



The Regional Municipality of York Police Services Board

To Make a Difference in Our Community

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REVISED AGENDA PUBLIC SESSION

Monday, December 17, 2018, 8:30 a.m.

COMMITTEE ROOM "A"

YORK REGION ADMINISTRATIVE CENTRE

17250 YONGE STREET

NEWMARKET, ONTARIO

Pages

1. Disclosure of Interest
2. Confirmation of Public Minutes of November 7, 2018 Board Meeting 1
3. Presentations
4. Deputations
5. Communications
 - 5.1 Correspondence from Stephen Beckett, Assistant Deputy Minister, Ministry of Community Safety and Correctional Services, November 13, 2018, regarding amendments to Ontario Regulation 267/10. 7
 - 5.2 Correspondence from Stephen Beckett, Assistant Deputy Minister, Ministry of Community Safety and Correctional Services, November 15, 2018, regarding Cannabis Updates. 15
 - 5.3 *Correspondence from Christopher Raynor, Regional Clerk, York Region, December 14, 2018, regarding appointments to the York Regional Police Services Board.* 21
6. Items for Consideration - Reports of the Chief of Police
 - 6.1 Interim Financial Reporting for the Period Ending September 30, 2018 23

RECOMMENDATION

1. That the Board receive the unaudited interim financial reports for the nine month period ending September 30, 2018, pursuant to Financial Management Board Policy No. 01/05.

6.2 Direct Purchase of Absence Management Services

35

RECOMMENDATIONS

1. That the Board authorize a contract renewal with Morneau Shepell for the purchase of additional absence management solution services, for a term of one (1) year, at a cost of \$100,000 plus applicable taxes, commencing December 5, 2018, at a total contract cost of \$272,500, plus applicable taxes, under the direct purchase provisions of the Purchasing Bylaw; and
2. That the Chief be authorized to execute the contract renewal for the absence management solutions service agreement, subject to the approval of The Regional Municipality of York's Regional Solicitor, or designate.

6.3 Direct Purchase for Mental Health Screener System

37

RECOMMENDATIONS

1. That the Board authorize a contract with HealthIM Inc. for the purchase of a mental health screener system for a term of one year, at a cost of \$94,076 plus applicable taxes, commencing December 5, 2018, with an option to renew for two additional one year terms, at a total cost of \$377,276 plus applicable taxes, if all options to renew are exercised, under the direct purchase provisions of the Purchasing Bylaw; and,
2. That the Chief be authorized to execute the software license contracts and to exercise any options to renew the software license contract, provided that HealthIM Inc.'s software has performed to the satisfaction of the Chief and the approval of the Regional Municipality of York's Regional Solicitor, or designate.

6.4 Purchasing By-Law Quarterly Reporting

41

RECOMMENDATION

1. That the Board receive this report pursuant to the Purchasing By-Law 10-17 quarterly reporting requirements.

6.5 Award - Canada's Top 100 Employers Competition 2019

47

RECOMMENDATION

1. That the Board receive this report for information.

7. Items for Consideration - Reports of the Executive Director

7.1 Revised Records Classification and Retention Schedules

51

RECOMMENDATIONS

1. That the Board approve the revised Records Classification and Retention Schedule for Board records, attached as Schedule 'A';
2. That the Board approve the revised Records Classification and Retention Schedules for York Regional Police, attached as Schedule 'B' and Schedule 'C';
3. That the Board forward the attached Schedules 'A' and 'B' to Regional Council and request amendments to Bylaw No. 2013-15 under section 254 of the *Municipal Act, 2001*.

7.2 Accessibility for Ontarians with Disabilities Act, 2005 Feedback on Accessible Customer Service

89

RECOMMENDATION

1. That the Board receive this report pursuant to the Accessible Customer Service Policy 04/09.

7.3 2019 Police Services Board Budget

91

RECOMMENDATIONS

1. That the the Board approve the draft 2019 Operating Budget for the Police Services Board in the amount of \$435,100.
2. That the Board approve the 2019 Public Relations Fund budget of \$50,000.

8. Unfinished Business

9. Other Business

10. Private Session

RECOMMENDATION

That the Board move into Private Session.

11. Reconvene in Public Meeting

12. Consideration of Private Items

- a. Human Resources (Recommendation 1)
- b. Appointment of New Police Officers (Recommendation 1)
- c. Appointment of Experienced Police Officers (Recommendation 1)
- d. Staff Sergeant or Detective Sergeant Promotions (Recommendation 1)
- e. Re-Appointment of Special Constables as Court Security Officers (Recommendation 1)

13. Confirmatory Bylaw

97

14. Adjournment

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

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

November 7, 2018

The Board commenced its meeting of November 7, 2018 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.

The following were also in attendance:

Board Members:

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

Board Staff:

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

York Regional Police:

E. Jolliffe, Chief of Police, T. Carrique, Deputy Chief of Police, A. Crawford, Deputy Chief of Police, R. Rouse, Deputy Chief of Police, G. Turl, Superintendent, Executive Officer to the Chief of Police, J. Channell, Manager, Financial Services, J. Fraser, General Counsel, Legal Services, K. Griffin, Manager, Corporate Communications

York Region:

J. Hulton, Regional Solicitor, Region Legal and Court Services

303 DISCLOSURE OF INTEREST

Nil.

304 CONFIRMATION OF PUBLIC MINUTES OF SEPTEMBER 26, 2018 BOARD MEETING

It was moved by Vice Chair Molyneaux, seconded by Mayor Bevilacqua that the Board confirm the minutes for the public session of the meeting held on September 26, 2018 in the form supplied to the members.

CARRIED

305 DEPUTATION

Steve Hinder, Stronach Group and Scott Maxwell, Executive Director of Wounded Warriors seeking to make a deputation to thank the Police Services Board for their donation and support of the "To Serve and Savour" event.

It was moved by Vice Chair Molyneaux, seconded by Ms Jiang that the deputation be considered prior to the presentation and that deputant status be granted to Steve Hinder and Scott Maxwell.

The Board made a further motion.

It was moved by Vice Chair Molyneaux, seconded by Mayor Bevilacqua that the deputation be received.

CARRIED

306 **PRESENTATION**

2019 Police Budget and Priorities

It was moved by Ms Jiang, seconded by Mayor Bevilacqua that the 2019 Operating and Capital Budgets report be considered with the budget presentation.

It was moved by Chairman Emmerson, seconded by Vice Chair Molyneaux that the presentation be received.

CARRIED

307 **2019 Operating and Capital Budgets**

It was moved by Chairman Emmerson, seconded by Vice Chair Molyneaux that the Board approve the following recommendations contained in the Report of the Chief of Police:

1. That the Board approve the 2019 Operating Budget with a tax-levy impact of \$327,941,000;
2. That the Board approve in principle the Operating Outlook to 2022 with tax-levy impacts of \$344,326,900 in 2020, \$358,031,300 in 2021 and \$373,117,900 in 2022, for financial planning purposes;
3. That the Board approve the proposed 2019 Capital Budget totaling \$33,517,000 with a Capital Spend Authority (CSA) of \$62,480,000;
4. That the Board approve for financial planning purposes the 10-Year 2019-2028 Capital Forecast totaling \$173,187,000; and
5. That the Board forward the 2019 Budget information for the Treasurer's tabling of The Regional Municipality of York's Budget at Regional Council on January 31, 2019.

CARRIED

COMMUNICATIONS

- 308 Correspondence from Kimberley Kitteringham, City Clerk, City of Markham, September 26, 2018, regarding the Inclusion Charter for the City of Markham.

It was moved by Chairman Emmerson, seconded by Ms Jiang that the Board receive the correspondence from Kimberley Kitteringham, City Clerk, City of Markham, September 26, 2018.

CARRIED

- 309 Correspondence from Stephen Beckett, Assistant Deputy Minister, Ministry of Community Safety and Correctional Services, October 4, 2018, regarding the Interprovincial Policing Act Appointing Official Designations and Reporting.

It was moved by Vice Chair Molyneaux, seconded by Mr. Doobay that the Board receive the correspondence from Stephen Beckett, Assistant Deputy Minister, Ministry of Community Safety and Correctional Services, October 4, 2018.

CARRIED

- 310 Correspondence from Stephen Beckett, Assistant Deputy Minister, Ministry of Community Safety and Correctional Services, October 5, 2018, regarding the Launch of Provincial Cannabis Act, 2017, E-learning Training.

It was moved by Chairman Emmerson, seconded by Mayor Bevilacqua that the Board receive the correspondence from Stephen Beckett, Assistant Deputy Minister, Ministry of Community Safety and Correctional Services, October 5, 2018.

CARRIED

- 311 Correspondence from Stephen Beckett, Assistant Deputy Minister, Ministry of Community Safety and Correctional Services, October 17, 2018, regarding a letter from the Honourable Michael Tibollo on the legalization of cannabis.

It was moved by Chairman Emmerson, seconded by Mayor Bevilacqua that the Board receive the correspondence from Stephen Beckett, Assistant Deputy Minister, Ministry of Community Safety and Correctional Services, October 17, 2018.

CARRIED

- 312 Correspondence from Stephen Beckett, Assistant Deputy Minister, Ministry of Community Safety and Correctional Services, October 29, 2018, regarding *Police Record Checks Reform Act, 2015* – Regulation Amendments and Coming into Force.

It was moved by Mr. Usman, seconded by Ms Jiang that the Board receive the correspondence from Stephen Beckett, Assistant Deputy Minister, Ministry of Community Safety and Correctional Services, October 29, 2018.

CARRIED

ITEMS FOR CONSIDERATION – REPORTS OF THE CHIEF OF POLICE**313 2018 York Regional Police Business Survey Highlights**

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

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

CARRIED**314 Semi-Annual Report on Public Complaints**

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

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

CARRIED**ITEM FOR CONSIDERATION – REPORT OF THE EXECUTIVE DIRECTOR****315 Public Relations Reserve Fund Requests for Funding**

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

1. That the Board approve an expenditure in the amount of \$5,000 from the Board's Public Relations Fund to support the request from Yellow Brick House.
2. That the Board approve an expenditure in the amount of \$5,000 from the Board's Public Relations Fund to support the request from Inn From the Cold.
3. That the Board approve an expenditure in the amount of \$750 from the Board's Public Relations Fund to support the request from Character Community of York Region.

CARRIED**OTHER BUSINESS****316 Board Newsletter Design Refresh**

It was moved by Mr. Usman, seconded by Ms Jiang that the update on the Board Newsletter be received.

CARRIED

317 Location Change of Board Meeting in December

It was moved by Mayor Bevilacqua, seconded by Vice Chair Molyneaux that the Board hold its Board meeting scheduled for December 5, 2018 at the York Regional Police Headquarters, 47 Don Hillock Drive, Aurora.

CARRIED**PRIVATE SESSION**

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

CARRIED

The Board met in Private Session at 11:20 a.m. and reconvened in the Public Session at 11:50 a.m.

CARRIED**CONSIDERATION OF MOTION TO MOVE INTO PUBLIC MEETING**

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

CARRIED**CONSIDERATION OF PRIVATE ITEMS**

- 320** *It was moved by Chairman Emmerson, seconded by Mr. Usman that the Board adopt the following recommendations contained in the Reports of the Chief of Police:*

Human Resources

1. That the Board reclassify 16 officers pursuant to the 2016 – 2019 Uniform Working Agreement; and
2. That the Board appoint two civilians, pursuant to Section 31(1)(a) of the *Police Services Act*.

Appointment of Special Constable as Forensic Identification Processor

1. That the Board authorize the appointment of one Special Constable for a five-year period within York Region, effective September 17, 2018, pursuant to Section 53(1) of the *Police Services Act*.

Appointment of Special Constable

1. That the Board authorize the appointment of one Special Constable for a five-year period within York Region, effective October 22, 2018, pursuant to Section 53(1) of the *Police Services Act*.

Appointment of York Region Transit Special Constables

1. That the Board authorize the appointment of six York Region Transit Special Constables for a five year period, effective August 7, 2018 pursuant to Section 53(1) of the *Police Services Act*.

Appointment of Auxiliary Officers

1. That the Board appoint 24 new individuals as Auxiliary Members, effective October 13, 2018 pursuant to Section 52(1) of the *Police Services Act*.

CARRIED**321 CONFIRMATORY BYLAW**

The Board had before it Bylaw No. 09-18. The Bylaw is necessary to confirm the proceedings of the Board at this meeting.

It was moved by Ms Jiang, seconded by Mr. Doobay that Bylaw No. 09-18, being "a Bylaw confirming the proceedings of the Board at this meeting," be read and enacted.

Bylaw No. 09-18 was read and enacted as follows:

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

CARRIED**322 ADJOURNMENT**

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

CARRIED

The meeting adjourned at 11:52 a.m.

Mafalda Avellino
Executive Director

Mayor Virginia Hackson
Chair

Minutes to be confirmed and adopted at the next regular meeting of the Board to be held on December 5, 2018.

Accessible formats or communication supports are available upon request.



MEMORANDUM TO: All Chiefs of Police and
Interim Commissioner B.W. (Brad) Blair
Chairs, Police Services Boards

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

SUBJECT: ***Amendment to Ontario Regulation 267/10 (Conduct and
Duties of Police Officers Respecting Investigations by
the Special Investigations Unit)***

DATE OF ISSUE:	November 13, 2018
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	18-0076
PRIORITY:	Normal

I am writing to inform you that that [Regulation 267/10 \(Conduct and Duties of Police Officers Respecting Investigations by the Special Investigations Unit\)](#) has been amended in regards to notifying the Special Investigations Unit (SIU) of incidents involving the administration of emergency first aid, including the administration of naloxone.

The amendments to Section 3 of the regulation, which come into force today, specify that a chief of police is not required to notify the SIU of any incident during which a police officer provides emergency first aid assistance, such as the administration of naloxone or other life-saving measures, to a person who dies or suffers a serious injury, provided there was no other interaction that could have caused the death or serious injury. Chiefs of police will be required to notify the SIU in instances where other factors are present (e.g., a police officer used force against the person prior to or after the provision of emergency first aid assistance).

For further information, please see attached for the amended Regulation 267/10 and the following [link](#) for a recent news release on the amendments.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Beckett', with a stylized, flowing script.

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

[HOME PAGE](#) / [LAWS](#)

O. REG. 267/10: CONDUCT AND DUTIES OF POLICE OFFICERS RESPECTING INVESTIGATIONS BY THE SPECIAL INVESTIGATIONS UNIT



[Français](#)

Police Services Act

ONTARIO REGULATION 267/10

CONDUCT AND DUTIES OF POLICE OFFICERS RESPECTING INVESTIGATIONS BY THE SPECIAL INVESTIGATIONS UNIT

Consolidation Period: From November 13, 2018 to the [e-Laws currency date](#).

Note: On a day to be named by proclamation of the Lieutenant Governor, the Regulation is revoked. (See: 2018, c. 3, Sched. 4, s. 42)

Last amendment: [466/18](#).

Legislative History: [+]

This is the English version of a bilingual regulation.

Definitions and interpretation

1. (1) In this Regulation,

“SIU” means the special investigations unit established under section 113 of the Act; (“UES”)

“subject officer” means a police officer whose conduct appears, in the opinion of the SIU director, to have caused the death or serious injury under investigation; (“agent impliqué”)

“witness officer” means a police officer who, in the opinion of the SIU director, is involved in the incident under investigation but is not a subject officer. (“agent témoin”) O. Reg. 267/10, s. 1 (1).

(2) The SIU director may designate an SIU investigator to act in his or her place and to have all the powers and duties of the SIU director under this Regulation and, if the SIU director appoints a designate, any reference to the SIU director in this Regulation, excluding this subsection, means the SIU director or his or her designate. O. Reg. 267/10, s. 1 (2).

(3) For the purposes of this Regulation, a person appointed as a police officer under the *Interprovincial Policing Act, 2009* is deemed to be,

- (a) if the person was so appointed by a member of the Ontario Provincial Police, a member of that police force;
- (b) if the person was so appointed by a member of a municipal police force, a member of that police force; or
- (c) if the person was so appointed by a member of a board, a member of the municipal police force for which the board is

responsible. O. Reg. 267/10, s. 1 (3).

(4) A police officer appointed under the *Interprovincial Policing Act, 2009* shall comply with all directions given to him or her for the purposes of this Regulation by the chief of police of the police force of which the officer is deemed to be a member or by the designate of that chief of police appointed under subsection 2 (1). O. Reg. 267/10, s. 1 (4).

Designate of chief of police

2. (1) The chief of police may designate a member of the police force who is not a subject officer or witness officer in the incident to act in the place of the chief of police and to have all the powers and duties of the chief of police in any matter respecting an incident under investigation by the SIU. O. Reg. 267/10, s. 2 (1).

(2) If the chief of police appoints a designate under subsection (1), any reference to the chief of police in this Regulation, excluding this section, means the chief of police or his or her designate. O. Reg. 267/10, s. 2 (2).

(3) The person appointed under subsection (1) must be a senior officer. O. Reg. 267/10, s. 2 (3).

Notice to SIU

3. (1) A chief of police shall notify the SIU immediately of an incident involving one or more of his or her police officers that may reasonably be considered to fall within the investigative mandate of the SIU, as set out in subsection 113 (5) of the Act. O. Reg. 267/10, s. 3.

(2) Despite subsection (1) and subject to subsection (3), a chief of police is not required to notify the SIU of any incident during which a police officer provides emergency first aid assistance, such as the administration of naloxone, cardiopulmonary resuscitation or other life-saving measures, to a person who needs or appears to need emergency first aid assistance,

(a) immediately upon arriving at the scene of the incident; or

(b) after arriving at the scene of the incident but immediately upon becoming aware of the need or apparent need for emergency first aid assistance. O. Reg. 466/18, s. 1.

