.51	37.73
PhotographicEquipment	24040	9,107.21	98,000.00	88,892.79	9.29
PhotographicSupplies	24060	1,599.10	53,000.00	51,400.90	3.02
FingerPrintMiscellaneous	24070	6,470.09	25,000.00	18,529.91	25.88
FingerPrintChemicals	24080	0.00	6,000.00	6,000.00	0.00
InvestigationExpense	24090	213,125.27	988,500.00	775,374.73	21.56
Recruiting	25210	11,478.83	56,900.00	45,421.17	20.17
Personnel Agency Fees	25230	407,533.37	859,800.00	452,266.63	47.40
Material Supplies-External	26030	63,214.00	173,100.00	109,886.00	36.52
Gas Oil	26060	1,327,797.05	3,146,800.00	1,819,002.95	42.20
Diesel	26070	11,016.41	34,500.00	23,483.59	31.93
Purchase Of Service	28520	270,701.82	988,600.00	717,898.18	27.38
RentEquipment	29600	5,412.79	7,500.00	2,087.21	72.17
<i>Total Program Related Expense</i>		<b>3,841,683.32</b>	<b>9,097,600.00</b>	<b>5,255,916.68</b>	<b>42.23</b>
LegalFees	25020	200,530.18	111,500.00	-89,030.18	179.85
Translation	25070	15,404.59	33,500.00	18,095.41	45.98
Consultant	25100	96,644.06	305,000.00	208,355.94	31.69
<i>Total Professional Services Expense</i>		<b>312,578.83</b>	<b>450,000.00</b>	<b>137,421.17</b>	<b>69.46</b>
Hydro_Water	30000	781,024.33	1,764,900.00	983,875.67	44.25
Heat	30020	221,770.78	377,400.00	155,629.22	58.76

<i>Police Services Operations</i>		<i>Year to Date Actuals</i>	<i>Annual Budget</i>	<i>Unexpended Amount</i>	<i>% Expended</i>
OfficeCleaning	30031	326,840.55	1,102,100.00	775,259.45	29.66
Caretaking	30050	93,289.51	154,000.00	60,710.49	60.58
PropertyBuildingRental	30090	634,938.65	1,069,400.00	434,461.35	59.37
Regional Facilities Allocation	30098	576,879.31	988,936.00	412,056.69	58.33
InsuranceAllocation	30118	1,458,333.31	2,500,000.00	1,041,666.69	58.33
BuildingRenovations	30120	5,963.14	50,000.00	44,036.86	11.93
<b>Total Occupancy Expense</b>		<b>4,099,039.58</b>	<b>8,006,736.00</b>	<b>3,907,696.42</b>	<b>51.19</b>
Repair_MaintBuildingExternal	31000	37,161.01	128,200.00	91,038.99	28.99
Repair_Maint Contracts	31xx0	648,466.56	1,574,400.00	925,933.44	41.19
RepairMaintPlantEquipment	35700	989,503.30	1,550,700.00	561,196.70	63.81
Repair Maint Vehicles	37510	924,571.52	1,602,500.00	677,928.48	57.70
Repair Vehicle Accidents	37515	140,175.94	293,000.00	152,824.06	47.84
<b>Total Repairs &amp; Maintenance Expense</b>		<b>2,739,878.33</b>	<b>5,148,800.00</b>	<b>2,408,921.67</b>	<b>53.21</b>
BankCharges-General	50030	124,163.28	184,000.00	59,836.72	67.48
Allocated-Debt Principle	54508	1,834,197.93	3,144,519.00	1,310,321.07	58.33
Allocated-DebtInterest	54518	1,837,645.75	3,800,022.00	1,962,376.25	48.36
<b>Total Financial Items</b>		<b>3,801,015.39</b>	<b>7,128,541.00</b>	<b>3,327,525.61</b>	<b>53.32</b>
Contribution to Capital - Facilities	57210	610,166.69	1,046,000.00	435,833.31	58.33
ContribToDebtReductionReserve	57635	504,285.25	864,489.00	360,203.75	58.33
ContribToFuelCostStabilization	57644	244,122.80	0.00	-244,122.80	NIL
ContribToSickLeaveReserve	57650	875,000.00	1,500,000.00	625,000.00	58.33
Contribution to Capital - Equipment	57670	743,166.69	1,274,000.00	530,833.31	58.33
Contribution to Capital - Vehicles	57690	2,225,416.69	3,815,000.00	1,589,583.31	58.33
ContribToSeizedMoney	57970	16,323.79	60,000.00	43,676.21	27.21
<b>Total Contributions to Reserves</b>		<b>5,218,481.91</b>	<b>8,559,489.00</b>	<b>3,341,007.09</b>	<b>60.97</b>
Recovery - Emergency Services	61009	-33,191.69	-56,900.00	-23,708.31	58.33
Allocated - Planning	62038	133,000.00	228,000.00	95,000.00	58.33
Allocated Transportation & Works	62048	238,466.69	408,800.00	170,333.31	58.33
Negotiated Legal	62098	425,891.69	730,100.00	304,208.31	58.33
<b>Total Internal Charges</b>		<b>764,166.69</b>	<b>1,310,000.00</b>	<b>545,833.31</b>	<b>58.33</b>
Purchase Of Equipment	40000	70,715.54	327,303.00	256,587.46	21.61
OperatingEquipment	40010	7,608.83	27,100.00	19,491.17	28.08
VehicleEquipment	40040	56,611.57	120,000.00	63,388.43	47.18
ComputerHardware	41000	0.00	1,512.00	1,512.00	0.00
ComputerSoftware	41010	29,429.71	153,700.00	124,270.29	19.15
<b>Total Minor Equipment</b>		<b>164,365.65</b>	<b>629,615.00</b>	<b>465,249.35</b>	<b>26.11</b>
<b>Total Expenditures</b>		<b>200,634,472.00</b>	<b>342,538,259.58</b>	<b>141,903,787.58</b>	<b>58.57</b>
<b>Revenues</b>					
ProvincialGrant	71010	-6,654,737.77	-12,980,200.00	-6,325,462.23	51.27
<b>Total Provincial Funding</b>		<b>-6,654,737.77</b>	<b>-12,980,200.00</b>	<b>-6,325,462.23</b>	<b>51.27</b>
Recovery - Other	70400	-274,382.62	-639,100.00	-364,717.38	42.93
Fees & Charges	75000	-2,586,633.39	-3,228,100.00	-641,466.61	80.13
AdministrativeFees	75040	-606,150.38	-851,300.00	-245,149.62	71.20
SundryRevenue	75060	-167,023.36	-112,000.00	55,023.36	149.13
PoliceEscorts	75090	-743,442.42	-915,000.00	-171,557.58	81.25
AccidentReports	75130	-475,221.14	-1,732,000.00	-1,256,778.86	27.44
PrisonerEscorts	75150	-20,164.15	-40,000.00	-19,835.85	50.41
LeaseRentalRevenue	75160	-203,676.95	-125,000.00	78,676.95	162.94
AlarmMonitoringFees	75180	-877,554.05	-1,507,100.00	-629,545.95	58.23
ThirdPartyRecovery	75310	-921,811.75	-1,771,600.00	-849,788.25	52.03
ClearanceLetterRevenues	75330	-1,095,536.14	-1,709,000.00	-613,463.86	64.10
VolunteerApplicantScreeningRev	75335	-1,021,369.00	-1,276,000.00	-254,631.00	80.04
Freedom of Information Revenue	75340	-99,767.36	-150,000.00	-50,232.64	66.51
VehicleAuctionProceeds	75520	-186,460.80	-374,100.00	-187,639.20	49.84
<b>Total Fees &amp; Charges</b>		<b>-9,279,193.51</b>	<b>-14,430,300.00</b>	<b>-5,151,106.49</b>	<b>64.30</b>

<i>Police Services Operations</i>		<i>Year to Date Actuals</i>	<i>Annual Budget</i>	<i>Unexpended Amount</i>	<i>% Expended</i>
ContribFromPoliceBuildingReserve	77060	-2,471,484.75	-4,236,831.00	-1,765,346.25	58.33
ContribFromSickLeaveReserve	77650	-2,273,293.00	0.00	2,273,293.00	NIL
Contri From Seized Money	77830	-64,061.08	-100,000.00	-35,938.92	64.06
<b><i>Total Contributions from Reserves</i></b>		<b>-4,808,838.83</b>	<b>-4,336,831.00</b>	<b>472,007.83</b>	<b>110.88</b>
<b><i>Total Revenues</i></b>		<b>-20,742,770.11</b>	<b>-31,747,331.00</b>	<b>-11,004,560.89</b>	<b>65.34</b>
<b><i>Net Position</i></b>		<b>179,891,701.89</b>	<b>310,790,928.58</b>	<b>130,899,226.69</b>	<b>57.88</b>

**Notes / Assumptions**

1. Seven months represents 58.0% 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 58.5 percent spent at July 31, 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 68.0 percent spent which includes the estimated banked liability. Salary Overtime is over budget and Returned Overtime is under budget causing a net unfavorable variance. Court Overtime is under budget. The actual payout to date before overtime bank accrual is \$608,053. For comparison purposes, net overtime as of July 31, 2016 was 71.2 percent spent.

### **BENEFITS**

Employee benefits accounts are unfavorable at 62.9 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 62.7 percent spent.

### **OPERATING EXPENSES**

#### **Administration Expense**

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

#### **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. 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 but under spending of consulting funding.

#### **Occupancy Expense**

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

#### **Repairs & Maintenance Expense**

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

#### **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 slightly behind budget due to timing of month-end entries. Total Fees and Charges are over plan due largely to favorable Paid Duty related revenues. Other accounts with notable favourable variances are Fees & Charges, Sundry Revenue and Volunteer Applicant Screening. Revenues are under plan in Accident Reports and Recovery-Other as chargebacks to Fires Services for IT support are lower than planned and the recovery for voice radio support has not yet occurred and Secondments 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 July 31, 2017 total \$16,324 and are all from forfeited monies. Interest earned on the account totals \$3,350. A draw from the reserve of \$64,061 has been made to pay for approved expenditures.

## **DEVELOPMENT CHARGE RESERVE**

Development charge collections to date total \$2,815,506. Interest earned on this account totals \$194,532. Combined payments made on the development charge portion of debentures and Capital projects total \$2,471,485.

## **SICK BANK RESERVE**

The year-to-date contribution of \$875,000 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 \$53,111.

THE REGIONAL MUNICIPALITY OF YORK  
POLICE SERVICES BOARD

REPORT OF THE CHIEF OF POLICE

SEPTEMBER 20, 2017

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**Donation of \$10,000 or More**

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**RECOMMENDATION**

1. That the Board approve the donation of 15,000 packaged light bulbs from Philips Lighting Canada, with an approximate value of \$65,000, pursuant to Police Service Board's Donations and Sponsorships Policy No. 01/15.

**SYNOPSIS**

This report seeks the Board's approval for a donation from Philips Lighting Canada to support the "Shed a Light on Crime Prevention" initiative. The donated LED light bulbs will be distributed at special events, at break and enter calls for service and by volunteers as part of an innovative crime prevention program to message the importance of lighting to homeowners. This donation requires the Board's approval in accordance with the Public Donations Policy No. 01/15 for donations of \$10,000 or more.

**FINANCIAL IMPLICATIONS**

Funding for the "Shed a Light on Crime Prevention" initiative including Community Engagement and Wellbeing Bureau staff time, printed materials, the Crime Prevention Through Environment Design initiative and storage costs will be found within existing budgeted amounts or to manage to the bottom line.

## **BACKGROUND**

York Regional Police, Crime Stoppers of York Region and Philips Lighting Canada have entered into a partnership in support of a York Regional Police crime prevention initiative, “Shed a Light on Crime Prevention”. The initiative will feature York Regional Police Crime Prevention Officers, Front Line Officers, Auxiliary Members, Volunteers and members of Crime Stoppers of York Region handing out the light bulbs along with crime prevention tips at a number of community crime prevention presentations and York Regional Police sponsored events.

Philips Lighting Canada has donated 15,000 LED light bulbs to York Regional Police. These light bulbs will be packaged with crime prevention and Crime Prevention Through Environment Design (CPTED) messaging. The light bulbs will be distributed throughout the Region in three different ways: 1) at York Regional Police sponsored events such as Halloween in the Village, Holidays in the Village, Police Open House and crime prevention presentations throughout the Region, 2) at Break & Enter calls and 3) by York Regional Police Auxiliary members and Volunteers to areas identified as having higher incidents of reported crime.

This partnership serves as an excellent example of a community engagement program delivered through a crime prevention initiative. Thanks to the generosity of Philips Lighting Canada, York Regional Police along with Crime Stoppers of York Region will have an excellent conduit to deliver crime prevention messaging throughout the remainder of 2017 and into 2018.

It is therefore recommended that the Board approve the product donation of 15,000 LED light bulbs from Phillips Lighting Canada with an approximate value of \$65,000.

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

EJ:jm

Accessible formats or communication supports are available upon request



THE REGIONAL MUNICIPALITY OF YORK  
POLICE SERVICES BOARD

REPORT OF THE CHIEF OF POLICE

SEPTEMBER 20, 2017

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

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**RECOMMENDATION**

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

**SYNOPSIS**

In accordance with the Police Services Board's Execution of Documents By-Law No. 08-15 and Purchasing By-Law 06-14, this report contains a summary of documents, agreements and purchasing matters that were executed in the second 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, 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; and
- 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 second 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. All amounts listed exclude taxes. It is therefore recommended that the execution of documents and purchasing second quarter report be received.

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

EJ:ac

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 second quarter of 2017 are outlined below in Appendix 1.

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

<b>Contracts and Agreements</b>		
<b>Parties</b>	<b>Expiry Date</b>	<b>Amount</b>
York Catholic District School Board (YCDSB), York Region District School Board (YRDSB), Conseil scolaire district catholique Centre-Sud (CSDCCS) and Conseil scolaire Viamonde (CSV) and York Regional Police (YRP) - Police and School Board Protocol	Ongoing	N/A
Skyway Lawn Equipment Limited - Rental Agreement for golf carts for CSV Open House May 13, 2017	May 10, 2018	\$1,150
York Regional Police, The York Regional Police Association and The York Regional Police Senior Officer's Association - The Joint Occupational Health and Safety Committee (JOHSC) Terms of Reference	Ongoing	N/A
GoodLife Fitness Centres Inc. and the Regional Municipality of York Police Services Board (YRPSB) - Key Account Partner Agreement	April 19, 2018	N/A
The Standard Life Assurance Company of Canada and 9310924 Canada Inc. c/o Colliers Macaulay Nicolls Inc. and the Regional Municipality of York Police Services Board (YRPSB) - Release, Waiver and Indemnity for Use of Premises/Property for Overflow Parking from Paramount Banquet Hall re PAN Dinner	May 17, 2017	N/A
Ministry of Community Safety and Correctional Services and the Regional Municipality of York Police Services Board (YRPSB) - Funding Agreement for Provincial Anti-Violence Intervention Strategy (PAVIS) - Grant - Guns and Gangs - Ontario Transfer Payment Agreement for 2017 funds to support preventative policing programs	December 31, 2017	\$379,046
Toronto Transit Commission (TTC) and the Regional Municipality of York Police Services Board (YRPSB) - Temporary Licence Agreement to allow YRP access to and use of a portion of the Vaughan Metropolitan Centre Subway Station during construction of the Region's future bus terminal attached to the Station	April 3, 2018	N/A

<b>Parties</b>	<b>Expiry Date</b>	<b>Amount</b>
Ontario Voluntary Emergency Response Team (OVERT) and the Regional Municipality of York Police Services Board (YRPSB) - MOU to clarify and specify working relationship between YRP and OVERT in working together to respond to ground search and rescue (SAR) efforts in York Region for lost or missing persons or evidence	Ongoing	N/A
Ministry of Community Safety and Correctional Services and the Regional Municipality of York Police Services Board (YRPSB) - Provincial Strategy to Protect Children from Sexual Abuse and Exploitation On the Internet - A United Team Approach - Ontario Transfer Payment Agreement - ICE Grant	March 31, 2021	\$1,205,940 (\$301,485/yr)
The Regional Municipality of York and the Regional Municipality of York Police Services Board (YRPSB) - First Amendment to York Telecom Network (YTN) Access Agreement with Regional Municipality of York to provide joint wide area Network fibre connectivity	July 18, 2020	\$282,375 \$92,475/yr to \$93,700/yr
Catholic Community Services of York Region, Centre for Immigrant and Community Services, COSTI Immigrant Services, Job Skills Employment and Business Programs and Supports, Social Enterprise for Canada and the Regional Municipality of York Police Services Board (YRPSB) - Welcome Centre Associate Agreement Extension	March 31, 2018	N/A
Ministry of Community Safety and Correctional Services and the Regional Municipality of York Police Services Board (YRPSB) - 2017/2018 Ontario Transfer Payment Agreement - R.I.D.E. Grant	March 31, 2018	\$55,984
Total Expenditures		\$283,525
Total Reimbursements		\$1,640,970

For comparison purposes, the delegation of authority for contracts and agreements in the second quarter 2016 was \$1,013,134 2016, excluding HST.

In accordance with the Purchasing By-Law 6-14, the agreements and other undertakings that have been executed within the second quarter of 2017 are outlined below in Appendix 2.

**Appendix 2 - Purchasing By-Law No. 06-14**

<b>Tender Approvals, Request for Proposals and Scope/Additional Deliverables</b>			
<b>Description</b>	<b>No. of Bids</b>	<b>Award Date</b>	<b>Value</b>
<b>Request for Tender Award (T-17-05):</b> Supply and Delivery of Prisoner Meals for Ontario Court of Justice and the Superior Court of Justice, Newmarket <b>Vendor:</b> Boaden Catering <b>Term of Contract:</b> One year plus three one year options	3	May 2, 2017	\$23,403
<b>Request for Tender Award (T-17-08):</b> Supply & Delivery Gwava Email & Mobile Messaging Archiving <b>Vendor:</b> ETA Montreal Inc. <b>Term of Contract:</b> One time	3	May 25, 2017	\$112,924
<b>Contract Action Request (PO#86355):</b> Year Round Grounds Maintenance Services at York Regional Police Headquarters, Aurora <b>Vendor:</b> Stilescape Inc. <b>Reason:</b> To extend the Contract for the second option year (year three of the Contract)		April 4, 2017	\$72,128  Contract Total to date: \$212,164
<b>Contract Action Request (PO#89726):</b> Supply and Delivery of 30 New Ford Police Interceptor Utility Vehicles <b>Vendor:</b> Yonge-Steeles Ford Lincoln Sales Limited <b>Reason:</b> To purchase two additional Ford Police Interceptor Utility Vehicles at \$33,500 each (pre-tax) under Contingency		April 20, 2017	\$67,000  Contract Total to date: \$1,072,000
<b>Contract Action Request (PO#83633):</b> Supply & Delivery of Various Dress Shoes and Parade Boots <b>Vendor:</b> The Shoe Network <b>Reason:</b> To extend the contract for an optional one year term (year 5)		April 24, 2017	\$30,000  Contract Total to date: \$120,000
<b>Contract Action Request (PO#84702):</b> Generator Operation and Maintenance Service Contract <b>Vendor:</b> Toromont Cat, A Division of Toromont Industries Ltd. <b>Reason:</b> To extend the contract for the first option year (year four)		May 18, 2017	\$32,606  Contract Total to date: \$141,341
<b>Total Expenditures</b>			<b>\$338,061</b>

For comparison purposes, the delegation of authority for Purchasing By-law No. 06-14 items in the second quarter 2016 was \$2,441,974, excluding HST.

## CO-OPERATIVE PURCHASING

In the second quarter of 2017, the following co-operative purchase orders were initiated under section 13 of Purchasing By-law No. 06-14:

### Co-Operative Purchasing Agreements

Description	Co-ordinating Agency	Contract End	Vendor(s)	Value
Office Products, Print and Copy Paper, Laser Toners	Ministry of Government & Consumer Services Supply Chain Ontario	April 30, 2022	Novexco Inc.	\$750,000
Supply and delivery of five 2017 Dodge Caravans and one 2017 Chrysler 300	Ontario Shared Services – Police Cooperative Purchasing Group	N/A	FCA Canada Inc.	\$163,294
Supply and delivery of ammunition	Toronto Police Service	December 31, 2017	Lloyd Libke Law Enforcement Sales Inc.	\$181,566
<b>Total</b>				<b>\$1,094,860</b>

For comparison purposes, the delegation of authority for co-operative purchasing items in the second quarter of 2016 was \$142,738, excluding HST.

THE REGIONAL MUNICIPALITY OF YORK  
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REPORT OF THE CHIEF OF POLICE

SEPTEMBER 20, 2017

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**Statistics Canada, Canadian Centre for Justice Statistics:  
2016 National/Provincial Crime Statistics Rankings  
and Crime Severity Index Overview - Public**

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**RECOMMENDATION**

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

**SYNOPSIS**

Each year, York Regional Police conducts a review and analysis of both our internally generated statistics and those produced by the Canadian Centre for Justice Statistics (CCJS), a division of Statistics Canada. Our reporting practices to the Police Services Board include presentation of mid-year and year-end York Regional Police Crime Statistics reports based on internal data and a separate National/Provincial Crime Statistics Ranking report based on the CCJS data. The 2016 Annual Statistical Report was presented at the May 24, 2017 meeting of the Police Services Board and the 2017 January-June Statistical Report is being presented at the September 20, 2017 Board meeting.

The 2016 National/Provincial Crime Statistics Rankings report is included in Appendix 1. It has been compiled utilizing data from the CCJS, provided by police services in Canada, based on the Uniform Crime Reporting (UCR) Survey. Police services used as comparators in this report have been selected because they have policing jurisdictions with the greatest similarity to York Region.

As previously reported to the Board, the CCJS introduced Crime Severity Index (CSI) in 2009. This measure of police-reported crime reflects the seriousness of individual offences and tracks changes in crime severity over time. All offences, including traffic and drug offences, are included in the CSI. It is meant to complement other existing crime measures that reflect the volume of reported crime. A more detailed explanation of the CSI is included in this report and the scores for York Regional Police for total crime and for violent and non-violent crime as compared to the national and provincial indexes for 2015 and previous years is included in Appendix 2. Additionally, weighted clearance rate was introduced by the CCJS in 2009. The weighted clearance rate is based on the same principle as the CSI, whereby more serious offences are assigned a higher weight than less serious offences. A weighted clearance rate comparison has also been included in Appendix 2.

When examined together with our internal crime statistics, the statistics produced by the CCJS provide us a greater understanding of York Region crime trends and the impact of crime on our communities. We will continue to review the annual statistics produced by the CCJS, along with our internal crime statistics, in order to assist us with the development and review of our policing priorities, operational strategies and crime prevention programs.

## FINANCIAL IMPLICATIONS

Not applicable.

## BACKGROUND

### National/Provincial Crime Statistics Rankings

Tables 1 - 4 below indicate the 2016 rankings of York Regional Police in comparison to its national and provincial counterparts, based on the CCJS Crime Rate and Clearance Rate data. A more detailed summary of the CCJS National and Provincial Crime and Clearance Rate rankings is included in Appendix 1 attached. The national ranking was made based on data from the eight regional/municipal police services serving the largest populations, including York, Toronto, Montréal, Peel, Calgary, Ottawa, Edmonton, and Winnipeg. The nine services ranked at the provincial level include York, Durham, Toronto, Peel, Halton, Waterloo, Hamilton, Ottawa and Niagara.

**Table 1 – 2016 Crime Rate – Ranking By Police Service (Lowest to Highest)**

<b>National</b>	<b>First</b>	<b>Second</b>	<b>Third</b>	<b>Fourth</b>	<b>Fifth</b>
Crimes Against Persons	Peel	<b>York</b>	Ottawa	Calgary	Montréal
Crimes Against Property	<b>York</b>	Peel	Toronto	Ottawa	Montréal
Total Criminal Code	<b>York</b>	Peel	Ottawa	Toronto	Montréal
<b>Provincial</b>					
Crimes Against Persons	Halton	<b>York</b>	Peel	Niagara	Ottawa
Crimes Against Property	Halton	<b>York</b>	Peel	Durham	Toronto
Total Criminal Code	Halton	<b>York</b>	Peel	Durham	Niagara



**Table 2 - 2016 Clearance Rate – Ranking By Police Service (Highest to Lowest)**

<b>National</b>	<b>First</b>	<b>Second</b>	<b>Third</b>	<b>Fourth</b>	<b>Fifth</b>
Crimes Against Persons	Peel	<b>York</b>	Montréal	Winnipeg	Ottawa
Crimes Against Property	<b>York</b>	Peel	Toronto	Edmonton	Ottawa
Total Criminal Code	Edmonton	<b>York</b>	Peel	Toronto	Ottawa
<b>Provincial</b>					
Crimes Against Persons	Halton	Durham	Peel	<b>York</b>	Niagara
Crimes Against Property	Halton	<b>York</b>	Peel	Toronto	Durham
Total Criminal Code	Halton	<b>York</b>	Peel	Durham	Waterloo

**Table 3 - Crime Rate – YRP Five Year Ranking (Lowest to Highest)**

<b>National</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>
Crimes Against Persons	<b>First</b>	Second	First	First	First
Crimes Against Property	<b>First</b>	First	First	First	First
Total Criminal Code	<b>First</b>	First	First	First	First
<b>Provincial</b>					
Crimes Against Persons	<b>Second</b>	Third	Second	Second	Second
Crimes Against Property	<b>Second</b>	Second	Second	First	First
Total Criminal Code	<b>Second</b>	Second	Second	Second	First

**Table 4 - Clearance Rate – YRP Five Year Ranking (Highest to Lowest)**

<b>National</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>
Crimes Against Persons	<b>Second</b>	Second	Second	First	First
Crimes Against Property	<b>First</b>	First	First	First	First
Total Criminal Code	<b>Second</b>	Second	Second	Second	Second
<b>Provincial</b>					
Crimes Against Persons	<b>Fourth</b>	Third	Fourth	First	Second
Crimes Against Property	<b>Second</b>	First	First	First	First
Total Criminal Code	<b>Second</b>	First	Second	Second	Second

Tables 1 and 3 show that York Region's 2016 crime rate ranked first (lowest) amongst its national comparators in the categories of Crimes Against Property and Total Criminal Code incidents for the eleventh consecutive year (note: five year data shown only) and second in the category of Crimes Against Persons. Table 1 also shows York Region's ranking amongst the provincial police services was second (to Halton) for the rate Crimes Against Persons, Crimes Against Property, and Total Criminal Code Incidents.

Table 4 shows York Region's national clearance rate ranking for Crimes Against Property remained first for the sixth consecutive year. Table 2 shows York Region's Total Criminal Code and Crimes Against Persons clearance rate ranked second with Edmonton and Peel having the first (highest) clearance rate in these categories respectively. Table 2 also shows provincially, York Region's clearance rate ranked second highest for Total Criminal Code and Crimes Against Property, and fourth for Crimes Against Persons.

## **Crime Severity Index Overview**

In April of 2009, the CCJS introduced Crime Severity Index (CSI). The CSI is a method of measuring police-reported crime that tracks changes in the severity of crime from year to year. It does so by taking into account not only the change in volume of a particular crime, but also the relative seriousness of that crime in comparison to other crimes. The CSI includes three separate indexes for Total Crime, Violent Crime and Non-Violent crime. The CSI is not meant to replace, but rather complement, the existing police reported crime rate, as well as victimization data.