(3) A chief of police shall notify the SIU of an incident described in subsection (2) if any of the following circumstances exist in relation to the incident:

1. A police officer used force against the person prior to or after the provision of emergency first aid assistance.

2. The person suffered serious injuries or died while detained by police or in police custody.

3. The person suffered serious injuries or died as a result of a motor vehicle incident involving police or a police pursuit. O. Reg. 466/18, s. 1.

Securing scene of incident

4. The chief of police shall ensure that, pending the SIU taking charge of the scene of the incident, the police force secures the scene in a manner consistent with all standing orders, policies and usual practice of the police force for serious incidents. O. Reg. 267/10, s. 4.

SIU as lead investigator

5. The SIU shall be the lead investigator in the investigation of the incident and shall have priority over any police force in the investigation. O. Reg. 267/10, s. 5.

Segregation of police officers involved in incident

6. (1) The chief of police shall, to the extent that it is practicable, segregate all the police officers involved in the incident from each other until after the SIU has completed its interviews. O. Reg. 267/10, s. 6 (1).

(2) A police officer involved in the incident shall not communicate directly or indirectly with any other police officer involved in the incident concerning their involvement in the incident until after the SIU has completed its interviews. O. Reg. 267/10, s. 6 (2); O. Reg. 283/11, s. 1.

Right to counsel

7. (1) Subject to subsection (2), every police officer is entitled to consult with legal counsel or a representative of a police association and to have legal counsel or a representative of a police association present during his or her interview with the SIU. O. Reg. 267/10, s. 7 (1).

(2) Subsection (1) does not apply if, in the opinion of the SIU director, waiting for legal counsel or a representative of a police association would cause an unreasonable delay in the investigation. O. Reg. 267/10, s. 7 (2).

(3) Witness officers may not be represented by the same legal counsel as subject officers. O. Reg. 283/11, s. 2.

Interview of witness officers

8. (1) Subject to subsections (2) and (5) and section 10, immediately upon receiving a request for an interview by the SIU, and no later than 24 hours after the request if there are appropriate grounds for delay, a witness officer shall meet with the SIU and answer all its questions. O. Reg. 267/10, s. 8 (1).

(2) A request for an interview by the SIU must be made in person. O. Reg. 267/10, s. 8 (2).

(3) The SIU shall cause the interview to be recorded and shall give a copy of the record to the witness officer as soon as it is available. O. Reg. 267/10, s. 8 (3).

(4) The interview shall not be recorded by audiotape or videotape except with the consent of the witness officer. O. Reg. 267/10, s. 8 (4).

(5) The SIU director may request an interview take place beyond the time requirement as set out in subsection (1). O. Reg. 267/10, s. 8 (5).

Notes on incident

9. (1) A witness officer shall complete in full the notes on the incident in accordance with his or her duty and, subject to subsection (4) and section 10, shall provide the notes to the chief of police within 24 hours after a request for the notes is made by the SIU. O. Reg. 267/10, s. 9 (1).

(2) Subject to subsection (4) and section 10, the chief of police shall provide copies of a witness officer's notes to the SIU upon request, and no later than 24 hours after the request. O. Reg. 267/10, s. 9 (2).

(3) A subject officer shall complete in full the notes on the incident in accordance with his or her duty, but no member of the police force shall provide copies of the notes at the request of the SIU. O. Reg. 267/10, s. 9 (3).

(4) The SIU director may allow the chief of police to provide copies of the notes beyond the time requirement set out in subsection (2). O. Reg. 267/10, s. 9 (4).

(5) The notes made pursuant to subsections (1) and (3) shall be completed by the end of the officer's tour of duty, except where excused by the chief of police. O. Reg. 283/11, s. 3.

Notice of whether subject officer or witness officer

10. (1) The SIU shall, before requesting an interview with a police officer or before requesting a copy of his or her notes on the incident, advise the chief of police and the officer in writing whether the officer is considered to be a subject officer or a witness officer. O. Reg. 267/10, s. 10 (1).

(2) The SIU shall advise the chief of police and the police officer in writing if, at any time after first advising them that the officer is considered to be a subject officer or a witness officer, the SIU director decides that an officer formerly considered to be a subject officer is now considered to be a witness officer or an officer formerly considered to be a witness officer is now considered to be a subject officer. O. Reg. 267/10, s. 10 (2).

(3) If, after interviewing a police officer who was considered to be a witness officer when the interview was requested or after obtaining a copy of the notes of a police officer who was considered to be a witness officer when the notes were requested, the SIU director decides that the police officer is a subject officer, the SIU shall,

(a) advise the chief of police and the officer in writing that the officer is now considered to be a subject officer;

(b) give the police officer the original and all copies of the record of the interview; and

(c) give the chief of police the original and all copies of the police officer's notes. O. Reg. 267/10, s. 10 (3).

(4) The chief of police shall keep the original and all copies of the police officer's notes received under clause (3) (c) for use in his or her investigation under section 11. O. Reg. 267/10, s. 10 (4).

Investigation caused by chief of police

11. (1) The chief of police shall also cause an investigation to be conducted forthwith into any incident with respect to which the SIU has been notified, subject to the SIU's lead role in investigating the incident. O. Reg. 267/10, s. 11 (1).

(2) The purpose of the chief of police's investigation is to review the policies of or services provided by the police force and the conduct of its police officers. O. Reg. 267/10, s. 11 (2).

(3) All members of the police force shall co-operate fully with the chief of police's investigation. O. Reg. 267/10, s. 11 (3).

(4) The chief of police of a municipal police force shall report his or her findings and any action taken or recommended to be taken to the board within 30 days after the SIU director advises the chief of police that he or she has reported the results of the SIU's investigation to the Attorney General, and the board may make the chief of police's report available to the public.

O. Reg. 267/10, s. 11 (4).

(5) The Commissioner of the Ontario Provincial Police shall prepare a report of his or her findings and any action taken within 30 days after the SIU director advises the Commissioner that he or she has reported the results of the SIU's investigation to the Attorney General, and the Commissioner may make the report available to the public. O. Reg. 267/10, s. 11 (5).

Disclosure of information

12. (1) The police force may disclose to any person the fact that the SIU director has been notified of an incident and is conducting an investigation into it. O. Reg. 267/10, s. 12 (1).

(2) The police force and members of a police force shall not, during the course of an investigation by the SIU INTO AN INCIDENT, disclose to any person any information with respect to the incident or the investigation,

(a) except as permitted by this Regulation;

- (b) except that a police officer appointed under the *Interprovincial Policing Act, 2009* may disclose the information to his or her extra-provincial commander during the course of the investigation; or
- (c) except that the chief of police of the police force of which a police officer appointed under the *Interprovincial Policing Act, 2009* is deemed to be a member may disclose the information during the course of the investigation to,
 - (i) the extra-provincial commander of the officer, or
 - (ii) an appointing official as defined in that Act if the chief of police is not such an official and the investigation relates to the officer. O. Reg. 267/10, s. 12 (2).

Public statements

13. The SIU shall not, during the course of an investigation by the SIU, make any public statement about the investigation unless the statement is aimed at preserving the integrity of the investigation. O. Reg. 267/10, s. 13.

Non-application of this Regulation

14. A chief of police or police officer shall not be required to comply with a provision of this Regulation if, in the opinion of the SIU director, compliance is not possible for reasons beyond the chief of police's or police officer's control. O. Reg. 267/10, s. 14.

15. OMITTED (REVOKES OTHER REGULATIONS). O. Reg. 267/10, s. 15.

16. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 267/10, s. 16.

Français

**Ministry of Community Safety
and Correctional Services**

Public Safety Division

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3

Telephone: (416) 314-3377
Facsimile: (416) 314-4037

**Ministère de la Sécurité communautaire
et des Services correctionnels**

Division de la sécurité publique

25 rue Grosvenor
12^e étage
Toronto ON M7A 2H3

Téléphone: (416) 314-3377
Télécopieur: (416) 314-4037



MEMORANDUM TO:

All Chiefs of Police and
Interim Commissioner B.W. (Brad) Blair
Chairs, Police Services Boards

FROM:

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

SUBJECT:

Cannabis Updates

DATE OF ISSUE:	November 15, 2018
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	18-0078
PRIORITY:	Normal

Please be advised that effective November 16, 2018, the *Cannabis Act, 2017* will be re-named the *Cannabis Control Act, 2017*. The *Cannabis Licence Act, 2018* will also be proclaimed into force November 16, 2018.

For further details on these changes, please review the attached memo from Renu Kulendran, Executive Director of the Ontario Legalization of Cannabis Secretariat.

Sincerely,

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

Attachment

Ministry of the Attorney General

Ontario Legalization of Cannabis
Secretariat

720 Bay Street
11th Floor
Toronto ON M7A 2S9

Ministère du Procureur général

Secrétariat ontarien de la légalisation du
cannabis

720 rue Bay
11^e étage
Toronto ON M7A 2S9



MEMORANDUM TO: Stephen Beckett
Assistant Deputy Minister
Public Safety Division and Public Safety Training Division
Ministry of Community Safety and Correctional Services

FROM: Renu Kulendran
Executive Director
Ontario Legalization of Cannabis Secretariat
Ministry of the Attorney General

DATE: November 15, 2018

SUBJECT: **Cannabis Legalization**

In October 2018, I wrote to you indicating that on October 17, 2018, Bill 36, *Cannabis Statute Law Amendment Act, 2018*, received Royal Assent.

On November 16, 2018, Schedule 2 of the *Cannabis Statute Law Amendment Act, 2018* - the [Cannabis Licence Act, 2018](#) - will be proclaimed into force, creating a regulated licensing model for the private retail of cannabis in Ontario. [O. Reg. 468/18](#) under the *Cannabis Licence Act, 2018* will also come into force on November 16. These provisions are necessary to allow the Alcohol and Gaming Commission of Ontario (AGCO) to accept licence applications in December 2018 and meet the government's commitment of enabling the operation of cannabis retail stores by April 1, 2019.

In addition, effective November 16, 2018, the *Cannabis Act, 2017* will be re-named the *Cannabis Control Act, 2017*.

This memo focuses on the *Cannabis Licence Act, 2018* and its regulations, offences related to illegal selling under the *Cannabis Control Act, 2017* (as re-named), and updates to Schedule 0.3 of Regulation 950 under the *Provincial Offences Act* to reflect the name change noted above.

We ask that information be distributed to Chiefs of Police and to the Commissioner of the Ontario Provincial Police as soon as possible.

Cannabis Licence Act, 2018

The *Cannabis Licence Act, 2018* will create a regulated licensing model for the private retail of cannabis in Ontario and establish the AGCO as the provincial regulator for cannabis storefronts.

The AGCO will be responsible for issuing private cannabis retail licences and authorizations, including: retail operator licences, which permits a person to operate one or more retail stores; retail store authorizations, which authorizes the retail operator licence holder to operate a specific physical cannabis retail store; and cannabis retail manager licences, which is required to carry out specific management functions in respect of a cannabis retail store.

In addition, the AGCO is responsible for enforcing compliance with the *Cannabis Licence Act, 2018* by holders of licences and authorizations. This responsibility includes enforcing compliance with the conditions of licences and authorizations as set out in the Act and O. Reg. 468/18. Should retailers fail to comply with the conditions, the AGCO can apply sanctions such as suspending or revoking licences or authorizations, and issuing administrative monetary penalties.

While the AGCO will be responsible for ensuring compliance with conditions of licensed cannabis retail stores and the operation of the store, the AGCO will not be enforcing legislation regarding the illegal sale of cannabis outside of the licensing framework as set out in the *Cannabis Licence Act, 2018*. As mentioned in my previous memo dated August 14, 2018, police officers and other designated persons can enforce the *Cannabis Control Act, 2017* (as re-named), which includes enforcing rules related to the illegal sale of cannabis.

The government has announced that licensed private cannabis retail storefronts would be ready to launch on April 1, 2019.

Illegal Selling

As mentioned in my previous memo dated August 14, 2018, section 6 of the *Cannabis Control Act, 2017* (as re-named) prohibits any person from selling or distributing recreational cannabis in Ontario, other than the Ontario Cannabis Store. That section has been amended, so that it prohibits any person from selling or distributing recreational cannabis in Ontario, other than an authorized cannabis retailer, which is defined as the Ontario Cannabis Store or the holder of a retail store authorization under the *Cannabis Licence Act, 2018*.

Section 8.1 of the *Cannabis Control Act, 2017* (as re-named) will also be proclaimed into force on November 16, 2018 and prohibits the use of the cannabis retail seal, unless the seal is used by an authorized cannabis retailer in accordance with subsection 7(2) of the *Cannabis Licence Act, 2018* and section 19 of O. Reg. 468/18.

Set Fines

As noted, the name of the *Cannabis Act, 2017* will be changed to the *Cannabis Control Act, 2017* to reflect Ontario's private retail cannabis model. Consequently, the title of [Schedule 0.3](#) of Regulation 950 (Proceedings Commenced by Certificate of Offence) under the *Provincial Offences Act* will be amended to "*Cannabis Control Act, 2017*."

Set fine amounts remain the same, and can be found [online](#).

Thank you for your assistance in this matter.

Sincerely,

Original signed by

Renu Kulendran
Executive Director
Ontario Legalization of Cannabis Secretariat

December 14, 2018

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

Dear Ms. Avellino:

**Re: Appointments to the York Regional Police Services Board for the term
2018-2022**

Regional Council, at its meeting held on December 13, 2018, appointed the following Members of Council to the York Regional Police Services Board for the term 2018-2022:

Regional Chair Emmerson
Mayor Bevilacqua
Mayor Hackson

The above Members of Council are appointed until November 14, 2022, but they may continue to sit until the appointment of their successor, or they are reappointed, providing that they remain on Council.

Regional Council also appointed John Molyneaux as a citizen member for the term January 1, 2019 to December 31, 2019.

Sincerely,



Christopher Raynor
Regional Clerk

/C. Clark

#9046652

The Regional Municipality of York | 17250 Yonge Street, Newmarket, Ontario L3Y 6Z1
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THE REGIONAL MUNICIPALITY OF YORK
POLICE SERVICES BOARD

REPORT OF THE CHIEF OF POLICE

DECEMBER 17, 2018

**Interim Financial Reporting for the Period
Ending September 30, 2018**

RECOMMENDATION

1. That the Board receive the unaudited interim financial reports for the nine month period ending September 30, 2018, pursuant to Financial Management Board Policy No. 01/05.

SYNOPSIS

The Regional Municipality of York Police Services Board (the “Board”) is 64.7 percent spent at the end of September 30, 2018. York Regional Police is 71.8 percent spent for the same time period. A Schedule of Reserves Balances totalling \$9,375,833 and Schedule of Capital Budget Spending with current year totalling \$5,704,047, 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 2018 operating budgets will be within funding approved by the Regional Municipality of York Police Services Board, resulting in a surplus position estimated at a range between \$7.5 million and \$9.5 million. 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 Management Policy states that the reports to the Board should include "Quarterly reporting on actual financial performance including year-end financial forecasts". The Regional Municipality of York Finance Department month-end accounting period is now complete and the unaudited interim financial reports for the Board and York Regional Police for the period ending September 30, 2018 are attached to this report.

Net expenditures for the Board are \$272,848 or 64.7 percent of budget. For comparison purposes, the Operating Budget for the Board was 63.2 percent spent at September 30, 2017. Favourable variances exist in the salaries, legal fees, and consultant fees accounts and offset ahead of plan membership fees, computer expenses, and public relations.

Net expenditures for York Regional Police are \$231,957,756 or 71.8 percent of budget. For comparison purposes, the Operating Budget for York Regional Police was 73.1 percent spent at September 30, 2017.

Expenditures for salaries and benefits are below budget. Favorable variances in court document delivery, purchase of services, consultant, computer expenses, hydro water, and office cleaning accounts offset ahead of plan gas oil, uniforms, telecom contract, and radio licences expenses.

It is therefore recommended that the unaudited interim financial reports for September 30, 2018 be received in accordance with the monthly reporting requirements outlined in the Financial Management Board Policy No. 01/05.

EJ/II

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

Accessible formats or communication supports are available upon request

Schedule of Operating Budget Spending as of September 30, 2018

	Year-to-Date Actuals			Annual Budget			Balance			% Spent
	Board	YRP	Total	Board	YRP	Total	Board	YRP	Total	
Salaries and Benefits	\$217,177	\$226,484,971	\$226,702,148	\$316,900	\$305,479,699	\$305,796,599	\$99,723	\$78,994,728	\$79,094,451	74.1%
Program Specific Expenses	\$0	\$2,032,113	\$2,032,113	\$0	\$2,866,800	\$2,866,800	\$0	\$834,687	\$834,687	70.9%
Professional Contracted Services	\$13,766	\$749,461	\$763,227	\$40,000	\$1,638,100	\$1,678,100	\$26,234	\$888,638	\$914,873	45.5%
General Expenses	\$267,499	\$11,957,152	\$12,224,651	\$137,000	\$17,144,100	\$17,281,100	-\$130,499	\$5,186,948	\$5,056,449	70.7%
Financial Charges	\$0	\$192,336	\$192,336	\$0	\$214,000	\$214,000	\$0	\$21,664	\$21,664	89.9%
Financial Items	\$0	\$4,033	\$4,033	\$0	\$0	\$0	\$0	-\$4,033	-\$4,033	0.0%
Insurance	\$0	\$1,875,000	\$1,875,000	\$0	\$2,500,000	\$2,500,000	\$0	\$625,000	\$625,000	75.0%
Occupancy Costs	\$0	\$6,167,491	\$6,167,491	\$0	\$9,202,842	\$9,202,842	\$0	\$3,035,351	\$3,035,351	67.0%
Minor Capital	\$36	\$136,102	\$136,138	\$3,000	\$487,044	\$490,044	\$2,964	\$350,942	\$353,906	27.8%
Debt Related Payments	\$0	\$5,346,980	\$5,346,980	\$0	\$7,317,076	\$7,317,076	\$0	\$1,970,096	\$1,970,096	73.1%
Contribution to Reserves	\$63,017	\$4,476,560	\$4,539,577	\$60,000	\$8,449,959	\$8,509,959	-\$3,017	\$3,973,399	\$3,970,382	53.3%
Total expenditures	\$561,494	\$259,422,201	\$259,983,695	\$556,900	\$355,299,620	\$355,856,520	-\$4,594	\$95,877,419	\$95,872,825	73.1%
Internal Charges	\$0	\$1,251,675	\$1,251,675	\$0	\$1,668,900	\$1,668,900	\$0	\$417,225	\$417,225	75.0%
Total Revenues	(\$288,647)	(\$28,716,119)	(\$29,004,766)	(\$135,000)	(\$33,879,190)	(\$34,014,190)	\$153,647	(\$5,163,071)	(\$5,009,424)	85.3%
Net Levy before Allocations & Recoveries	\$272,848	\$231,957,756	\$232,230,604	\$421,900	\$323,089,330	\$323,511,230	\$149,053	\$91,131,574	\$91,280,626	71.8%
Percentage spent	64.7%	71.8%	71.8%							

Notes / Assumptions

1. Excludes Regional allocations for telephone, occupancy, information technology, human resources, legal, and finance
2. Excludes non-budgeted PSAB charges for Tangible Capital Asset costs for amortization, debt principle and gain/loss on disposal of assets

Schedule of Capital Budget Spending as of September 30, 2018

Project	Project #	Commenced	Capital Authority	Project Spending		Inception to Date	Balance	% Spent	Anticipated Completion
				Prior Years	Current Year				
#3 District Marine Headquarters	P29031	2011	\$8,211,684	\$2,761,684	\$931,209	\$3,692,893	\$4,518,791	45.0%	Dec 2019
Vehicles (Replacement & Additional Staff)	P29010	2018	\$4,125,000	\$0	\$1,394,738	\$1,394,738	\$2,730,262	33.8%	Dec 2018
Renovations - #4 District	P29043	2014	\$2,251,229	\$631,229	\$583,353	\$1,214,582	\$1,036,647	54.0%	Dec 2019
CSV Expansion & Renovations	P29051	2017	\$1,987,633	\$257,633	\$280,356	\$537,988	\$1,449,644	27.1%	Dec 2019
Business Intelligence	P29011	2015	\$1,986,747	\$1,826,747	\$83,459	\$1,910,206	\$76,541	96.1%	Dec 2018
#1 District Multi-Function	P29020	2017	\$1,507,170	\$7,170	\$14,612	\$21,782	\$1,485,388	1.4%	Dec 2021
Sub-station Outlook - King	P29046	2016	\$1,300,000	\$2,993	\$55,354	\$58,347	\$1,241,653	4.5%	Dec 2019
Connected Officer/In-Car Modernization	P29034	2018	\$1,143,000	\$0	\$134,459	\$134,459	\$1,008,541	11.8%	Dec 2021
Specialized Equipment	P29017	2018	\$953,000	\$0	\$566,453	\$566,453	\$386,547	59.4%	Dec 2018
Info Technology Hardware & Software	P29022	2018	\$920,000	\$0	\$658,938	\$658,938	\$261,062	71.6%	Dec 2018
IT Infrastructure & Retention	P29030	2018	\$878,000	\$0	\$591,315	\$591,315	\$286,685	67.3%	Dec 2018
Technical Investigation Equipment	P29023	2015	\$646,000	\$0	\$0	\$0	\$646,000	0.0%	Dec 2019
Closed Circuit / Witness Rooms	P29035	2018	\$590,000	\$0	\$8,731	\$8,731	\$581,269	1.5%	Dec 2018
Radio System	P29042	2018	\$530,000	\$0	\$324,445	\$324,445	\$205,555	61.2%	Dec 2019
Renovation to Existing Facilities	P29033	2018	\$400,000	\$0	\$0	\$0	\$400,000	0.0%	Dec 2018
Police Helicopter	P29050	2018	\$340,000	\$0	\$44,167	\$44,167	\$295,833	13.0%	Dec 2018
Robotics/Support Service Equipment	P29014	2018	\$215,000	\$0	\$32,459	\$32,459	\$182,541	15.1%	Dec 2018
Specialized Equip - Forensic Lab	P29047	2018	\$142,000	\$0	\$0	\$0	\$142,000	0.0%	Dec 2019
Total capital budget spending			\$28,126,463	\$5,487,456	\$5,704,047	\$11,191,503	\$16,934,960	39.8%	

Notes:

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

Schedule of Reserve Balances as of September 30, 2018

Reserve fund	Reserve #	Balance at Dec. 31/17	Funding to Reserve	Funding to Budget	Interest Earned	September 30/18
Board public relations fund	89595	\$301,187	\$63,017	-\$225,630	\$3,126	\$141,700
Development charge reserve	89335	\$12,922,718	\$5,537,190	-\$6,169,520	\$215,226	\$12,505,614
Sick bank reserve	89615	-\$4,338,704	\$1,125,000	\$0	-\$57,777	-\$3,271,481
Total reserves		\$8,885,201	\$6,725,207	-\$6,395,150	\$160,575	\$9,375,833

Account	YTD Actuals	YTD Budget	YTD Variance	% Spent YTD Budget	Annual Budget	Remaining Annual Budget	% Spent Annual Budget
Detail							
Expenditures							
Salaries and Benefits							
<i>Salaries</i>							
SalaryPermanent 01000	169,806,406	171,010,948	1,204,541	99%	228,259,498	58,453,092	74%
SalaryOverTime 01020	3,497,490	2,363,775	(1,133,715)	148%	3,151,700	(345,790)	111%
CourtOvertime 01021	1,246,016	1,250,775	4,759	100%	1,667,700	421,684	75%
ReturnedOvertime 01022	(685,525)	(732,300)	(46,775)	94%	(976,400)	(290,875)	70%
SalaryAdjustments 01050	3,581,840	7,014,275	3,432,435	51%	9,352,367	5,770,527	38%
Total Salaries	177,446,228	180,907,474	3,461,246	98%	241,454,866	64,008,638	73%
<i>Benefits</i>							
Benefits 02500	49,255,920	47,632,628	(1,623,292)	103%	63,054,033	13,798,113	78%
RetireeBenefits 02525	0	965,775	965,775	0%	1,287,700	1,287,700	0%
Total Benefits	49,255,920	48,598,403	(657,517)	101%	64,341,733	15,085,813	77%
Total Salaries and Benefits	226,702,148	229,505,877	2,803,729	99%	305,796,599	79,094,451	74%
Program Specific Expenses							
EquipmentFirearmsSpecialUnit 20170	667,764	523,575	(144,189)	128%	698,100	30,336	96%
PhotographicEquipment 24040	0	73,500	73,500	0%	98,000	98,000	0%
PhotographicSupplies 24060	15,463	39,750	24,287	39%	53,000	37,537	29%
FingerPrintMiscellaneous 24070	5,441	18,750	13,309	29%	25,000	19,559	22%
FingerPrintChemicals 24080	679	4,500	3,821	15%	6,000	5,321	11%
InvestigationExpense 24090	755,365	741,375	(13,990)	102%	988,500	233,135	76%
Recruiting 25210	16,573	42,675	26,102	39%	56,900	40,327	29%
PersonnelAgencyFees 25230	535,955	658,350	122,395	81%	877,800	341,846	61%
Total YRP Deployment Investigation	1,997,239	2,102,475	105,236	95%	2,803,300	806,061	71%
<i>Health Related Materials</i>							
MealsCatering 23135	34,874	47,625	12,751	73%	63,500	28,626	55%
Total Health Related Materials	34,874	47,625	12,751	73%	63,500	28,626	55%
Total Program Specific Expenses	2,032,113	2,150,100	117,987	95%	2,866,800	834,687	71%
Professional Contracted Serv							
<i>Professional Services</i>							
LegalFees 25020	105,430	83,625	(21,805)	126%	111,500	6,070	95%
Translation 25070	27,833	18,750	(9,083)	148%	25,000	(2,833)	111%
OMBRegistrySearch 26020							
PurchaseOfService 28520	542,071	906,450	364,379	60%	1,208,600	666,529	45%
Total Professional Services	675,334	1,008,825	333,491	67%	1,345,100	669,766	50%
<i>Consulting Fees</i>							
Consultant 25100	87,893	249,750	161,857	35%	333,000	245,107	26%
Total Consulting Fees	87,893	249,750	161,857	35%	333,000	245,107	26%
Total Professional Contracted Serv	763,227	1,258,575	495,348	61%	1,678,100	914,873	45%
General Expenses							
<i>Computer Expenses</i>							
SoftwareMaintenance 12400	2,317,940	2,529,375	211,435	92%	3,372,500	1,054,560	69%
ComputerSupplies 12410	62,407	82,875	20,468	75%	110,500	48,093	56%
ComputerHardware 41000	56	1,200	1,144	5%	1,600	1,544	4%
ComputerSoftware 41010	53,892	210,750	156,858	26%	281,000	227,108	19%
Total Computer Expenses	2,434,295	2,824,200	389,905	86%	3,765,600	1,331,305	65%
<i>Administrative Expenses</i>							
MiscAllowances 05000	557,634	1,005,375	447,741	55%	1,340,500	782,866	42%
MealAllowance 05010	83,248	0	(83,248)	--	0	(83,248)	--
TravelFaresParkingTolls 06000	169,755	0	(169,755)	--	0	(169,755)	--
MileageReimbursement 07000	36,989	3,000	(33,989)	1,233%	4,000	(32,989)	925%
ConventionsSeminars 09000	195,179	201,000	5,821	97%	268,000	72,821	73%
Meetings 09002	58,672	86,400	27,728	68%	115,200	56,528	51%
FilmRentalPurchase 11100							
PCardSuspense 11400	13,914	0	(13,914)	--	0	(13,914)	--
PublicationsSubscriptions 12100	52,335	54,375	2,041	96%	72,500	20,166	72%
Courier 12200	13,196	14,775	1,579	89%	19,700	6,504	67%
Postage 12250	9,384	40,875	31,491	23%	54,500	45,116	17%
OfficeSupplies 12350	177,263	196,575	19,312	90%	262,100	84,837	68%
EquipmentLease 12910	70,034	90,000	19,966	78%	120,000	49,966	58%
MaterialSupplies 26030	128,672	144,750	16,078	89%	193,000	64,328	67%
RentEquipment 29600	11,842	5,625	(6,217)	211%	7,500	(4,342)	158%
Total Administrative Expenses	1,578,116	1,842,750	264,635	86%	2,457,000	878,885	64%
<i>Fleet Maintenance</i>							
GasOil 26060	2,250,201	2,112,600	(137,601)	107%	2,816,800	566,599	80%
Diesel 26070	24,243	25,875	1,632	94%	34,500	10,257	70%
RepairMaintVehicles 37510	1,209,379	1,239,375	29,996	98%	1,652,500	443,121	73%
RepairAccidentVehicle 37515	262,085	219,750	(42,335)	119%	293,000	30,915	89%
VehicleEquipment 40040	28,945	90,000	61,055	32%	120,000	91,055	24%
Total Fleet Maintenance	3,774,852	3,687,600	(87,252)	102%	4,916,800	1,141,948	77%
<i>Training and Employee Related</i>							
StaffTrainingDevelopment 10000	523,179	822,825	299,646	64%	1,097,100	573,921	48%
TuitionTaxable 10020	77,034	187,500	110,466	41%	250,000	172,966	31%

Account		YTD Actuals	YTD Budget	YTD Variance	% Spent YTD Budget	Annual Budget	Remaining Annual Budget	% Spent Annual Budget
TrainingOntarioPoliceCollege	10100	181,080	168,750	(12,330)	107%	225,000	43,920	80%
TrainingCanadianPoliceCollege	10110	61,072	90,750	29,678	67%	121,000	59,928	50%
Uniforms	20000	1,162,531	1,050,600	(111,931)	111%	1,400,800	238,269	83%
FootwearAllowance	20010							
Total Training and Employee Related		2,004,896	2,320,425	315,529	86%	3,093,900	1,089,004	65%
Memberships and Recognition								
MembershipFees	11000	93,750	97,725	3,975	96%	130,300	36,550	72%
Total Memberships and Recognition		93,750	97,725	3,975	96%	130,300	36,550	72%
Telecommunications Network								
Telephone	12010	122,376	125,175	2,799	98%	166,900	44,524	73%
TelephoneEquipment	12030	6,895	12,225	5,330	56%	16,300	9,405	42%
TelephoneCellular	12050	401,192	450,000	48,808	89%	600,000	198,808	67%
MobileCellularData	12055	182,858	124,575	(58,283)	147%	166,100	(16,758)	110%
TelecommunicationLines	13050	288,745	333,675	44,930	87%	444,900	156,155	65%
TelecomContracts	13060	563,729	455,250	(108,479)	124%	607,000	43,271	93%
RadioSystemLicense	21000	165,864	125,250	(40,614)	132%	167,000	1,136	99%
Total Telecommunications Network		1,731,660	1,626,150	(105,510)	106%	2,168,200	436,540	80%
Advertising and Promotion								
AdvertisingPublicity	11050	28,423	16,950	(11,473)	168%	22,600	(5,823)	126%
SpecialEvents	11250	100,735	147,300	46,565	68%	196,400	95,664	51%
PublicRelations	11300	326,566	170,700	(155,866)	191%	227,600	(98,966)	143%
AudioVisual	24010	50,135	76,875	26,740	65%	102,500	52,365	49%
Total Advertising and Promotion		505,860	411,825	(94,035)	123%	549,100	43,240	92%
Printing								
PrintingDuplicatingInternal	12650							
PrintshopPrintingAllocation	12658	24,705	90,000	65,295	27%	120,000	95,295	21%
PrintingExternal	12750	76,519	60,150	(16,369)	127%	80,200	3,681	95%
Total Printing		101,223	150,150	48,927	67%	200,200	98,977	51%
Total General Expenses		12,224,651	12,960,825	736,174	94%	17,281,100	5,056,449	71%
Financial Charges								
Financial Charges								
BankCharges_Interest_Penalty	50030	192,336	160,500	(31,836)	120%	214,000	21,664	90%
TransactionCharges	50050							
Total Financial Charges		192,336	160,500	(31,836)	120%	214,000	21,664	90%
Total Financial Charges		192,336	160,500	(31,836)	120%	214,000	21,664	90%
Financial Items								
Financial Items								
BadDebtExpense	50085							
ThirdPartyPayments	50100	4,033	0	(4,033)	--	0	(4,033)	--
Total Financial Items		4,033	0	(4,033)	--	0	(4,033)	--
Total Financial Items		4,033	0	(4,033)	--	0	(4,033)	--
Insurance								
Insurance								
InsuranceAllocation	30118	1,875,000	1,875,000	0	100%	2,500,000	625,000	75%
Total Insurance		1,875,000	1,875,000	0	100%	2,500,000	625,000	75%
Total Insurance		1,875,000	1,875,000	0	100%	2,500,000	625,000	75%
Occupancy Costs								
Occupancy Costs								
HydroWater	30000	1,014,800	1,495,425	480,625	68%	1,993,900	979,100	51%
Heat	30020	266,252	211,500	(54,752)	126%	282,000	15,748	94%
OfficeCleaning	30031	596,991	931,275	334,284	64%	1,241,700	644,709	48%
Caretaking	30050	118,739	115,500	(3,239)	103%	154,000	35,261	77%
FacilityLeaseRent	30090	817,824	803,175	(14,649)	102%	1,070,900	253,076	76%
DedicatedFacilityExpense	30098	750,557	750,557	0	100%	1,000,742	250,186	75%
BuildingRenovations	30120	72,688	37,500	(35,188)	194%	50,000	(22,688)	145%
RepairsMaintenanceBuilding	31000	72,330	96,150	23,821	75%	128,200	55,871	56%
RepairMaintBuildingInternal	31009	503,950	431,625	(72,325)	117%	575,500	71,550	88%
GroundsMaintenance	31050	298,128	239,850	(58,278)	124%	319,800	21,672	93%
RepairMaintContracts	31200	7,958	10,050	2,092	79%	13,400	5,442	59%
RepairMaintElectrical	31430	84,958	86,400	1,442	98%	115,200	30,242	74%
RepairMaintMechanical	31500	435,496	459,900	24,404	95%	613,200	177,704	71%
RepairMaintPlantEquipment	35700	1,126,820	1,233,225	106,405	91%	1,644,300	517,480	69%
Total Occupancy Costs		6,167,491	6,902,132	734,640	89%	9,202,842	3,035,351	67%
Total Occupancy Costs		6,167,491	6,902,132	734,640	89%	9,202,842	3,035,351	67%
Minor Capital								
Minor Capital								
PurchaseOfEquipment	40000	108,634	255,033	146,399	43%	340,044	231,410	32%
OperatingEquipment	40010	27,504	112,500	84,996	24%	150,000	122,496	18%
Total Minor Capital		136,138	367,533	231,395	37%	490,044	353,906	28%
Total Minor Capital		136,138	367,533	231,395	37%	490,044	353,906	28%
Debt Interest								
Debt Principal								
DebtPrincipalSinkingFund	54508	3,432,743	3,412,237	(20,506)	101%	3,412,237	(20,506)	101%
Total Debt Principal		3,432,743	3,412,237	(20,506)	101%	3,412,237	(20,506)	101%
Debt Interest								