The CSI helps us to have a more comprehensive view of crime in our communities and how it compares to provincial and national values. Each crime is assigned a weight depending on its seriousness and as such, serious crimes will have more impact on fluctuations in the Index. Individual weightings have been determined according to the severity of the sentences handed down by judges using the most recent data available from the courts through Statistics Canada's Adult and Youth Courts Surveys.

The Index measures are standardized to 100 using a base year of 2006 to facilitate comparisons across police services and against the national and provincial averages. Severity Index scores below 100 imply that the service has a lower crime rate compared to other police services and scores above 100 imply a more serious crime rate compared to other police services.

Table 5 below shows the CSI scores for York Region for total crime, violent and non-violent crime, and the 2016 provincial and national indexes. In all Index categories, York Region scores were significantly lower than provincial and national indexes, but moderately increased from 2015 measures in all three categories.

**Table 5 - 2016 YRP Crime Severity Index**

	<b>2016</b>	<b>2015</b>	<b>% change</b>	<b>Ontario</b>	<b>Canada</b>
CSI - Total	34.29	33.19	+3.3%	52.71	70.96
CSI - Violent	35.60	32.84	+8.4%	63.62	75.25
CSI - Non-Violent	33.74	33.25	+1.5%	48.63	69.25

Table 6 shows the top five national and provincial CSI rankings for York Regional Police using the same comparator police services that were ranked in previous tables. York Regional Police ranked lowest in all Index categories among its national comparators and second in all Index categories among its provincial comparators. This is unchanged from 2015. Appendix 2 attached shows the detailed 2016 CSI rankings for all comparator police services.

**Table 6 - 2016 Crime Severity Index – Ranking By Police Service (Lowest to Highest)**

<b>National</b>	<b>First</b>	<b>Second</b>	<b>Third</b>	<b>Fourth</b>	<b>Fifth</b>
CSI - Total	<b>York</b>	Peel	Ottawa	Toronto	Montréal
CSI - Violent	<b>York</b>	Peel	Calgary	Ottawa	Montréal
CSI - Non-Violent	<b>York</b>	Peel	Toronto	Ottawa	Montréal
<b>Provincial</b>					
CSI - Total	Halton	<b>York</b>	Durham	Peel	Niagara
CSI - Violent	Halton	<b>York</b>	Niagara	Durham	Peel
CSI - Non-Violent	Halton	<b>York</b>	Durham	Peel	Toronto

## **Weighted Clearance Rate Overview**

In December 2009, weighted clearance rate was included in the annual Police Resources in Canada report released by the CCJS. The weighted clearance rate is based on the same principle as the CSI, whereby more serious offences are assigned a higher weight than less serious offences. Applying this concept to clearance rates means that, for example, the clearance of a homicide, robbery or break and enter receives a higher weight than the clearance of less serious offences such as minor theft, mischief and disturbing the peace. A weighted clearance rate comparison for 2015 has been included in Appendix 2.

Table 7 below shows the weighted clearance rates for York Region for total crime, violent and non-violent crime and the 2016 provincial and national weighted clearance rates as compared to 2015. In all categories, York Region scores were higher than provincial and national weighted clearance rates.

**Table 7 - 2016 YRP Weighted Clearance Rate**

	2016	2015	% change	Ontario	Canada
Weighted Clr Rate - Total	42.65	43.67	-2.4%	41.70	38.48
Weighted Clr Rate - Violent	65.01	69.66	-6.7%	61.86	61.79
Weighted Clr Rate - Non-Violent	34.06	34.19	-0.4%	32.11	29.27

Table 8 shows the top five national and provincial Weighted Clearance Rate rankings for York Regional Police using the same comparator police services that were ranked in previous tables. York Regional Police ranked first in Violent Weighted Clearance Rate and Total Weighted Clearance Rate, and second in Non-Violent Weighted Clearance Rate amongst its national comparators. Provincially, York Regional Police's ranked third in Total Weighted Clearance Rate, improved to second in Violent Weighted Clearance Rate and reduced to fourth in Non-Violent Weighted Clearance Rate. Appendix 2 attached shows the detailed 2016 Weighted Clearance Rate rankings for all eight national comparator police services and all nine comparator provincial police services.

**Table 8 - 2016 Weighted Clearance Rate – Ranking By Police Service (Highest to Lowest)**

<b>National</b>	<b>First</b>	<b>Second</b>	<b>Third</b>	<b>Fourth</b>	<b>Fifth</b>
Weighted Clr Rate - Total	<b>York</b>	Edmonton	Toronto	Peel	Ottawa
Weighted Clr Rate - Violent	<b>York</b>	Peel	Ottawa	Montréal	Winnipeg
Weighted Clr Rate - Non-Violent	Edmonton	<b>York</b>	Peel	Toronto	Ottawa
<b>Provincial</b>					
Weighted Clr Rate - Total	Halton	Durham	<b>York</b>	Waterloo	Toronto
Weighted Clr Rate - Violent	Halton	<b>York</b>	Durham	Niagara	Waterloo
Weighted Clr Rate - Non-Violent	Halton	Durham	Waterloo	<b>York</b>	Peel

## **Summary**

We are pleased to have positive results in both our Crime Rate and Clearance Rate rankings and in the Crime Severity Index scores and Weighted Clearance Rate that are based on 2016 statistical reports from the CCJS. These results are a direct reflection of the strides we have made in ensuring adequate and effective policing in fulfilment of our core responsibilities of crime prevention, law enforcement, victims assistance, public order maintenance and emergency response services. It also reflects our ongoing commitment to community partnerships and safety initiatives and in building bridges between all our communities. Our success would not be possible without the continued support of the Police Services Board, Regional and Local Councils, our community partners and the citizens of York Region who help us to be a leader in the delivery of high quality police services.

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

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Attachments: Appendix 1 - 2016 CCJS National and Provincial Crime & Clearance Rankings  
Appendix 2 - 2016 National and Provincial Crime Severity Index & Weighted  
Clearance Rate Rankings

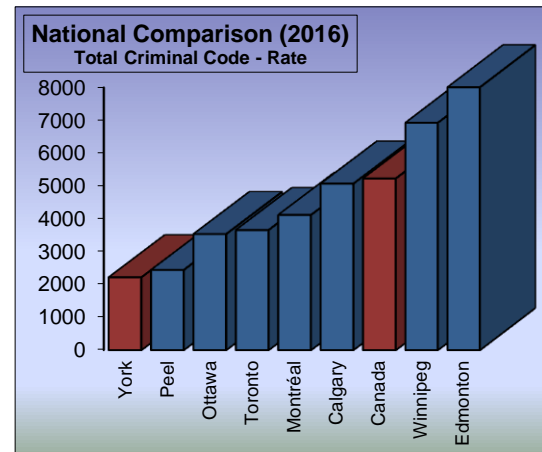
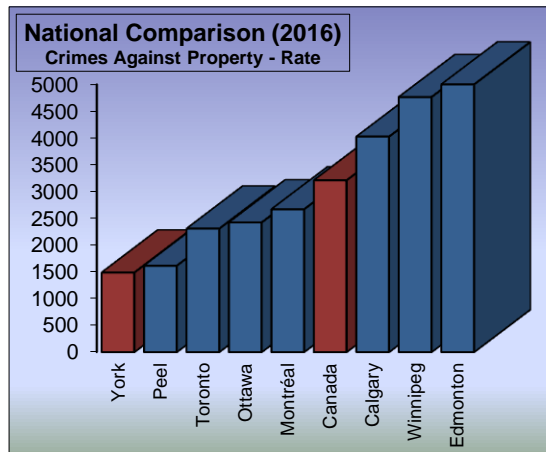
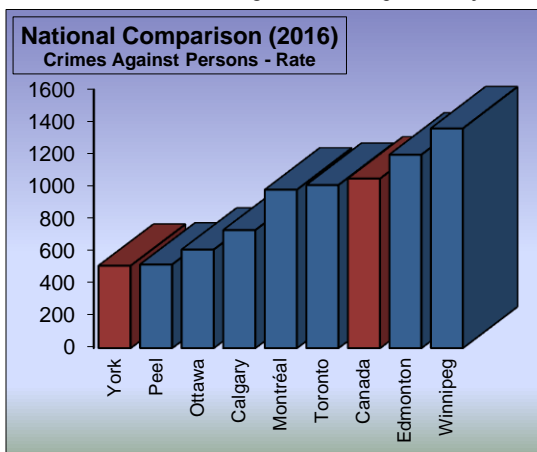
Accessible formats or communication supports are available upon request

## APPENDIX 1

### NATIONAL CRIME RATE COMPARISON, LARGEST EIGHT POLICE SERVICES (2012 – 2016) RANKED FROM LOWEST TO HIGHEST

	1	2	3	4	5	6	7	8
<b>Crimes Against Persons</b>								
2016	York	Peel	Ottawa	Calgary	Montréal	Toronto	Edmonton	Winnipeg
2015	Peel	York	Ottawa	Calgary	Montréal	Toronto	Winnipeg	Edmonton
2014	York	Peel	Ottawa	Calgary	Montréal	Toronto	Winnipeg	Edmonton
2013	York	Peel	Calgary	Ottawa	Montréal	Toronto	Winnipeg	Edmonton
2012	York	Peel	Ottawa	Calgary	Montréal	Toronto	Edmonton	Winnipeg
<b>Crimes Against Property</b>								
2016	York	Peel	Toronto	Ottawa	Montréal	Calgary	Winnipeg	Edmonton
2015	York	Peel	Toronto	Ottawa	Montréal	Calgary	Winnipeg	Edmonton
2014	York	Peel	Toronto	Ottawa	Montréal	Calgary	Winnipeg	Edmonton
2013	York	Peel	Toronto	Ottawa	Calgary	Montréal	Winnipeg	Edmonton
2012	York	Peel	Toronto	Ottawa	Calgary	Montréal	Edmonton	Winnipeg
<b>Total Criminal Code</b>								
2016	York	Peel	Ottawa	Toronto	Montréal	Calgary	Winnipeg	Edmonton
2015	York	Peel	Ottawa	Toronto	Montréal	Calgary	Winnipeg	Edmonton
2014	York	Peel	Ottawa	Toronto	Calgary	Montréal	Winnipeg	Edmonton
2013	York	Peel	Ottawa	Toronto	Calgary	Montréal	Winnipeg	Edmonton
2012	York	Peel	Toronto	Ottawa	Calgary	Montréal	Winnipeg	Edmonton

This analysis is based on Statistics Canada's, Canadian Centre for Justice Statistics, Uniform Crime Reporting 2016 as reported on the Statistics Canada website (CANSIM tables). All computations, use and interpretation of these data are entirely that of the author(s) or York Regional Police. Statistics were compiled based on incident-based reporting and are calculated per 100,000 population. Counts include RCMP cases occurring within the respondent's jurisdiction.

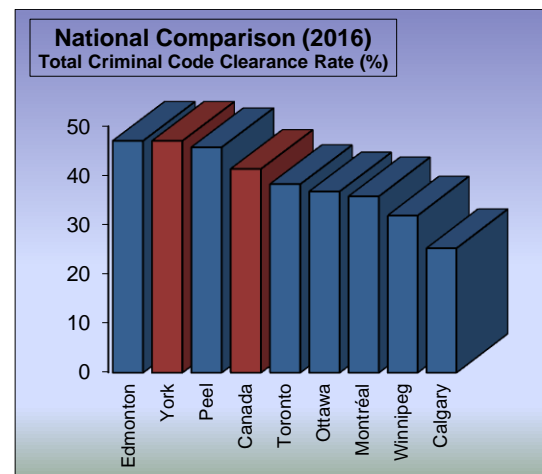
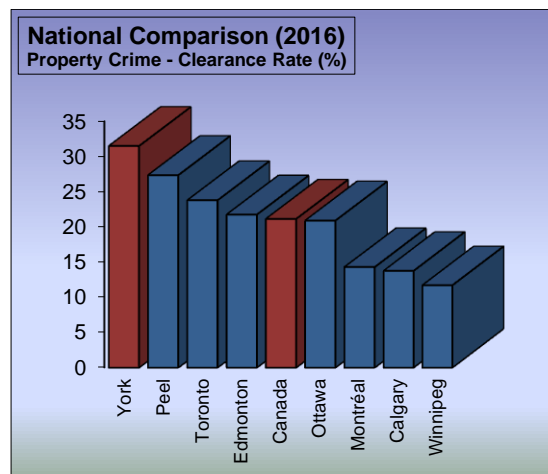
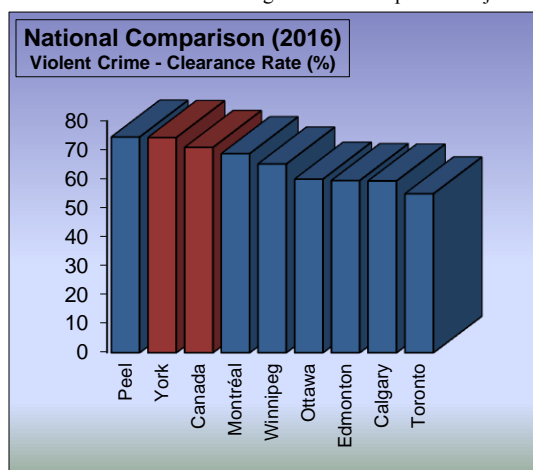


# NATIONAL CLEARANCE RATE COMPARISON, LARGEST EIGHT POLICE SERVICES (2012 – 2016)

## RANKED FROM HIGHEST TO LOWEST

	1	2	3	4	5	6	7	8
<b>Crimes Against Persons</b>								
2016	Peel	York	Montréal	Winnipeg	Ottawa	Edmonton	Calgary	Toronto
2015	Peel	York	Winnipeg	Montréal	Calgary	Edmonton	Ottawa	Toronto
2014	Peel	York	Montréal	Winnipeg	Edmonton	Calgary	Ottawa	Toronto
2013	York	Peel	Montréal	Winnipeg	Edmonton	Calgary	Ottawa	Toronto
2012	York	Peel	Ottawa	Montréal	Calgary	Winnipeg	Edmonton	Toronto
<b>Crimes Against Property</b>								
2016	York	Peel	Toronto	Edmonton	Ottawa	Montréal	Calgary	Winnipeg
2015	York	Peel	Toronto	Ottawa	Edmonton	Montréal	Winnipeg	Calgary
2014	York	Peel	Toronto	Ottawa	Edmonton	Calgary	Winnipeg	Montréal
2013	York	Peel	Ottawa	Edmonton	Toronto	Calgary	Winnipeg	Montréal
2012	York	Peel	Ottawa	Edmonton	Toronto	Calgary	Winnipeg	Montréal
<b>Total Criminal Code</b>								
2016	Edmonton	York	Peel	Toronto	Ottawa	Montréal	Winnipeg	Calgary
2015	Peel	York	Edmonton	Toronto	Ottawa	Montréal	Winnipeg	Calgary
2014	Peel	York	Edmonton	Toronto	Ottawa	Montréal	Winnipeg	Calgary
2013	Peel	York	Edmonton	Ottawa	Toronto	Winnipeg	Montréal	Calgary
2012	Peel	York	Edmonton	Ottawa	Toronto	Winnipeg	Montréal	Calgary

This analysis is based on Statistics Canada's, Canadian Centre for Justice Statistics, Uniform Crime Reporting 2016 as reported on the Statistics Canada website (CANSIM tables). All computations, use and interpretation of these data are entirely that of the author(s) or York Regional Police. Statistics were compiled based on incident-based reporting and are calculated per 100,000 population. Counts include RCMP cases occurring within the respondent's jurisdiction.

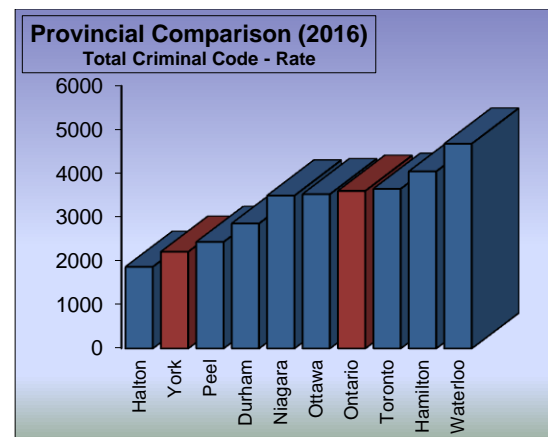
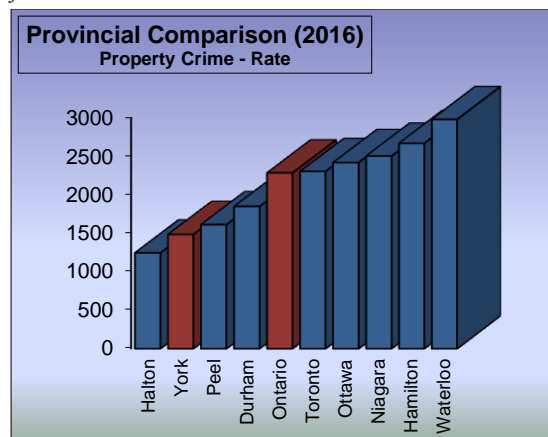
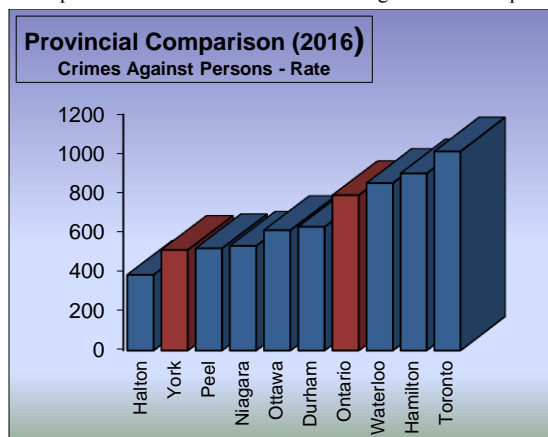


# PROVINCIAL CRIME RATE COMPARISON, SELECTED POLICE SERVICES IN CENTRAL ONTARIO (2012 – 2016)

## RANKED FROM LOWEST TO HIGHEST

	1	2	3	4	5	6	7	8	9
<b>Crimes Against Persons</b>									
2016	Halton	York	Peel	Niagara	Ottawa	Durham	Waterloo	Hamilton	Toronto
2015	Halton	Peel	York	Niagara	Durham	Ottawa	Waterloo	Hamilton	Toronto
2014	Halton	York	Peel	Niagara	Durham	Ottawa	Waterloo	Hamilton	Toronto
2013	Halton	York	Peel	Ottawa	Durham	Niagara	Waterloo	Hamilton	Toronto
2012	Halton	York	Peel	Ottawa	Durham	Niagara	Waterloo	Hamilton	Toronto
<b>Crimes Against Property</b>									
2016	Halton	York	Peel	Durham	Toronto	Ottawa	Niagara	Hamilton	Waterloo
2015	Halton	York	Peel	Durham	Toronto	Ottawa	Niagara	Hamilton	Waterloo
2014	Halton	York	Peel	Durham	Toronto	Ottawa	Hamilton	Waterloo	Niagara
2013	York	Halton	Peel	Durham	Toronto	Ottawa	Niagara	Waterloo	Hamilton
2012	York	Halton	Peel	Durham	Toronto	Ottawa	Waterloo	Niagara	Hamilton
<b>Total Criminal Code</b>									
2016	Halton	York	Peel	Durham	Niagara	Ottawa	Toronto	Hamilton	Waterloo
2015	Halton	York	Peel	Durham	Ottawa	Niagara	Toronto	Hamilton	Waterloo
2014	Halton	York	Peel	Durham	Ottawa	Toronto	Hamilton	Niagara	Waterloo
2013	Halton	York	Peel	Durham	Ottawa	Toronto	Niagara	Waterloo	Hamilton
2012	York	Halton	Peel	Durham	Toronto	Ottawa	Niagara	Waterloo	Hamilton

This analysis is based on Statistics Canada's, Canadian Centre for Justice Statistics, Uniform Crime Reporting 2015 as reported on the Statistics Canada website (CANSIM tables). All computations, use and interpretation of these data are entirely that of the author(s) or York Regional Police. Statistics are compiled based on incident-based reporting and are calculated per 100,000 population. Counts for all responses include RCMP cases occurring within the respondent's jurisdiction.

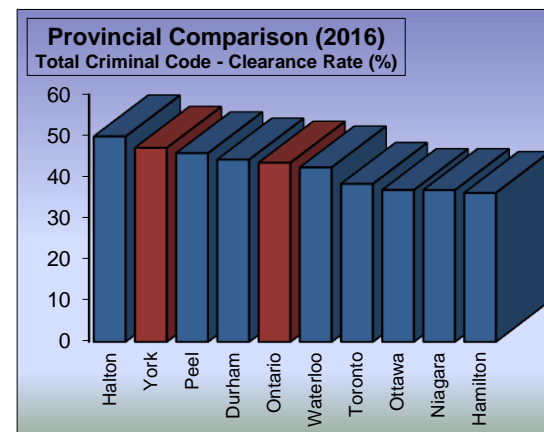
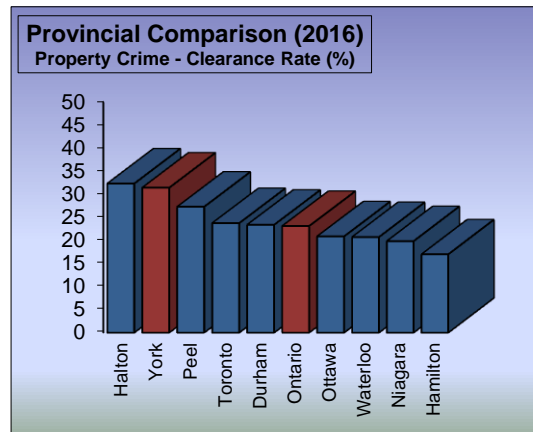
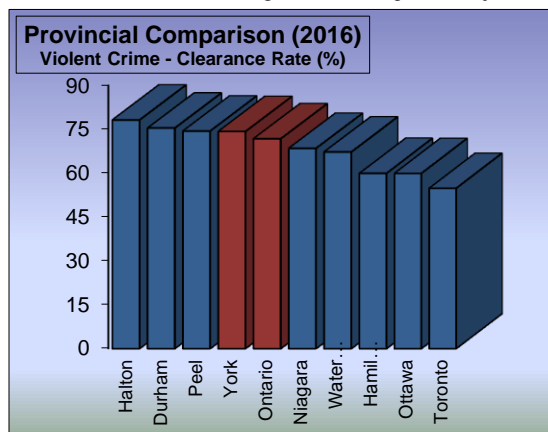


## PROVINCIAL CLEARANCE RATE COMPARISON, SELECTED POLICE SERVICES IN CENTRAL ONTARIO (2012 – 2016)

### RANKED FROM HIGHEST TO LOWEST

	1	2	3	4	5	6	7	8	9
<b>Crimes Against Persons</b>									
2016	Halton	Durham	Peel	York	Niagara	Waterloo	Hamilton	Ottawa	Toronto
2015	Halton	Peel	York	Niagara	Durham	Waterloo	Hamilton	Ottawa	Toronto
2014	Halton	Durham	Peel	York	Niagara	Waterloo	Ottawa	Toronto	Hamilton
2013	York	Peel	Halton	Durham	Niagara	Waterloo	Hamilton	Ottawa	Toronto
2012	Durham	York	Peel	Halton	Niagara	Ottawa	Waterloo	Hamilton	Toronto
<b>Crimes Against Property</b>									
2016	Halton	York	Peel	Toronto	Durham	Ottawa	Waterloo	Niagara	Hamilton
2015	York	Peel	Halton	Toronto	Durham	Waterloo	Ottawa	Niagara	Hamilton
2014	York	Peel	Halton	Durham	Toronto	Waterloo	Ottawa	Niagara	Hamilton
2013	York	Peel	Halton	Durham	Ottawa	Waterloo	Toronto	Niagara	Hamilton
2012	York	Peel	Durham	Ottawa	Halton	Waterloo	Niagara	Toronto	Hamilton
<b>Total Criminal Code</b>									
2016	Halton	York	Peel	Durham	Waterloo	Toronto	Ottawa	Niagara	Hamilton
2015	York	Peel	Halton	Toronto	Durham	Waterloo	Ottawa	Niagara	Hamilton
2014	Peel	York	Halton	Durham	Waterloo	Toronto	Ottawa	Hamilton	Niagara
2013	Peel	York	Durham	Halton	Waterloo	Ottawa	Niagara	Toronto	Hamilton
2012	Peel	York	Durham	Waterloo	Ottawa	Niagara	Halton	Toronto	Hamilton

This analysis is based on Statistics Canada's, Canadian Centre for Justice Statistics, Uniform Crime Reporting 2016 as reported on the Statistics Canada website (CANSIM tables). All computations, use and interpretation of these data are entirely that of the author(s) or York Regional Police. Statistics were compiled based on incident-based reporting and are calculated per 100,000 population. Counts include RCMP cases occurring within the respondent's jurisdiction.



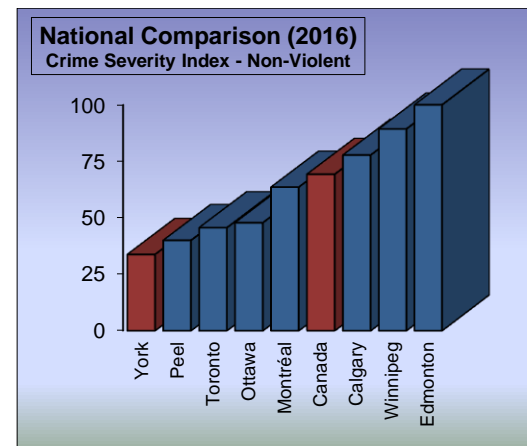
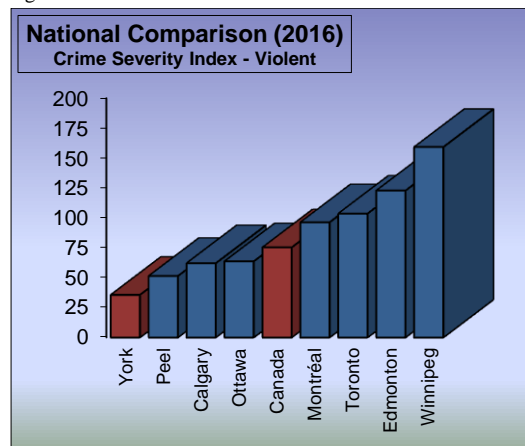
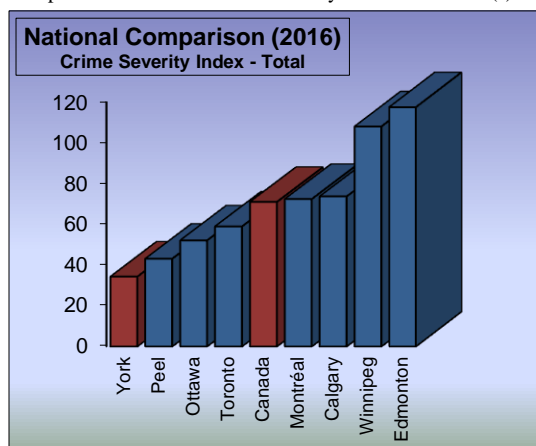


## APPENDIX 2

### NATIONAL CRIME SEVERITY INDEX COMPARISON, LARGEST EIGHT POLICE SERVICES (2012 - 2016) RANKED FROM LOWEST TO HIGHEST

	1	2	3	4	5	6	7	8
<b>Crime Severity Index – Total</b>								
2016	York	Peel	Ottawa	Toronto	Montréal	Calgary	Winnipeg	Edmonton
2015	York	Peel	Ottawa	Toronto	Montréal	Calgary	Winnipeg	Edmonton
2014	York	Peel	Ottawa	Toronto	Calgary	Montréal	Winnipeg	Edmonton
2013	York	Peel	Ottawa	Toronto	Calgary	Montréal	Winnipeg	Edmonton
2012	York	Peel	Ottawa	Calgary	Toronto	Edmonton	Montréal	Winnipeg
<b>Crime Severity Index – Violent</b>								
2016	York	Peel	Calgary	Ottawa	Montréal	Toronto	Edmonton	Winnipeg
2015	York	Peel	Ottawa	Calgary	Toronto	Montréal	Edmonton	Winnipeg
2014	York	Peel	Ottawa	Calgary	Montréal	Toronto	Edmonton	Winnipeg
2013	York	Peel	Ottawa	Calgary	Toronto	Montréal	Edmonton	Winnipeg
2012	York	Peel	Ottawa	Calgary	Toronto	Edmonton	Montréal	Winnipeg
<b>Crime Severity Index– Non-Violent</b>								
2016	York	Peel	Toronto	Ottawa	Montréal	Calgary	Winnipeg	Edmonton
2015	York	Peel	Toronto	Ottawa	Montréal	Winnipeg	Calgary	Edmonton
2014	York	Peel	Toronto	Ottawa	Calgary	Montréal	Winnipeg	Edmonton
2013	York	Peel	Toronto	Ottawa	Calgary	Montréal	Winnipeg	Edmonton
2012	York	Peel	Toronto	Ottawa	Calgary	Winnipeg	Montréal	Edmonton

This analysis is based on Statistics Canada's, Canadian Centre for Justice Statistics, Crime Severity Index 2016 as reported on the Statistics Canada website (CANISM tables). All computations, use and interpretation of these data are entirely that of the author(s) or York Regional Police.

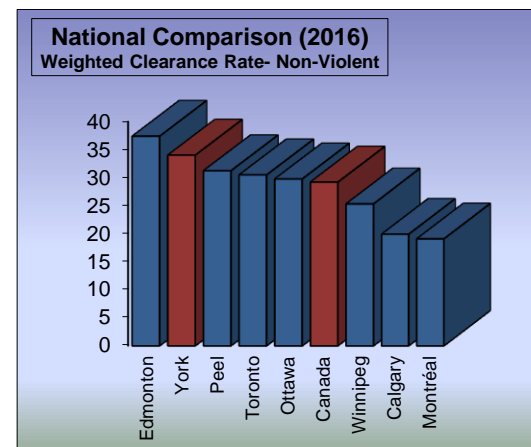
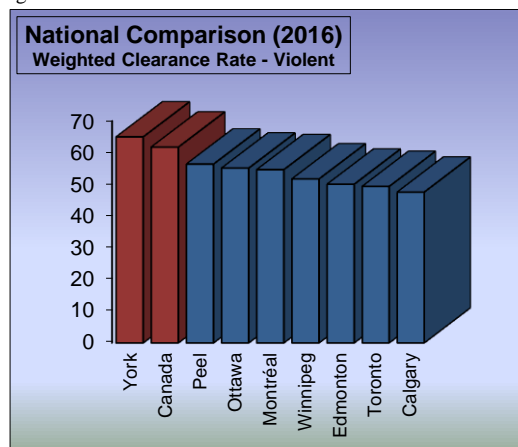
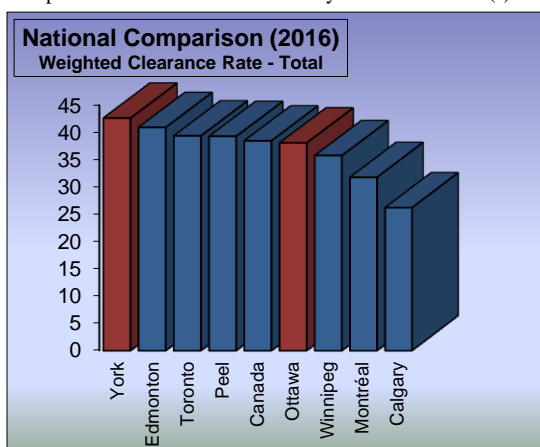


## NATIONAL WEIGHTED CLEARANCE RATE COMPARISON, LARGEST EIGHT POLICE SERVICES (2012 – 2016)

### RANKED FROM LOWEST TO HIGHEST

	1	2	3	4	5	6	7	8
<b>Weighted Clearance Rate – Total</b>								
2016	<b>York</b>	Edmonton	Toronto	Peel	Ottawa	Winnipeg	Montréal	Calgary
2015	<b>York</b>	Peel	Edmonton	Toronto	Winnipeg	Ottawa	Montréal	Calgary
2014	Edmonton	<b>York</b>	Peel	Winnipeg	Toronto	Ottawa	Calgary	Montréal
2013	<b>York</b>	Peel	Edmonton	Winnipeg	Toronto	Ottawa	Calgary	Montréal
2012	<b>York</b>	Peel	Edmonton	Ottawa	Toronto	Winnipeg	Calgary	Montréal
<b>Weighted Clearance Rate – Violent</b>								
2016	<b>York</b>	Peel	Ottawa	Montréal	Winnipeg	Edmonton	Toronto	Calgary
2015	<b>York</b>	Peel	Winnipeg	Ottawa	Montréal	Edmonton	Toronto	Calgary
2014	<b>York</b>	Peel	Edmonton	Winnipeg	Ottawa	Montréal	Toronto	Calgary
2013	<b>York</b>	Peel	Winnipeg	Edmonton	Ottawa	Toronto	Calgary	Montréal
2012	<b>York</b>	Ottawa	Peel	Calgary	Edmonton	Winnipeg	Toronto	Montréal
<b>Weighted Clearance Rate – Non-Violent</b>								
2016	Edmonton	<b>York</b>	Peel	Toronto	Ottawa	Winnipeg	Calgary	Montréal
2015	Edmonton	<b>York</b>	Peel	Toronto	Ottawa	Winnipeg	Montréal	Calgary
2014	Edmonton	Peel	<b>York</b>	Ottawa	Toronto	Winnipeg	Calgary	Montréal
2013	Peel	Edmonton	<b>York</b>	Ottawa	Toronto	Winnipeg	Calgary	Montréal
2012	Edmonton	Peel	<b>York</b>	Ottawa	Toronto	Calgary	Winnipeg	Montréal

This analysis is based on Statistics Canada's, Canadian Centre for Justice Statistics, Crime Severity Index 2016 as reported on the Statistics Canada website (CANISM tables). All computations, use and interpretation of these data are entirely that of the author(s) or York Regional Police.

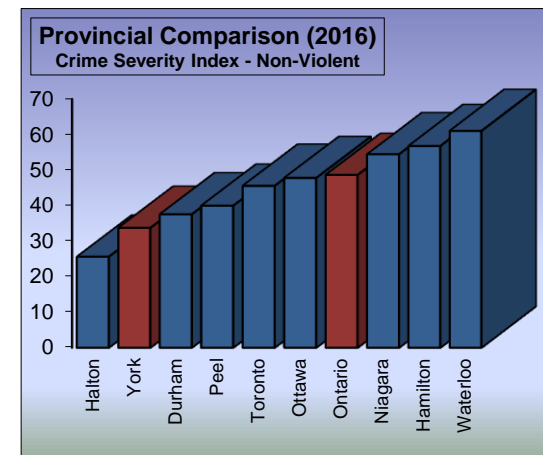
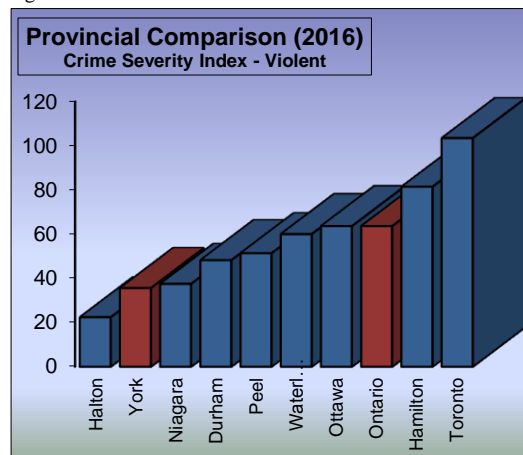
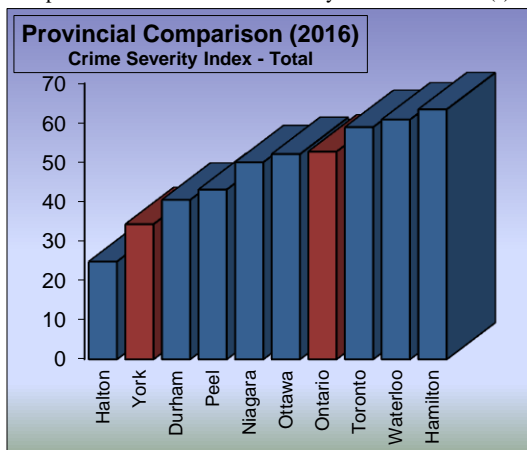


# PROVINCIAL CRIME SEVERITY INDEX COMPARISON, SELECTED POLICE SERVICES IN CENTRAL ONTARIO (2012 – 2016)

## RANKED FROM LOWEST TO HIGHEST

	1	2	3	4	5	6	7	8	9
<b>Crime Severity Index – Total</b>									
2016	Halton	York	Durham	Peel	Niagara	Ottawa	Toronto	Waterloo	Hamilton
2015	Halton	York	Durham	Peel	Ottawa	Niagara	Toronto	Waterloo	Hamilton
2014	Halton	York	Durham	Peel	Ottawa	Waterloo	Toronto	Niagara	Hamilton
2013	Halton	York	Durham	Peel	Ottawa	Waterloo	Niagara	Toronto	Hamilton
2012	Halton	York	Durham	Peel	Ottawa	Waterloo	Niagara	Toronto	Hamilton
<b>Crime Severity Index – Violent</b>									
2016	Halton	York	Niagara	Durham	Peel	Waterloo	Ottawa	Hamilton	Toronto
2015	Halton	York	Niagara	Durham	Peel	Waterloo	Ottawa	Hamilton	Toronto
2014	Halton	York	Durham	Niagara	Peel	Ottawa	Waterloo	Hamilton	Toronto
2013	Halton	York	Niagara	Durham	Peel	Waterloo	Ottawa	Hamilton	Toronto
2012	Halton	York	Niagara	Durham	Peel	Ottawa	Waterloo	Hamilton	Toronto
<b>Crime Severity Index – Non-Violent</b>									
2016	Halton	York	Durham	Peel	Toronto	Ottawa	Niagara	Hamilton	Waterloo
2015	Halton	York	Durham	Peel	Toronto	Ottawa	Niagara	Hamilton	Waterloo
2014	Halton	York	Durham	Peel	Toronto	Ottawa	Waterloo	Hamilton	Niagara
2013	Halton	York	Durham	Peel	Toronto	Ottawa	Waterloo	Niagara	Hamilton
2012	Halton	York	Durham	Peel	Toronto	Waterloo	Ottawa	Niagara	Hamilton

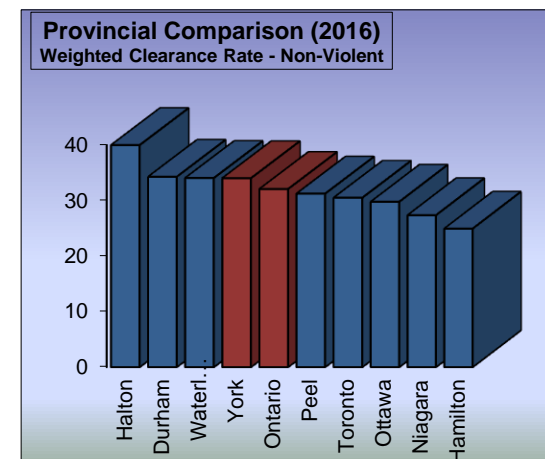
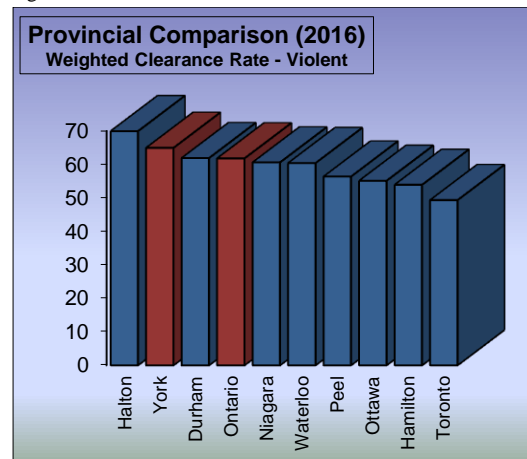
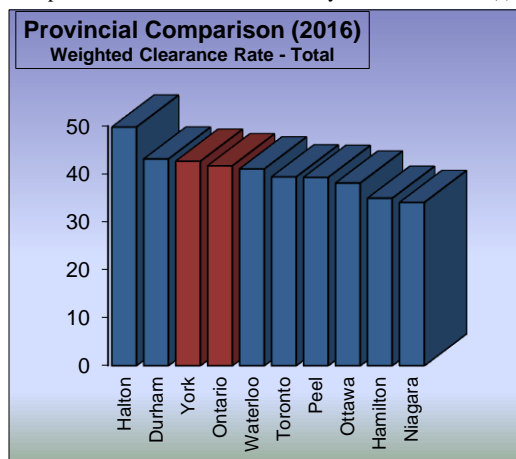
This analysis is based on Statistics Canada's, Canadian Centre for Justice Statistics, Crime Severity Index 2016 as reported on the Statistics Canada website (CANISM tables). All computations, use and interpretation of these data are entirely that of the author(s) or York Regional Police.



# PROVINCIAL WEIGHTED CLEARANCE RATE COMPARISON, SELECTED POLICE SERVICES IN CENTRAL ONTARIO (2012 – 2016) RANKED FROM LOWEST TO HIGHEST

	1	2	3	4	5	6	7	8	9
<b>Weighted Clearance Rate – Total</b>									
2016	Halton	Durham	York	Waterloo	Toronto	Peel	Ottawa	Hamilton	Niagara
2015	Halton	York	Durham	Peel	Toronto	Waterloo	Ottawa	Niagara	Hamilton
2014	Halton	Durham	York	Peel	Waterloo	Toronto	Ottawa	Niagara	Hamilton
2013	York	Durham	Peel	Halton	Waterloo	Toronto	Ottawa	Niagara	Hamilton
2012	Durham	York	Peel	Halton	Waterloo	Ottawa	Toronto	Niagara	Hamilton
<b>Weighted Clearance Rate – Violent</b>									
2016	Halton	York	Durham	Niagara	Waterloo	Peel	Ottawa	Hamilton	Toronto
2015	Halton	Niagara	York	Peel	Durham	Waterloo	Ottawa	Hamilton	Toronto
2014	Halton	Durham	Niagara	York	Peel	Waterloo	Ottawa	Hamilton	Toronto
2013	Halton	York	Niagara	Durham	Waterloo	Peel	Hamilton	Ottawa	Toronto
2012	Halton	Niagara	York	Durham	Ottawa	Waterloo	Peel	Hamilton	Toronto
<b>Weighted Clearance Rate – Non-Violent</b>									
2016	Halton	Durham	Waterloo	York	Peel	Toronto	Ottawa	Niagara	Hamilton
2015	Halton	Durham	York	Peel	Waterloo	Toronto	Ottawa	Niagara	Hamilton
2014	Halton	Peel	Durham	York	Waterloo	Ottawa	Toronto	Niagara	Hamilton
2013	Peel	York	Halton	Durham	Waterloo	Ottawa	Toronto	Niagara	Hamilton
2012	Durham	Peel	York	Waterloo	Ottawa	Halton	Toronto	Niagara	Hamilton

This analysis is based on Statistics Canada's, Canadian Centre for Justice Statistics, Crime Severity Index 2016 as reported on the Statistics Canada website (CANISM tables). All computations, use and interpretation of these data are entirely that of the author(s) or York Regional Police.



THE REGIONAL MUNICIPALITY OF YORK  
POLICE SERVICES BOARD

REPORT OF THE CHIEF OF POLICE

SEPTEMBER 20, 2017

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**Semi-Annual Report on Public Complaints**

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**RECOMMENDATION**

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

**SYNOPSIS**

Each year, a semi-annual report on Public Complaints is filed in accordance with the Board's direction.

In the first six months of 2017, 77 complaints were received against 107 members of York Regional Police, compared to 70 complaints against 59 members for the same period in 2016. Of the 77 Public Complaints received by the Office of the Independent Police Review Director (OIPRD), 36 were not accepted (deemed to be not in the public interest, frivolous, or more appropriately dealt with under another Act or law or not directly affected). 1 complaint was unsubstantiated, 11 Public Complaints were withdrawn by the complainant, 9 complaints were resolved informally and 1 complaint did not fall under the OIPRD jurisdiction. 19 of the 77 complaints remained under investigation as of June 30, 2017, whereas 8 of 59 complaints remained under investigation at the same time in 2016.

## **FINANCIAL IMPLICATIONS**

Not applicable.

## **BACKGROUND**

Section 31 (b) of Ontario Regulation 3/99, made under *The Police Services Act* - Adequacy and Effectiveness of Police Services, requires the Board to receive a report on Public Complaints annually. In accordance with the Board's direction, a semi-annual report is also filed.

The *Police Services Act* states that a member of the public may complain about the conduct of an officer or officers, or about the policies of or services provided by a police force.

On October 19, 2009, the OIPRD, governed by Ontario Regulation 263/09 and Part V of *The Police Services Act*, took over responsibility for the intake, processing and managing of Public Complaints in Ontario. As a result, all Public Complaints made against members of York Regional Police must be received by the OIPRD. OIPRD encourages members of the public to first discuss their complaint directly with the police service. As a result, there are three methods available to the public to address their complaint:

1. Local Discussion
2. Local Resolution
3. Formal Public Complaint

A Local Discussion involves the complainant making contact directly with the police service and discussing their complaint with a front-line supervisor. A Local Discussion occurs when the complainant does not wish to pursue the complaint beyond advising the supervisor of their concerns. This method encourages informal discussion and promotes an increased level of understanding between the police and the complainant. OIPRD is not involved in Local Discussions.

A Local Resolution involves similar contact directly with the police service. This process involves proposing a resolution of the complaint which is agreeable to both the complainant and the officer. This Local Resolution is documented on an OIPRD form. Once completed, this form is forwarded to OIPRD and the Chief of Police for their approval.

A Formal Public Complaint requires that the complainant complete an OIPRD Complaint Form at either a police station, or via the OIPRD website. Once this complaint form is signed and submitted to OIPRD, OIPRD will classify the complaint, make a decision whether to accept it, and then assign it for investigation. The OIPRD assigns Public Complaint investigations in one of three ways:

- They will refer the complaint back to the originating police service for investigation.
- They will assign the complaint to another police service for investigation.
- They will retain the complaint and investigate it themselves.

OIPRD has the authority to screen incoming complaints and if they choose, can refuse to accept a Public Complaint. When OIPRD makes a decision not to accept a Public Complaint, their reasons fall into five categories:

- Frivolous
- Better dealt with by another act or law
- Not in the public interest
- Complainant not directly affected
- Over 6 months

Once a Public Complaint has been accepted and assigned for investigation, there are four ways for the complaint to be resolved:

1. Withdrawn by the complainant
2. Unsubstantiated following an investigation
3. Resolved by way of Informal Resolution (including mediation)
4. Misconduct is identified and disciplinary action is initiated.

The OIPRD has recently introduced Customer Service Resolutions (CSR) in which relatively minor complaints can be resolved before the complaint is screened in as a complaint. If the member of the public, the officer and the police service are in agreement, the CSR allows for a discussion to resolve the issue quickly between the public and police to promote understanding to all parties involved and satisfy the complaint. This has been an effective way of dealing with minor issues for all parties involved. 8 CSR's were received and completed in the first six months of 2017. CSR's are not counted as complaints.

As the attached charts indicate, 77 public complaints were made against members of York Regional Police during the first six months of 2017, compared to 59 in 2016. This is an increase of 31% over the same period last year. Of the 77 Public Complaints received:

- 36 complaints (61%) were not accepted by the OIPRD:
  - 18 were deemed to be not in the public interest
  - 9 were deemed to be better dealt with under a different act or law
  - 7 were deemed to be frivolous
  - 0 was deemed to be over 6 months
  - 2 were deemed not directly affected
- 11 were withdrawn by the complainant
- 9 complaints were dealt with by Informal Resolution
- 1 OIPRD no jurisdiction
- 1 unsubstantiated
- 19 complaints are still under investigation by York Regional Police

York Region is one of the fastest growing regions in Canada. As a result of this growth there is an increase of occasions where our members are interacting with the public through various means, including but not limited to investigations, calls for service and regular inquiries from the public. Continuing efforts are made by members of the Professional Standards Bureau and Training and Education Bureau to educate and train our officers about the Public Complaints process by making presentations to recruit classes, coach officer classes, and civilian and supervisor training workshops. The intention is to familiarize members with the complaint

investigation process, as well as to discuss the common reasons that complaints are made in an effort to reduce or eliminate public complaints about officers.

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

EJ:sr  
Attachment.

Accessible formats or communication supports are available upon request



## **COMPARISON JANUARY to JUNE 2016 – 2017** **PUBLIC COMPLAINT INVESTIGATIONS**

### **NATURE OF COMPLAINTS**

<b>YEAR</b>	<b>Police Procedure</b>	<b>Physical Assault</b>	<b>Verbal Abuse</b>	<b>Misuse of Authority</b>	<b>Policy/ Service</b>	<b>TOTALS</b>
<b>2016</b> January - June	<b>36</b>	<b>4</b>	<b>13</b>	<b>2</b>	<b>4</b>	<b>59</b>
<b>2017</b> January - June	<b>45</b>	<b>4</b>	<b>21</b>	<b>5</b>	<b>2</b>	<b>77</b>
<b>% Change*</b> <b>2016/2017</b>	<b>25%</b>	<b>0%</b>	<b>62%</b>	<b>125%</b>	<b>50%</b>	<b>31%</b>

\* indicates the comparison in total number of complaints for the 6 month period.

### **NATURE OF COMPLAINTS - % OF TOTAL**

<b>YEAR</b>	<b>Police Procedure</b>	<b>Physical Assault</b>	<b>Verbal Abuse</b>	<b>Misuse of Authority</b>	<b>Policy/ Service</b>	<b>TOTALS</b>
<b>2016</b> January - June	<b>61</b>	<b>7</b>	<b>22</b>	<b>3</b>	<b>7</b>	<b>100%</b>
<b>2017</b> January - June	<b>59</b>	<b>6</b>	<b>28</b>	<b>7</b>	<b>3</b>	<b>100%</b>

## **PUBLIC COMPLAINT INVESTIGATIONS**

### **NATURE OF COMPLAINTS – DETAILED**

<b>POLICE PROCEDURE</b>	<b>2017</b>	<b>2016</b>	<b>2014</b>
Fail to Identify	0	0	0
Neglect of Duty	27	11	11
Improper Detention (Includes stopping car)	1	1	0
Improper Search-Person	0	1	2
Improper Arrest	7	2	5
Improper Charge	8	15	11
Improper Entry	0	1	0
Improper Use of Discretion	2	1	6
Other / General	0	4	3
<b>TOTAL</b>	<b>45</b>	<b>36</b>	<b>38</b>

<b>MISUSE OF AUTHORITY</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Corruption	0	0	0
Theft	0	0	1
Fraud	0	0	0
Lying Under Oath	0	0	1
Deceit	0	0	1
Disclose Confidential Information	0	0	0
Intoxication	0	0	0
Improper Driving	0	2	2
Improper Use of Position	5	0	1
Other	0	0	1
<b>TOTAL</b>	<b>5</b>	<b>2</b>	<b>7</b>

<b>PHYSICAL ASSAULT</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Assault	1	2	4
Assault with Injury	1	0	0
Sexual Assault	0	0	0
Assault While Restrained	0	0	0
Other Assault	0	0	0
Excessive Force	1	2	1
Excessive Force with Injury	1	0	0
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>5</b>

<b>POLICY AND SERVICE</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
<b>TOTAL</b>	<b>2</b>	<b>4</b>	<b>14</b>

<b>VERBAL ABUSE</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Verbal Abuse/Incivility	10	4	11
Harassment/Threat	1	3	4
Implied Harassment/Threat	10	5	1
Sexual Harassment	0	0	0
Other	0	1	0
<b>TOTAL</b>	<b>21</b>	<b>13</b>	<b>16</b>

## **PUBLIC COMPLAINTS BREAKDOWN**

### **JANUARY – JUNE 2017**

<b>SUBJECT OFFICER BY AGE</b>	
Under 25	<b>0</b>
25 – 29	<b>13</b>
30 – 34	<b>13</b>
35 – 39	<b>34</b>
40 – 44	<b>17</b>
45 – and over	<b>30</b>
<b>Total</b>	<b>107</b>

<b>SUBJECT OFFICER BY TENURE</b>	
Under 4 years	<b>19</b>
4 – 7 years	<b>14</b>
8 – 12 years	<b>28</b>
13 – 20 years	<b>30</b>
20 years and over	<b>16</b>
<b>Total</b>	<b>107</b>

<b>PRECIPITATING FACTORS/EVENTS</b>	
Criminal Investigation	<b>27</b>
Traffic Violation /MVC investigation	<b>18</b>
Parking Violation	<b>0</b>
Request For ID (other than traffic related)	<b>0</b>
Other Non-Criminal Investigation	<b>17</b>
Domestic Occurrence	<b>10</b>
Incidental To Arrest	<b>1</b>
Off-Duty	<b>1</b>
Unknown	<b>1</b>
Other	<b>2</b>
<b>Total</b>	<b>77</b>

# **PUBLIC COMPLAINT DISPOSITIONS**

## **JANUARY – JUNE 2017**

### **Summary of Dispositions**

Section 60(4) - Frivolous - Not in Public Interest - Other Act or Law - No Jurisdiction	34
Section 66(2) - Unsubstantiated	1
Section 74(1) - Withdrawn	11
Section 60(2) - Over 6 months	
Section 60(6) - Not Directly Affected	2
Section 93(1) - Informal Resolution	9
Section 61(2) - Policy / Service	0
Section 72(1) - Directed by OIPRD	0
Section 66(4) - Informal Discipline	0
Section 59(1) – OIPRD No Jurisdiction	1
Action Taken - Formal Discipline	0
<b>Total Resolved</b>	
<b>Ongoing</b>	<b>19</b>
<b>Total</b>	<b>77</b>

## **PUBLIC COMPLAINT DISPOSITIONS**

### **JANUARY – JUNE 2017**

<b>Disposition</b>	<b>Service / Policy</b>	<b>Police Procedure</b>	<b>Physical Assault</b>	<b>Verbal Abuse</b>	<b>Misuse of Authority</b>	<b>Total</b>
Unsubstantiated s. 66(2)					1	1
Not dealt with - Frivolous Other Act or Law Not in Public Interest s. 60(4)		24	1	9		34
Not dealt with – over 6 months s. 60(2)						0
Not dealt with – not directly affected s. 60(6)		2				2
Withdrawn s. 74(1)		7	1	2	1	11
Informal Resolution s. 93(1)		3		6		9
Directed by OIPRD 72(1) not accepted						0
Policy / Service 61(2)						0
OIPRD cannot Proceed 59(1)			1			1
Informal Discipline						0
Resolved						0
Outstanding	1	11	0	5	2	19
<b>Total</b>	<b>1</b>	<b>47</b>	<b>3</b>	<b>22</b>	<b>4</b>	<b>77</b>



THE REGIONAL MUNICIPALITY OF YORK  
POLICE SERVICES BOARD

REPORT OF THE CHIEF OF POLICE

SEPTEMBER 20, 2017

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**Accessibility Status Report**

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**RECOMMENDATION**

1. That the Board accept this report.

**SYNOPSIS**

As a result of a deputation at the July 10, 2017, Police Services Board meeting, the Board directed the Chief to conduct a review and report back on York Regional Police policies and procedures relevant to employment standards under the *Ontarians with Disabilities Act, 2001* (ODA) and the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA).