Account		YTD Actuals	YTD Budget	YTD Variance	% Spent YTD Budget	Annual Budget	Remaining Annual Budget	% Spent Annual Budget
AllocatedDebtInterest	54518	1,914,238	1,914,238	0	100%	3,904,839	1,990,602	49%
Total Debt Interest		1,914,238	1,914,238	0	100%	3,904,839	1,990,602	49%
Total Debt Interest		5,346,980	5,326,475	(20,506)	100%	7,317,076	1,970,096	73%
Contributions to Reserves								
Contributions to Reserves								
ContrToFacilitiesRehab	57210	55,037	138,750	83,713	40%	185,000	129,963	30%
ContrToDebtReduction	57635	880,469	880,469	0	100%	1,173,959	293,490	75%
ContrToFuelCostStabilization	57644	9,359	0	(9,359)	--	0	(9,359)	--
ContrToSickLeave	57650	1,125,000	1,125,000	0	100%	1,500,000	375,000	75%
ContrToEquipmentReplacement	57670	1,324,378	1,792,500	468,122	74%	2,390,000	1,065,622	55%
ContrToVehicleReplacement	57690	1,082,317	2,400,750	1,318,433	45%	3,201,000	2,118,683	34%
ContrToSeizedMoney	57970	63,017	45,000	(18,017)	140%	60,000	(3,017)	105%
Total Contributions to Reserves		4,539,577	6,382,469	1,842,892	71%	8,509,959	3,970,382	53%
Total Contributions to Reserves		4,539,577	6,382,469	1,842,892	71%	8,509,959	3,970,382	53%
Total Expenditures		259,983,695	266,889,485	6,905,790	97%	355,856,520	95,872,825	73%
NegotiatedSpecificIntraDeptChg								
NegotiatedSpecificIntraDeptChg								
NegotiatedSpecificIntraDeptChg								
RecoveryEMS	61009	(44,925)	(44,925)	0	100%	(59,900)	(14,975)	75%
NegotiatedPlanning	62038	174,000	174,000	0	100%	232,000	58,000	75%
NegotiatedTransportationServ	62048	554,100	554,100	0	100%	738,800	184,700	75%
NegotiatedLegal	62098	568,500	568,500	0	100%	758,000	189,500	75%
IntradepartmentalAllocation	66008							
Total NegotiatedSpecificIntraDeptChg		1,251,675	1,251,675	0	100%	1,668,900	417,225	75%
Total NegotiatedSpecificIntraDeptChg		1,251,675	1,251,675	0	100%	1,668,900	417,225	75%
Total NegotiatedSpecificIntraDeptChg		1,251,675	1,251,675	0	100%	1,668,900	417,225	75%
Total Gross Expenditures excl. Allocations & Recc		261,235,370	268,141,160	6,905,790	97%	357,525,420	96,290,050	73%
Revenues								
Provincial Funding								
Provincial Funding								
ProvincialGrant	71010	(10,951,280)	(10,837,684)	113,595	101%	(14,450,246)	(3,498,966)	76%
Total Provincial Funding		(10,951,280)	(10,837,684)	113,595	101%	(14,450,246)	(3,498,966)	76%
Total Provincial Funding		(10,951,280)	(10,837,684)	113,595	101%	(14,450,246)	(3,498,966)	76%
Development Charges								
Development Charges								
ContrFromDCPolice	77060	(3,508,533)	(3,508,533)	0	100%	(4,678,044)	(1,169,511)	75%
Total Development Charges		(3,508,533)	(3,508,533)	0	100%	(4,678,044)	(1,169,511)	75%
Total Development Charges		(3,508,533)	(3,508,533)	0	100%	(4,678,044)	(1,169,511)	75%
Fees and Services								
Fees and Services								
RecoveryOther	70400	(597,933)	(635,325)	(37,392)	94%	(847,100)	(249,167)	71%
FeesAndCharges	75000	(4,097,786)	(2,441,025)	1,656,761	168%	(3,254,700)	843,086	126%
AdministrativeFees	75040	(924,439)	(638,475)	285,964	145%	(851,300)	73,139	109%
SundryRevenue	75060	(281,935)	(84,000)	197,935	336%	(112,000)	169,935	252%
PoliceEscorts	75090	(984,435)	(686,250)	298,185	143%	(915,000)	69,435	108%
AccidentReports	75130	(534,208)	(1,113,750)	(579,542)	48%	(1,485,000)	(950,792)	36%
PrisonerEscorts	75150	(19,129)	(30,000)	(10,871)	64%	(40,000)	(20,871)	48%
LeaseRentalRevenue	75160	(211,235)	(93,750)	117,485	225%	(125,000)	86,235	169%
AlarmMonitoringFees	75180	(1,184,657)	(1,212,075)	(27,418)	98%	(1,616,100)	(431,443)	73%
ClearanceLetterRevenues	75330	(1,643,228)	(1,281,750)	361,478	128%	(1,709,000)	(65,772)	96%
VolunteerApplicantScreeningRev	75335	(1,526,920)	(1,158,000)	368,920	132%	(1,544,000)	(17,080)	99%
FOIRevenue	75340	(99,711)	(112,500)	(12,789)	89%	(150,000)	(50,289)	66%
SaleOfEquipment	75520	(475,882)	(280,575)	195,307	170%	(374,100)	101,782	127%
Total Fees and Services		(12,581,500)	(9,767,475)	2,814,024	129%	(13,023,300)	(441,801)	97%
Total Fees and Services		(12,581,500)	(9,767,475)	2,814,024	129%	(13,023,300)	(441,801)	97%
Other Revenue								
Other Revenue								
ThirdPartyFunding	75310	(1,680,723)	(1,340,700)	340,023	125%	(1,787,600)	(106,877)	94%
Total Other Revenue		(1,680,723)	(1,340,700)	340,023	125%	(1,787,600)	(106,877)	94%
Total Other Revenue		(1,680,723)	(1,340,700)	340,023	125%	(1,787,600)	(106,877)	94%
Contributions From Reserves								
Contributions From Reserves								
ContrFromFuelCostStabilization	77644	(57,101)	0	57,101	--	0	57,101	--
ContrFromSickLeave	77650							
ContrFromSeizedMoney	77830	(225,630)	(56,250)	169,380	401%	(75,000)	150,630	301%
Total Contributions From Reserves		(282,731)	(56,250)	226,481	503%	(75,000)	207,731	377%
Total Contributions From Reserves		(282,731)	(56,250)	226,481	503%	(75,000)	207,731	377%
Total Revenues		(29,004,766)	(25,510,642)	3,494,124	114%	(34,014,190)	(5,009,424)	85%
Net Levy before Allocations & Recoveries		232,230,604	242,630,518	10,399,914	96%	323,511,230	91,280,626	72%

FINANCIAL NOTES

SALARIES

The Salaries account is below budget with 73.5 percent spent at September 30, 2018 due to attrition and hiring vacancy of civilian members.

Net Overtime is over budget at 105.6 percent, including the estimated banked liability. Salary Overtime is over budget due to various investigative projects, public safety assistance provided to London Police, and the new Violence Prevention Strategy initiative. Court Overtime is on budget, and Returned Overtime is over budget, causing an unfavorable variance. The actual payout to date before overtime bank accrual is \$1,383,903. For comparison purposes, net overtime as of September 30, 2017 was 90.9 percent spent.

BENEFITS

Employee benefits accounts are unfavorable at 76.6 percent spent. Contributions for Canada Pension Plan and Employment Insurance are expensed relative to earnings until maximums are reached whereas budgeted funding is measured evenly over the year. Last year at this time accounts were 77.8 percent spent.

OPERATING EXPENSES

Program Specific Expense

Overall spending is below budget. Favourable variances in photographic expenses accounts are due to timing of spending. The surplus in Personnel Agency Fees is contributed by efficiencies identified in court document deliveries.

Professional Contracted Services

A surplus in Purchase of Service account is due to timing of purchase, and in the Consultant Account due to underspending in Information Technology and Facility projects.

General Expense

Overall spending is below budget. A surplus in Computer Expenses is due to delays in connected officer and in-car modernization projects. Telecom Contracts account is over budget primarily due to timing of renewal of annual radio maintenance and license payments. Public relations spending is over budget. At its March 21, 2018 meeting, the Board approved the disbursement of funds to the Community Safety Village expansion project and First Responders Day luncheon. The unfavourable variances are offset by under spending in computer expenses, Miscellaneous Allowance, and Staff Training accounts.

Financial Charges

Bank interest charges are slightly over budget.

Occupancy Expense

Expenditures for hydro, office cleaning, and repairs and maintenance of equipment are under budget, offsetting the unfavourable variances in heat and building maintenance accounts.

Minor Capital

Operating equipment purchase is below budget due to the timing of the procurement process.

Contribution to Reserves

Contribution to Reserve accounts are under budget due to timing of vehicle and equipment capital purchases, and Connected Officer/ In-car Mobilization project partially rebudgeted to 2019. As per direction received from Region's Treasury Office in 2018, funding entries of contribution to capital reserves are booked on a quarterly basis based on actual capital spending.

REVENUES

Provincial funding is on budget with forecasted risk, due to 2018 grant payments on hold by the Ministry of Community Safety and Correctional Services. Specifically, grants with collectability concerns include Safer Communities – 1,000 Officer Partnership Program, Community Policing Partnerships Program, Court Security Prisoner Transportation, and Provincial Anti-Violence Intervention Strategy.

Overall Fees and Charges revenue is ahead of budget. Favourable variances in accounts including Paid Duty, Clearance Letter, Volunteer Applicant Screening, and Finger Printing revenue offset unfavourable variances in Accident Reports and Fire partners cost recoveries revenue. Accident reports revenue has below budget due to lower than expected volume.

POLICE SERVICES BOARD PUBLIC RELATIONS FUND

Year-to-date contributions to reserves as of September 30, 2018 total \$63,017, all from forfeited monies. Interest earned on the account totals \$3,126. A draw from the reserve of \$225,630 has been made to pay for approved expenditures, and include the Board's disbursement to the Community Safety Village expansion project, Serve & Savour Partner Sponsor, and the First Responders Day Luncheon.

DEVELOPMENT CHARGE RESERVE

Development charge collections to date total \$5,537,190. Interest earned on this account totals \$215,226. Combined payments made on the development charge portion of debentures and capital projects total \$6,169,520.

SICK BANK RESERVE

The year-to-date contribution of \$1,125,000 is on plan.

THE REGIONAL MUNICIPALITY OF YORK
POLICE SERVICES BOARD

REPORT OF THE CHIEF OF POLICE

DECEMBER 17, 2018

Direct Purchase of Absence Management Services

RECOMMENDATIONS

1. That the Board authorize a contract renewal with Morneau Shepell for the purchase of additional absence management solution services, for a term of one (1) year, at a cost of \$100,000 plus applicable taxes, commencing December 5, 2018, at a total contract cost of \$272,500, plus applicable taxes, under the direct purchase provisions of the Purchasing Bylaw; and
2. That the Chief be authorized to execute the contract renewal for the absence management solutions service agreement, subject to the approval of The Regional Municipality of York's Regional Solicitor, or designate.

SYNOPSIS

Commencing in October 2016, Morneau Shepell was contracted under the direct purchase provisions of the Purchasing Bylaw to provide absence management services on a trial basis. This report seeks the Board's approval to renew the current agreement for an additional one (1) year period to allow time to complete an RFP process. The Purchasing Bylaw 10-17, Section 10(a) and 10.2 permits direct purchases where the compatibility of the purchase with existing equipment or services is the paramount consideration and subject to the Board's approval if greater than \$150,000.

FINANCIAL IMPLICATIONS

Funding in the amount of \$311,200 has been budgeted in the 2019 Operating Budget proposal for the purchase of services account inclusive of \$107,000 for the management of short-term sick leave.

BACKGROUND

In October 2016, the Deputy Chief approved a Direct Purchase to enter into an agreement with Morneau Shepell for the provision of absence management solution services for short-term illness. Short-term illness is defined as a non-work related illness or injury lasting greater than one scheduled block of work and less than six (6) months.

Morneau Shepell was hired to pilot the initiative based on their experience with the employee and family assistance program and familiarity with the challenges within an emergency services environment. The initiative has offered support to the Member Support Bureau – Health and Wellness Unit providing subject matter expertise, access to resources, and administrative relief. Some of the immediate benefits of this program include:

1. Providing for an “arms-length” approach to the adjudication of claims in cases of members either being uncooperative in providing required information or failing to provide sufficient information.
2. Immediate cost savings of a minimum of \$13,000 by the saving of one FTE.
3. Providing a greater sense of confidentiality among members who do not wish personal information shared with other members of York Regional Police.
4. Providing access to a network of experts and greater access to specialized services to expedite the members return to work.
5. Provide greater reporting capabilities to identify patterns, trends and areas of concern. Reports are broken down by Sworn and Civilian Members, type of illness and workplace location of the member.
6. Provide access to on-line reporting mechanisms to track the progress of claims from initial contact to conclusion.

Subsequently, the initial pilot was extended to the Deputy’s approval threshold of \$150,000 by renewing the agreement for a further one (1) year term. It is therefore recommended that the Board approve the direct purchase to renew the current agreement for the provision of absence management solution services for an additional one (1) year term at an additional cost of \$100,000, excluding applicable taxes. This recommendation requires the Board’s approval in accordance with section 10.1 where the compatibility is the paramount consideration and 10.2 where the total cost exceeds \$150,000.

EJ:dt

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

Accessible formats or communication supports are available upon request

THE REGIONAL MUNICIPALITY OF YORK
POLICE SERVICES BOARD

REPORT OF THE CHIEF OF POLICE

DECEMBER 17, 2018

Direct Purchase for Mental Health Screener System

RECOMMENDATIONS

1. That the Board authorize a contract with HealthIM Inc. for the purchase of a mental health screener system for a term of one year, at a cost of \$94,076 plus applicable taxes, commencing December 5, 2018, with an option to renew for two additional one year terms, at a total cost of \$377,276 plus applicable taxes, if all options to renew are exercised, under the direct purchase provisions of the Purchasing Bylaw; and,
2. That the Chief be authorized to execute the software license contracts and to exercise any options to renew the software license contract, provided that HealthIM Inc.'s software has performed to the satisfaction of the Chief and the approval of the Regional Municipality of York's Regional Solicitor, or designate.

SYNOPSIS

This report requests approval to enter into a direct purchase for Brief Mental Health Screener (BMHS) software from HealthIM Inc. for a period of three years, at a total cost of \$377,276 plus applicable taxes. The Purchasing By-law 10-17 section 10.1(b) permits direct purchases where, in the opinion of the Deputy Chief, there is only one entity reasonably capable of providing the deliverables and subject to the Board's approval if greater than \$150,000.

HealthIM's digitized version of the BMHS was specifically designed for use in law enforcement environments utilizing an algorithm to predict the probable risk of harm for an individual in relation to their mental state, improving communication and collaboration with healthcare providers and mitigating risk to the public and our officers.

BMHS is currently being used successfully by 14 police services across Canada, and is the only software capable of providing the deliverables experienced by its extensive law enforcement client base.

FINANCIAL IMPLICATIONS

Funds in the amount of \$3,311,400 are included in the 2018 Operating Budget for software maintenance, however, none were identified for the mental health screener system as it is primarily funded from a grant. Under a Proceeds of Crime grant application, York Regional Police was awarded \$160,000 over two years commencing April 2018 and concluding in March 2020. As a result, there is a \$14,076 net impact on the 2018 Operating Budget, a \$61,600 net impact that was included in the 2019 Operating Budget and \$141,600 will be requested in the 2020 Operating Budget.

BACKGROUND

York Regional Police (YRP) has experienced a 39.2% increase in mental health calls from 2013 to 2017. The goal of YRP is to improve its response to individuals with mental health issues in crisis in the most effective way possible.

Section 17 of the *Mental Health Act* states that:

where a police officer has reasonable and probable grounds to believe that a person is acting or has acted in a disorderly manner and has reasonable cause to believe that the person, (a) has threatened or attempted or is threatening or attempting to cause bodily harm to himself or herself; (b) has behaved or is behaving violently towards another person or has caused or is causing another person to fear bodily harm from him or her; or (c) has shown or is showing a lack of competence to care for himself or herself, and in addition the police officer is of the opinion that the person is apparently suffering from mental disorder of a nature or quality that likely will result in, (d) serious bodily harm to the person; (e) serious bodily harm to another person; or (f) serious physical impairment of the person, and that it would be dangerous to proceed under section 16 [seeking an order from a justice of the peace for the examination of the person by a physician], the police officer may take the person in custody to an appropriate place for examination by a physician.

In accordance with the *Mental Health Act*, over the last three years, York Regional Police officers apprehended 5,791. Many of these cases are subjective and each present varying levels of risk to the individual, the public and the officer. In every case, an officer is expected to assess the individual in the field without the benefit of being able to consult with a physician or a mental health care practitioner. On average, a Mental Health Apprehension requires 10 hours and 8 minutes of officer time, totalling 19,584 hours year-to-date in 2018.