**FINANCIAL IMPLICATIONS**

None.

**BACKGROUND**

**York Regional Police AODA Compliance**

**ODA/AODA Overview**

York Regional Police are required to adhere to both the *Ontarians with Disabilities Act, 2001* (ODA) and the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA).

The AODA came into effect in June 2005, and applies to both the public and private sectors. The goal of the legislation is to ensure that all Ontarians with disabilities have full access to goods, services, facilities, accommodation, employment, building structures and premises by January 1, 2025. It sets out accessibility requirements that an organization must meet in the areas of customer service, information and communications, employment, transportation and the design of public spaces. This goal will be achieved through the development, implementation and enforcement of provincially-set accessibility standards.

### **AODA Employment Requirements**

York Regional Police is considered a medium-size public sector organization, falling under the larger umbrella of The Regional Municipality of York by AODA standards. Further, Integrated Accessibility Standards Regulation (IASR) standards were developed in conjunction with customer service and accessibility directly relating to employment standards.

The employment-related compliance activities undertaken by York Regional Police (as part of their responsibility under the umbrella of The Regional Municipality of York) are contained in Appendix A. In addition to the information contained in Appendix A, the Police Services Board supported the creation of a partnership with Community Living to offer meaningful employment opportunities to persons with intellectual disabilities in November 2008. A letter of understanding was drafted between the Regional Municipality of York Police Services Board and the York Regional Police Association to offer temporary part-time employment to members of the Community Living program who were selected for positions that were created for this purpose.

### **AODA Customer Service Regulation**

The Accessibility Standards for Customer Service Regulation came into effect on January 1, 2008, and York Regional Police has complied with the regulation. The purpose of the Customer Service Regulation is to make customer service operations accessible for all persons with disabilities by identifying and removing barriers to customer services in operational practices, policies and procedures, communication and training. York Regional Police filed a compliance report with the Accessibility Directorate of Ontario prior to March 31, 2009, specifying all requirements of this Standard had been met prior to the 2010 deadline. Training of employees is an on-going requirement under this Regulation and activities taken to meet this requirement must be included in future compliance reports to the Accessibility Directorate.

### **AODA Integrated Accessibility Standards Regulation**

The Integrated Accessibility Standards Regulation (IASR) came into effect on July 1, 2011. The IASR has requirements for policies and practices; it seeks to ensure accessibility in communication and information, sets deadlines for technological barriers on websites to be addressed, requires additional awareness training for employees and outlines the support that employers must build into their human resources practices to support their employees.

A compliance report outlining activities taken to date to meet the requirements of the IASR was filed with to the Accessibility Directorate of Ontario prior to December 31, 2013. York Region, York Regional Police and the Police Services Board submitted one combined accessibility report by the deadline. Compliance reports are due to the Province every two years thereafter.

Listed below are the requirements of the IASR that have been met since 2014. York Regional Police was required to report on these requirements to the Province by December 31, 2015.



Integrated Standard Regulation Provision	Completed Activities
<p>Is your organization complying with the requirements of the Customer Service Standard and are you implementing the Customer Service training policy by continuing to train staff on an ongoing basis? [ACSR s.6]</p>	<p>Procedure AI-345, <i>Accessibility for Ontarians with Disabilities Act, 2005</i> (AODA) states that “all York Regional Police members and volunteers will be trained in accordance with the prescribed regulations made under the AODA.”</p> <p>New members of York Regional Police are automatically assigned Accessible Customer Service Training through the Canadian Police Knowledge Network (CPKN). This training consists of a PowerPoint presentation and the 30 minute video developed by the Regional Municipality of York. Training records are maintained by the Training and Education Bureau.</p> <p>Training for volunteers and summer students is conducted in class during orientation sessions. Training records for these groups are maintained by the departments responsible for conducting the training.</p>
<p>Does your organization have written accessibility policies and a statement of commitment? [IASR s.3]</p>	<p>Procedure AI-345 was revised to include the requirements of the IASR which include accessibility planning, procurement, websites and web content and employment. A section on how to request an individualized emergency workplace plan was also added to the procedure.</p> <p>An organizational statement of commitment was added to the procedure which states, “York Regional Police is committed to meeting the accessibility needs of people with disabilities in a timely and proactive manner so that all people may have equitable access to programs, goods, services and facilities in a way that respects their dignity and independence.”</p>
<p>Has your organization established, implemented, maintained and posted a multi-year accessibility plan? [IASR s.4]</p>	<p>Procedure AI-345 states that “York Regional Police will establish, implement, maintain and document a multi-year accessibility plan in accordance with the AODA. The multi-year plan will outline the ways that York Regional Police will identify, prevent and remove barriers and meet the requirements of the standards developed under the AODA.”</p> <p>York Region’s Multi-Year Accessibility Plan outlines York Region and York Regional Police’s accessibility planning strategy for 2013 to 2021. The development of the plan was in accordance with the Multi-Year Accessibility Plan Policy Framework. This plan is available on both the Region of York’s website, <a href="#">Regional Municipality of York</a>, and the YRP website, <a href="#">York Regional Police</a>. The AODA requires that the Multi-Year Accessibility Plan is developed, reviewed and updated in consultation with persons with disabilities and an accessibility advisory committee. York Regional Police collected feedback about the Multi-Year Accessibility Plan from people with disabilities, the community and the York Region Accessibility Advisory Committee.</p>

Integrated Standard Regulation Provision	Completed Activities
<p>Does your organization include accessibility design, criteria and features when procuring or acquiring goods, services, facilities and self-service kiosks, if practicable? [IASR s.5 and s.6]</p>	<p>Under Section E Procurement, Procedure AI-345 states that “Whenever possible, York Regional Police will take into account accessibility features and criteria when procuring or acquiring goods, services, facilities and self-service kiosks. If it is not practicable to do so, members will provide an explanation, upon request.”</p> <p>The Purchasing Unit Bid Request Form and Quotation Summary Form were modified so that purchasers must indicate whether accessibility criteria have been incorporated into the bid and quote request. An accessibility checklist assists in identifying whether the “proposed purchase or acquisition could create barriers for people with disabilities, whether they are members of the public or York Regional Police employees.”</p> <p>The Diversity, Equity and Inclusion Specialist is listed as a contact person on both documents to assist with completion if required.</p>
<p>Does your organization provide its emergency procedures, plans or public safety information that it makes available to the public, in an accessible format upon request? [IASR s.13]</p>	<p>York Regional Police does not have an individual emergency plan. The responsibilities of the Police Service are captured within Regional and municipal emergency plans. It would therefore be the responsibility of the Region and municipalities to make those emergency plans available to the public in alternate formats upon request.</p> <p>York Regional Police uses a variety of methods to disseminate public safety information including media releases and interviews, and social networking sites such as Facebook and Twitter. Per Procedure AI-345, “When providing documents to a person with a disability, York Regional Police shall take into account the person’s disability and provide the information accordingly. When not practicable to provide an alternate format, the unit/bureau responsible for providing the information shall provide an explanation and a summary of the document in an accessible format.”</p>
<p>Does your organization provide individualized emergency response information for employees that require it and does it review the information in accordance with the Employment Standard? [IASR s.27]</p>	<p>Under Section F Workplace Emergency Response Information, Procedure AI-345 details the process that members with a disability may request individualized workplace emergency response information depending on their accommodation needs. The Health and Wellness Unit, Human Resources Bureau will contact members if they are aware of a member’s disability and/or if a member is accommodated to discuss if they require an individualized plan. Members who have a disability that York Regional Police is not aware of can contact the Health and Wellness Unit, Human Resources Bureau to request that an individualized workplace emergency plan be developed for them. It is the responsibility of the Diversity, Equity and Inclusion Specialist to “liaise with the member that requires the individualized workplace emergency response information and the Health and Wellness Unit, Human Resources Bureau to review the member’s needs and prepare the individualized workplace emergency response information as soon as practical.”</p> <p>The formal civilian orientation program for new employees</p>

Integrated Standard Regulation Provision	Completed Activities
	includes information about the availability of individualized emergency workplace plans upon request. Police officers must meet health and fitness standards that are set by the government prior to applying to be a police officer so a new hire would not require an individualized plan. Officers who require an individualized plan due to illness/injury occurring after hiring would be notified by the Health and Wellness Unit, Human Resources Bureau.

### Requirements for 2016

The Design of Public Spaces refers to accessibility requirements for the built environment outside of the accessibility elements of Ontario's Building Code. The standards apply to public spaces that are new or undergoing planned significant redevelopment and do not require that public spaces be retrofitted to meet compliance. Completed requirements for York Regional Police include the following:

- Outdoor, public-use eating areas like rest stops or picnic grounds
- Outdoor play spaces such as playgrounds in parks and communities
- Public outdoor paths of travel including sidewalks and pedestrian signals
- On and off-street parking
- Service counters, fixed waiting lines and waiting areas with fixed seating
- Maintenance and temporary disruptions

Procedure AI-345, *Accessibility for Ontarians with Disabilities Act*, was revised in September 2016, to reflect Accessible Customer Service Standard changes related to Ontario Regulation 191/11 *Integrated Accessibility Standards under the Accessibility for Ontarians with Disabilities Act, 2005*.

Revisions to the procedure include Section K.3. – Service Animals/Support Persons. If an animal cannot be easily identified as a service animal, it is permissible to ask for documentation, from a regulated health professional that confirms the person requires the service animal for reasons relating to their disability.

Revisions to the procedure include Section K.5. – Service Animals/Support Persons. When it is necessary that a person with a disability is required to be accompanied by a support person, in order to protect the health and safety of that person, or the health or safety of others on the premises, the support person shall be permitted to accompany the person with the disability to the extent possible. In such a situation, admission fees or fares for the support person must be waived, if one exists, when attending events.

### Requirements for 2017

Accessible Transportation requirements are not applicable to York Regional Police.

### Requirements for 2021

Website to Web Content Accessibility Guidelines (WCAG) Level AA. York Regional Police is already in compliance with this standard.

### Monitoring and Reporting Process

The Police Services Board continues to be updated in January of every year concerning York Regional Police's compliance with the AODA Regulations.

**Conclusion**

The review of York Regional Police's compliance with AODA requirements confirmed that York Regional Police is fully compliant with the regulations and has demonstrated that the requirements of the AODA are now part of its ongoing, daily operations. We are committed to creating services and facilities that people of all abilities can access. Accessibility not only helps people with disabilities, it benefits everyone as York Regional Police continues to ensure equitable, high quality policing services.

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

EJ:lb

Accessible formats or communication supports are available upon request

**Appendix A**  
**The Regional Municipality of York, York Regional Police and The Regional Municipality of York Police Services Board (YRPSB)**  
**Compliance with Employment Requirements of the Accessibility (Compliance) Report on the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)***

Requirement	The Regional Municipality of York	York Regional Police and York Region Police Services Board (YRPSB)
<p><b>1. Establishment of accessibility policies:</b> Does your organization have a written accessibility policy that governs how the Employment Standards will be achieved? [IASR s.3]</p>	<p><b>YORK REGION:</b>  York Regional Council endorsed the corporate Accessibility Policy on November 15, 2012. The policy is an overarching policy for the requirements of all accessibility standards developed under the AODA</p> <p>As directed by the Accessibility Policy, providing accessible employment is one of York Region's core accessibility principles. York Region creates 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 <i>Human Rights Code</i> to accommodate people with disabilities. [Source: Accessibility Policy: Employment P5]</p>	<p><b>YORK REGIONAL POLICE:</b>  Procedure AI-345, Accessibility for Ontarians with Disabilities Act, was revised in November 2012 to include the requirements of the IASR including employment.</p> <p>As directed by the Accessibility Procedure, York Regional Police will create an accessible work environment for all employees across the employment life cycle, in accordance with the requirements and time lines set out in the existing requirements under the Ontario Human Rights Code to accommodate people with disabilities</p> <p><b>POLICE SERVICES BOARD:</b>  The Accessibility Policy No. 01/13 is an overall policy which includes all accessibility standards developed under the AODA, including the employment requirements.</p>
<p><b>2. Recruitment, general:</b> Does your organization notify its employees and the public about the availability of accommodation for applicants with</p>	<p><b>YORK REGION:</b>  External and internal applicants are advised about the availability of accommodation for applicants with disabilities. The following accessible recruitment philosophy is posted on the external career pages of the corporate website:</p> <p>"York Region is an equal opportunity employer and</p>	<p><b>YORK REGIONAL POLICE:</b>  External and internal applicants are advised about the availability of accommodation for applicants with disabilities.</p> <p>Job postings contain language which states: "York Regional Police is committed to our Corporate Values. All York Regional Police employment policies and procedures are intended to be non-discriminatory and barrier-free in accordance with the</p>



Requirement	The Regional Municipality of York	York Regional Police and York Region Police Services Board (YRPSB)
(Recruitment, general)	<ol style="list-style-type: none"> <li>1. <b>Job Advertising:</b> Job opportunities are posted on <a href="http://www.york.ca">www.york.ca</a> on a weekly basis. Applications are collected online until 11:59 p.m. (EST) on the closing date.</li> <li>2. <b>Application Screening:</b> Applications received by the closing date will be screened against the qualifications and experience outlined in the job posting. Be sure to customize your cover letter and resume to the qualifications outlined in the job posting. Applicants whose resume and cover letter best demonstrates how they meet the minimum requirements and qualifications for a position may be invited to continue in the hiring process.</li> <li>3. <b>Evaluation and Assessment:</b> Selected applicants will be notified that accommodations related to the required interview components are available upon request. Depending on the position and its specific job requirements, interview components may include presentations, a role play and/or test (written or practical) in addition to an interview. This process allows individuals an opportunity to demonstrate that they have the skills, qualifications and experience needed to meet the requirements for the job. Please advise HR Services of any accommodation you may require at the time of interview scheduling.</li> <li>4. <b>Selection of Successful Candidate:</b> Successful candidates are selected for a position based on the results from the</li> </ol>	

Requirement	The Regional Municipality of York	York Regional Police and York Region Police Services Board (YRPSB)
	<p>evaluation process outlined in Step 3.</p> <p>5. <b>Offer to the Successful Candidate:</b> An offer will be made to the successful candidate. At this point the successful candidate will also be made aware of York Region's accommodation policies and processes. As an equal opportunity employer committed to inclusive, barrier-free hiring practices, The Region will review the needs of new hires and provide accommodation if necessary based on the Ontario <i>Human Rights Code</i>."</p> <p>[Source: <a href="http://www.york.ca">www.york.ca</a>]</p> <p>In addition, the following recruitment statement is listed on all individual external job postings:</p> <p>"York Region is one of Canada's fastest growing municipalities and as part of our diverse and highly engaged team, you'll have the opportunity to work on innovative projects that further a sustainable environment, enhance our public services and promote a healthy community. York Region is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Region, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation."</p> <p>Similar language is posted on the internal career page and internal job postings.</p>	



Requirement	The Regional Municipality of York	York Regional Police and York Region Police Services Board (YRPSB)
<p><b>3. Recruitment, assessment or selection process:</b> Does your organization notify job applicants who are invited to an interview or selection process that accommodations are available on request and consult with job applicants to identify the supports they might need? [IASR s.23]</p>	<p><b>YORK REGION:</b> As a long-standing recruitment practice, selected candidates are asked at the time of interview scheduling if they have any special needs for which they require accommodation during the interview process. This question is also asked at the time of scheduling any applicant testing.</p> <p>If a selected applicant requests an accommodation, Human Resource (HR) Services will work with the applicant to provide or arrange for suitable accommodation that takes into account the applicant's accessibility needs due to a disability.</p>	<p><b>YORK REGIONAL POLICE:</b> During the recruitment process, Human Resources (HR) Recruiters notify job applicants who have been selected to participate in the pre-background questionnaire, testing or interview that: "In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), York Regional Police strives to ensure that all recruiting processes are non-discriminatory and barrier-free. If you require an accommodation, please advise the Human Resources Representative in advance of attending the test/interview/pre-background questionnaire." If an applicant requests an accommodation, the Human Resources Representative shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.</p> <p><b>POLICE SERVICES BOARD:</b> The Police Services Board follows Regional policies and procedures.</p>
<p><b>4. Notice to successful applicants:</b> When making offers of employment does your organization notify the successful applicant of its policies for accommodating employees with disabilities? [IASR s.24]</p>	<p><b>YORK REGION:</b> HR Services informs prospective employees of York Region's accommodation process by incorporating the following language into the offer letter template:</p> <p>"York Region has an accommodation process in place and provides accommodations for employees with disabilities. If you require a specific accommodation because of a disability or a medical need, please contact Workplace Health, Safety and Wellness at 905-830-4444 ext. 75716 and you will be directed to the appropriate Health and Disability Management Consultant. They will make arrangements to have the appropriate</p>	<p><b>YORK REGIONAL POLICE:</b> Human Resources inform prospective employees of York Regional Police's accommodation process by incorporating the following language into all offers of employment:</p> <p>"In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), York Regional Police has an accommodation process in place and provides accommodations for employees with disabilities. If you require specific accommodation because of a disability or medical need, please contact the Supervisor of Civilian Recruiting so that arrangements can be made for the appropriate accommodations to be in place before you begin your employment."</p>

Requirement	The Regional Municipality of York	York Regional Police and York Region Police Services Board (YRPSB)
	accommodations in place before you begin your employment.”	<b>POLICE SERVICES BOARD:</b> The Police Services Board follows Regional policies and procedures.
<b>5. Informing employees of supports:</b> Does your organization inform its employees of its policies used to support its employees with disabilities? [IASR s.25]	<b>YORK REGION:</b> York Region launched a comprehensive internal communications strategy to inform employees of the accommodation supports available to Regional employees with disabilities through both the recruitment and employment cycle as follows: <ul style="list-style-type: none"> <li>• Instructional memo to corporate management team about processes and resources available to respond to accommodation requests from employees</li> <li>• <i>Accommodation Process Guidelines</i> posted on the internal online pass-protected Managers Resource Centre (with management tips) and intranet for all employees</li> <li>• <i>Accessible Recruitment Guidelines for Management</i> posted on internal online Managers Resource Centre</li> <li>• <i>Individual Accommodation Plan (IAP)</i> form posted with the two <i>Guidelines</i> for staff to download</li> <li>• Communication products including posters, pay advice insert to all employees, CAO <i>In Touch</i> e-newsletter article, “hot topic” icon on the corporate intranet site with links to resources, York Beat internal newsletter messages article and links, Know York lunch ‘n learn sessions, message banner on Regional television screens and presentations to management teams</li> </ul>	<b>YORK REGIONAL POLICE:</b> The <i>Accommodation Process Guidelines</i> offer direction to employees and supervisors around the accommodation and return to work processes. <ul style="list-style-type: none"> <li>• The <i>Accommodation Process Guidelines</i> are posted on the Health and Wellness intranet site for all employees</li> <li>• Information was included in <i>SafetyNet</i>, the Health and Safety Newsletter (June 2012, Vol. 1. Issue. 1)</li> <li>• Information is provided to new employees at the Civilian Orientation Program (COP)</li> <li>• Details are included in the <i>Creating an Accessible York Region</i> training module created to address AODA training requirements</li> </ul> <b>POLICE SERVICES BOARD:</b> The Police Services Board follows Regional policies and procedures.

Requirement	The Regional Municipality of York	York Regional Police and York Region Police Services Board (YRPSB)
	<ul style="list-style-type: none"> <li>Information provided to new employees at the New Employee Corporate Orientation (NECO), to new hires with their offer letter and to new managers</li> <li>Details included in the <i>Creating an Accessible York Region</i> training module created to address AODA training requirements [IASR s.7]</li> </ul> <p>Information is provided to new employees as soon as practicable after they begin their employment.</p>	
<p><b>6. Accessible formats and communication supports for employees:</b> Does your organization provide or arrange for the provision of accessible formats or communication supports to employees upon request? [IASR s.26]</p>	<p><b>YORK REGION:</b> Providing accessible formats and communication supports is one of York Region's core accessibility principles. The Accessibility Policy directs Regional departments to provide or arrange for the provision of accessible formats or communication supports for people with disabilities, upon request. This includes job-related requests by Regional employees. [Source: Accessibility Policy: Accessible Formats and Communication Supports P4]</p> <p>Requests for alternate formats of communication materials are fulfilled by the originating department. Job-related requests for accessible formats or communication supports are included in an employee's individual accommodation plan.</p> <p>The tools needed to respond to requests for accessible formats or communication supports are available on the intranet for easy reference and downloading:</p>	<p><b>YORK REGIONAL POLICE:</b> The <i>Accommodation Process Guidelines</i> provides direction on how to provide or arrange for the provision of accessible formats or communication supports for employees with disabilities, upon request.</p> <p>Requests for alternate formats of communication materials are fulfilled by the Unit/Bureau responsible for producing the material. Job-related requests for accessible formats or communication supports are included in an employee's individual accommodation plan. In all cases, the employee making the request is consulted to determine the suitability of accessible formats or communication supports.</p> <p>Procedure AI-345, <i>Accessibility for Ontarians with Disabilities Act</i>, directs employees who require assistance in producing/acquiring accessible formats to contact the Accessibility Coordinator.</p> <p><b>POLICE SERVICES BOARD:</b> The Police Services Board follows Regional policies and</p>

Requirement	The Regional Municipality of York	York Regional Police and York Region Police Services Board (YRPSB)
	<ul style="list-style-type: none"> <li>• Accessible Format/Communication Support Request Form to fill out when a request is received for an accessible format or communication support</li> <li>• List of internal and external resources to help fulfil requests for accessible formats or communication supports</li> <li>• Frequently Asked Questions for staff</li> <li>• List of definitions of accessible formats and communication supports</li> </ul> <p>In all cases, the employee making the request is consulted to determine the suitability of accessible formats or communication supports.</p>	procedures.
<p><b>7. Documented individual accommodation plans:</b> Does your organization have in place a written process for the development of documented individual accommodation plans for employees with disabilities? [IASR s.28]</p>	<p><b>YORK REGION:</b> The development of individual accommodation plans for employees with disabilities is not a new employment practice for York Region but builds on obligations already honoured under Ontario's <i>Human Rights Code</i>. In response to the AODA documented procedures are now in place.</p> <p>Employees who believe they face barriers in the workplace because of a disability are to ask their manager for an individual accommodation plan. Employees can also contact the Employee Health Unit in HR Services. The employee does not need to disclose details of their medical condition or disability to their manager. Accommodations can also be as a result of an occupational injury or illness and recommended by Workplace Safety and Insurance Board (WSIB).</p>	<p><b>YORK REGIONAL POLICE:</b> The development of individual accommodation plans for employees with disabilities builds on existing obligations for York Regional Police under the Ontario <i>Human Rights Code</i>.</p> <p>Employees who require assistance in the workplace because of a disability or an injury can ask their supervisor for an individual accommodation plan. Employees can also contact the Health and Wellness Unit in Human Resources for assistance. As well as accommodating due to injury or disability, York Regional Police must also accommodate pregnant officers with light duties (e.g. desk duty).</p> <p>Under the <i>Human Rights Code</i>, the employee has the primary responsibility to request an accommodation but it is a shared responsibility with the employer. If the employer is aware that an accommodation may be required, under the Code the employer has the responsibility to inquire.</p>

Requirement	The Regional Municipality of York	York Regional Police and York Region Police Services Board (YRPSB)
(Documented individual accommodation plans)	<p>Under the <i>Human Rights Code</i>, the employee has the primary responsibility to request an accommodation but it is a shared responsibility with the employer. If the employer is aware that an accommodation may be required, under the Code the employer has the responsibility to inquire.</p> <p><i>Accommodation Process Guidelines</i> were developed to guide the process for the development of documented individual accommodation plans. The <i>Guidelines</i> includes roles and responsibilities of key stakeholders, a process map and step by step process with the following legislated elements:</p> <ul style="list-style-type: none"> <li>• Employee involvement – Employees are an active participant in all steps of the process including (Step 1) Recognize the Need for Accommodation, (Step 2) Gather Relevant Information and Assess Needs, (Step 3) Write a Formal, Individual Accommodation Plan and (Step 4) Implement, Monitor and Review Accommodation Plan [IASR s.28(2)1]</li> <li>• Individualized assessment – Employees are assessed on an individualized basis. The employee and manager explore a range of specific and universal accommodations to find the most appropriate measure. The manager may request the assistance of the Health and Disability Management Consultant or Return to Work Coordinator depending on the accommodation needs [IASR s.28(2)2]</li> <li>• Outside expertise – External resources may be utilized if all internal resources have been</li> </ul>	<p><i>Accommodation Process Guidelines</i> were developed to assist in the development of documented individual accommodation plans. The <i>Guidelines</i> include the responsibilities for the employee, their supervisor and the Health and Wellness Unit as well as a step by step process which contains the following legislated elements:</p> <ul style="list-style-type: none"> <li>• Employee involvement – Employees are engaged in all steps of the process including (Step 1) Recognize the Need for Accommodation, (Step 2) Gather Relevant Information and Assess Needs, (Step 3) Write a Formal, Individual Accommodation Plan and (Step 4) Implement, Monitor and Review Accommodation Plan [IASR s.28(2)1]</li> <li>• Individualized assessment – Employees are assessed on an individualized basis. The employee and supervisor find the most appropriate accommodation. The employee's supervisor may request the assistance of the Supervisor, Health and Wellness Unit or the WSIB/Wellness Coordinator depending on the accommodation needs of the employee [IASR s.28(2)2]</li> <li>• Outside expertise – External resources may be utilized if all internal resources have been exhausted. York Regional Police can request an evaluation by an outside medical or other expert, at the organization's expense, to help determine if accommodation can be achieved and, if so, how [IASR s.28(2)3]</li> <li>• Workplace representation upon request – When an employee and supervisor are evaluating potential options, association representation may be requested by employees. For employees of York Regional Police, the police association serves the same function as a union. The role and responsibilities of a union representative in the accommodation process are outlined in the</li> </ul>