Thirty-three percent of the time, after exhibiting behaviour that warrants the apprehension of an individual, patients are examined by a physician and are released without receiving any treatment at the hospital. Fifteen percentage of the patients that are released from the hospital are then subsequently re-apprehended by police.

Use of this software will enhance communication and collaboration between hospitals and officers in the field, assisting in determining whether an apprehension is required and enhancing the capability of the hospital to treat individuals who are apprehended.

The Brief Mental Health Screener (BMHS) is an evidence-informed software system that has been adopted by 14 Police Services across Canada. Another ten police services, including the Province of Manitoba, are planning on implementing it to avoid apprehensions, reduce hospital wait times and to monitor high-risk individuals. It allows officers to communicate with hospital emergency room staff in clinical terms, assisting officers with determining whether or not apprehending an individual under the *Mental Health Act* is the best course of action, leading to a higher possibility that the patient will be admitted into a hospital, reducing the wait time for officers at the hospital and ensuring the best possible care for the individual in crisis.

Based on the experience of other police services across Canada, the adoption of the BMHS will result in the following anticipated benefits to York Regional Police and our community:

- 1) Improving the ability of patrol officers to accurately screen an individual's risk of harm, leading to a reduction in the apprehension rate up to 40%;
- 2) A reduction in hospital wait times for patrol officers from 7,200 hours per year to 4,800 hours per year;
- 3) Mitigate risk and liability by providing necessary and critical mental health information to patrol officers who are dealing with a person in crisis; and,
- 4) Improved communication and collaboration with our hospital and social service partners.

Given the above mentioned anticipated benefits, it is therefore recommended that the Board approve a three-year direct purchase from HealthIM Inc. for Brief Mental Health Screener software at a cost of \$377,276 plus applicable taxes. This purchase requires the Board's approval for a direct purchase exceeding \$150,000 in accordance with sections 10.1(b) of the Purchasing By-law 10-17, where there is only one entity reasonably capable of providing the deliverables.

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

DECEMBER 17, 2018

Purchasing By-Law Quarterly Report

RECOMMENDATION

1. That the Board receive this report pursuant to the Purchasing By-Law 10-17 quarterly reporting requirements.

SYNOPSIS

In accordance with the Police Services Board's Purchasing By-Law 10-17, this report contains a summary of purchasing matters that were executed in the third quarter of 2018.

FINANCIAL IMPLICATIONS

The funds necessary to satisfy the terms of each contract identified in this report were included in the 2018 Operating or Capital Budgets.

BACKGROUND

In accordance with the Purchasing By-Law 10-17, additional authority has been granted to permit the Deputy Chiefs to execute documents related to the programs and projects under their portfolio of responsibility.

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

- The award of any contract as a result of a request for tenders; and awarded by the Deputy Chief or Chief of Police 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 and authorized by the Chair and Chief of Police.

The agreements and undertakings in accordance with the Purchasing By-Law No. 10-17 are identified in Appendix 1 and Appendix 2. It is therefore recommended that the purchasing third 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 Purchasing By-Law 10-17, the agreements and other undertakings that have been executed within the third quarter of 2018 are outlined below in Appendix 1.

Appendix 1 - Purchasing By-Law No. 10-17

Tender Approvals, Request for Proposals and Scope/Additional Deliverables			
Description	No. of Bids	Award Date	Value
Request for Proposal Award (P-18-09): Night Vision Goggle System Vendor: Rampart International Term of Contract: To December 31, 2018 plus one optional year	3	Sept 12, 2018	\$307,800 (excluding HST)
Request for Tender Award (T-18-11): Supply and Delivery of Cisco Network Switches Vendor: Bell Canada. Term of Contract: One Time Purchase	8	August 2, 2018	\$190,521 (excluding HST)
Request for Tender Award (T-18-14): Supply and Delivery of Thirty Eight (38) 2019 Ford Police Interceptor Utility Vehicles Vendor: Yonge-Steeles Ford Lincoln Sales Limited Term of Contract: One Time Purchase	6	September 10, 2018	\$1,294,280 (excluding HST)
Contract Change Authorization (PO# 91501): Supply and Delivery of Pilots and Services for YRP Helicopter AIR 2 Vendor: Canadian Helicopter Limited Reason: Scope change to add funds to pay for engine rental from 2016		July 13, 2018	\$51,000 (excluding HST) Contract Total to date: \$1,443,000
Contract Change Authorization (PO# 87757): Business Intelligence – Strategic Mapping Solutions Vendor: Latitude Geographics Reason: To add funds as a Scope Change for “62 Hours Filter Modification Development”		August 2, 2018	\$8,990 (excluding HST) Contract Total to date: \$315,440
Contract Change Authorization (PO# 89119): Enterprise Business Intelligence and Analytical Software Solutions Vendor: Information Builders (Canada) Inc. Reason: To add funds as a Scope Change per Statement of Work for Cannabis Dashboard		August 2, 2018	\$62,500 (excluding HST) Contract Total to date: \$1,355,765
Contract Change Authorization (PO# 87111): Supply and Delivery of Uniform Clothing Vendor: The Uniform Group Reason: To extend the Contract for the second optional one year extension		August 7, 2018	\$85,000 (excluding HST) Contract Total to date: \$340,000

Tender Approvals, Request for Proposals and Scope/Additional Deliverables			
Description	No. of Bids	Award Date	Value
Contract Change Authorization (PO# 92598): Supply and Delivery of Cisco Network Switches Vendor: Bell Canada Reason: Scope Change required to add the stacking modules that weren't included in the total amount of Tender T-18-11		August 8, 2018	\$21,453 (excluding HST) Contract Total to date: \$211,974
Contract Change Authorization (PO# 90699): Janitorial Services at York Regional Police #4 District Headquarters Vendor: Dean Clean Services Inc. Reason: To add funds for the first two year option of the contract and extend the expiry date to July 31, 2020		August 16, 2018	\$198,001 (excluding HST) Contract Total to date: \$294,587
Contract Change Authorization (PO# 91184): Cabling Services – Moves, Adds, Changes and Removals Vendor: Lanx Communications Ltd. Reason: To increase the existing Contract by a 20% change of scope		August 23, 2018	\$7,252 (excluding HST) Contract Total to date: \$48,951
Contract Change Authorization (PO#92358): Building permit process and site plan approval for YRP Marine project Vendor: MSR LALU Jackson's Point Management Corp. Reason: 15% contingency and 20% scope change required to cover the additional fees due to the delay in the Marine project and attendance at various Council meetings at the Town of Georgina		August 30, 2018	\$31,500 (excluding HST) Contract Total to date: \$121,500
Contract Change Authorization (PO# 88825): Police Vehicle Repairs – York Regional Police #1 District (Newmarket/Aurora) Vendor: Evans Touch Auto Services Ltd. o/a Master Mechanics, Newmarket Reason: Exercise first one year option (year 3)		August 31, 2018	\$222,170 (excluding HST) Contract Total to date: \$655,671
Contract Change Authorization (PO# 89105): Supply of Microsoft Enterprise Licensing Agreement Vendor: CDW Canada Corp. Reason: 2018 True Up		September 24, 2018	\$90,507 (excluding HST) Contract Total to date: \$2,320,727
Total Expenditures			\$2,570,974

For comparison purposes, the delegation of authority for Purchasing By-law No. 10-17 items in the third quarter 2017 were \$3,545,533, excluding HST.

CO-OPERATIVE PURCHASING

In the third quarter of 2018, the following co-operative purchase orders were initiated under section 14 of Purchasing By-law No. 10-17 and outlined below in Appendix 2.

Appendix 2 - Co-Operative Purchasing Agreements

Description	Co-ordinating Agency	Contract End	Vendor(s)	Value
Supply and Delivery of All Season Reversible Patrol Jackets for Front Line Officers	Waterloo Regional Police	August 31, 2019 (plus 2 – 1 year options)	Frontline Outfitters Ltd.	\$117,000 (excluding HST) Contract total if extended for all five years: \$333,900
Police Uniform Forage Caps	Peel Regional Police	July 31, 2019 (plus 3-1 year options)	Uniform Uniforms	\$30,000 (excluding HST) Contract total if extended for all four years: \$120,000
Total				\$147,000

For comparison purposes, there were no delegation of authority for co-operative purchasing items in the third quarter of 2017.

THE REGIONAL MUNICIPALITY OF YORK
POLICE SERVICES BOARD

REPORT OF THE CHIEF OF POLICE

DECEMBER 17, 2018

Award - Canada's Top 100 Employers Competition 2019

RECOMMENDATION

That the Board receive this report for information.

SYNOPSIS

York Regional Police has been selected as a winner in the *Greater Toronto's Top 100 Employer* 2019 competition. The Service was awarded the same recognition in 2016, 2017 and 2018. The award was announced publicly on December 7, 2018.

FINANCIAL IMPLICATIONS

Funds in the amount of \$92,700 are included in the 2018 Operating Budget for Human Resource expenditures including the \$975 application fee for the *Greater Toronto's Top 100 Employer* 2019 competition.

BACKGROUND

York Regional Police participated in the *Canada's Top 100 Employers* project for the past six years as an avenue to highlight the activities, resources and initiatives that have been undertaken by York Regional Police to make it an Employer of Choice.

Canada's Top 100 Employers

The *Canada's Top 100 Employers* project is a national competition to determine which employers lead their industries in offering exceptional workplaces for their employees. Any employer with its head office or principal place of business in Canada may apply for the national competition. Employers of any size may apply, whether private or public sector.

Employers are evaluated by the editors of the *Canada's Top 100 Employers* project using eight criteria, which have remained consistent since the project's inception: (1) physical workplace; (2) work atmosphere and social; (3) health, financial and family benefits; (4) vacation and time-off; (5) employee communications; (6) performance management; (7) training and skills development; and (8) community involvement. Employers are compared to other organizations in their field to determine which offers the most progressive and forward-thinking programs.

Each fall, the winners are announced in a special feature published in *The Globe and Mail*.

Greater Toronto's Top Employers

With one application process, applicants are also eligible for their regional competition. The *Greater Toronto's Top Employers* competition has become a benchmark in the Greater Toronto Area (GTA) for workplace best-practices. Like the metropolitan area it represents, the competition has become exceptionally strong and competitive — so much so that, for Toronto-area employers, the minimum scores to secure a place on the GTA list routinely rank among the highest in the nation.

Applications are evaluated using the same criteria used to judge the national winners. These criteria have remained the same since the competition's inception.

The GTA is home to a rich diversity of organizations, representing a broad range of industries in everything from technology to health care, auto manufacturing to publishing, banking to breweries. Competition is fierce among competing companies in this editorial contest, not only to be judged the best within their industry, but also in the wider GTA landscape.

In setting the bar high for workplace standards, GTA Top Employers have demonstrated leading-edge initiatives to engage their employees and inspire people to be their best at work. Key consideration is given to a variety of ongoing supports for employee education and skills development to help individuals reach their full potential, whether through subsidies for tuition or professional accreditation, in-house training or mentoring programs.

Other commonalities in the winning group include generous top-up payments for parental leave and vacation allowances starting at three weeks, flexible working arrangements and personal days off to be used as needed, recognizing the importance of a positive work-life balance for employees.

Conclusion

Building upon the Business Plan Cornerstone of being a "*Preferred Place of Employment*", York Regional Police has invested significant resources into ensuring that the current and future needs of all employees are met.

York Regional Police continues to be an industry leader in providing cutting-edge technology, a wide variety of career opportunities and exceptional leadership, all while keeping York Region one of the safest communities in Canada. York Regional Police prides itself on being an organization that is Vision-Inspired, Mission-Focused and Values-Driven.

We are honoured to be named one of *Greater Toronto's Top 100 Employers*. The hard work of both our sworn and civilian membership has resulted in York Region being one of Canada's safest communities. Our people are why York Regional Police is considered provincial and national leaders in so many areas and we continue to build innovative programs, establish strong community partnerships and enhance our outreach to all communities.

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

EJ:ad

Accessible formats or communication supports are available upon request.

THE REGIONAL MUNICIPALITY OF YORK
POLICE SERVICES BOARD

REPORT OF THE EXECUTIVE DIRECTOR

December 17, 2018

Revised Records Classification and Retention Schedules

RECOMMENDATIONS

1. That the Board approve the revised Records Classification and Retention Schedule for Board records, attached as Schedule 'A';
2. That the Board approve the revised Records Classification and Retention Schedules for York Regional Police, attached as Schedule 'B' and Schedule 'C';
3. That the Board forward the attached Schedules 'A' and 'B' to Regional Council and request amendments to Bylaw No. 2013-15 under section 254 of the *Municipal Act, 2001*.

PURPOSE

This report requests approval from the Regional Municipality of York Police Services Board (the "Board") of a revised records retention schedule for records in the custody and control of the Board, and requests that the Board forward the schedule to Regional Council to request amendments to the necessary by-law.

The *Municipal Act, 2001* ("the Act") provides that a municipality shall retain and preserve its records in a secure and accessible manner. Section 254 of the *Act* also provides that a municipality is responsible for retaining and preserving the records of its local boards, including police services boards. Regional Council is responsible for enacting a bylaw to establish retention schedules for records of police services boards with the exception of law enforcement records as defined in section 255(6) of the *Act* (Schedule C of this report). Further, a record may be destroyed if a retention period for the record has been established and the retention period has expired or the record is a copy of the original record.

BACKGROUND

Proper retention of records is an important component to maintain and manage the Board's electronic and paper records and to ensure information is readily available when required and may be destroyed when it is no longer needed. Records retention schedules are necessary for establishing the duration of retention of records, the location and owner of the master copies of records, and the final disposition of records once they reach the end of their lifecycle.

SUMMARY AND RECOMMENDATIONS

Reviews of the Board's records retention schedule were conducted in 2013 and 2015. A 2018 review of the Board's record management system and records retention schedule was conducted by Board staff. Proposed changes to the Board's schedule include the additions of

three codes to be consistent with the Region's retention schedule codes and to more accurately reflect the functions of the Board office and day-to-day operations. The revisions are highlighted in the attached Schedule A. The Board's Record Retention Schedule was revised to reflect more accurate and efficient record management practices.

The Board is also responsible for the records of York Regional Police ("YRP"). YRP (Property/Evidence and Information Governance) conducted a 2018 review of its records retention schedule and is proposing changes reflected in Schedule B relating to administration records, and the records relating to law enforcement activity, as defined in section 255(6) of the Act, are included in Schedule C. YRP has reviewed and updated its records to reflect changes in operating practices and current legislative requirements.

It is recommended that the Board approve the amendments to the Records Classification and Retention Schedules, and that the Board forward the attached Schedules A and B to Regional Council and request to amend Bylaw No. 2013-15 which is the bylaw to establish retention periods for records of the Board.

CONSULTATION

Regional Legal and Information Asset Management and YRP Legal were consulted during the review process.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the adoption of this report.

CONCLUSION

The amended schedules will allow for the effective administration of the records management system. A copy of the proposed retention schedules, with the various classification codes to be included in the bylaw, are attached to this report.