Requirement	The Regional Municipality of York	York Regional Police and York Region Police Services Board (YRPSB)
(Documented individual accommodation plans)	<p>exhausted. York Region can request an evaluation by an outside medical or other expert, at the Region's expense, to help determine if accommodation can be achieved and, if so, how [IASR s.28(2)3]</p> <ul style="list-style-type: none"> <li>• Workplace representation upon request – When an employee and manager are evaluating potential options, union representation may be requested by unionized staff. The role and responsibilities of a union representative in the accommodation process are outlined in the <i>Guidelines</i> [IASR s.28(2)4]</li> <li>• Protection of privacy – An employee's personal information is protected at all times. The manager does not require details on the nature of the employee's disability, only about the employee's functional abilities. The completed Individual Accommodation Plan is kept in the Employee Health Unit and safeguarded as per the Region's Privacy Policy. Employees are also requested to not include any confidential medical information with the accommodation request form [IASR s.28(2)5]</li> <li>• Review and update – The employee and manager monitor the accommodation to ensure that it has effectively resolved the challenge. Formal reviews are conducted at a predetermined frequency and the plan is reviewed if the employee's work location or position changes, or if the nature of the employee's disability changes. If the</li> </ul>	<p>Guidelines. [IASR s.28(2)4]</p> <ul style="list-style-type: none"> <li>• Protection of privacy – An employee's personal information is protected at all times. The supervisor does not require details on the nature of the employee's disability, only about the employee's functional abilities. The completed Individual Accommodation Plan is kept in the Health and Wellness Unit and safeguarded [IASR s.28(2)5]</li> <li>• Review and update – The employee and supervisor will monitor the accommodation to ensure that it meets the needs of the individual. A formal review of the plan will be conducted at a predetermined frequency and the plan will be reviewed if the employee's work location or position changes, or if the nature of the employee's disability changes. If the accommodation is no longer appropriate a new plan will be developed. Any changes are made in consultation with the Health and Wellness Unit [IASR s.28(2)6]</li> <li>• Alternate accommodation – If a requested accommodation cannot be fulfilled, the employee and supervisor collaborate to find an appropriate solution. The supervisor will document every accommodation request and all actions taken to fulfill the request [IASR s.28(2)7]</li> <li>• Accessible format – Health and Wellness will provide the accommodation plan to the employee in a format that takes into account the employee's accessibility needs due to a disability [IASR s.28(2)8]</li> </ul> <p>As required each Individual Accommodation Plan includes:</p> <ul style="list-style-type: none"> <li>• Information about accessible information or communication supports, if requested</li> </ul>

Requirement	The Regional Municipality of York	York Regional Police and York Region Police Services Board (YRPSB)
(Documented individual accommodation plans)	<p>accommodation is no longer appropriate a new plan is initiated. Any changes are made in consultation with the Employee Health Unit [IASR s.28(2)6]</p> <ul style="list-style-type: none"> <li>• Alternate accommodation – If a requested accommodation cannot be fulfilled, the employee and manager collaborate to find an appropriate solution. The manager records every accommodation request and any actions taken to document the process [IASR s.28(2)7]</li> <li>• Accessible format – HR Services provides the accommodation plan to the employee in a format that takes into account the employee's accessibility needs due to a disability [IASR s.28(2)8]</li> </ul> <p>As required each Individual Accommodation Plan documents:</p> <ul style="list-style-type: none"> <li>• Information about accessible information or communication supports, if requested [IASR s.28(3)(a)]</li> <li>• Workplace emergency response information, if required [IASR s.27 and s.28(3)(b)]</li> <li>• Any other accommodations provided [IASR s.28(3)(c)]</li> </ul> <p><b>Accommodation-related resources:</b> The following accommodation-related resources for all employees are posted on the corporate intranet site for easy access and downloading:</p> <ul style="list-style-type: none"> <li>• <i>Accommodation Process Guidelines</i> which guides managers and employees through the</li> </ul>	<p>[IASR s.28(3)(a)]</p> <ul style="list-style-type: none"> <li>• Workplace emergency response information, if required [IASR s.27 and s.28(3)(b)]</li> <li>• Any other accommodations provided [IASR s.28(3)(c)]</li> </ul> <p>The <i>Accommodation Process Guidelines</i> assists Supervisors in supporting an employee through the accommodation and return to work processes. These guidelines are available for all members on the Health and Wellness section of the intranet site.</p> <p><b>POLICE SERVICES BOARD:</b> The Police Services Board follows Regional policies and procedures.</p>

Requirement	The Regional Municipality of York	York Regional Police and York Region Police Services Board (YRPSB)
(Documented individual accommodation plans)	<p>accommodation process for regular work, return to work after a disability-related leave and redeployment</p> <ul style="list-style-type: none"> <li>• Individual Accommodation Plan (IAP) Form to be filled out by the employee requesting accommodation</li> </ul> <p>Additional accommodation-related resources for managers are posted on the internal Managers Resource Centre and include:</p> <ul style="list-style-type: none"> <li>• Tips for Managers <ul style="list-style-type: none"> <li>○ How to provide performance feedback to an employee with a disability</li> <li>○ How to support an employee with a disability with their career development</li> <li>○ How to deal with the redeployment of an employee with a disability</li> </ul> </li> <li>• <i>Accessible Recruitment Guidelines for Management</i> which documents the Region's accommodation practices through each stage of the recruitment and selection process and is applicable to internal and external applicants</li> </ul> <p>York Region managers also have access to multiple supports to proactively equip them to address the accommodation needs of an employee who may not know they need, but may benefit from, an accommodation. Such situations may involve work performance issues and challenging conversations.</p> <p>Manager supports include:</p>	



Requirement	The Regional Municipality of York	York Regional Police and York Region Police Services Board (YRPSB)
	<ul style="list-style-type: none"> <li>Employee Health Unit, Human Resource Services: Managers can access professional support from their assigned Health Management Consultant in the Employee Health Unit</li> <li>Corporate Learning, Human Resource Services: In-class and online courses for managers include: <ul style="list-style-type: none"> <li>Mastering Difficult Conversations</li> <li>Managing Difficult Performance</li> <li>New Manager Orientation (Health AND Safety Module)</li> <li>Harvard Manage Mentor (44 online modules and quick self-access resources on various management topics including Difficult Interactions)</li> </ul> </li> </ul> <p>Corporate Learning courses related specifically to mental wellness in the workplace include:</p> <ul style="list-style-type: none"> <li>Mental Health First Aid</li> <li>Breaking the Silence</li> <li>Fostering a Healthy Workplace Training for Managers</li> </ul>	
<b>8. Return to work process:</b> Does your organization have a return to work process for its employees who have been absent from work due to a disability? [IASR s.29]	<b>YORK REGION:</b> The <i>Accommodation Process Guidelines</i> includes a documented return to process for employees who have been absent from work due to a disability and require disability-related accommodations. It highlights specific steps that the manager, returning employee and other stakeholders can take to ensure the successful reintegration of an individual into the workplace.	<b>YORK REGIONAL POLICE:</b> The Accommodation Process Guidelines include a documented return to process for employees who have been absent from work due to a disability and require accommodations. It highlights specific steps that the manager, returning employee and other stakeholders can take to ensure the successful reintegration of an individual into the workplace.  The <i>Guidelines</i> include the responsibilities for the employee, their supervisor and the Health & Wellness Unit as well as a step

Requirement	The Regional Municipality of York	York Regional Police and York Region Police Services Board (YRPSB)
(Return to work process)	<p>The <i>Guidelines</i> includes roles and responsibilities of key stakeholders, a process map and step by step return to work process as follows:</p> <ul style="list-style-type: none"> <li>• Step 1: Initiating the return to work process – This first step includes informing all workplace key stakeholders to ensure the employee can be offered the supportive programs and services available in the workplace to help return to work in a timely and safe manner. Includes process for absences that are not occupationally related and for those that are (e.g. Workplace Safety and Insurance Board/WSIB claims)</li> <li>• Step 2: Making and maintaining contact with the employee on leave – Supportive contact between manager and employee provides employee return to work information, continued workplace connections and reminders about required forms</li> <li>• Step 3: Developing a return to work plan – When the employee is fit to return to work, the employee, HR Services and manager collaborate to develop a formal return to work plan that is included in the employee's individualized accommodation plan. Includes process for employees with no residual functional limitations, temporary and permanent limitations</li> <li>• Step 4: Monitoring and evaluating the return to work process – All parties monitor the return to work plan regularly until the process is complete</li> </ul>	<p>by step guide to the return to work process as follows:</p> <ul style="list-style-type: none"> <li>• Step 1: Initiating the return to work process – This first step includes informing all involved parties to ensure the employee can be offered the supportive programs and services available in the workplace to help return to work in a timely and safe manner. Includes process for absences that are not occupationally related and for those that are (e.g. Workplace Safety and Insurance Board/WSIB claims)</li> <li>• Step 2: Making and maintaining contact with the employee on leave – Supportive contact between the supervisor and the employee provides the employee with return to work information, continued workplace connections and reminders about required forms</li> <li>• Step 3: Developing a return to work plan – When the employee is fit to return to work, the employee, their supervisor and the Health &amp; Wellness Unit collaborate to develop a formal return to work plan that is included in the employee's individualized accommodation plan</li> <li>• Step 4: Monitoring and evaluating the return to work process – All parties monitor the return to work plan regularly until the process is complete</li> </ul> <p><b>POLICE SERVICES BOARD:</b> The Police Services Board follows Regional policies and procedures.</p>

Requirement	The Regional Municipality of York	York Regional Police and York Region Police Services Board (YRPSB)
<p><b>9. Performance management:</b> Does your organization take into account the accessibility needs of employees with disabilities in performance management? [IASR s.30]</p>	<p><b>YORK REGION:</b> York Region conducts annual performance appraisals to assess and improve employee performance, productivity and effectiveness, with the goal of facilitating employee success.</p> <p><i>Tips for Managers – How to provide performance feedback to an employee with a disability</i> is available in the online Managers Resource Centre on the corporate intranet site. The tips are designed to support managers through the performance appraisal process to ensure employees with disabilities that report to them have the supports they need to do their job and help identify challenges that may be disability related. The review may result in a new or updated individualized accommodation plan to ensure the employee has all the tools in place to be successful in the workplace.</p>	<p><b>YORK REGIONAL POLICE:</b> York Regional Police conducts annual performance appraisals to assess employee performance and to complete a development plan. This development plan outlines job-related goals, recommended training and skills development and short and long term career aspirations. The <i>Accommodation Process Guidelines</i> offer guidance for supervisors on how to provide performance feedback to an employee with a disability. Supervisors are given direction on how to ensure employees with disabilities are supported in their position and whether they are experiencing challenges which may be related to their disability. If necessary, a new or updated individualized accommodation plan will ensure the employee has the necessary supports and accommodations in place to be successful.</p> <p><b>POLICE SERVICES BOARD:</b> The Police Services Board follows Regional policies and procedures.</p>
<p><b>10. Career development and advancement:</b> Does your organization take into account the accessibility needs of their employees who have disabilities in career development and advancement opportunities [IASR s.31]</p>	<p><b>YORK REGION:</b> York Region has a comprehensive professional development program through Corporate Learning. The program includes online and in-person learning opportunities and a learning library of self-directed resources.</p> <p><i>Tips for Managers – How to support an employee with a disability with career development and advancement</i> is available in the online Managers Resource Centre on the corporate intranet site. Tips relate to:</p> <ul style="list-style-type: none"> <li>• Accessible Professional Development including accessible Corporate Learning</li> </ul>	<p><b>YORK REGIONAL POLICE:</b> The Training and Education Bureau provides ongoing education to all employees, for the purpose of remaining current with changes in legislation, mandatory training, professional development, and to ensure that all members have the knowledge, skills and ability to perform their jobs. Training is offered through a variety of means, including in-classroom and online. Employees are also eligible to be reimbursed eighty (80) per cent of the tuition fees for a course taken on their own time which is related or beneficial to their position.</p> <p>The <i>Accommodation Process Guidelines</i> provides direction to supervisors on how to support an employee with a disability with career development and advancement.</p>

Requirement	The Regional Municipality of York	York Regional Police and York Region Police Services Board (YRPSB)
(Career development and advancement)	<p>opportunities, taking into account different learning styles and needs, and tailoring programs to meet the needs addressed in individual accommodation plans</p> <ul style="list-style-type: none"> <li>• Career Opportunities including accessible recruitment practices, the transfer and update of accommodation plans upon reassignment</li> </ul>	<p><b>POLICE SERVICES BOARD:</b> The Police Services Board follows Regional policies and procedures.</p>
<p><b>11. Redeployment:</b> Does your organization take into account the accessibility needs of its employees when redeploying an employee with a disability? [IASR s.32]</p>	<p><b>YORK REGION:</b> York Region responds to the accessibility needs of employees who are redeployed. If employees with a disability are redeployed, their accessibility needs and accommodation plans are reviewed and follow them to their new position. If required, supports will be adjusted to fit their new role and work environment.</p> <p><i>Tips for Managers – How to support an employee with a disability with career development and advancement</i> is available in the online Managers Resource Centre on the corporate intranet site. The tips are designed to support managers whose employees with disabilities are redeployed. The Health and Safety Management Consultant, Return to Work Coordinator and Human Resource Consultant are available to assist.</p> <p>Note: In this section, “redeployment” means the reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization. [IASR s.32(2)]</p>	<p><b>YORK REGIONAL POLICE:</b> York Regional Police does not use redeployment.</p> <p><b>POLICE SERVICES BOARD:</b> The Police Services Board follows Regional policies and procedures.</p>

THE REGIONAL MUNICIPALITY OF YORK  
POLICE SERVICES BOARD

REPORT OF THE CHIEF OF POLICE

SEPTEMBER 20, 2017

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**2017 Semi-Annual Statistics**

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**RECOMMENDATION**

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

**SYNOPSIS**

Pursuant to the long-standing practice of York Regional Police, crime statistics are presented to the Board every six months. For the benefit of the Board, a summary of selected crime statistics providing an overview of incidents that were reported between January 1 and June 30, 2017, has been compiled.

During the first half of 2017 as compared to the first half of 2016, the overall Crime Rate (Criminal and Federal Violations excluding Traffic) increased 5.0 percent. The rate of Crimes Against Persons increased 11.6 percent, the rate of Crimes Against Property increased 1.9 percent, the rate of Other Criminal Code increased 16.4 percent and the rate of Weapons Violations increased 0.8 percent. There were drops in the crime categories of Drug Violations (-0.6 percent), Other Federal Violations (-16.9 percent) and Criminal Code Traffic Violations (-1.8 percent).

In May 2016, changes were made to the Uniform Crime Reporting Survey (UCR) resulting in the re-classification of UCR Violation Codes relating to Bill C-36: the Protection of Communities and Exploited Persons Act. The reclassification shifted these violations from the non-violent Other Criminal Code category to the violent Crimes Against Person category. These changes were made retroactive back to December 2014 and the 2016 data has been adjusted accordingly to ensure an accurate year to year comparison. Caution should be made in comparing Crimes Against Persons and Public Morals Violations prior to 2015.

The crime statistics shown in this report represent only a preliminary year-to-year comparison of six month data from January to June. A more detailed analysis including both a one year and five year trend analysis will be undertaken in early 2018 and will be incorporated in the annual statistical report to the Board for the entire year of 2017.

## FINANCIAL IMPLICATIONS

Not applicable.

## BACKGROUND

The following chart summarizes *Criminal Code* violation statistics reported during January to June, 2017 as compared to the same time period in the preceding year:

### 2016-17 Criminal Code Violation Statistics Summary

	2016		2017		Variance (%)	
	Actual	Rate	Actual	Rate	Actual	Rate
<b>Total Crime</b>	16,882	1,435.92	18,052	1,508.42	6.9	5.0
<b>Crimes Against Persons*</b>	3,319	282.30	3,771	315.10	13.6	11.6
<b>Crimes Against Property</b>	10,217	869.02	10,601	885.82	3.8	1.9
<b>Other Criminal Code</b>	1,784	151.74	2,114	176.65	18.5	16.4
<b>Weapons Violations</b>	194	16.50	199	16.63	2.6	0.8
<b>Public Morals*</b>	2	0.17	6	0.50	200.0	194.7
<b>Drug Violations</b>	1,236	105.13	1,251	104.53	1.2	-0.6
<b>Other Federal Violations</b>	130	11.06	110	9.19	-15.4	-16.9
<b>Total Clearance</b>	60.5	NA	62.0	NA	1.5	NA
<b>Criminal Code Traffic</b>	2,134	181.51	2,134	178.32	0.0	-1.8

\*Due to changes in the Uniform Crime Reporting Survey (UCR) as a result of the re-classification of UCR Violation Codes relating to Bill C-36, caution must be made in comparing Crimes Against Persons and Public Morals prior to 2015.

The following is a more detailed overview of the 2016-2017 statistics summary above.

### TOTAL CRIMINAL & FEDERAL VIOLATIONS

18,052 **Criminal & Federal Violations** were reported between January and June, 2017 compared to 16,882 during the corresponding period in 2016. This represents an increase of 1,170 violations or 6.9 percent. The crime rate per 100,000 population for the first six months of 2017 was 1,508.42 compared to 1,435.92 during the corresponding period in 2016. This represents an increase of 5.0 percent. (See breakdown of Crime Statistics in Appendix A)

## CRIMES AGAINST PERSONS

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**3,771 Crimes Against Persons** (violent crime) violations were reported between January and June, 2017 compared to 3,319 during the corresponding period in 2016. This represents an increase of 452 violations or 13.6 percent. The violent crime rate per 100,000 population during the first six months of 2017 was 315.10 compared to 282.30 during the corresponding period in 2016; an increase of 11.6 percent.

**6 Violations Causing Death** (Homicide and Criminal Negligence Cause Death) were reported in the first six months of 2017 compared to 6 during the corresponding period in 2016. The rate of Violations Causing Death per 100,000 population has decreased 1.8 percent.

**15 Attempt Capital Crime** violations were reported in the first six months of 2016 compared to 5 during the corresponding period in 2016. This represents an increase of 10 violations or 200.0 percent. The rate of Attempt Capital Crime violations per 100,000 population has increased 194.7 percent.

**336 Sexual Violations** were reported in the first six months of 2017 compared to 316 during the corresponding period in 2016. This represents an increase of 20 violations or 6.3 percent. The rate of Sexual Violations per 100,000 population has increased 4.5 percent.

**40 Commodification of Sexual Activity** violations were reported in the first six months of 2017 compared to 68 during the corresponding period of 2016. This represents a decrease of 28 violations or 41.2 percent. The rate of Commodification of Sexual Activity per 100,000 population has decreased 42.2 percent.

**1,856 Assault** violations were reported in the first six months of 2017 compared to 1,602 during the corresponding period in 2016. This represents an increase of 254 violations or 15.9 percent. The rate of Assault violations per 100,000 population has increased 13.8 percent.

**76 Violations Deprivation Freedom** were reported in the first six months of 2017 compared to 46 during the corresponding period in 2016. This represents an increase of 30 violations or 65.2 percent. The rate of Violations Deprivation Freedom violations per 100,000 population has increased 62.3 percent.

**1,442 Other Violent Violations (Previously Robbery & Other Violent Violations)** were reported in the first six months of 2017 compared to 1,276 during the corresponding period in 2016. This represents an increase of 166 violations or 13.0 percent. The rate of Other Violent Violations per 100,000 population has increased 11.0 percent.

## CRIMES AGAINST PROPERTY

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**10,601 Crimes Against Property** (property crime) violations were reported in the first six months of 2016 compared to 10,217 during the corresponding period in 2016. This represents an increase of 384 violations or 3.8 percent. The rate of Crimes Against Property per 100,000 population has increased 1.9 percent.

**1,030 Break & Enter** violations were reported in the first six months of 2017 compared to 893 during the corresponding period in 2016. This represents an increase of 137 violations or 15.3 percent. The rate of Break & Enter violations per 100,000 population has increased 13.3 percent.

**1,550 Mischief** violations were reported in the first six months of 2017 compared to 1,376 during the corresponding period in 2016. This represents an increase of 174 violations or 12.6 percent. The rate of Mischief violations per 100,000 population has increased 10.7 percent.

1,830 **Fraud** violations were reported in the first six months of 2017 compared to 1,726 during the corresponding period in 2016. This represents an increase of 104 violations or 6.0 percent. The rate of Fraud per 100,000 population has increased 4.2 percent.

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#### OTHER CRIMINAL CODE

2,114 **Other Criminal Code** violations were reported in the first six months of 2017 compared to 1,784 during the corresponding period in 2016. This represents an increase of 330 violations or 18.5 percent. The rate of Other Criminal Code violations per 100,000 population has increased 16.4 percent.

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#### CLEARANCE RATE

The **Clearance Rate** for Total Criminal and Federal Violations (excluding Traffic) increased to 62.0 percent in the first six months of 2017 from 60.5 percent during the corresponding period in 2016. The clearance rate for Crimes Against Persons decreased to 74.0 percent from 77.1 percent, the rate for Property Crime increased to 47.0 percent from 44.6 percent and for Other Criminal Code increased to 90.1 percent from 89.5 percent. (See Appendix B)

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#### FEDERAL VIOLATIONS

1,251 **Drug Violations** were reported in the first six months of 2017 compared to 1,236 during the corresponding period in 2016. This represents an increase of 15 violations or 1.2 percent. The rate of Drug Violations per 100,000 population has decreased 0.6 percent.

110 **Other Federal Violations** were reported in the first six months of 2017 compared to 130 during the corresponding period in 2016. This represents a decrease of 20 violations or 15.4 percent. The rate of Other Federal Violations per 100,000 population has decreased 16.9 percent.

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#### TRAFFIC RELATED

2,134 **Criminal Traffic** violations were reported in the first six months of 2017, the same were reported during the corresponding period in 2016. The rate of Criminal Traffic violations per 100,000 population has decreased 1.8 percent. (See Appendix A)

599 **Impaired Operation/Related** violations were reported in the first six months of 2017 compared to 675 during the corresponding period in 2016. This represents a decrease of 76 violations or 11.3 percent. The rate of Impaired Operation/Related violations per 100,000 population has decreased 12.8 percent.

187 **Dangerous Operation** violations were reported in the first six months of 2017 compared to 200 during the corresponding period in 2016. This represents a decrease of 13 violations or 6.5 percent. The rate of Dangerous Operation violations per 100,000 population had decreased 8.1 percent.

6 **Fatal Collisions** occurred on our roadways in the first six months of 2017 compared to 14 during the corresponding period in 2016, a decrease of 8 collisions or 57.1 percent.

6 **Persons Died** on our roadways in the first six months of 2017 compared to 15 during the corresponding period in 2016, a decrease of 9 persons or 60.0 percent.



## YOUTH CRIME

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The **Youth Crime** rate per 1,000 youth population decreased 9.7 percent to 11.5 in the first six months of 2017 compared to 12.7 in 2016. The number of identified Youth involved in criminal incidents (formally charged and processed by other means) in York Region decreased 6.6 percent to 1,229 in 2017 compared to 1,316 in 2016. The number of young persons charged decreased 7.4 percent and the number of youths processed by other means decreased 6.3 percent.

This statistical report reflects a comparison of the first six months of 2017 to the same time during 2016 and provides a preliminary snapshot of crime trends over this period. Although the crime rate increased 5.0 percent in the first six months of 2017, over the past five years the annual crime rate has decreased 4.4 percent with recent small increases in 2015 and 2016. York Regional Police will continue to monitor these trends in our crime rates and adjust our strategies and programs to meet the needs of our communities. External factors such as global events, economic changes, and the political and social environment will be analyzed and we will continue to work with our community partners to ensure the safety and security of York Region citizens.

We appreciate the continued support of our Police Services Board, Regional and Municipal Councils, community leaders, community partners and the citizens of York Region. We strongly believe that, together we can keep York Region as one of the safest communities in Ontario and Canada to live, to visit and to conduct business.

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

EJ: sd

Attachments: Crime Statistics (Appendix A)  
Clearance Rate (Appendix B)  
Fatal Motor Vehicle Collisions (Appendix C)  
Youth Crime (Appendix D)

Accessible formats or communication supports are available upon request



## APPENDIX A – CRIME STATISTICS

### JANUARY – JUNE (2016 - 2017)

	2016			2017			2016 - 2017	
	Actual	Percent Cleared	Rate Per 100,000 Population	Actual	Percent Cleared	Rate Per 100,000 Population	Variance in Actual (%)	Variance in Rates (%)
<b>Crimes Against Persons</b>	<b>3,319</b>	<b>77.1</b>	<b>282.30</b>	<b>3,771</b>	<b>74.0</b>	<b>315.10</b>	<b>13.6</b>	<b>11.6</b>
Violations Causing Death	6	66.7	0.51	6	33.3	0.50	0.0	-1.8
Attempt Capital Crime	5	80.0	0.43	15	73.3	1.25	200.0	194.7
Sexual Violations	316	73.4	26.88	336	58.6	28.08	6.3	4.5
Commodification of Sexual Activity <sup>1</sup>	68	92.6	5.78	40	97.5	3.34	-41.2	-42.2
Assault	1,602	83.0	136.26	1,856	81.7	155.09	15.9	13.8
Violations Deprivation Freedom	46	73.9	3.91	76	106.6	6.35	65.2	62.3
Other Violent Violations <sup>2</sup>	1,276	70.0	108.53	1,442	65.4	120.49	13.0	11.0
<b>Crimes Against Property</b>	<b>10,217</b>	<b>44.6</b>	<b>869.02</b>	<b>10,601</b>	<b>47.0</b>	<b>885.82</b>	<b>3.8</b>	<b>1.9</b>
Arson	45	37.8	3.83	38	18.4	3.18	-15.6	-17.0
Break and Enter	893	29.2	75.96	1,030	31.8	86.07	15.3	13.3
Theft Over \$5000	541	29.9	46.02	551	25.2	46.04	1.8	0.1
Theft Under \$5000	4,373	40.5	371.95	4,334	41.1	362.15	-0.9	-2.6
Have Stolen Goods	1,263	102.1	107.43	1,268	102.6	105.95	0.4	-1.4
Fraud	1,726	29.5	146.81	1,830	45.7	152.91	6.0	4.2
Mischief	1,376	39.8	117.04	1,550	38.2	129.52	12.6	10.7
<b>Other Criminal Code</b>	<b>1,784</b>	<b>89.5</b>	<b>151.74</b>	<b>2,114</b>	<b>90.1</b>	<b>176.65</b>	<b>18.5</b>	<b>16.4</b>
Other Criminal Code (Part A)	1,559	90.1	132.60	1,866	92.0	155.92	19.7	17.6
Other Criminal Code (Part B)	225	85.3	19.14	248	75.4	20.72	10.2	8.3
<b>Weapons Violations</b>	<b>194</b>	<b>84.5</b>	<b>16.50</b>	<b>199</b>	<b>77.9</b>	<b>16.63</b>	<b>2.6</b>	<b>0.8</b>
<b>Public Morals Violations</b>	<b>2</b>	<b>50.0</b>	<b>0.17</b>	<b>6</b>	<b>66.7</b>	<b>0.50</b>	<b>200.0</b>	<b>194.7</b>
Offences in Relation to Offering, Providing or Obtaining Sexual Services for Consideration <sup>4</sup>	0	N.C. <sup>3</sup>	0.00	6	66.7	0.50	N.C. <sup>3</sup>	N.C. <sup>3</sup>
Disorderly Houses, Gaming and Betting Offences <sup>5</sup>	2	50.0	0.17	0	N.C. <sup>3</sup>	0.00	-100.0	-100.0
<b>Total Criminal Violations</b>	<b>15,516</b>	<b>57.2</b>	<b>1,319.74</b>	<b>16,691</b>	<b>59.0</b>	<b>1,394.70</b>	<b>7.6</b>	<b>5.7</b>
<b>Drug Violations</b>	<b>1,236</b>	<b>97.4</b>	<b>105.13</b>	<b>1,251</b>	<b>99.8</b>	<b>104.53</b>	<b>1.2</b>	<b>-0.6</b>
<b>Other Federal Violations</b>	<b>130</b>	<b>100.0</b>	<b>11.06</b>	<b>110</b>	<b>100.0</b>	<b>9.19</b>	<b>-15.4</b>	<b>-16.9</b>
<b>Total Criminal &amp; Federal Violations (excluding traffic)</b>	<b>16,882</b>	<b>60.5</b>	<b>1,435.92</b>	<b>18,052</b>	<b>62.0</b>	<b>1,508.42</b>	<b>6.9</b>	<b>5.0</b>
<b>Traffic Violations</b>	<b>2,134</b>	<b>48.2</b>	<b>181.51</b>	<b>2,134</b>	<b>43.2</b>	<b>178.32</b>	<b>0.0</b>	<b>-1.8</b>
Dangerous Operation	200	91.5	17.01	187	84.0	15.63	-6.5	-8.1
Impaired Operation/Related Violations	675	100.0	57.41	599	100.2	50.05	-11.3	-12.8
Other Criminal Code Traffic Violations	1,254	13.2	106.66	1,348	12.2	112.64	7.5	5.6
Street Racing	5	100.0	0.43	0	N.C. <sup>3</sup>	0.00	-100.0	-100.0

<sup>1</sup> re-categorization of offences previously included in the "Public Morals" category occurred as a result of the objectives of Bill C-36. New Violation Codes were implemented in May 2016 and included in Crimes Against Persons. The corresponding Public Morals Violation Codes were expired.

<sup>2</sup> Category previously entitled "Robbery & Other Violation Violations"

<sup>3</sup> Not Calculable

<sup>4</sup> Category previously entitled "Prostitution/Public Morals"

<sup>5</sup> Category previously entitled "Gaming and Betting"

Note: due to the changes in the Uniform Crime Reporting Survey (UCR) as a result of the re-classification of UCR Violation Codes relating to Bill C-36, caution must be made in comparing Crimes Against Persons and Public Morals Violations to previous years.

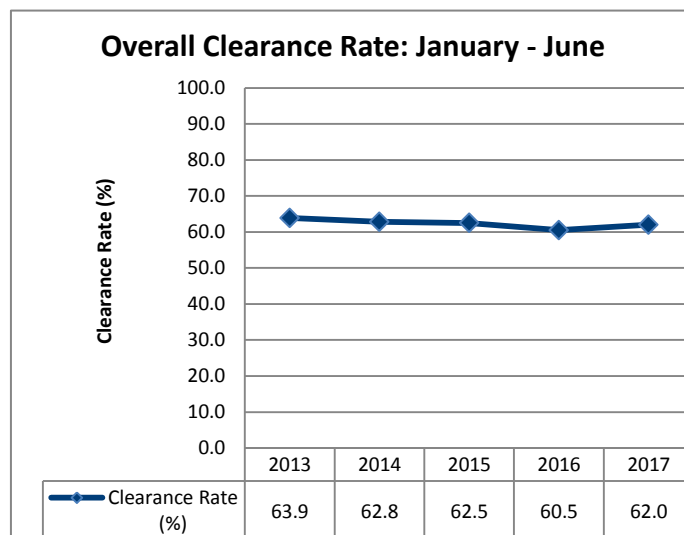
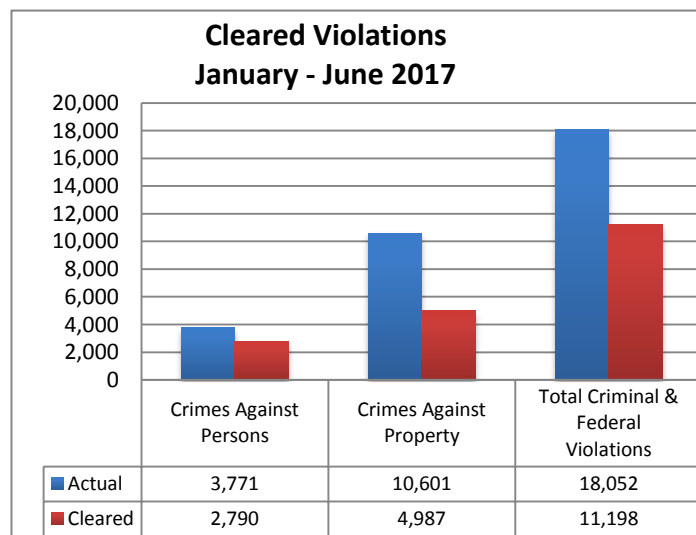
## APPENDIX B - CLEARANCE RATE

### JANUARY – JUNE (2016 – 2017)

	2016			2017			2016 - 2017
	Actual	Total Cleared	Cleared (%)	Actual	Total Cleared	Cleared (%)	Variance Cleared (%)
Crimes Against Persons	3,319	2,559	77.1	3,771	2,790	74.0	-3.1
Crimes Against Property	10,217	4,555	44.6	10,601	4,987	47.0	2.5
Other Criminal Code	1,784	1,597	89.5	2,114	1,904	90.1	0.5
Weapons Violations	194	164	84.5	199	155	77.9	-6.6
Public Morals Violations	2	1	50.0	6	4	66.7	16.7
<b>Total Criminal Violations</b>	<b>15,516</b>	<b>8,876</b>	<b>57.2</b>	<b>16,691</b>	<b>9,840</b>	<b>59.0</b>	<b>1.7</b>
Drug Violations	1,236	1,204	97.4	1,251	1,248	99.8	2.3
Other Federal Violations	130	130	100.0	110	110	100.0	0.0
<b>Total Criminal &amp; Federal Violations (excluding Traffic)</b>	<b>16,882</b>	<b>10,210</b>	<b>60.5</b>	<b>18,052</b>	<b>11,198</b>	<b>62.0</b>	<b>1.6</b>
Traffic Violations	2,134	1,029	48.2	2,134	922	43.2	-5.0

Note(s): Due to rounding, figures may not subtract exactly to variance cleared.

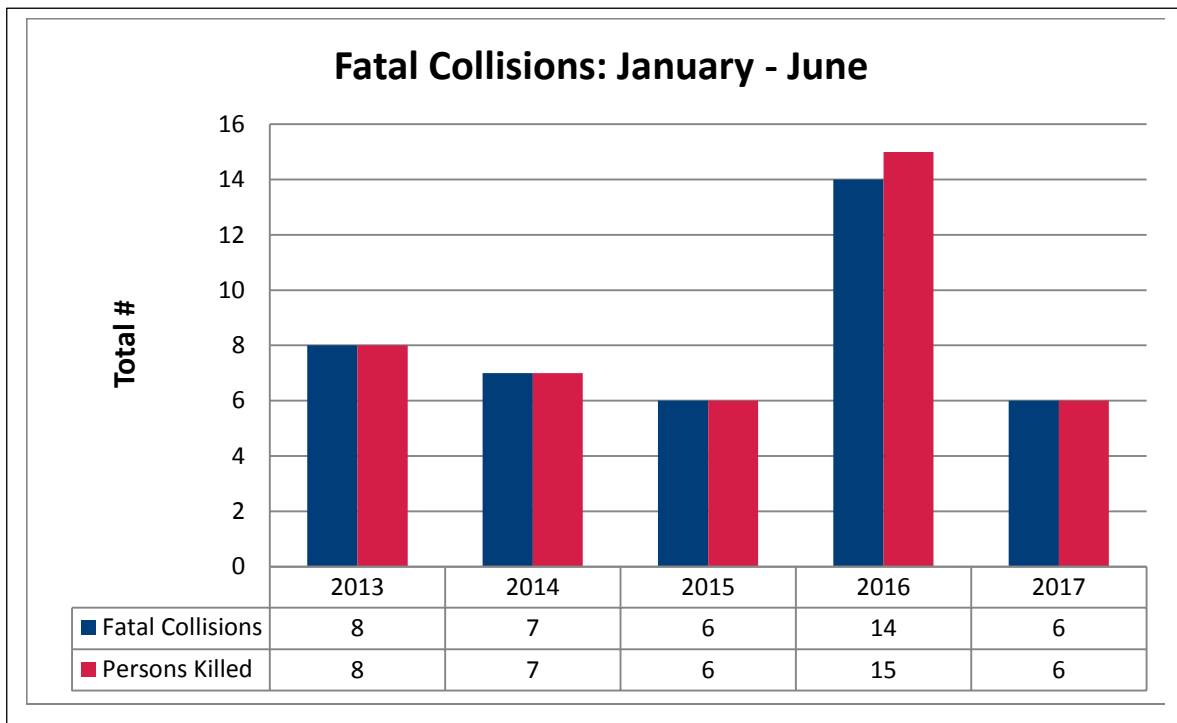
Due to the changes in the Uniform Crime Reporting Survey (UCR) as a result of the re-classification of UCR Violation Codes relating to Bill C-36, caution must be made in comparing Crimes Against Persons and Public Morals Violations to previous years.



## APPENDIX C - FATAL MOTOR VEHICLE COLLISIONS

JANUARY – JUNE (2016 – 2017)

	2016		2017		2016 - 2017	
	Actual	Rate Per 100,000 Population	Actual	Rate Per 100,000 Population	Variance in Actual (%)	Variance in Rates (%)
Fatal Collisions	14	1.19	6	0.50	-57.1	-57.9
Persons Killed	15	1.28	6	0.50	-60.0	-60.7
Driver	8	0.68	2	0.17	-75.0	-75.4
Passenger	4	0.34	1	0.08	-75.0	-75.4
Pedestrian	2	0.17	3	0.25	50.0	47.4
Cyclist	1	0.09	0	0.00	-100.0	-100.0



## APPENDIX D - YOUTH CRIME

### JANUARY – JUNE (2016 - 2017)

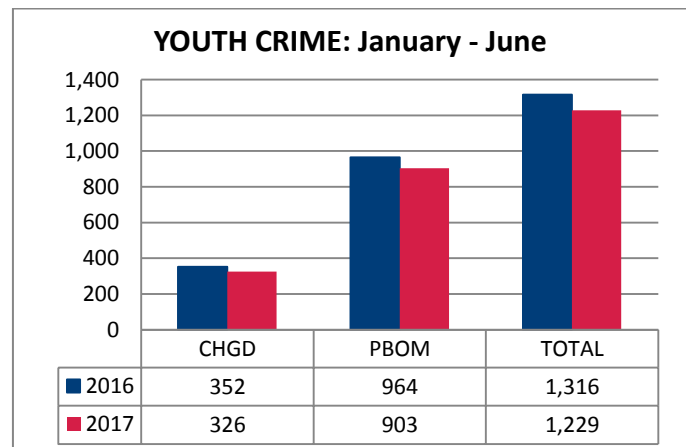
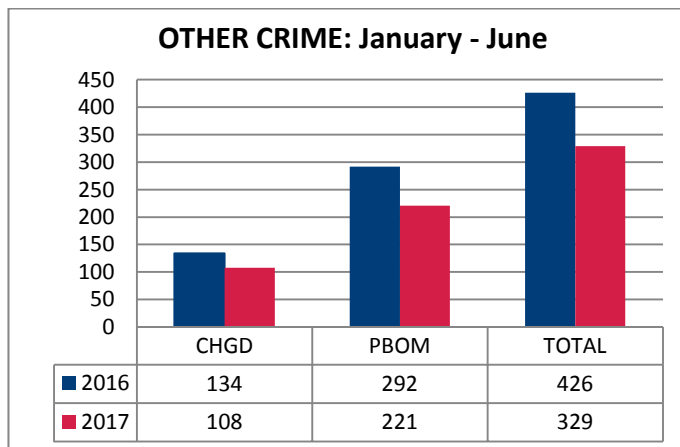
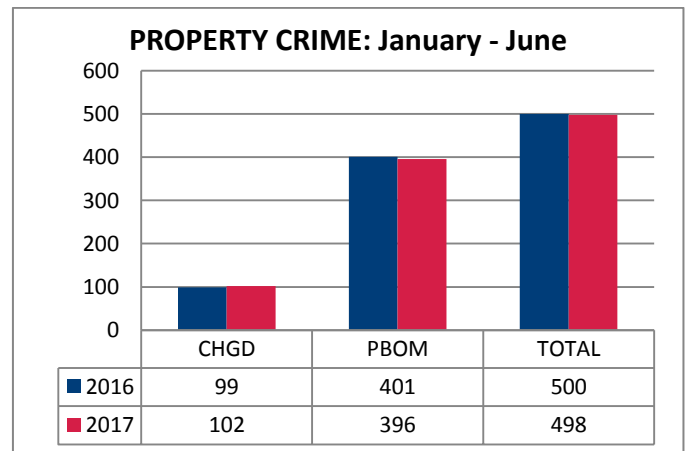
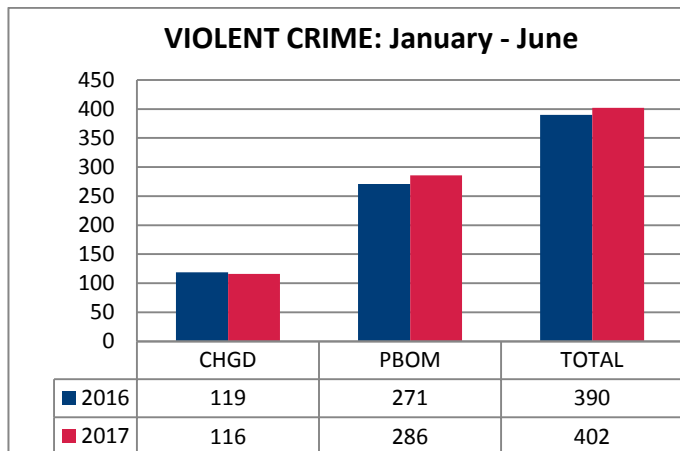
	JAN - JUN 2016			JAN - JUN 2017			2016 - 17 Variance (%)		
	CHGD	PBOM	Total	CHGD	PBOM	Total	CHGD	PBOM	Total
<b>Violent Crime</b>	119	271	390	116	286	402	-2.5	5.5	3.1
<b>Property Crime</b>	99	401	500	102	396	498	3.0	-1.2	-0.4
<b>All Other</b>	134	292	426	108	221	329	-19.4	-24.3	-22.8
<b>Total</b>	<b>352</b>	<b>964</b>	<b>1,316</b>	<b>326</b>	<b>903</b>	<b>1,229</b>	<b>-7.4</b>	<b>-6.3</b>	<b>-6.6</b>

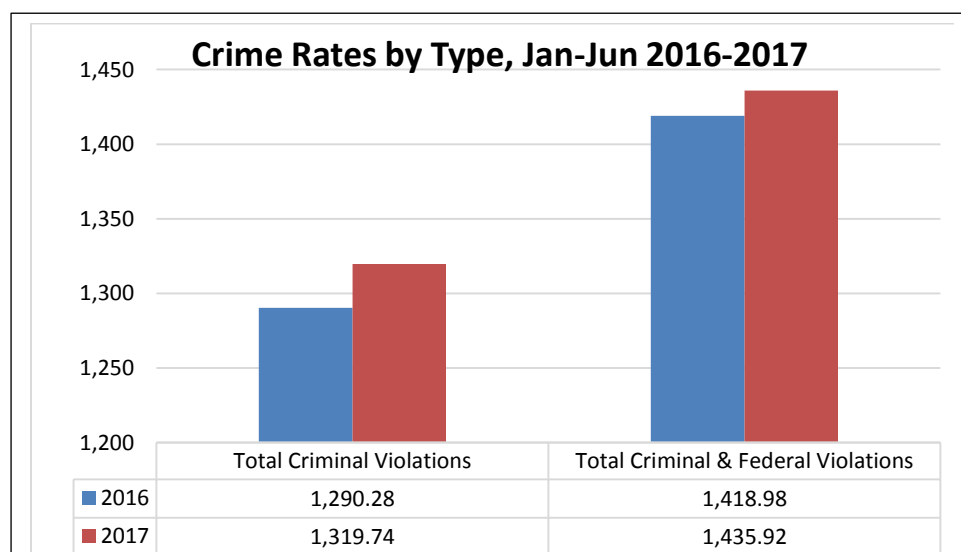
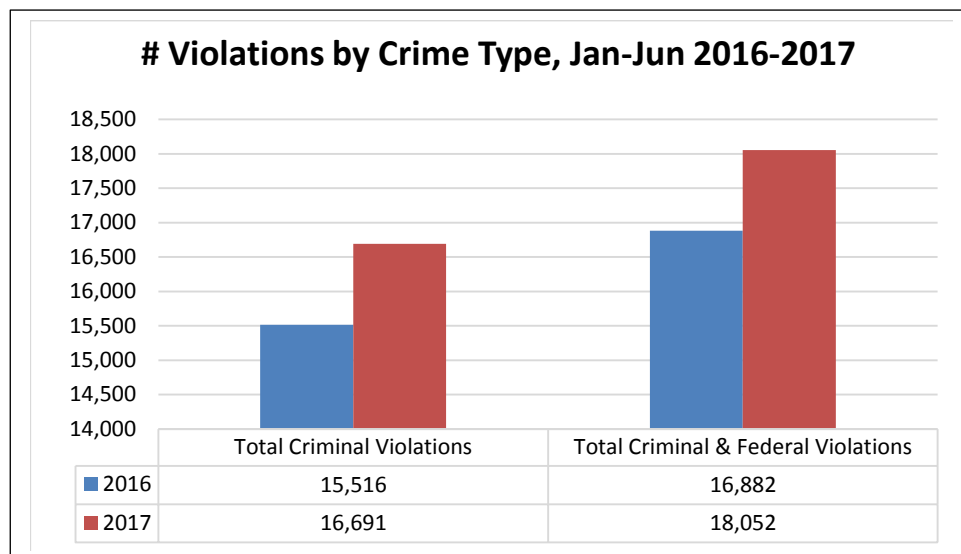
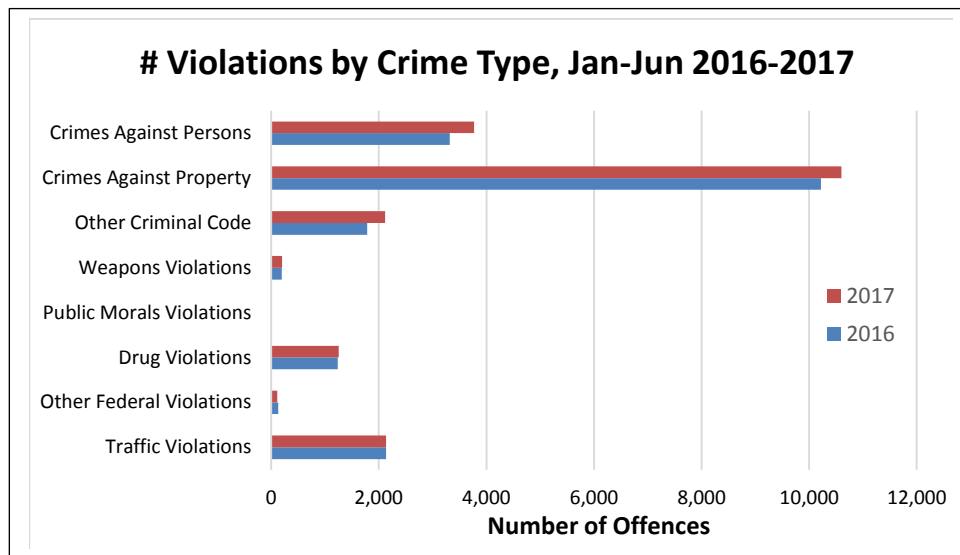
<b>Total Youth Crime Rate</b>		<b>12.69</b>			<b>11.47</b>			<b>-9.7</b>
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Note: CHGD – Youths formally charged. Includes persons aged 12-17 years inclusive for criminal, federal, and criminal traffic charges.

PBOM - processed by other means. Includes persons under the age of 18 years.

Youth Crime rate is expressed as a rate of youths per 1,000 youth population (aged 12-17 inclusive), rounded to two decimals. The number of persons aged 12-17 years inclusive formally charged or processed by other means have been used in this calculation. Mid-year youth population estimates supplied by York Region Planning and Development Services Department.









THE REGIONAL MUNICIPALITY OF YORK

POLICE SERVICES BOARD

Report of the

REGIONAL SOLICITOR

September 20, 2017

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**NEW PURCHASING BYLAW - 2017**

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**RECOMMENDATION**

It is recommended that:

1. The Board authorize the enactment of a new purchasing bylaw effective September 20, 2017 to incorporate the amendments set out in this report.
2. Bylaw 06-14 be repealed.

**PURPOSE**

This report summarizes the results of a staff review of the Board's Purchasing Bylaw and recommends the enactment of a new purchasing bylaw.

**BACKGROUND**

The *Police Services Act* requires the Board to establish policies for effective management of the police force. To manage the procurement of goods and services, the Board enacted Bylaw 06-14 (the "Bylaw") on May 14, 2014. The Bylaw provides for a review to evaluate its effectiveness every three years.

Generally, the periodic review of the Bylaw is undertaken following enactment of the Region's Purchasing Bylaw, in order to align procurement procedures between the two organizations. Regional Council enacted a new purchasing bylaw in May 2017 which resulted in increased expenditure limits and modifications to certain approval processes. Staff from York Regional Police reviewed the Region's bylaw in consultation with the Region's Legal Services and recommend that corresponding amendments be made to the Board's bylaw, as set out in this report.

## SUMMARY

The amendments recommended by staff are intended to introduce administrative efficiency while maintaining transparency and accountability. Staff propose that the following amendments be introduced:

- a streamlined approach for awarding contracts under \$100,000, based primarily on a “best value” analysis
- increasing the authority for the Chief of Police to award contracts as a result of RFPs from \$1,000,000 to \$2,000,000
- enhanced delegated powers for the award of contracts under RFPs
- increasing the threshold for the Chief of Police to award direct purchases and emergency purchases from \$100,000 to \$150,000
- additional provisions for exemptions from the Bylaw

Currently, purchases with a value under \$10,000 may be authorized by the Officer in Charge, provided that it is determined that the purchase represents best value. “Best value” is defined in the Bylaw as “the optimal balance of high quality and financial terms”. Purchases with a value between \$10,000 and \$50,000 require that three quotations are solicited, if reasonably possible, and that the award is made to the vendor submitting the lowest price. A formal procurement process (a Request for Tenders or Request for Proposals) is required for purchases over \$100,000.

The Region’s new bylaw has increased the threshold for issuing RFTs and RFPs from \$100,000 to \$150,000. It is not proposed that this amendment be adopted by the Board. YRP staff recommend that the threshold for issuing RFTs and RFPs remain at \$100,000. However, staff propose that the “best value” analysis be extended to the award of all contracts under this threshold and that the requirement to award to the lowest cost vendor be eliminated. This would enable staff to solicit quotes and proposals without the full formality of an RFT or RFP but still provide for an objective evaluation of technical merit and cost. Staff acknowledge that the determination of “best value” will need to be diligently documented. The requirement to obtain three quotations, if reasonably possible, will be continued to promote transparency. In addition, the new bylaw will clarify that a formal RFT or RFP process may still be undertaken for purchases under \$100,000 if deemed necessary to determine “best value”. Purchases under \$100,000 may continue to be awarded by the Officer in Charge.

The Chief currently has authority to award contracts under RFTs in an unlimited amount, provided the award is made to the lowest cost responsive bidder. With respect to RFPs, the Chief’s approval limit is \$1,000,000. It is recommended that the authority for the Chief to award contracts resulting from an RFP process be increased from \$1,000,000 to \$2,000,000, to correspond to the approval authority of the Region’s Chief Administrative Officer. The approval limits for the Deputy Chief will remain at \$500,000 for both RFTs and RFPs, reflecting the corresponding approval authority for Regional Commissioners.

The Bylaw currently requires a report to the Board where, following a formal RFP process, the highest scoring proponent is not the lowest cost. The Region's new purchasing bylaw eliminates this requirement and it is recommended that the Board's bylaw similarly adopt this amendment. RFP scores are determined by an evaluation committee of staff with reference to predetermined criteria and weighting. The Board is not in a position to substitute its recommendation for that of the evaluation committee without undermining the integrity of the process and potentially incurring liability. Accordingly, it is recommended the Chief and Deputy Chief be authorized to award contracts in these circumstances, within their respective approval levels. The Board will continue to be advised of the outcome of RFPs through the requirement for quarterly information reports.

The Region's new bylaw also implemented increases in approval levels for specific categories of purchase and it is proposed that corresponding increases be introduced in the Board's new bylaw. Currently, the Chief may award direct purchases up to \$100,000 and the Deputy Chief may award emergency purchases up to \$100,000. It is recommended that, to reflect market conditions, the approval limits in each of these categories be increased to \$150,000. The criteria for awarding direct purchases will be preserved: either where there is only one supplier in the market, or where the direct purchase is necessary for compatibility with existing equipment or services.

Some additional exemptions are proposed in the new bylaw. Currently, expenditures for investigative purposes are identified as a separate category, in recognition of the unique circumstances governing these purchases. It is recommended that these items now be specifically exempt from the bylaw and governed by appropriate administrative protocols. Exemptions are also proposed for three additional categories of purchase, consistent with the Regional bylaw: (a) services for educational and training purposes where the choice of provider is limited; (b) advertising for YRP and Board services and activities; and (c) catering or venues for events and activities. These additional exemptions reflect concerns that the 2014 bylaw, which eliminated the entire schedule of exemptions, may have been too far reaching.

It is also proposed that the Board discontinue the requirement to offer surplus assets to other police services as a prerequisite to other forms of disposal. Typically, YRP receives no response from other agencies as a result of these offers, and this requirement unnecessarily delays the process. It is recommended that this provision be amended to provide that all forms of disposal are acceptable alternatives, with no preference to any agency.

Finally, the bylaw will be amended to include Executive Director in the definition of Officer in Charge to clarify that the bylaw also applies to purchases made on behalf of the Board.

## **CONCLUSION**

In consultation with the Region's Legal Services, YRP staff conducted a comprehensive review of the Board's Purchasing Bylaw, with particular reference to amendments recently adopted by the Region. The recommendations set out in this report represent amendments that will enhance administrative efficiency while preserving the fundamental principles of fairness, transparency and obtaining best value.

Joy L. Hulton  
Regional Solicitor

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Deputy Regional Solicitor  
Municipal & Corporate Law

September 12, 2017

L-17-08

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**THE REGIONAL MUNICIPALITY OF YORK**

**POLICE SERVICES BOARD**

**PURCHASING BYLAW**

**BYLAW NO. 10-17**

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THE REGIONAL MUNICIPALITY OF YORK

POLICE SERVICES BOARD

BYLAW NO.

Purchasing Bylaw

WHEREAS the *Police Services Act* provides that a police services board shall establish policies for the effective management of the police force;

NOW THEREFORE, The Regional Municipality of York Police Services Board enacts as follows:

**1. PURPOSES, GOALS AND OBJECTIVES**

1.1 The purposes, goals, and objectives of this bylaw are:

- (a) to encourage competition among contractors;
- (b) to obtain best value in the procurement of deliverables;
- (c) to ensure fairness, objectivity, accountability and transparency in the procurement process;
- (d) to encourage environmentally responsible and sustainable procurement while maintaining fiscal prudence; and
- (e) to promote and implement procurement practices that support the principles of the *Ontarians with Disabilities Act, 2001* and the *Accessibility for Ontarians with Disabilities Act, 2005*.