Mafalda Avellino
Executive Director

/Attach.: Schedules A, B and C



Schedule A

POLICE SERVICES BOARD -RECORDS CLASSIFICATION AND RETENTION SCHEDULE

Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
A	Administration	
A00	Administration – General	C+1
A01	Vendors and Suppliers	C+1
A02	Office/Audio Visual Equipment	T+1 T=equipment disposed of
A04	Information Technology Hardware, Software and Administration	T+3
A05	Records Management Program	C+2
A06	Memberships	C+1*
A07	Media	C+1*
A08	Internal News	C+1*
A09	Speeches/Presentations	C+2*
A10	Graphics standards	S*
A11	Travel and Accommodations	C+1
A12	Conventions/Conferences/Events	C+1*
A13	Meetings – Internal	C+6*
A15	Marketing (Promotions)	C + 1
A16	Publications	C+1*
A18	Organization	S*
A20	Printing Services	C+1
A21	Strategic Planning	S*

Codes: C – Current year P – Permanent S – Until superseded T – Termination of an event * – Archival review

Note: gaps in sequence indicate obsolete codes. "■" indicates closed code containing permanent records



Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
A22	Consultants	C+2
A23	Records Disposition	P*
A24	Freedom of Information Requests	T+2 T=file closed
A25	Supplies and Services	C+2
A26	Certificates of Insurance	P
A30	Information Technology Services Requests	C+1
A31	Inquiries and Complaints	C+1
A32	Meetings – External	C+6*
A34	Quality Assurance/Control/Performance Measurement	C+6*
A37	Daily Activity Information	C+3
D	Development	
D01	Demography	S
D13	Regional Office Building and Property Development	P*
F	Finance	
F00	Finance – General	C+1
F01	Accounts Payable	C+6
F02	Cheques	C+6
F04	Accounts Receivable	C+6
F06	Employee Expenses	C+6
F07	Payroll	C+6

Codes: C – Current year P – Permanent S – Until superseded T – Termination of an event * – Archival review

Note: gaps in sequence indicate obsolete codes. "■" indicates closed code containing permanent records



Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
F08	Budgets, Estimates and Forecasts	C+6
F12	Subsidies	C+6
F14	Capital Expenditures	P*
F16	Financial Statements	P*
F17	Audits and Auditing	C+6*
F19	Quotations and Tenders	C+7
F21	Chargebacks	C+6
F31	Business Plan and Budget	P*
H	Human Resources	
H00	Human Resources – General	C+1
H01	Employee Records	T+7 T=termination of employment
H02	Recruitment	C+3
H03	Job Evaluation/Pay Administration	S+5*
H04	Benefits – General	S+5
H05	Corporate Learning and Development	C+4
H06	Labour Relations	C+49*
H08	Attendance and Scheduling	C+6
H09	Health and Safety – General	C+6*

Codes: C – Current year P – Permanent S – Until superseded T – Termination of an event * – Archival review

Note: gaps in sequence indicate obsolete codes. "■" indicates closed code containing permanent records

[illegible]

Codes: C – Current year P – Permanent S – Until superseded T – Termination of an event * – Archival review

Note: gaps in sequence indicate obsolete codes. "■" indicates closed code containing permanent records



Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
	<ul style="list-style-type: none"> – Injury/complaint occurred up to December 31, 2003 – Injury/complaint occurred after December 31, 2003 	T+6 T+2 T=18 th birthday
L07	Hearings/Proceedings <ul style="list-style-type: none"> – Proceedings commenced up to December 31, 2003 – Proceedings commenced after December 31, 2003 	T+1* T+3* T=date matter resolved by agreement or court order
L09	Precedents	S*
L11	Licenses <ul style="list-style-type: none"> - Licenses granted, denied or revoked up to December 31, 2003 - Licenses granted, denied or revoked after December 31, 2003 	T+7 T+3
L13	Legal Advice – General	P*
L14	Property Leases and Licenses <ul style="list-style-type: none"> - Contract completed or licences granted, denied or revoked after December 31, 2003 - Contract completed or licences granted, denied or revoked up to December 31, 2003 	T+3 T+7 T= date license granted, denied or
L34	Legal Counsel –General Matters	T+25
P	Policy	
P00	Policy – General	C+1
P01	Policies, Procedures, Guidelines	P*
P02	Communications to Council	C+2*
P09	Ad Hoc Committees	P*
P10	By-law – Region	P*

Codes: C – Current year P – Permanent S – Until superseded T – Termination of an event * – Archival review

Note: gaps in sequence indicate obsolete codes. "■" indicates closed code containing permanent records



Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
P12	Provincial Legislation	S*
P13	Federal Legislation	S*
P15	Federal – Ministries/Agencies	C+2
P16	Provincial – Ministries/Agencies	C+2
P17	Municipalities – Local	C+2
P18	Municipalities – Other	C+2
P19	Local Boards/Commissions/Authorities	C+2*
P45	Police Services Board Agendas and Minutes	P*
W	Works	
W10	Office Building and Property Maintenance	C+1
W11	Radio Systems	S

Codes: C – Current year P – Permanent S – Until superseded T – Termination of an event * – Archival review

Note: gaps in sequence indicate obsolete codes. "■" indicates closed code containing permanent records

Reference

Versatile Codes to be added

A26 – Certificates of Insurance

Includes Certificates of Insurance held by Policy, Risk & Treasury – Insurance & Risk Only

L11 - Licenses

Includes all records regarding licenses issued and owned by the Board with the exception of any property-related licenses. Includes lodging, house license applications and approvals, public vehicle operating license applications and radio permits (base and vehicle). Also includes copyright, trademarks and event licenses.

P09 – Ad Hoc Committees

Includes records regarding the activities of the various ad hoc committees of the Board.



York Regional Police Records Classification and Retention Schedule

ADMINISTRATION

A01	Activity Reports	E + 3
A03	Associations	E + 2
A04	Audits	E + 10
A08	Committees	E + 10
A09	Conferences and Seminars	C + 2
A10	Corporate Records Management	E + 5
A11	Corporate Records Disposition	P
A14	Freedom of Information (FOI) Requests	E + 2
A16	Letter Log	C + 14
A17	Mapping Information	E + 2
A18	Meetings and Minutes	E + 10
A20	Newsletters – Internal	E + 30
A22	Statistics	P
A24	York Regional Police Numbered Forms	E + 5
A26	Business Cases/Proposals	P
A28	Risk Management	E + 10

COMMUNITY SAFETY AND CRIME PREVENTION

CC01	Brochures/Pamphlets	P
CC02	Community Events	E + 2
CC03	Community Programs	E + 2
CC05	Media Releases and Media Reports	P
CC06	Programs and Initiatives	E + 9

C – Current **E** – Event **P** – Permanent

Note: gaps in sequence indicate codes not used by York Regional Police



York Regional Police Records Classification and Retention Schedule

CC07	Registrations	P
CC08	School Programs	E + 2
CC09	Events	E + 20

EQUIPMENT, FLEET AND FACILITIES

EF01	Facilities Testing	C + 3
EF02	Building Plans	E + 3
EF03	Building Access – Personal Access Codes (PACs)	E + 5
EF04	Decontamination Records	C + 5
EF05	Clothing and Equipment	E + 1
EF06	Physical Assets – Equipment	E + 1
EF07	Inventory	P
EF08	Renovations and Repairs	E + 3
EF09	Vehicles and Vessels	E + 3
EF10	Driver's Files/Logs	E + 3
EF11	Air Support	E + 3

FINANCE

F01	Accounts Payable	C + 6
F02	Accounts Receivable	C + 6
F04	Journals	C + 6
F05	Grants	E + 6
F06	Tangible Capital Assets	E + 6
F07	Budgets	E + 6
F09	Paid Duty Requests	C + 6

C – Current **E** – Event **P** – Permanent

Note: gaps in sequence indicate codes not used by York Regional Police



York Regional Police Records Classification and Retention Schedule

F10	Procurement	E + 6
F11	Auto-Taxable Benefits	C + 6
F13	Solicitations and Donations	C + 6
F14	Capital Projects	E + 10

GOVERNANCE

G01	Annual Reports	P
G02	Business Plans	P
G03	Chief's Orders	P
G04	Collective Bargaining	P
G05	Corporate Planning	C + 14
G06	Executive Command Team (ECT)	E + 15
G07	Police Services Board	P
G08	Bylaws – Police Services Board	P
G09	Regulations and Procedures	P
G10	Organizational Chart	P

HUMAN RESOURCES

HR02	Chemical Exposure Reports	E + 50
HR03	Fingerprints – Employees	P
HR05	Human Resources Reports	C + 10
HR06	Job Postings	E + 3
HR07	Position Descriptions	E + 10
HR08	Disability Management	E + 50
HR09	Employee Records	E + 50

C – Current **E** – Event **P** – Permanent

Note: gaps in sequence indicate codes not used by York Regional Police



York Regional Police Records Classification and Retention Schedule

HR10	Corporate Orientation	E + 1
HR11	Discipline – Informal	As per Police Services Act/Working Agreement
HR12	Discipline – PSA Convictions	As per Police Services Act
HR13	Payroll Processing	C + 6
HR14	Performance Management	E + 10
HR15	Promotional Process	E + 3
HR16	Recruiting – External	E + 15
HR17	Recruiting – Internal	E + 3
HR18	Transfer Requests	E + 1
HR19	Time Banks/Attendance Tracking	C + 6
HR20	Working Files	C
HR21	Unsolicited Résumés	C
HR22	Employee Relations	E + 19
HR23	Health and Safety Information	E + 3
HR24	Volunteer Records	E + 5
HR25	Diving Operations	E + 50

INFORMATION TECHNOLOGY

IT01	Information Technology Requests	E + 1
IT02	Hardware	E
IT03	Information Technology Project Files	E + 1
IT04	Software	E + 1
IT05	Disaster Recovery	S
IT06	Information Technology Audit Logs	E + 5
IT07	Technology Growth	E + 10

C – Current **E** – Event **P** – Permanent

Note: gaps in sequence indicate codes not used by York Regional Police



York Regional Police Records Classification and Retention Schedule

LEGAL

L01	Advice	E + 15
L02	Agreements – Real Estate	E + 15
L03	Civil Litigation	E + 15
L04	Contracts and Agreements	E + 6
L05	Criminal Injuries Compensation Board	E + 2
L06	Disclosure – Discipline/Misconduct	E + 2
L07	Leases	E + 7
L08	Public Complaints – Informal Resolution	E + 2
L09	Public Complaints – Without Hearing	E + 3
L10	Public Complaints – With Hearing	E + 5
L11	Hearing Officer's Files	P
L12	Special Investigations Unit (SIU) Files	E + 5
L13	Third Party Motions	E + 15
L14	Waivers of Liability	E + 3
L15	Motor Vehicle Collisions Involving YRP Vehicles	E + 15
L17	Chief's Complaints	E + 5

TRAINING AND DEVELOPMENT

TD01	Course Reimbursement	E + 50
TD02	Course Applications	E + 2
TD04	Lesson Plans	E + 10
TD05	PIN Testing	E + 50
TD06	Requests for Equivalency	E + 3
TD07	Requests for Tenure Time Exemption	E + 3

C – Current **E** – Event **P** – Permanent

Note: gaps in sequence indicate codes not used by York Regional Police



York Regional Police Records Classification and Retention Schedule

TD08	Use of Force Equipment Inventory	E + 3
TD09	Use of Force Training	E + 3
TD10	Use of Force Reports Use of Force Reports – Part B	E + 2 30 days



York Regional Police Records Classification and Retention Schedule

UCR 1110 - 0	Murder 1 st Degree	E + 80
UCR 1120 - 0	Murder 2 nd Degree	E + 80
UCR 1130 - 101	Manslaughter	E + 80
UCR 1130 - 102	Fail to Guard Open Ice/Death	E + 80
UCR 1140 - 0	Infanticide	E + 80
UCR 1150 - 0	Criminal Negligence Causing Death	E + 80
UCR 1160 - 0	Other Offences Causing Death	E + 80
UCR 1210 - 0	Attempted Murder	E + 80
UCR 1220 - 0	Conspire to Commit Murder	E + 80
UCR 1310 - 0	Assault-Sex-Aggravated-Level 3	E + 80
UCR1320 - 0	Assault-Sex W Weapon/Bodily Harm - Level 2	E + 80
UCR1330 - 0	Assault-Sexual-Level 1	E + 80
UCR1340 - 0	Sexual Crimes-Other	E + 80
UCR1345 - 0	Sexual Interference	E + 80
UCR1350 - 0	Invitation to Sexual Touching	E + 80
UCR1355 - 0	Sexual Exploitation	E + 80
UCR1356 - 0	Sexual Exploitation Disability	E + 80
UCR1360 - 0	Incest	E + 80
UCR1365 - 0	Corrupt Morals of Child	E + 80
UCR1367 - 0	Sex Expl Mat to Child w Intent	E + 80
UCR1368 - 0	Parent/Guardian Procure Sex Activity	E + 80
UCR1369 - 0	Householder Permit Sex Activity	E + 80
UCR1370 - 0	Luring Child Via Computer	E + 80
UCR1371 - 0	Agree/Arrange Sex Offence - Child	E + 80

C – Current **E** – Event **P** – Permanent

Note: gaps in sequence indicate codes not used by York Regional Police



York Regional Police Records Classification and Retention Schedule

UCR1375 – 0	Anal Intercourse	E + 80
UCR1380 – 0	Bestiality-Commit/Compel/Incite	E + 80
UCR1381 – 0	Bestiality – in Presence Child	E + 80
UCR1385 – 0	Voyeurism	E + 80
UCR1390 – 0	Distribute Intimate Images	E + 80
UCR1410 – 101	Assault-Aggravated – Level 3	E + 25
UCR1420 – 0	Assault W Weapon/Bodily Harm – Level 2	E + 25
UCR1430 – 0	Assault Level 1	E + 25
UCR1440 – 101	Unlawfully Cause Bodily Harm	E + 25
UCR1440 – 102	Fail Guard Open Ice – Causing Bodily Harm	E + 25
UCR1450 – 0	Discharge Firearm with Intent to Cause Bodily Harm	E + 25
UCR1455 – 0	Weapons-Use Firearm/Imitation	E + 25
UCR1457 – 0	Weapons – Point a Firearm	E + 25
UCR1460 – 101	Assault Peace Officer – Police	E + 25
UCR1460 – 102	Assault Peace Officer – Other	E + 25
UCR1461 – 0	Assault Weapon/Bodily Harm – Police Officer	E + 25
UCR1461 – 100	Assault Weapon/Bodily Harm – Other Peace Officer	E + 25
UCR1462 – 0	Assault Aggravated-Police Officer	E + 25
UCR1462 – 100	Assault Aggravated-Other Peace Officer	E + 25
UCR1470 – 0	Criminal Negligence Causing Bodily Harm	E + 25
UCR1475 – 0	Trap Likely to or Cause Bodily Harm	E + 25
UCR1480 – 0	Assaults – Other	E + 25
UCR1510 – 101	Forcible Confinement	E + 80
UCR1510 – 102	Kidnapping	E + 80

C – Current **E** – Event **P** – Permanent

Note: gaps in sequence indicate codes not used by York Regional Police



York Regional Police Records Classification and Retention Schedule

UCR1515 – 0	Kidnapping	E + 80
UCR1516 – 0	Forcible Confinement	E + 80
UCR1520 – 0	Hostage Taking	E + 80
UCR1525 – 0	Trafficking in Persons	E + 80
UCR1530 – 0	Abduction < 14	E + 80
UCR1540 – 0	Abduction <16	E + 80
UCR1545 – 0	Remove Child From Canada	E + 80
UCR1550 – 0	Abduct Contravene Custody Order	E + 80
UCR1560 – 0	Abduction No Custody Order	E + 80
UCR1610 – 101	Robbery – Retail	E + 25
UCR1610 – 102	Robbery – Financial	E + 25
UCR1610 – 103	Robbery – Home Invasion	E + 25
UCR1610 – 104	Robbery – Carjacking	E + 25
UCR1610 – 105	Robbery – Street	E + 25
UCR1610 – 106	Robbery – ATM	E + 25
UCR1610 – 107	Robbery – Deposit	E + 25
UCR1610 – 108	Robbery – Other	E + 25
UCR1611 – 0	Robbery of Firearms	E + 25
UCR1620 – 0	Extortion	E + 25
UCR1621 – 0	Intimidation Justice System Participation	E + 25
UCR1622 – 0	Intimidation	E + 25
UCR1625 – 0	Criminal Harassment	E + 25
UCR1626 – 0	Harassing/Indecent Communication	E + 25
UCR1627 – 0	Utter Threats to Person	E + 25

C – Current **E** – Event **P** – Permanent

Note: gaps in sequence indicate codes not used by York Regional Police



York Regional Police Records Classification and Retention Schedule

UCR1628 – 0	Explosives Cause Death/Cause Bodily Harm	E + 25
UCR1629 – 0	Arson-Disregard for Human Life	E + 25
UCR1630 – 0	Other Violent Violations	E + 25
UCR1711 – 0	Obtain Sex Service For Consideration	E + 25
UCR1712 – 0	Obstn Sex Service From Person < 18	E + 25
UCR1721 – 0	Benefit From Sexual Services	E + 25
UCR1722 – 0	Benefit From Sexual Services < 18	E + 25
UCR1731 – 0	Procuring	E + 25
UCR1732 – 0	Procuring < 18	E + 25
UCR1740 – 0	Advertising Sexual Services	E + 25
UCR2110 – 0	Arson	E + 25
UCR2120 – 101	B & E – Residential	E + 25
UCR2120 – 102	B & E – Commercial	E + 25
UCR2120 – 103	B & E – Schools	E + 25
UCR2120 – 104	Unlawfully in a Dwelling	E + 25
UCR2121 – 0	B & E Intent/Theft of Firearm	E + 25
UCR2125 – 0	B & E – Vehicle Steal Firearm	E + 25
UCR2130 – 101	Theft Over – Bicycle	E + 25
UCR2130 – 102	Theft Over – Shoplifting	E + 25
UCR2130 – 103	Theft Over – Other	E + 25
UCR2131 – 101	Theft Over – Vehicle	E + 25
UCR2131 – 102	Theft Over – Take Vehicle Without Consent	E + 25
UCR2132 – 0	Theft Over – From Motor Vehicle	E + 25
UCR2133 – 0	Theft Over – Shoplifting	E + 25

C – Current **E** – Event **P** – Permanent

Note: gaps in sequence indicate codes not used by York Regional Police



York Regional Police Records Classification and Retention Schedule

UCR2135 – 101	Theft Over Vehicle	E + 25
UCR2135 – 102	Theft Over – Take Vehicle Without Consent	E + 25
UCR2135 – 103	Theft Under – Vehicle	E + 25
UCR2135 – 104	Theft Under – Take Vehicle Without Consent	E + 25
UCR2140 – 101	Theft Under – Bicycle	E + 25
UCR2140 – 102	Theft Under – Shoplifting	E + 25
UCR2140 – 103	Theft Under – Other	E + 25
UCR2140 – 104	Theft Under – Election Sign	E + 25
UCR2141 – 101	Theft Under – Vehicle	E + 25
UCR2141 – 102	Theft Under – Take Vehicle Without Consent	E + 25
UCR2142 – 0	Theft Under – From Motor Vehicle	E + 25
UCR2143 – 0	Theft Under – Shoplifting	E + 25
UCR2150 – 0	Possession – Property by Crime	E + 25
UCR2152 – 101	Trafficking Stolen Goods Over \$5,000	E + 25
UCR2153 – 0	Possession Over – Property Obtained by Crime	E + 25
UCR2155 – 101	Trafficking Stolen Goods Under \$5,000	E + 25
UCR2156 – 0	Possession Under – Property Obtained by Crime	E + 25
UCR2160 – 101	Fraud – Cheque	E + 25
UCR2160 – 102	Fraud/Theft/Poss/Use Credit Card	E + 25
UCR210 – 103	Fraud – Other Means	E + 25
UCR2160 – 104	Fraud – Computer	E + 25
UCR2160 – 105	Bomb Threat – Convey False Message	E + 25
UCR2165 – 0	Identity Theft	E + 25
UCR2170 – 099	Mischief to Property	E + 25

C – Current **E** – Event **P** – Permanent

Note: gaps in sequence indicate codes not used by York Regional Police



York Regional Police Records Classification and Retention Schedule

UCR2170 – 100	Mischief to Property – Graffiti	E + 25
UCR2170 – 101	Mischief – Wilful Act/Omits Like	E + 25
UCR2170 – 102	Mischief – Conceal/Corrupt Data	E + 25
UCR2170 – 103	Mischief – Religious Propaganda-Hate	E + 25
UCR2170 – 104	Mischief – Obstruct/Interrupt/Int	E + 25
UCR2170 – 105	Mischief to Property – Election Sign	E + 25
UCR2172 – 101	Mischief Property Over \$5,000	E + 25
UCR2172 – 102	Mischief Property Over – Graffiti	E + 25
UCR2174 – 101	Mischief Property Under \$5,000	E + 25
UCR2174 – 102	Mischief Property Under – Graffiti	E + 25
UCR2175 – 0	Mischief Cultural Property	E + 25
UCR2176 – 0	Mischief – Religious Prop – Hate	E + 25
UCR2177 – 0	Mischief War Memorials	E + 25
UCR2178 – 0	Alter/Destroy/Remove VIN	E + 25
UCR3110 – 101	Bawdy House - Keeper	E + 25
UCR3110 – 102	Bawdy House Inmate/Found in/OW	E + 25
UCR3115 – 0	Prost <18 – Living off Avails	E + 25
UCR3120 – 0	Procuring	E + 25
UCR3125 – 0	Comm for Purpose of Sex <18	E + 25
UCR3130 – 0	Other Prostitution	E + 25
UCR3140 – 0	Comm to Provide Sex Service	E + 25
UCR3141 – 0	Stop/Impede Traffic FTP Sex	E + 25
UCR3166 – 0	Parent/Guard Procure 16 – 17	E + 25
UCR3168 – 0	Parent/Guard Permit 16 – 17	E + 25

C – Current **E** – Event **P** – Permanent

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York Regional Police Records Classification and Retention Schedule

UCR3210 – 101	Betting House – Keeper	E + 25
UCR3210 – 102	Betting House – Found In	E + 25
UCR3220 – 101	Gaming House – Keeper	E + 25
UCR3220 – 102	Gaming House – Found In	E + 25
UCR3230 – 101	Other Gaming/Betting – Lotteries	E + 25
UCR3230 – 102	Other Gaming/Betting – Other	E + 25
UCR3240 – 0	Common Bawdy House	E + 25
UCR3310 – 0	Weapons – Explosives Possess	E + 25
UCR3360 – 0	Weapons – Use Firearm/Imitation	E + 25
UCR3365 – 0	Weapons – Trafficking	E + 25
UCR3370 – 0	Weapons – Poss Contrary to Order	E + 25
UCR3375 – 101	Weapons Possession of Firearm	E + 25
UCR3375 – 102	Weapons Possession of Other	E + 25
UCR3380 – 0	Weapons – Import/Export	E + 25
UCR3385 – 0	Weapons – Point a Firearm	E + 25
UCR3390 – 0	Weapons – Firearms Docs/Admin	E + 25
UCR3395 – 0	Weapons – Unsafe Storage	E + 25
UCR3410 – 0	Bail Violations/Breach Recognizance	E + 25
UCR3420 – 0	Counterfeit Currency	E + 25
UCR3420 – 101	Counterfeit – No History	E + 25
UCR3430 – 0	Cause Disturbance – Disturb Peace	E + 25
UCR3440 – 0	Escape Custody	E + 25
UCR3450 – 0	Indecent Act	E + 80
UCR3455 – 0	Child Pornography – Poss/Access	E + 80

C – Current **E** – Event **P** – Permanent

Note: gaps in sequence indicate codes not used by York Regional Police



York Regional Police Records Classification and Retention Schedule

UCR3456 – 0	Child Pornography – Make/Distribute	E + 80
UCR3457 – 0	Voyeurism	E + 80
UCR3460 – 101	Public Morals – Corrupt Morals	E + 25
UCR3460 – 102	Public Morals – Imm Theatre Perf	E + 25
UCR3460 – 103	Public Morals – Obscene Mail	E + 25
UCR3461 – 0	Luring Child Via Computer	E + 80
UCR3470 – 0	Obstruct Public Peace Officer	E + 25
UCR3480 – 0	Prisoner Unlawfully at Large	E + 25
UCR3490 – 0	Trespass by Night	E + 25
UCR3510 – 101	Fail to Appear – Court	E + 25
UCR3510 – 102	Fail to Appear – Identification	E + 25
UCR3520 – 101	Breach of Prohibition Order	E + 25
UCR3520 – 102	Breach of Probation – Adult	E + 25
UCR3530 – 0	Harassing/Indecent Phone Calls	E + 25
UCR3540 – 0	Utter Threats – Property/Animals	E + 25
UCR3550 – 0	Genocide – Advocate/Promote	E + 25
UCR3560 – 0	Incite Hatred	E + 25
UCR3700 – 0	Unauthorized Recording Movie	E + 25
UCR3710 – 0	Offences Against Public Order	E + 25
UCR3711 – 0	Property/Serv Terrorist Activity	E + 80
UCR3712 – 0	Freeze Property Discl Audit	E + 25
UCR3713 – 0	Participate Act Terrorist Group	E + 80
UCR3714 – 0	Facilitate Terrorist Activity	E + 80
UCR3715 – 0	Instr/Comm Act of Terrorism	E + 80

C – Current **E** – Event **P** – Permanent

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York Regional Police Records Classification and Retention Schedule

UCR3716 – 0	Harbour/Conceal Terrorist	E + 80
UCR3717 – 0	Hoax Terrorism	E + 80
UCR3718 – 0	Advocate/Promote Terrorism	E + 80
UCR3720 – 0	Firearms/Other Offensives Weap	E + 25
UCR3721 – 0	Leave Canada Participate Terror	E + 80
UCR3722 – 0	Leave Canada Facilitate Terror	E + 80
UCR3723 – 0	Leave Canada Terrorist Group	E + 80
UCR3724 – 0	Leave Canada Terrorist Activity	E + 80
UCR3725 – 0	Harbour/Conceal Terrorist Life	E + 80
UCR3726 – 0	Harbour/Conceal Terror – Not	E + 80
UCR3727 – 0	Harbour/Conceal Person Likely	E + 80
UCR3730 – 101	Accept/Offer Bribe	E + 25
UCR3730 – 102	Breach of Trust	E + 25
UCR3730 – 103	Personate Peace Officer	E + 25
UCR3730 – 104	Perjury	E + 25
UCR3730 – 105	Obstruct Justice	E + 25
UCR3730 – 106	Public Mischief	E + 25
UCR3730 – 107	Misc Offence Against Law/Justice	E + 25
UCR3740 – 0	Sex/Public Morals/Disorderly Conduct	E + 25
UCR3750 – 0	Invasion of Privacy	E + 25
UCR3760 – 0	Disorderly House-Gaming/Betting	E + 25
UCR3770 – 101	Provide Necessaries	E + 25
UCR3770 – 102	Utter Threats Property/Animals	E + 25
UCR3770 – 103	Misc Off Persons/Reputation	E + 25

C – Current **E** – Event **P** – Permanent

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York Regional Police Records Classification and Retention Schedule

UCR3770 – 104	Bomb Threat-Destroy Property	E + 25
UCR3780 – 101	Disguise with Intent	E + 25
UCR 3780 – 102	Poss B & E Instruments	E + 25
UCR3780 – 103	Off Agnst Rights of Property	E + 25
UCR3790 – 0	Trade/Contract/Secret Comm	E + 25
UCR3791 – 0	Intimidation Justice System	E + 25
UCR3810 – 101	False Fire Alarm	E + 25
UCR3810 – 102	Wilf/Forbid Acts – Misc	E + 25
UCR3820 – 0	Offences Relating to Currency	E + 25
UCR3825 – 0	Proceeds of Crime	E + 25
UCR3830 – 0	Attempt/Conspire/Accessories	E + 25
UCR3840 – 0	Instruct Offence Criminal Orgn	E + 80
UCR3841 – 0	Commit Offence Criminal Orgnz	E + 80
UCR3824 – 0	Partic Activities Crim Orgnz	E + 80
UCR3843 – 0	Recruitment Criminal Organization	E + 80
UCR3890 – 0	All Other Criminal Code	E + 25
UCR4110 – 0	Possession – Heroin	E + 25
UCR4120 – 0	Possession – Cocaine	E + 25
UCR4130 – 0	Possession- Other CDSA	E + 25
UCR4140 – 0	Possession – Cannabis	E + 25
UCR4150 – 0	Possession – Crystal Meth	E + 25
UCR4160 – 0	Possession – Ecstasy	E + 25
UCR4210 – 0	Trafficking – Heroin	E + 25
UCR4220 – 0	Trafficking – Cocaine	E + 25

C – Current **E** – Event **P** – Permanent

Note: gaps in sequence indicate codes not used by York Regional Police



York Regional Police Records Classification and Retention Schedule

UCR4230 – 0	Trafficking – Other CDSA	E + 25
UCR4240 – 0	Trafficking Cannabis	E + 25
UCR4250 – 0	Trafficking – Crystal Meth	E + 25
UCR4260 – 0	Trafficking – Ecstasy	E + 25
UCR4310 – 0	Import & Production – Heroin	E + 25
UCR4310 – 100	Import/Export – Heroin	E + 25
UCR4320 – 0	Import & Production – Cocaine	E + 25
UCR4320 – 100	Import/Export – Cocaine	E + 25
UCR4330 – 0	Import & Production – Other CDSA	E + 25
UCR4330 – 100	Import/Export Other CDSA	E + 25
UCR4340 – 0	Import Cannabis	E + 25
UCR4340 – 100	Import/Export Cannabis	E + 25
UCR4350 – 0	Import/Export Crystal Meth	E + 25
UCR4360 – 0	Import/Export Ecstasy	E + 25
UCR4410 – 0	Production – Heroin	E + 25
UCR4420 – 0	Production – Cocaine	E + 25
UCR4430 – 0	Production – Other CDSA	E + 25
UCR4440 – 0	Production – Cannabis	E + 25
UCR4450 – 0	Production – Crystal Meth	E + 25
UCR4460 – 0	Production – Ecstasy	E + 25
UCR4590 – 0	Precursor Equipment	E + 25
UCR5220 – 0	P for P/Traffic Ketamine	E + 25
UCR6100 – 0	Bankruptcy Act	E + 25
UCR6150 – 0	Income Tax Act	E + 25

C – Current **E** – Event **P** – Permanent

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York Regional Police Records Classification and Retention Schedule

UCR6200 – 0	Canada Shipping Act	E + 25
UCR6250 – 0	Canada Health Act	E + 25
UCR6300 – 0	Customs Act	E + 25
UCR6350 – 0	Competition Act	E + 25
UCR6400 – 0	Excise Act	E + 25
UCR6450 – 0	Breach of Probation – YCJA	E + 25
UCR6500 – 0	Immigration/Refugee Protection	E + 25
UCR6510 – 0	IRPA – Human Trafficking	E + 80
UCR6520 – 0	IRPA – Human Smuggling < 10	E + 80
UCR6530 – 0	IRPA – Human Smuggling > 10	E + 80
UCR6550 – 0	Firearms Act	E + 25
UCR6560 – 0	National Defence Act	E + 25
UCR6900 – 0	Other Federal Statutes	E + 25
UCR7100 – 101	Liquor – Intoxicated	E + 6
UCR7100 – 102	Liquor – Other Offences	E + 6
UCR7200 – 0	Securities Act	E + 25
UCR7300 – 101	Trespass to Property Act	E + 6
UCR7300 – 102	Retail Holiday Business Act	E + 5
UCR7300 – 103	Mental Health Act	E + 15
UCR7300 – 104	Prov Statutes – All Other	E + 6
UCR8100 – 0	York Bylaws	E + 5
UCR8100 – 101	Bylaw – Newmarket Animals	E + 5
UCR8100 – 102	Bylaw - Newmarket Barking Dogs	E + 5
UCR8100 – 103	Bylaw – Newmarket Noise	E + 5

C – Current **E** – Event **P** – Permanent

Note: gaps in sequence indicate codes not used by York Regional Police



York Regional Police Records Classification and Retention Schedule

UCR8100 – 104	Bylaw – Newmarket Body Rub Parlor	E + 5
UCR8100 – 105	Bylaw – Newmarket Other	E + 5
UCR8100 – 201	Bylaw – Aurora Animals	E + 5
UCR8100 – 202	Bylaw – Aurora Barking Dogs	E + 5
UCR8100 – 203	Bylaw – Aurora Noise	E + 5
UCR8100 – 204	Bylaw – Aurora Body Rub Parlor	E + 5
UCR8100 – 205	Bylaw – Aurora Other	E + 5
UCR8100 – 301	Bylaw – Georgina Animals	E + 5
UCR8100 – 302	Bylaw – Georgina Barking Dogs	E + 5
UCR8100 – 303	Bylaw – Georgina Noise	E + 5
UCR8100 – 304	Bylaw – Georgina Body Rub Parlor	E + 5
UCR8100 – 305	Bylaw – Georgina Other	E + 5
UCR8100 – 401	Bylaw – King Animals	E + 5
UCR8100 – 402	Bylaw – King Barking Dogs	E + 5
UCR8100 – 403	Bylaw – King Noise	E + 5
UCR8100 – 404	Bylaw – King Body Rub Parlors	E + 5
UCR8100 – 405	Bylaw – King Other	E + 5
UCR8100 – 501	Bylaw – Richmond Hill Animals	E + 5
UCR8100 – 502	Bylaw – Richmond Hill Barking Dogs	E + 5
UCR8100 – 503	Bylaw – Richmond Hill Noise	E + 5
UCR8100 – 504	Bylaw – Richmond Hill Body Rub Parlor	E + 5
UCR8100 – 505	Bylaw – Richmond Hill Other	E + 5
UCR8100 – 601	Bylaw – Vaughan Animals	E + 5
UCR8100 – 602	Bylaw – Vaughan Barking Dogs	E + 5

C – Current **E** – Event **P** – Permanent

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York Regional Police Records Classification and Retention Schedule

UCR8100 – 603	Bylaw – Vaughan Noise	E + 5
UCR8100 – 604	Bylaw – Vaughan Body Rub Parlors	E + 5
UCR8100 – 605	Bylaw – Vaughan Other	E + 5
UCR8100 – 701	Bylaw – Markham Animals	E + 5
UCR8100 – 702	Bylaw – Markham Barking Dogs	E + 5
UCR8100 – 703	Bylaw – Markham Noise	E + 5
UCR8100 – 704	Bylaw – Markham Body Rub Parlors	E + 5
UCR8100 – 705	Bylaw – Markham Other	E + 5
UCR8100 – 801	Bylaw - Whitchurch-Stouffville Animals	E + 5
UCR8100 – 802	Bylaw – Whitchurch-Stouffville Barking Dogs	E + 5
UCR8100 – 803	Bylaw – Whitchurch-Stouffville Noise	E + 5
UCR8100 – 804	Bylaw – Whitchurch-Stouffville Body Rub Parlor	E + 5
UCR8100 – 805	Bylaw – Whitchurch-Stouffville Other	E + 5
UCR8100 – 901	Bylaw – East Gwillimbury Animals	E + 5
UCR8100 – 902	Bylaw – East Gwillimbury Barking Dogs	E + 5
UCR8100 – 903	Bylaw – East Gwillimbury Noise	E + 5
UCR8100 – 904	Bylaw – East Gwillimbury Body Rub Parlor	E + 5
UCR8100 – 905	Bylaw – East Gwillimbury Other	E + 5
UCR8888 – 100	CA – Graffiti	E + 5
UCR8888 – 101	CA – Drinking	E + 5
UCR8888 – 102	CA – Drugs	E + 5
UCR8888 – 103	CA – Loitering	E + 5
UCR8888 – 104	CA – Trespassing	E + 5
UCR8888 – 105	CA – Dumping	E + 5

C – Current **E** – Event **P** – Permanent

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York Regional Police Records Classification and Retention Schedule

UCR8888 – 106	CA – Licenced Premise	E + 5
UCR8888 – 107	CA – Disobey Sign	E + 5
UCR8888 – 108	CA – Interfere Traffic	E + 5
UCR8888 – 109	CA – Red Light	E + 5
UCR8888 – 110	CA – Speeding	E + 5
UCR8888 – 111	CA – School Bus	E + 5
UCR8888 – 112	CA – COR Initiative	E + 5
UCR8888 – 113	CA – Other	E + 5
UCR9110 – 0	Dangerous Op Causing Death	E + 80
UCR9120 – 0	Dangerous Op Causing Bodily Harm	E + 25
UCR9130 – 0	Dangerous Operation	E + 25
UCR9131 – 0	Dangerous Operation Evade Police/Cause Death	E + 80
UCR9132 – 0	Dangerous Operation Evade Police/Bodily Harm	E + 25
UCR9133 – 0	Dangerous Operation Evade Police	E + 25
UCR9210 – 0	Impaired Operation Cause Death	E + 80
UCR9210 – 100	Impaired Alcohol Death/Over 80	E + 80
UCR9215 – 0	Impaired Drugs Death	E + 80
UCR9220 – 0	Impaired Operation Bodily Harm	E + 25
UCR9220 – 100	Impaired Alcohol CBH/Over 80	E + 25
UCR9225 – 0	Impaired Drug Bodily Harm	E + 25
UCR9230 – 0	Impaired Operation/Over 80 MGS	E + 25
UCR9230 – 100	Impaired Alcohol/Over 80 MGS	E + 25
UCR9235 – 0	Impaired Drug	E + 25
UCR9240 – 0	Fail to Provide Breath Sample	E + 25