**2. DEFINITIONS**

2.1 In this bylaw:

“**Assistant Manager, Procurement and Support**” means the Assistant Manager, Procurement and Fleet Management for the York Regional Police;

“**award**” means the authorization to proceed with the purchase of deliverables;

**“best value”** means, in relation to a purchase, that the purchase represents the optimal balance of high quality and financial terms;

**“bid”** means a submission received in response to a call for bids, and includes a quotation, a tender and a proposal;

**“Bid Review Committee”** means the committee established under Section 17 of this bylaw;

**“bidder”** means any legal entity that submits a bid in response to a call for bids and includes a proponent;

**“Board”** means The Regional Municipality of York Police Services Board;

**“budget”** means the estimates adopted by the Board and approved by Council for expenditure during each calendar year for the purposes of the Board and the York Regional Police;

**“call for bids”** means a formal request for bids and includes a request for quotations, a request for tenders and a request for proposals;

**“Chair”** means the Chair of the Police Services Board;

**“Chief of Police”** means the Chief of Police of the York Regional Police;

**“construction”** means construction, reconstruction, demolition, repair or renovation of a building or structure and includes site preparation, excavation, drilling, seismic investigation, soil investigation, the supply of products and materials and the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures to a building or structure;

**“consulting and professional services”** means those services requiring the skills of a professional for a specialized service and includes the services of architects, engineers, designers, surveyors, planners, accountants, auditors, management professionals, marketing professionals, software and information technology experts, financial consultants, lawyers, law firms, real estate agents and brokers, environmental planners and engineers, hydrogeologists, transportation planners and engineers, communications consultants and any other consulting services which may be required by the Board;

**“contingency”** means an event or circumstance that gives rise to an increase in a contract price and which could not have been reasonably anticipated at the time of contract award;



**“contract”** means any form of binding agreement between the Board and a contractor for the purchase of deliverables and includes a purchase order;

**“contractor”** means any legal entity to whom a contract is awarded and includes a vendor, supplier, service provider and consultant;

**“Council”** means the Council of The Regional Municipality of York;

**“deliverables”** means goods, services and construction;

**“Deputy Chief”** means a Deputy Chief of Police of the York Regional Police;

**“designate”** means the person provided with the written authority to act on another person’s behalf, notice of which shall be filed with the Manager of Financial Services;

**“emergency”** means an event or circumstance where the immediate purchase of deliverables is necessary to prevent or alleviate: (a) a serious delay in service delivery; (b) a threat to the health, safety or welfare of any person; (c) the disruption of essential services; or (d) damage to public property and includes, but is not limited to, an emergency declared under the *Emergency Management and Civil Protection Act*;

**“goods”** means personal property, including raw materials, products, supplies, equipment and other physical objects of every kind and description;

**“litigation”** means any unresolved dispute between the Board and any other party or related party adverse in interest, including third party and cross-claims, where either a legal proceeding has been commenced for an injunction, a mandatory order, a declaration or the recovery of money, or a threat of legal action has been made in writing;

**“Manager of Financial Services”** means the Manager of Financial Services for the York Regional Police;

**“member”** means an officer or employee of the York Regional Police;

**“Officer in Charge”** means a senior officer of the York Regional Police who is in charge of a specific District within the York Regional Police, and who is responsible for the operational and administrative management of members and of fixed property which fall under his or her authority; and the Executive Director of The Regional Municipality of York Police Services Board, in the case of purchases made on behalf of the Board;

**“price agreement”** means a contract between the Board and a contractor resulting from a call for bids, under which the contractor agrees to provide deliverables as and when

needed by the Board, at a pre-determined price, for a pre-determined period of time, upon pre-determined terms and conditions;

**“proposal”** means a submission received in response to a request for proposals;

**“purchase order”** means a written order to a contractor setting out the terms and conditions for the purchase of deliverables;

**“quotation”** means an offer received in response to a request for quotations;

**“real property”** means land, or land and buildings, and includes fixtures attached to such land or buildings;

**“Region”** means The Regional Municipality of York;

**“Regional Solicitor”** means the Regional Solicitor of The Regional Municipality of York;

**“request for expressions of interest”** or **“request for information”** means a request made by the Board for the purpose of compiling a list of potential bidders who may be interested in providing deliverables to the Board;

**“request for pre-qualification”** means a request for the submission of information from potential bidders, including the qualifications, experience, financial capability, background and staffing of any entity who may qualify to supply deliverables to the Board;

**“request for proposals”** means a request for proposals issued under this bylaw;

**“request for quotations”** means a request for quotations issued under this bylaw;

**“request for tenders”** means a request for tenders issued under this bylaw;

**“responsive”** means that a bid has complied in all material respects with the requirements set out in the call for bids;

**“scope change”** means any change to a contract to accommodate a need identified by the Board which was not originally provided for in the contract and which may include the purchase of additional deliverables or the extension of the term of the contract and which may require an adjustment to the contract price;

**“services”** means the services to be provided under a contract and includes consulting and professional services;

**“total cost”** means the contract cost for the full term of the contract, and, in the case of a contract containing renewal provisions, means the total cost to the Board for the initial term and all potential renewal terms, excluding the Harmonized Sales Tax, but including all other applicable, fees, charges and disbursements;

**“total revenue”** means, where revenue is payable to the Board under a contract, the total revenue payable during the full term of the contract and, in the case of a contract containing renewal provisions, the total revenue payable during the initial term and all potential renewal terms; and

**“York Regional Police”** means the police service of The Regional Municipality of York.

### **3. APPLICATION, RESTRICTIONS AND EXCEPTIONS**

- 3.1 The purchasing procedures set out in this bylaw shall apply to the procurement of all deliverables made by or on behalf of the Board or the York Regional Police except as may be expressly exempted or restricted under this bylaw.
- 3.2 No procurement shall be made under this bylaw unless the Board has provided funds for such procurement in the annual budget or otherwise agreed to the provision of such funds and no expenditure shall be authorized or incurred in excess of such funds.
- 3.3 Despite any other provision of this bylaw, the Board may authorize any purchase or method of procurement where to do so would be in the best interests of the Board or the York Regional Police.
- 3.4 No procurement or purchase shall be arranged or made to avoid the application of this bylaw. Without limiting the generality of the foregoing, no procurement of deliverables shall be divided into two or more parts for the purpose or intent of, or with the effect of, avoiding or frustrating the application of this bylaw.
- 3.5 No purchases shall be made by the Board directly or indirectly for the personal use of any member of the Board or for any member or employee of the Board or the York Regional Police.
- 3.6 Where a proposed contract provides for the Board to receive revenue from a contractor, the procedures and authority limits set out in this bylaw which are applicable to the total cost of a contract shall be construed as applicable, with necessary changes, to the total revenue payable under the contract.
- 3.7 The provisions of any domestic or international treaty governing procurement shall prevail to the extent of any conflict with this bylaw.

#### **4. EXEMPTIONS**

- 4.1 This bylaw shall not apply to the acquisition or disposal of any real property or to any lease, right or permission relating to the use or occupation of real property.
- 4.2 Where the procurement of deliverables is required under any lease of real property and is provided for under the terms of such lease, including tenant improvements, equipment and fixtures, the terms of the lease shall govern to the extent of any conflict with this bylaw.
- 4.3 This bylaw shall not apply where the procurement relates to:
- (a) the purchase of deliverables that are procured based on compliance with eligibility criteria rather than a competitive process, under programs approved by the Board, and where multiple contractors may provide the same or similar services;
  - (b) the purchase of services for investigative purposes;
  - (c) the purchase of services for educational or training purposes where the service provider is prescribed by an external agency;
  - (d) advertising for York Regional Police or Board services or activities; or
  - (e) catering or venues for York Regional Police or Board events and activities.

#### **5. RESPONSIBILITIES AND AUTHORITIES**

- 5.1 Each Deputy Chief shall have responsibility for the procurement of deliverables for the matters under his or her control in accordance with the terms of this bylaw.
- 5.2 The Assistant Manager, Procurement and Support shall be responsible for:
- (a) providing procurement advice, in consultation with the Regional Solicitor, if required, including, but not limited to, preparing calls for bids;
  - (b) administering calls for bids and ensuring compliance with the terms and conditions of the calls for bids;
  - (c) reviewing statements of work and specifications for compliance with the terms of this bylaw;

- (d) the development of co-operative purchasing arrangements with other levels of government, municipalities, agencies, or public authorities where such arrangements are determined to be in the best interests of the Board;
  - (e) the standardization of all procurement procedures;
  - (f) the disposal of surplus assets; and
  - (g) the preparation of reports to the Board when required under this bylaw.
- 5.3 Where any authority has been granted to any person under this bylaw, such authority may be exercised by that person's authorized designate. The appointment of a designate shall be subject to the approval of the Chief of Police.
- 5.4 Where any authority has been granted to any person under this bylaw, such authority may be exercised by the Chief of Police.

## **6. PRE-QUALIFICATION**

### *Request for Expressions of Interest/Request for Information*

- 6.1 The Assistant Manager, Procurement and Support may issue a request for expressions of interest or a request for information for the purpose of determining the availability of any deliverable.
- 6.2 A request for expressions of interest or a request for information may be conducted as a pre-condition to any procurement procedure set out in this bylaw.
- 6.3 The receipt of a submission in response to a request for expressions of interest or a request for information shall not create any contractual obligation on the part of the Board. The Assistant Manager, Procurement and Support is not required to proceed with any further procurement process following a request for expressions of interest or a request for information.

### *Request for Pre-qualification*

- 6.4 The Assistant Manager, Procurement and Support may issue a request for pre-qualification for the purpose of selecting qualified bidders to respond to a call for bids.
- 6.5 When a request for pre-qualification is issued, a pre-qualification document shall be provided to potential bidders setting out the criteria for pre-qualification, which may include:
- (a) experience of similar work;

- (b) references provided from other customers for similar work;
- (c) verification of qualifications, licences and permits, if applicable; and
- (d) financial capability.

6.6 The selection of bidders following a request for pre-qualification shall not create any contractual obligation between the Board and a pre-qualified bidder. The Assistant Manager, Procurement and Fleet Management is not required to proceed with any further procurement process following a request for pre-qualification.

## **7. AUTHORIZATION OF PURCHASES**

### *Purchases Not Exceeding \$100,000.00*

- 7.1 Where the total cost of any deliverable does not exceed one hundred thousand dollars (\$100,000.00), the Officer in Charge may authorize the purchase without issuing a call for bids, provided that the Officer in Charge is satisfied that the purchase of the deliverable represents best value.
- 7.2 A minimum of three (3) written quotations shall be solicited, if available.
- 7.3 Section 7.1 does not preclude the issuance of a call for bids if, in the opinion of the Officer in Charge, it is necessary to issue a call for bids to determine best value.

### *Purchases Exceeding \$100,000.00*

- 7.4 Where the total cost of any deliverable exceeds one hundred thousand dollars (\$100,000.00), either a request for tenders or a request for proposals shall be issued.
- 7.5 A request for tenders or a request for proposals shall be undertaken in compliance with the following process:
- (a) the scope of the deliverables shall be set out in the call for bids;
  - (b) the form of the call for bids shall, to the extent possible, use standardized documentation;
  - (c) the call for bids shall be circulated and advertised in as wide and extensive a manner as will ensure the most comprehensive and most competitive response to the call for bids;

- (d) in the case of a request for proposals, the evaluation criteria and weightings shall be established prior to the call for bids and the call for bids shall clearly specify how each of the applicable criteria will be applied in evaluating the bids;
- (e) bids shall be publicly opened on the specified date, at the specified time;
- (f) all bid amounts shall be recorded;
- (g) all bids shall be fairly and completely evaluated using an open, fair and transparent process;
- (h) the evaluation of each bid shall be recorded using a standardized form of evaluation record;
- (i) the evaluation record shall be stored and shall only be destroyed in accordance with the Board's records retention bylaw; and
- (j) any informality or irregularity shall be referred to the Bid Review Committee in accordance with Section 17 of this bylaw.

*Request for Tenders*

7.6 A request for tenders shall be issued where the following criteria apply:

- (a) two or more sources are available to supply the deliverables;
- (b) the deliverables can be clearly specified;
- (c) the market conditions are such that bids can be submitted on a competitive pricing basis; and
- (d) it is intended that the lowest cost responsive bid shall be accepted without negotiation.

7.7 The Deputy Chief may award the contract provided that: (i) the total cost of the contract does not exceed five hundred thousand dollars (\$500,000.00); and (ii) the award is made to the bidder submitting the lowest cost responsive bid.

7.8 The Chief of Police may award the contract, irrespective of the total cost, provided that the award is made to the bidder submitting the lowest cost responsive bid.

7.9 A report shall be submitted quarterly to the Board to advise of the award of any contract under Section 7.7 or 7.8 of this bylaw.

*Request for Proposals*

- 7.10 A request for proposals shall be issued where the deliverables are not clearly specified and it is anticipated that bidders may propose a variety of alternatives to fulfill the Board's requirements.
- 7.11 The request for proposals shall be conducted using a two (2) envelope system: one (1) envelope for the technical proposal and one (1) envelope for the financial proposal.
- 7.12 The Deputy Chief may award the contract provided that the total cost of the contract does not exceed five hundred thousand dollars (\$500,000.00).
- 7.13 The Chief of Police may award the contract provided that the total cost of the contract does not exceed two million dollars (\$2,000,000.00).
- 7.14 If the total cost of the contract exceeds two million dollars (\$2,000,000.00) the award of the contract shall be subject to the approval of the Board.
- 7.15 A report shall be submitted quarterly to the Board to advise of the award of any contract under Section 7.12 or 7.13 of this bylaw.

*Authority of Chief of Police During Summer Recess or Suspension of Board Meetings*

- 7.16 Despite any other provision of this bylaw, during any period that regular Board meetings are suspended either during the summer recess or for any other reason, the Chief of Police shall be authorized to award any contract.
- 7.17 A report shall be submitted to the Board as soon as reasonably possible setting out the details of any contract awarded under this authority.

**8. PRICE AGREEMENTS**

- 8.1 A call for bids may be issued in accordance with this bylaw in order to establish price agreements for the purchase of deliverables for a specified time.
- 8.2 The Board shall have no obligation to any contractor to order any deliverable under a price agreement, unless otherwise agreed upon, in writing, pursuant to a contract between the Board and the contractor.

**9. EMERGENCY PURCHASES**

- 9.1 In the case of an emergency, as determined by the Chief of Police, the purchase of deliverables may be authorized without issuing a call for bids.



- 9.2 The Assistant Manager, Procurement and Support shall endeavor to obtain the best value for any deliverables purchased during an emergency, using as fair and transparent a process as is feasible having regard to the particular emergency.
- 9.3 The Deputy Chief may authorize the purchase where the total cost does not exceed one hundred and fifty thousand dollars (\$150,000.00).
- 9.4 The Chief of Police may authorize any purchase where the total cost exceeds one hundred and fifty thousand dollars (\$150,000.00).
- 9.5 As soon as practicable upon the conclusion of the emergency, the Chief of Police shall submit a report to the Board describing any expenditures made under Section 9.3 or 9.4 of this bylaw.

## **10. DIRECT PURCHASES**

- 10.1 Deliverables may be procured without issuing a call for bids where:
  - (a) the compatibility of a purchase with existing equipment, facilities or service is the paramount consideration; or
  - (b) in the opinion of the Deputy Chief, there is only one entity reasonably capable of providing the deliverables.
- 10.2 The Deputy Chief may award any contract under Section 10.1 of this bylaw provided that the award of any contract having a total cost exceeding one hundred and fifty thousand dollars (\$150,000.00) shall be subject to approval of the Board.

## **11. CONTINGENCIES**

- 11.1 Where any purchase of deliverables has been authorized under this bylaw, the Deputy Chief may, upon being satisfied that a contingency has arisen, authorize expenditures that exceed the originally approved contract amount, provided that any additional expenditure shall not exceed fifteen percent (15%) of the total cost of the contract at the time of award and further provided that the additional expenditures are required to complete the deliverables set out in the original contract.
- 11.2 The Deputy Chief may authorize any expenditure under Section 11.1 of this bylaw irrespective of the amount of the expenditure.

## **12. SCOPE CHANGE/ADDITIONAL DELIVERABLES**

- 12.1 Where deliverables have been purchased under this bylaw, no similar or additional deliverables shall be purchased from the same contractor, whether by way of contract extension, renewal, or separate purchase, unless specifically permitted under this bylaw.
- 12.2 The Deputy Chief may authorize the purchase of additional deliverables under a contract, provided that the Deputy Chief is satisfied that a scope change necessitates the purchase of additional deliverables and:
- (a) the total cost of the additional deliverables does not exceed twenty percent (20%) of the total cost of the contract; or
  - (b) the total cost of the additional deliverables is to be paid in full by a third party and security to ensure payment has been provided to the Board, to the satisfaction of the Manager of Financial Services,
- failing which the purchase of the additional deliverables shall be subject to approval of the Board.
- 12.3 If a scope change requires the extension or renewal of a contract, any extension or renewal of a contract that would result in a total contract term in excess of five (5) years shall be subject to approval of the Board.
- 12.4 Any expenditure authorized under Section 12.2 of this bylaw may be made in addition to any expenditure for any contingency authorized under Section 11 of this bylaw and may be authorized by the Deputy Chief irrespective of the total amount of the expenditure.
- 12.5 Despite Section 12.2 (a) of this bylaw, the Chair and Chief of Police may jointly authorize the purchase of additional deliverables provided that:
- (a) the authorization to purchase the additional deliverables is required to prevent interruption in service delay or to avoid incurring extra costs; and
  - (b) a request is submitted to the Chair and Chief of Police on a form prescribed by the Manager of Financial Services.
- 12.6 A report shall be submitted quarterly to the Board to advise of any expenditures made under Section 12.5 of this bylaw.

## **13. RENEWAL OF CONTRACTS**

- 13.1 Where a contract provides for a renewal term, the Chief of Police or the Deputy Chief may exercise the option to renew, provided that:

- (a) the total cost of the contract , including the renewal term, is within the purchasing authority of the Chief of Police or the Deputy Chief, as the case may be, as set out in this bylaw;
- (b) the contract was awarded in accordance with the procedure applicable to the total cost, including any renewal term; and
- (c) the contractor has performed the contract to the satisfaction of the Chief of Police or the Deputy Chief, as the case may be.

#### **14. CO-OPERATIVE PURCHASING**

- 14.1 The Board may participate with other levels of government, municipalities, agencies or public authorities in co-operative purchasing where the Assistant Manager, Procurement and Support determines it is in the best interests of the Board or the York Regional Police to do so, either by including other entities in a call for bids issued by the Board or requesting that the Board be included in a call for bids issued by another entity.
- 14.2 Where another level of government, municipality, agency or public authority has completed a competitive procurement and offers to extend to the Board the same terms and pricing offered by the successful bidder, the Board may enter into a contract with the successful bidder without issuing a further call for bids, whether or not the Board was named in the call for bids.
- 14.3 Where the Board participates with another government agency or public authority in co-operative purchasing, the Board shall adhere to the policies of the agency calling the co-operative bid.
- 14.4 Any contract proposed to be entered into as a result of co-operative purchasing shall be authorized in accordance with the authority limits set out in Section 7 of this bylaw.

#### **15. UNSOLICITED PROPOSALS**

- 15.1 Where an unsolicited proposal is received by the Board, the Deputy Chief may determine if the proposal shall be evaluated in accordance with Section 10 of this bylaw.
- 15.2 If the Deputy Chief determines that the unsolicited proposal should be considered a direct purchase, the award may be made in accordance with Section 10 of this bylaw.

**16. CONTRACTOR PERFORMANCE AND LITIGATION**

- 16.1 Unless otherwise permitted by this bylaw, no bid shall be accepted from, nor shall any contract be awarded to or an extension of contract be granted to any contractor or related party, as determined in the discretion of the Regional Solicitor, with whom the Board is engaged in unresolved litigation.
- 16.2 A bid may be accepted from and a contract may be awarded to or the extension of a contract granted to a contractor or related party with whom the Board is engaged in unresolved litigation in the following circumstances:
- (a) where there is only one qualified contractor and the Chief of Police has approved the award;
  - (b) in the case of an emergency;
  - (c) where there is a legal obligation on the part of the Board to enter into the contract;
  - (d) where the proposed contract is pursuant to the co-operative purchasing provisions of this bylaw or where another public agency will be party to the contract and has approved the award;
  - (e) where the Board has been named as plaintiff or as a defendant pursuant to a subrogated interest and where, in the discretion of the Regional Solicitor, an appropriate arrangement has been made to indemnify the Board; or
  - (f) where the matter has been referred to alternative dispute resolution in a form or format approved by the Regional Solicitor and where an agreement has been entered into which adequately protects the Board's interests, as may be determined in the sole discretion of the Regional Solicitor.
- 16.3 Where the amount in dispute in any unresolved litigation does not exceed one hundred thousand dollars (\$100,000.00), the Deputy Chief may accept the bid or award the contract, or approve the extension of the contract, provided that he or she is satisfied that it would be in the best interests of the Board, based on the consideration of factors including but not limited to the following:
- (a) the bidder's performance under previous contracts with the Board;
  - (b) the Board's claims history with the bidder; or
  - (c) an assessment of the overall risk and total cost in entering into a contract with the bidder.

- 16.4 The Officer in Charge shall be responsible for monitoring the performance of contractors and documenting evidence of such performance and shall advise the Assistant Manager, Procurement and Support in writing where the performance of a contractor has failed to comply with the terms of the contract or other Board requirements.
- 16.5 The Assistant Manager, Procurement and Support may recommend, and upon such recommendation, the Chief of Police may prohibit, a contractor from submitting a bid in response to a call for bids where the Chief of Police is satisfied that the contractor has demonstrated unsatisfactory performance under a contract with the Board.
- 16.6 For the purpose of this Section 16, unsatisfactory performance means past performance by a contractor under a contract with the Board that is inconsistent with the expected standard of service delivery applicable in a commercial context, including, but not limited to:
- (a) consistent or significant failure to adhere to specified schedules or delivery requirements;
  - (b) consistent or significant failure to follow specified contract requirements or authorized directions;
  - (c) consistent or significant failure to perform the contract in accordance with generally accepted standards of good workmanship;
  - (d) consistent or significant failure to adhere to legislative requirements, including but not limited to applicable statutes, regulations and bylaws; or
  - (e) dishonesty or criminal actions in relation to or within the scope of a Board contract.
- 16.7 A report shall be submitted to the Board by the Regional Solicitor annually to advise of the disposition of any matter under this Section 16.

## **17. BID REVIEW COMMITTEE**

- 17.1 The Manager of Financial Services shall establish a Bid Review Committee composed of, at a minimum, the following members of York Regional Police and Regional staff:
- (a) the Assistant Manager, Procurement and Support;
  - (b) an Officer in Charge from the department requesting the procurement of the deliverables; and
  - (c) a solicitor from the Region's Legal Services Branch.

- 17.2 If a bid contains an informality or irregularity, or if there is a challenge to the call for bids process, the issue shall be referred to the Bid Review Committee to determine whether the bid complies with the submission requirements set out in the call for bids or to determine the validity of the challenge.
- 17.3 If the Bid Review Committee does not agree unanimously that the bid shall be accepted or rejected, the Manager of Financial Services shall submit a report to the Board setting out the nature of the informality, irregularity or challenge and the proposed action to be taken.

## **18. REQUIREMENT FOR BOARD APPROVAL**

- 18.1 A report shall be submitted to the Board prior to authorizing an award in each of the following circumstances:
- (a) where the term of a proposed contract is for a period greater than five (5) years, or where the renewal or extension of a contract would result in an aggregate term of greater than five (5) years;
  - (b) where a request for tenders has been issued under this bylaw and the award is not proposed to be made to the bidder submitting the lowest cost responsive bid or where there is an informality or irregularity that cannot be resolved by the Bid Review Committee;
  - (c) where a request for proposals has been issued under this bylaw and the total cost of the contract exceeds two million dollars (\$2,000,000.00);
  - (d) where the purchase of any deliverables is not authorized by this bylaw; and
  - (e) where otherwise specifically provided in this bylaw.

## **19. SURPLUS ASSETS**

- 19.1 Each Officer in Charge shall submit to the Assistant Manager, Procurement and Support reports of surplus assets, which have exceeded their useful or expected life or which are no longer required by the Board or the York Regional Police.
- 19.2 The Assistant Manager, Procurement and Support shall have the authority to dispose of surplus assets by any of the following means:
- (a) by transfer to the Region, a local municipality or another Ontario police service for nominal consideration;
  - (b) offered for sale by public auction or tender and sold to the highest bidder; or

- (c) donated to a not-for-profit or community agency for a charitable or benevolent purpose.

19.3 No member of the Board or of the York Regional Police shall personally obtain any items that have been declared surplus unless through a public process.

19.4 A report shall be submitted annually to the Board to advise of the sale or disposition of surplus assets under this Section 19.

## **20. CONTRACT DOCUMENTS**

20.1 Where the purchase of deliverables has been authorized under this bylaw, the contract may be executed by the person who authorized the award, and shall be in a form approved by the Regional Solicitor.

## **21. BYLAW REVIEW**

21.1 This bylaw shall be reviewed and evaluated for effectiveness at least every three (3) years from the date of its enactment.

## **22. REPEAL**

22.1 Bylaw No. 06-14 is hereby repealed.

ENACTED AND PASSED this 20th day of September, 2017.

Executive Director		Chair
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THE REGIONAL MUNICIPALITY OF YORK

POLICE SERVICES BOARD

Report of the

REGIONAL SOLICITOR

September 20, 2017

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**AGREEMENT WITH TORONTO TRANSIT COMMISSION FOR ENFORCEMENT BY  
SPECIAL CONSTABLES ON THE TORONTO-SPADINA SUBWAY**

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**RECOMMENDATION**

It is recommended that the Board authorize an agreement with the Toronto Transit Commission (“TTC”) regarding enforcement activities to be undertaken by TTC special constables within the Region of York.

**PURPOSE**

This report responds to a request from TTC for the Board to appoint TTC transit enforcement officers as special constables with respect to enforcement activities on the Toronto-York Spadina Subway Extension (“TYSSE”) and to initiate a new agreement between TTC and the Board. This report

**BACKGROUND**

At its meeting on March 22, 2017, the Board received correspondence from TTC attaching a report entitled “TTC Special Constable Status in the Regional Municipality of York”, together with a position paper on proposed powers and authorities. In the report, TTC requested that the Board consider appointing TTC transit enforcement officers as special constables within the Region for certain enforcement powers and for the Board to initiate a new agreement between the two agencies with respect to special constables. The Board referred the correspondence and the report to Regional staff for review and proposed recommendations.

Staff from the Region’s Legal Services Branch reviewed the materials submitted by TTC and engaged in discussions with YRP and TTC legal staff. The recommendations set out in this report reflect those discussions.

## SUMMARY

The TYSSE is scheduled to be operational as of December 17, 2017 and will be operated by TTC as an extension of its current service. TTC transit enforcement officers are appointed as special constables by the Toronto Police Services Board and have been conferred a range of powers for law enforcement and security services on the transit system and at TTC facilities. To date, their powers have been limited to the geographic boundaries of the City of Toronto. In anticipation of the expansion of the subway system into York Region, TTC requested that the Board appoint TTC transit enforcement officers as special constables for the purpose of extending their jurisdiction into York Region. TTC staff provided a draft agreement setting out the terms of the proposed appointment and establishing operational protocols.

In the opinion of Regional staff, it is not necessary for the Board to appoint TTC transit officers as special constables to enable the officers to exercise the full range of their powers within Regional boundaries. Section 53 of the *Police Services Act* provides that a police services board may appoint special constables “for the period, area and purpose that the board considers expedient”. Accordingly, it is within the authority of the Toronto Police Services Board to confer on its special constables the ability to exercise their powers beyond the boundaries of the City of Toronto. No additional authority is required from the Board. TTC legal staff concur with this conclusion.

This position is consistent with the approach taken with respect to York Region Transit special constables operating within the City of Toronto. In 2009, York and Toronto Police Services Boards executed a memorandum of understanding (“MOU”) to govern the enforcement of the Region’s transit bylaw within the geographic boundaries of the City of Toronto. It was determined at that time that it was not necessary for Toronto’s Board to approve the appointment. Rather, the Board amended their appointment to provide for enforcement powers beyond the Region’s boundaries. Accordingly, the MOU set out administrative procedures regarding investigations, complaints and reporting requirements.

TTC staff concur that the agreement between TTC and the Board should mirror the existing MOU and provide for operational and administrative protocols. A revised agreement has been developed with concurrence of YRP, TTC and Regional staff. The key issues in the agreement include: scope of authority, particularly the respective powers of TTC special constables and YRP, the investigation of complaints and reporting requirements.

The powers conferred on TTC special constables by Toronto PSB are broader than those of York Region Transit special constables and include limited police officer designation for specified matters under the *Trespass to Property Act*, *Liquor Licence Act* and *Mental Health Act*, enabling them to address various passenger safety issues. The jurisdiction of the TTC special constables will, however, be limited to TTC property located in the Region, including facilities and vehicles, and other locations as necessary for the purpose of apprehending and transporting persons suspected of unlawful activity.

There are specific provisions governing the respective roles of TTC special constables and YRP in the case of an arrest. Generally, the TTC special constables will conduct investigations according to TTC protocols and procedures. However, where YRP has

responded to an incident, YRP will assume responsibility for directing the appropriate action. In addition, in the case of an arrest where the person is detained in custody, the TTC special constable will be required to transport the person to 4 District and the YRP Officer in Charge will assume carriage of the matter.

Any complaints made with respect to the conduct of a TTC special constable will be investigated by TTC according to TTC procedures and protocols. TTC must provide a copy of its complaints investigation procedure to the York PSB and make it available to the public, including on the TTC website. Furthermore, TTC must advise the YRP Public Transportation Liaison Officer of the result of any investigation. There are also more general reporting requirements. TTC will be required to report daily to the Liaison Officer regarding any arrests and major incidents occurring in the Region. A more comprehensive report must be submitted annually, including details on enforcement activity, training and other matters requested by the Board.

## **CONCLUSION**

In connection with the expansion of the TYSSE into York Region, the Board received a request from TTC to appoint its transit enforcement officers as special constables to enable them to perform their duties within Regional boundaries. Through discussions among TTC, YRP and York Regional staff, it has been determined that this appointment is not necessary. Staff have developed an agreement between TTC and the Board to govern the appropriate operational and administrative procedures and recommend that the agreement be executed by the Board.

Joy L. Hulton  
Regional Solicitor

Elizabeth Wilson  
Deputy Regional Solicitor,  
Municipal & Corporate Law

September 12, 2017

L-17-07

e-docs #7828530



THE REGIONAL MUNICIPALITY OF YORK  
POLICE SERVICES BOARD

REPORT OF THE EXECUTIVE DIRECTOR

September 20, 2017

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**Public Relations Fund Semi-Annual Report**

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**RECOMMENDATION**

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

**BACKGROUND**

Sections 132(2) and 133(3) of the *Police Services Act* give Police Services Boards the authority to use the proceeds from the sale of unclaimed personal property and money found and seized by the police service for any purpose that it considers in the public interest. Pursuant to its statutory authority, the Police Services Board established the Public Relations Reserve Fund.

Section 8 of the Board's Policy, which governs fund administration, requires that the Executive Director, in consultation with the Manager of Financial Services, York Regional Police, monitor expenditures and report semi-annually all activity in the Public Relations Reserve Fund, including revenue, disbursements and balance.

**STATUS OF PUBLIC RELATIONS FUND**

The Board's 2017 budget includes a total of \$75,000 for public relations. The Board's Public Relations Reserve Fund on January 1, 2017 was **\$297,114** and the fund balance as of July 31, 2017 was **\$252,726**.

**Disbursements**

From January 1, 2017 to July 31, 2017, the Board approved the following disbursements from its Public Relations Reserve Fund:

<b>ORGANIZATION</b>	<b>2017</b>
Association of Black Law Enforcers - Gala	\$2,500
Beth Chabad Israeli – Spirit of the Community Dinner	\$3,800
Canadian Association of Police Governance	\$1,000
Chairman's Golf Tournament	\$2,800
Cedar Centre (Formerly York Region Abuse Program)	\$3,000
Character Community Foundation of York Region	\$5,000
Crime Stoppers of York Regional 21 <sup>st</sup> Annual Wayne Snooks Golf	\$1,500
Herbert Carnegie Future Aces Foundation Golf Tournament	\$500
MADD York Region	\$5,000

<b>ORGANIZATION</b>	<b>2017</b>
Ontario Women in Law Enforcement Banquet	\$1,801
Transformation Institute	\$2,035
Women's Centre of York Region	\$1,750
Yellow Brick House Gala	\$5,000
Wounded Warriors	\$5,000
York Region Alliance of African Canadian Communities	\$3,375
York Regional Police Golf Tournament (Formerly CSV)	\$10,000
York Regional Police Appreciation Night	\$10,000
<b>TOTAL DISBURSEMENTS</b>	<b>\$64,061</b>

### **Revenues**

From January 1, 2017 to July 31, 2017, deposits credited to the Public Relations Reserve Fund include:

Monies Forfeited to the Board	\$13,487
Property Auction (net of Auction fees)	\$2,837
Interest	\$3,350
<b>TOTAL DEPOSITS</b>	<b>\$19,674</b>

### **Net Change**

Total Revenue	\$19,674
Total Disbursements	\$64,061
<b>Net Change (Revenue less Disbursement)</b>	<b>(\$44,388)</b>

### **CONCLUSION**

This report is submitted in compliance with Section 8 of the Board's Public Relations Reserve Fund Policy and indicates a fund balance on July 31, 2017 of **\$252,726**.

Mafalda Avellino  
Executive Director

/jk

Attach. (1)

**Summary of Public Relations**  
**As of July 31, 2017**

Organization	2017 YTD	2016	2015	2014	2013	2012	2017-2012 Total
<b>Opening Balance</b>	<b>\$297,114</b>	<b>\$248,610</b>	<b>\$259,734</b>	<b>\$279,866</b>	<b>\$278,297</b>		
<b>Expenditures - Disbursements</b>							
360kids Support Services				\$10,000			<b>\$10,000</b>
ABLE - Association of Black Law Enforcers	\$ 2,500	\$2,500	\$2,500	\$2,500	\$1,250	\$1,300	<b>\$12,550</b>
Beth Chabad Israeli Ctr-Spirit of Community Dinner	\$ 3,800		\$7,200	\$3,500	\$3,500	\$3,500	<b>\$21,500</b>
Bill Fisch Retirement				\$2,500			<b>\$2,500</b>
Canadian Association of Police Governance	\$ 1,000	\$1,000	\$25,000	\$5,000			<b>\$32,000</b>
Cape Conference		\$1,000					<b>\$1,000</b>
Chairmans Charity Golf	\$ 2,800						<b>\$2,800</b>
Cedar Centre	\$ 3,000	\$3,000					<b>\$6,000</b>
Character Community Foundation of York Region	\$ 5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	<b>\$30,000</b>
CHATS		\$2,800					<b>\$2,800</b>
Clubs for Cancer		\$2,000	\$2,000	\$500	\$500	\$1,000	<b>\$6,000</b>
Community Living Newmarket & Aurora Dist.				\$5,000			<b>\$5,000</b>
Crime Stoppers of York Region	\$ 1,500	\$1,500	\$1,500	\$1,500	\$2,100	\$2,100	<b>\$10,200</b>
Herbert Carnegie Future Aces-Dinner				\$1,250	\$1,500	\$4,000	<b>\$6,750</b>
Herbert Carnegie Future Aces-Golf Tournament	\$ 500	\$500	\$500	\$500	\$500	\$400	<b>\$2,900</b>
I Run & Rock - United by Trama		\$3,000	\$3,000	\$1,500			<b>\$7,500</b>
Kinark Child And Family Services			\$5,000	\$5,000		\$5,000	<b>\$15,000</b>
MADD - York Region Chapter	\$ 5,000	\$5,000	\$5,000	\$7,500			<b>\$22,500</b>
Moving Forward 2015 Foundation			\$2,500				<b>\$2,500</b>
OAPSB - Ontario Association of Police Services Boards		\$5,000	\$5,088	\$7,088	\$2,000		<b>\$19,176</b>
OWLE Banquet	\$ 1,801	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	<b>\$6,801</b>
St. John's Ambulance		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	<b>\$10,000</b>
Transformation Institute	\$ 2,035						<b>\$2,035</b>
Victim Services of York Region (KRG Ins)		\$1,000	\$2,000				<b>\$3,000</b>
Women's Centre of York Region	\$ 1,750	\$200	\$200	\$210	\$210	\$210	<b>\$2,780</b>
Wounded Warriors Canada	\$ 5,000						<b>\$5,000</b>
Yellow Brick House	\$ 5,000	\$4,000	\$4,000	\$4,000	\$4,500	\$3,000	<b>\$24,500</b>
York Region Abuse Program			\$3,000	\$2,500	\$2,000	\$2,000	<b>\$9,500</b>
York Region CISM Team		\$1,000					<b>\$1,000</b>
York Region Alliance African Canadian	\$ 3,375						<b>\$3,375</b>
York Regional Police Appreciation Dinner	\$ 10,000	\$5,000	\$5,000	\$5,000	\$2,500	\$2,500	<b>\$30,000</b>
York Regional Police Golf Tournament(formerly CSV)	\$ 10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	<b>\$60,000</b>
York Regional Police Senior Officers Association			\$5,000				<b>\$5,000</b>
<b>Total Expenditures- Disbursements</b>	<b>\$64,061</b>	<b>\$56,500</b>	<b>\$96,488</b>	<b>\$83,048</b>	<b>\$67,960</b>	<b>\$76,040</b>	<b>\$444,097</b>
<b>Revenues</b>							
Monies Forfeited to the Board	\$13,487	\$61,023	\$40,923	\$47,547	\$49,409	\$30,284	<b>\$242,673</b>
Property Auctions (Net of Auction Fees)	\$2,837	\$33,162	\$30,077	\$1,578	\$12,586	\$67,562	<b>\$147,801</b>
Interest Earned	\$3,350	\$10,819	\$14,364	\$13,792	\$7,534	\$9,392	<b>\$59,251</b>
<b>Total Revenues</b>	<b>\$19,674</b>	<b>\$105,004</b>	<b>\$85,364</b>	<b>\$62,916</b>	<b>\$69,529</b>	<b>\$107,238</b>	<b>\$449,725</b>
<b>Net Change (Revenues less Expenditures)</b>	<b>(\$44,388)</b>	<b>\$48,504</b>	<b>(\$11,124)</b>	<b>(\$20,132)</b>	<b>\$1,569</b>	<b>\$31,198</b>	<b>\$5,628</b>
<b>Closing Balance (89595)</b>	<b>\$252,726</b>	<b>13 \$297,114</b>	<b>\$248,610</b>	<b>\$259,734</b>	<b>\$279,866</b>	<b>\$278,297</b>	





THE REGIONAL MUNICIPALITY OF YORK  
POLICE SERVICES BOARD

REPORT OF THE EXECUTIVE DIRECTOR

September 20, 2017

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**Proposed 2018 Board Meeting Schedule**

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**RECOMMENDATION**

1. That the Board approve the proposed 2018 Schedule of Board meetings and presentation topics, attached as Appendix A, pursuant to Procedural Bylaw No. 07-17.

**BACKGROUND**

Section 35 (1) of the *Police Services Act* and Section 4.1 of the Board's Procedural Bylaw No.07-17 requires the Board to hold at least four regular meetings each year.

Regular Board meetings are typically scheduled on the third or fourth Wednesday of each month with the public meetings beginning at 9:00 a.m. in Committee Room "A" Administrative Centre, York Region, Newmarket; however, the next municipal election will be held on October 22, 2018; therefore, the board meetings have been set for the first weeks of November and December to align with the timing of the municipal election.

Notice of all meetings are posted on the Board's website and a press release is also issued in accordance with the Board's Procedural Bylaw No. 07-17.

**FINANCIAL IMPLICATIONS**

Costs associated with regular Board meetings have been included in the 2018 Draft Police Services Board Operating Budget.

**CONCLUSION**

The 2018 Board Meeting Schedule and presentation topics were developed in consultation with the Board and the Chief of Police. The 2018 presentations will inform the public on key safety and policing issues.

Mafalda Avellino  
Executive Director

/jk

Attach. (1): Appendix A: 2018 Schedule of Board Meetings

<b>Meeting Dates &amp; Locations</b>	
<b>Wednesday, January 17, 2018</b> <i>Committee Room A – 9:00 a.m.</i>	
<b>Wednesday, February 14, 2018</b> <i>Committee Room A - 9:00 a.m.</i> <b>Presentation: Hate Crime and Countering Violent Extremism</b>	
<b>Wednesday, March 21, 2018</b> <i>Committee Room A - 9:00 a.m.</i>	
<b>Wednesday, April 25, 2018</b> <i>Committee Room A - 9:00 a.m.</i>	
<b>Wednesday, May 30, 2018</b> <i>Committee Room A - 9:00 a.m.</i>	
<b>Wednesday, June 27, 2018</b> <i>Committee Room A - 9:00 a.m.</i> <b>Presentation: Controlled Substances</b>	
<b>Wednesday, September 26, 2018</b> <i>Committee Room A - 9:00 a.m.</i>	
<b>Wednesday, November 7, 2018</b> <i>Committee Room A - 9:00 a.m.</i>	
<b>Wednesday, December 5, 2018</b> <i>Committee Room A - 9:00 a.m.</i>	

THE REGIONAL MUNICIPALITY OF YORK  
POLICE SERVICES BOARD

REPORT OF THE EXECUTIVE DIRECTOR

September 20, 2017

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**Amended Conference Attendance and Travel Expense Policy**

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**RECOMMENDATION**

1. That the Board approve the amended Conference Attendance and Travel Expense Policy No. 02/11, attached as Appendix A.

**BACKGROUND**

The members of the York Regional Police Services Board attend various conferences, seminars and training sessions related to their duties with the Board. Sufficient funds are allocated annually to allow for attendance of members at these functions. This policy establishes guidelines for attendance, travel, eligible expenses and reimbursement of expenses incurred as a result of Board members and Board staff attending functions related to their duties or training.

**PROPOSED CHANGES**

The Conference Attendance and Travel Expense Policy has been amended to provide clarification and simplification and further direction with respect to the expense claims process.

Proposed changes to the policy are:

- Further explanation of the process for conference approval, travel arrangements and reimbursement.
- Chair of the Board can approve attendance at conferences or training sessions provided the funds are in the related accounts i.e., Conferences and Board Training accounts. Requests outside of the budgeted accounts require Board approval.
- Fares shall be booked at economy-class rate.
- Total \$75 per day for meals instead of fund allocations for breakfast, lunch and dinner.
- Claim form including receipts shall be submitted to the Board Office within 21 working days of the completion of travel.

**SUMMARY**

The Board is committed to participating in conference, training seminars and meetings to enhance Board members' knowledge and abilities to serve on the Board and to ensure that the York Regional Police Services Board continues to be a leader in policing governance and oversight.

To date, Board Members have attended conferences and meetings by the Ontario Association of Police Services Boards, the Canadian Association of Police Governance, governance training at Queen's University and other related programs.

Mafalda Avellino  
Executive Director

Attach. (1): Conference Attendance and Travel Expense Policy



## YORK REGIONAL POLICE SERVICES BOARD

### Conference Attendance and Travel Expense Policy Policy No.02/11

Date Approved:	November 22, 2000
Dates Amended:	September 28, 2011; September 20, 2017
Reporting Requirement:	Monthly in the Financial Statements
Legislative Authority:	<i>Police Services Act</i> , R.S.O. 1990, c P.15, as amended, s. 31(1)(c)
Related Board Policies:	Board Training and Orientation Policy No. 03/01

It is the policy of the York Regional Police Services Board ("the Board") with respect to board members and Board staff expenses and travel reimbursement that all reasonable expenses incurred while attending matters related to Board business authorized by the Board will be reimbursed. Funds are budgeted annually to allow for attendance of Board members and Board staff at events and training sessions.

#### 1. **Application**

The Conference Attendance and Travel Expense Policy applies to Board members and Board staff.

#### 2. **Purpose**

This policy establishes guidelines for attendance, travel, eligible expenses and reimbursement of expenses incurred as a result of Board members and Board staff attending functions related to their duties.

#### 3. **Principles/ Guidelines**

- 3.1 Sufficient monies will be allocated annually to the Board budget to allow Board members and Board staff to attend the annual conferences of the Ontario Association of Police Services Boards, the Canadian Association of Police Governance, and other relevant conferences, as the Police Services Board deems appropriate.
- 3.2 The most practical and economical arrangements for conference registration/ attendance, travel, meals and accommodations shall be made.
- 3.3 To facilitate the sharing of information, members will provide a verbal report about highlights of the conference at the next scheduled Police Services Board meeting.

#### 4. **Approval Process**

- 4.1 The Chair of the Police Services Board will have the authority to approve the attendance of any person covered by this policy at any conference, meeting, seminar and training session deemed to be in the interest of the Police Services Board provided the funds are available in the budgeted account.

**5. Travel Arrangements**

- 5.1 Board members may make their own travel arrangements. All fares should be booked at an economy-class rate.
- 5.2 Board staff will book the hotel accommodations and register members.
- 5.3 Board members are responsible for making their own arrangements for companion programs at conferences at no expense to the Board.

**6. Eligible Expenses**

Approval and reimbursement of travel expense claims will be in accordance with the following procedures:

- 6.1 The cost of purchasing travel medical insurance is allowable with appropriate receipts.
- 6.2 The maximum coverage will be the premium for single coverage for the actual number of days on business.
- 6.3 The cost of travel insurance will not be reimbursed.
- 6.4 When combining personal travel with Board business travel, Board members will be reimbursed only for the portion of the travel costs that relate to the business travel.
- 6.5 Board Members and Board staff shall be reimbursed for any amount reasonably spent on meals while on Board business to a maximum of \$75.00 per day. Requests for reimbursement must be accompanied by receipts.
- 6.6 Hotel accommodations shall be reimbursed at a single occupancy rate for a standard room in the conference hotel at the conference rate, if available, or standard accommodation in another hotel at an equivalent or lower cost, original receipts required.
- 6.7 Reimbursement for air or rail travel will be made at the economy-class rate.
- 6.8 If a Board member or Board staff chooses to drive their personal vehicle to a conference, kilometer reimbursement will be provided up to and no greater than the cost of an economy-class airplane ticket and the cost of ground transportation to and from the airport.
- 6.9 Should a Board member or Board staff use their own vehicle for travel to and from a meeting or event, kilometer reimbursement will be provided in accordance with the rate determined by York Region at that time.
- 6.10 Parking and ground transportation charges to and from the airport, train or bus stations, costs to or from a terminal and roadway tolls charges will be reimbursed. Transponder fees do not qualify for reimbursement. Original receipts required.

- 6.11 The Board will reimburse the cost of purchasing travelers cheques and currency conversion charges with appropriate receipts. All expense claims shall be submitted in Canadian funds.

## **7. Ineligible Expenses**

- 7.1 There shall be no reimbursement of expenses for regularly scheduled monthly Board Meetings.
- 7.2 There shall be no reimbursement of expenses incurred by those excluded by this policy, including the families and friends of Board members and Board staff.
- 7.3 There shall be no reimbursement for any personal loss of property that may occur while travelling on behalf of the Police Services Board.
- 7.4 Board members must pay for their own expenses related to social events not included in the conference registration fee, such as Golf Tournaments.
- 7.5 If meals are provided at the event, no meal allowance shall be made in accordance with the policy.
- 7.6 Charges for alcoholic beverages will not be reimbursed.
- 7.7 Incidental expenses on hotel bills such as movie rentals and dry cleaning will not be reimbursed.

## **8. Reimbursement Process**

- 8.1 It is the responsibility of the Board member or Board staff to complete, sign and submit the Personal Expense Claim Form (as appended) to receive reimbursement. Complete Section A and/ or B as applicable and submit to Board staff for approval by the Chair, or in the absence of the Chair, the Vice Chair. *A Board member or Board staff of the Police Services Board cannot approve his or her own expense claims.*
- 8.2 Attach original receipts in support of expense claims.
- 8.3 Provide explanations for unusual circumstances which have incurred additional expenses.
- 8.4 For expenses to be reimbursed in a timely manner please ensure the following:
- The Personal Expense Claim Form is signed, includes receipts and is submitted to the Board Office within 21 working days of the completion of travel.

## **9. Conference Account Monitoring and Reporting**

- 9.1 The Conference, Meeting, Seminars and Training Accounts are reported to the Board in the monthly Financial Statements Report.

## **10. Auditing Requirements**

- 10.1 Reimbursements for travel expenses and other business-related expenses are subject to examination by internal and external auditors, including Revenue Canada.

- 10.2 If reimbursed expenses are subsequently found not to comply with this policy, the Board member or Board staff will be required to repay such amounts to the Police Services Board.



THE REGIONAL MUNICIPALITY OF YORK  
POLICE SERVICES BOARD

REPORT OF THE EXECUTIVE DIRECTOR

September 20, 2017

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**Equity and Inclusion Policy**

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**RECOMMENDATION**

1. That the Board approve the amended Equity and Inclusion Policy No. 04/11, attached as Appendix A.

**LEGISLATIVE AUTHORITY**

- Under Section 31(1)(c) of the Police Services Act the Board is responsible for the provision of adequate and effective police services in the municipality and shall establish policies for the effective management of the police force.

**BACKGROUND**

York Region is one of the most diverse regions in Canada. The York Regional Police Services Board is committed to providing policing services to its citizens that are equitable, inclusive, fair and without discrimination and harassment. The Board is also committed to ensuring that all YRP Members and volunteers work in an environment without discrimination.

To this end, the Board's newly entitled Equity and Inclusion Policy will ensure that York Regional Police procedures and practices meet the needs of the diverse communities. The Service's procedures and practices will cover at minimum the areas of: Service Delivery, Employment Practices, Communications, Professional Development and Training.

The proposed amendments to the Equity and Inclusion Policy were developed in consultation with York Region Legal Services, the Executive Officer to the Chief and YRP Diversity and Cultural Resources Unit.

**PROPOSED CHANGES**

The proposed amendments to the Board's Diversity Policy include a title change to "Equity and Inclusion Policy" to reflect the broader purpose of the policy. The policy includes language revisions to reflect more current legislation and more modern terminology.

Changes are also included in the Reporting Requirements section. The Chief will be required to report on the strategy to support the objectives in the policy including performance indicators and qualitative and quantitative assessments of the programs related to this policy and other mechanisms relied on by the Chief.

## CONCLUSION

The Board's amended policy on equity and inclusion is one of several Board policies that addresses discrimination, harassment, human rights, accessibility and inclusivity. The Board is committed to providing police services in a manner that adheres to the principles in the *Ontario Human Rights Code* and in the *Canadian Charter of Rights and Freedoms*. The Board is also committed to ensuring that all YRP members and volunteers work in an environment without discrimination and harassment.

Mafalda Avellino  
Executive Director

Attach. (1): Equity and Inclusion Policy



## YORK REGIONAL POLICE SERVICES BOARD

### Equity and Inclusion Policy Policy No. 04/09

Date Approved:	April 27, 2011
Dates Amended:	September 20, 2017
Reporting Requirement:	Annual Reporting
Legislative Authority:	Ontario Human Rights Code; Canadian Charter of Rights and Freedoms; Police Services Act, R.S.O. 1990, and c.P.15, as amended. s. 31(1)
Related Board Policies:	Accessibility Policy No. 01/13; Accessible Customer Service Policy No.04/09; Respect in the Workplace Policy No.02/10; Equal Opportunity, Discrimination and Workplace Harassment Prevention No. AI-003.

*The Regional Municipality of York Police Services Board (the “Board”) is committed to developing a police service that respects and adheres to the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA), 2005.*

*The Board is committed to providing police services in a manner that is respectful, equitable, and inclusive and without discrimination and harassment because of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, sex (including pregnancy), sexual orientation.*

*Further, the Board is committed to ensuring that all York Regional Police (“YRP”) members and volunteers work in an environment without discrimination and harassment as provided by law.*

*Further, the Board is committed to work toward a police service that is reflective of the communities it serves.*

### 1. **Purpose**

It is the policy of the Board that:

- 1.1 YRP procedures, practices and behaviours promote equitable and fair treatment of members of the public and members of YRP;
- 1.2 Discrimination and harassment against members of the public and members of YRP will not be ignored, tolerated or condoned,

- 1.3 Practices that are discriminatory, as well as behaviours that underlie and reinforce such practices, will not be ignored, tolerated or condoned;
- 1.4 The Chief will develop a strategy and procedures which will aim to promote equity, inclusion and diversity across the organization and at all levels of leadership and which will aim to prevent discrimination and harassment in the delivery of its services to the public and in the workplace.
- 1.5 The strategy and procedures will cover, but are not limited to the following areas

**a) Service Delivery**

Programs and services to the public will support diversity and inclusivity and are delivered in a manner that is fair, respectful and equitable.

**b) Employment Practices**

Recruitment, selection, hiring and promotional practices comply with the objectives of inclusivity, equity and fairness. The workforce is reflective of the community it serves within all areas and levels of the organization.

**c) Communications**

All communications reach and respond to the different needs of the diverse communities of York Region and are available in accessible formats upon request.

**d) Professional Development and Training**

All YRP members are provided with the training and knowledge that is consistent with this policy and with the related legislative responsibility. Procedures and programs will reinforce and encourage positive professional practices and aim to protect human rights.

## **2 Reporting Requirements**

2.1 The Chief of Police will submit to the Board an annual report which will include the following:

- a) The strategy to support this policy including performance indicators to assess the effectiveness of the strategy;
- b) A synopsis of programs and initiatives, including training programs, developed and/or administered to support this policy and qualitative and quantitative assessments of the effectiveness of each program; and
- c) Other mechanisms in place and relied on by the Chief to support the objectives in this policy.

2.2 The Chief of Police will also submit to the Board annually the following:

- a) The number of internal and public complaints related to discrimination and/or harassment;
- b) The grounds of discrimination or harassment upon which the complaints are based and;
- c) The resolution to the complaints.



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

**BY LAW NO. 11-17**

**A By Law to Confirm  
the Proceedings of the Board at its Meeting  
held on September 20, 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 20th day of September, 2017**

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**Mafalda Avellino, Executive Director**

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**Mayor Frank Scarpitti, Chair**