C – Current **E** – Event **P** – Permanent

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York Regional Police Records Classification and Retention Schedule

UCR9245 – 0	Fail/Refuse Drug Tests	E + 25
UCR9250 – 0	Failure to Provide Blood Sample	E + 25
UCR9250 – 100	Fail to Provide Blood-Alcohol	E + 25
UCR9255 – 0	Fail to Provide Blood-Drugs	E + 25
UCR9310 – 100	MVC-Crim Code – Fail to Remain	E + 25
UCR9310 – 101	CRC MVC – Crim Fail to Remain	E + 25
UCR9311 – 100	MVC-Fail to Remain Cause Death	E + 80
UCR9312 – 100	MVC-Fail to Remain Bodily Harm	E + 25
UCR9313 – 100	MVC – Criminal Code Fail to Remain	E + 25
UCR9313 – 101	CRC MVC-Crim-Fail to Remain	E + 25
UCR9320 – 0	Driving While Prohibited	E + 25
UCR9330 – 0	Other Criminal Code Traffic	E + 25
UCR9410 – 0	Criminal Negligence Death – Street Racing	E + 80
UCR9420 – 0	Criminal Negligence Bodily Harm – Street Racing	E + 25
UCR9430 – 0	Dangerous Operation – Death – Street Racing	E + 25
UCR9440 – 0	Dangerous Operation – Bodily Harm – Street Racing	E + 25
UCR9450 – 0	Dangerous Operation – Street Racing	E + 25
UCR9510 – 0	Fail to Stop or Remain – HTA	E + 6
UCR9520 – 0	Careless Driving – HTA	E + 6
UCR9530 – 0	Drive Disqual/Suspended – HTA	E + 6
UCR9900 – 0	Other HTA Offences	E + 6
UCR9900 – 100	Stunt Driving HTA	E + 6
UCR9999 – 100	Death – Natural	E + 80
UCR9999 – 101	Death – Suicide	E + 80

C – Current **E** – Event **P** – Permanent

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York Regional Police Records Classification and Retention Schedule

UCR9999 – 102	Death – Accidental – Non Traffic	E + 80
UCR9999 – 103	Death – Non Traffic-Aircraft	E + 80
UCR9999 – 104	Suicide Attempt	E + 80
UCR9999 – 105	Injured Person	E + 15
UCR9999 – 106	Accident-Non Traffic, Non Fatal	E + 15
UCR9999-107	Accident Aircraft Non Fatal	E + 15
UCR9999 – 108	Fire	E + 15
UCR9999 – 109	Missing Person – Adult	E + 15
UCR9999 – 110	Missing Person – Youth	E + 15
UCR9999 – 111	Arrest – Committal/Surety Warrant	E + 15
UCR9999 – 112	Arrest – Other Agency	E + 15
UCR9999 – 113	12 Hour Suspension	E + 5
UCR9999 – 114	Arrest-Breach Peace – No Charge	E + 15
UCR9999 – 115	Dispute – Domestic	E + 15
UCR9999 – 116	Dispute – Consensual Fight	E + 15
UCR9999 – 117	Dispute – Civil – Labour – Other	E + 15
UCR9999 – 118	Mentally Ill Person	E + 15
UCR9999 – 119	Animal Non Bylaw Dog Bite	E + 5
UCR9999 – 120	Animal Non Bylaw – Other	E + 60
UCR9999 – 121	Lost Property – Bicycle	E + 5
UCR9999 – 122	Lost Property – Licence Plates	E + 5
UCR9999 – 123	Lost Property – Other	E + 5
UCR9999 – 124	Found Property – Bicycle	E + 5
UCR9999 – 125	Found Property – Licence Plates	E + 5

C – Current **E** – Event **P** – Permanent

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York Regional Police Records Classification and Retention Schedule

UCR9999 – 126	Found Property – Other	E + 5
UCR9999 – 127	Recovered/Seized Property	E + 15
UCR9999 – 128	Recovered Vehicle Stolen Outside York	E + 15
UCR9999 – 129	Impounded Vehicle	E + 15
UCR9999 – 130	Potential Sex Offender	E + 25
UCR9999 – 131	Sex Offender Registry	E + 25
UCR9999 – 132	Firearms Hearing	E + 15
UCR9999 – 133	Trespass Notice	E + 5
UCR9999 – 135	Info – Report for Other Service	E + 15
UCR9999 – 136	Info – Drugs & Vice	E + 15
UCR9999 – 137	Info- Child Abuse Complaint	E + 15
UCR9999 – 138	Info – Hate Bias Incident	E + 15
UCR9999 – 139	Info – Other	E + 15
UCR9999 – 140	MVC – Property Damage	E + 15
UCR9999 – 141	MVC – Personal Injury	E + 15
UCR9999 – 142	MVC – Hit & Run	E + 15
UCR9999 – 143	MVC – Fatal	E + 80
UCR9999 – 144	MVC – Non Reportable	E + 15
UCR9999 – 145	Non – Wilful Property Damage	E + 5
UCR9999 – 146	Identity Theft	E + 15
UCR9999 – 147	Homicide Non-Culpable (Stats)	E + 80
UCR9999 – 148	BW Arrest – No Fail to Appear	E + 15
UCR9999 – 149	Federal Parolee	E + 15
UCR9999 – 150	Mentally Ill – Apprehension	E + 15

C – Current **E** – Event **P** – Permanent

Note: gaps in sequence indicate codes not used by York Regional Police



York Regional Police Records Classification and Retention Schedule

UCR9999 – 151	Found Human Remains	E + 80
UCR9999 – 152	Provincial Parolees	E + 25
UCR9999 – 153	High Risk Provincial Offenders	E + 25
UCR9999 – 154	S810.1 Judicial Restraining Order	E + 25
UCR9999 – 155	S810.2 Judicial Restraining Order	E + 25
UCR9999 – 156	Info – Organized Crime Report	E + 25
UCR9999 – 157	Info – ICE Outside Agency	E + 25
UCR9999 – 158	Lost Property – Passport	E + 5
UCR9999 – 159	Info – Expired/Revoked FAC	E + 25
UCR9999 – 160	CRC MVC – PD	E + 15
UCR9999 – 161	CRC MVC – Hit & Run	E + 15
UCR9999 – 162	Road Watch Online Report	E + 5
UCR9999 – 163	Aged Warrant Review	E + 15
UCR9999 – 164	Bike Registration	E + 15
UCR9999 – 165	Firearm Surrender	E + 15
UCR9999 – 166	Firearm Home Assessment	E + 15
UCR9999 – 167	Firearm Commercial Assessment	E + 15
UCR9999 – 168	Graduated Suspension – 3 Day	E + 15
UCR9999 – 169	Graduated Suspension – 7 Day	E + 15
UCR9999 – 170	Graduated Suspension – 30 Day	E + 15
UCR9999 – 171	Crime Stoppers Tip	E + 5
UCR9999 – 172	CRC Fail To Report	E + 15
UCR9999 – 173	Suspension Notice	E + 5
UCR9999 – 174	Info – Sex Offence Outside Agency	E + 25

C – Current **E** – Event **P** – Permanent

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York Regional Police Records Classification and Retention Schedule

UCR9999 – 175	Info – Sex Offence	E + 25
UCR9999 – 176	Comm Engagement – Crime Prevention	E + 5
UCR9999 – 177	DVE Outside Agency Search Warrant	E + 15
UCR9999 – 178	DNA Databank Hit	E + 80
UCR9999 – 179	MMPR – Medical Marihuana	E + 15
UCR9999 – 180	Special Event	E + 5
UCR9999 – 181	Noise Complaint	E + 5
UCR9999 – 182	DNA Sample Warrant	E + 80
UCR9999 – 183	CRC Non-Reportable	E + 15
UCR9999 – 184	Arrest – Conditional Sentence Order	E + 15
UCR9999 – 185	DDACTS Area	E + 5
UCR9999 – 186	Info – Investigative	E + 15
UCR9999 – 187	MTO – Commercial Vehicle Inspection Report	E + 5
UCR9999 – 188	Ride Along	E + 5
UCR9999 – 998	POA Warning	E + 2
UCR9999 – 999	Positive Ticket Program	E + 5
OC03	Centre of Forensic Science Reports	retain as per occurrence
OC05	DNA Reports – Conviction	P
	DNA Reports – Set Aside	Destroy
	DNA Reports – Acquittal	Destroy
	DNA Reports – Absolute Discharge	E + 1
OC06	Fingerprints	E + 80*
OC08	Forensic Case Files	retain as per occurrence
OC09	Images – Charged Persons	E + 80*
OC12	Images – Photo Line-Ups	retain as per occurrence

C – Current **E** – Event **P** – Permanent

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York Regional Police Records Classification and Retention Schedule

OC22	Polygraph	retain as per occurrence
OC23	ViCLAS	E + 80
OC25	Collision Reconstruction	E + 15
P01	Authorization - Release/Disposition of Property	retain as per occurrence
P02	Certificates of Destruction	P
*Unless application for destruction granted		
P05	Drug Exhibits Envelopes	as per Health Canada Authorization
P06	Emergency Destruction Orders	retain as per occurrence
P07	Evidence Bags	E
P08	Property/Exhibit Logs – RMS Property/Exhibit Logs – Physical	retain as per occurrence E + 25
P10	Property Returns/Receipts – RMS Property Returns/Receipts – Physical	retain as per occurrence E + 15
P11	Vehicle Impounds – RMS Vehicle Impounds – Physical	retain as per occurrence E + 25
P12	Property Auctions	E + 10
A06	Canadian Police Information Centre (CPIC) Messages	E + 2
A07	Clearance Requests	E + 2
A21	Prisoner Handling and Booking Records	S
CC10	Vulnerable Persons Registry	S
EF10	Lost, Missing or Stolen Clothing or Equipment	P
LE01	Voice/Audio Recordings	E + 3
LE02	Premise Histories	S
LE03	Canine	E + 3
LE04	Circulars/Officer Safety Alerts/BOLOs	S
LE05	Critical Incident Command	E + 25

C – Current **E** – Event **P** – Permanent

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York Regional Police Records Classification and Retention Schedule

LE06	Digital Closed Circuit Television (DCCTV) Recordings – General	E + 6mo
	Digital Closed Circuit Television (DCCTV) Recordings – Sally Port	E + 12mo
	Digital Closed Circuit Television (DCCTV) Recordings – Evidence	w occurrence
LE07	Interview Recordings	w occurrence
LE08	Fingerprint Destruction	E + 80
LE09	Mobile Data Terminal (MDT) Data	30 days
LE10	Pardons	E + 80
LE11	Intelligence	P
LE12	Joint Task Force Operations	E + 3
LE13	Notebooks	E + 15
LE15	Operational Plans	E + 3
LE16	Warrants	E
LE17	Recognizances	S
LE18	Diving Operations	E + 50
LE19	Air Support	E + 3
LE20	High Risk Offenders	P
LE22	Automated Licence Plate Recognition (ALPR) Data	E + 5
RMS01	Flag Records	S
RMS02	Known Offender Records	S
RMS03	Court Folders	S
ICC01	In-Car-Camera – Circle Check	6 months
	In-Car-Camera – General Occurrence	retain as per occurrence
	In-Car-Camera – General Occurrence Restricted	retain as per occurrence
	In-Car-Camera – Unclassified	6 months
	In-Car-Camera – Ticket	retain as per occurrence
SC	Regulated Street Checks	E + 5

C – Current E – Event P – Permanent

Note: gaps in sequence indicate codes not used by York Regional Police

THE REGIONAL MUNICIPALITY OF YORK
POLICE SERVICES BOARD

REPORT OF THE EXECUTIVE DIRECTOR

December 17, 2018

Accessibility for Ontarians with Disabilities Act, 2005
Feedback on Accessible Customer Service

RECOMMENDATION

1. That the Board receive this report pursuant to the Accessible Customer Service Policy 04/09.

SUMMARY

This report would provide an overview of the Customer Service Standards public feedback process including any response or actions taken in accordance with Section 9.3 of the Accessible Customer Service Board Policy No. 04/09. The Board received no feedback in 2018.

BACKGROUND

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) came into effect on June 13, 2005 and was established to ensure that all Ontarians with disabilities have full and equal access to goods, services, facilities, accommodations, employment building structures and premises by 2025. On July 1, 2016, all accessible standards including the Accessible Customer Service Standard are now part of one regulation: the Integrated Accessibility Standards Regulation ("IASR") (O.Reg. 191/11). The Board amended its Accessible Customer Service Policy on January 25, 2017 to reflect these legislative changes. Designated public sector organizations including municipalities are requested to comply with provisions of the Regulation..

The IASR incorporates the customer service standard and organizations are required to implement processes in receiving and responding to feedback. This ensures processes are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communication supports upon request.

Accessible formats and communication supports shall be provided in a timely manner that take into account the person's accessibility needs due to disability and at a cost that is no more than the regular cost charged to other persons.

FINANCIAL IMPLICATIONS

Not applicable.

CONCLUSION

As per the section 9.3 of the Board's Accessible Customer Service Policy No. 04/09, the Executive Director is responsible for reporting to the Board annually on the public feedback process for the Board including responses and actions taken. The Board received no feedback in 2018.

Mafalda Avellino
Executive Director

/jk

THE REGIONAL MUNICIPALITY OF YORK
POLICE SERVICES BOARD

REPORT OF THE EXECUTIVE DIRECTOR

December 17, 2018

2019 Police Services Board Budget

RECOMMENDATIONS

1. That the Board approve the draft 2019 Operating Budget for the Police Services Board in the amount of \$435,100.
2. That the Board approve the 2019 Public Relations Fund budget of \$50,000.

FINANCIAL IMPLICATIONS

The proposed 2019 net operating budget, recommended in this report, represents an increase of 3.1% over the 2018 budget. The 2018 Board operating budget request is in the amount of \$435,100. The Board will also assess any impact of significant legislative changes in 2019 and 2020, and it can be anticipated that the Board's 2020 request will address any financial pressures that may rise from changes to the *Police Services Act*.

2019 OPERATING BUDGET PROPOSAL

Generally, for non-salary accounts, the amount allocated is based on costs incurred in previous years and any new programs and expenses will be explained in this report.

Salaries and Benefits

- The budget proposal includes funds to maintain the Board's two full-time staff members. In addition, funds are included for the Regional Council- established remuneration of the Board's three provincial appointees and one citizen appointee. An increase of \$11,100 or 4.4 percent is proposed. Board staff provide the administrative support to ensure the Board meets its legislative mandate. As noted above, the Board may revisit its staff complement to support any additional responsibilities brought on by legislative changes.

Travel Allowance

- \$3,200 in funds has been allocated to Travel Allowance account. All mileage including mileage to conferences and seminars will be charged to the Travel Allowance account. The increase is to support new membership on the Board next year which will require travel for training and likely more attendance at seminars.

Conference and Seminars

- The 2019 OAPSB Spring Conference will be held in Windsor, Ontario, the OAPSB Fall Labour Seminar in Toronto and the 2019 CAPG Annual Conference will be held in Calgary. The proposed amount will allow for professional development and learning opportunities for Board members by providing sufficient funds for their attendance.

Meetings

- This account includes miscellaneous items and all disbursements related to board meetings and special events. The proposal is for a small increase to the Meetings account.

Memberships

- Membership fees for CAPG and OAPSB. An increase of \$300 is proposed to this account for projected increases to the membership fees.

Board/Staff Training

- All course training costs associated with Board staff and Board members. An increase of \$500 is proposed which increases the training budget to \$7,000. This will include leadership training for the Executive Director and training for board members including new members in 2019.

Cellular Phone

- All costs associated with data plans for tablets and mobile phone. No increase proposed.

Minor Capital/I.T.

- There will be annual costs associated with eScribe software of \$3,600 plus HST for the automation of board meetings. There are also fees associated with the Board's website and the cost of any hardware associated with the board office.

Printing

- Slight decrease in account due to automation of board meetings.

Legal and Arbitration

- Expenditures within the legal services account are difficult to predict and are often incurred in response to an action or event. Matters that proceed to a hearing are increasingly complex and more costly in particular those matters related to the Long-Term Disability benefit. No proposed increases to this account.

Consultants

- No proposed changes to this account.

Public Relations Fund

- The proposal for 2019 is \$50,000 based on 2019 estimates in the reserve.

CURRENT FISCAL STATUS

The Financial Statement for the period ending August 31, 2018 shows the actual expenditures of the Board to be \$240,325 or 57 percent of the annual budget.

CONCLUSION

The Board's 2019 estimates as provided in this report represent a 3.1% increase over the 2018 budget.

Mafalda Avellino
Executive Director

Attach. (1): 2019 Police Services Board Budget

Proposed 2019 POLICE SERVICES BOARD BUDGET

(Appendix A)

	2018 Budget	2018 Actuals	2019 Budget	Difference (\$)	Change (%)
Public Relations	\$ 75,000	\$ 225,630	\$ 50,000	\$ (25,000)	-50.0%
Recovery from Reserve	(75,000)	(225,630)	(50,000)	\$ 25,000	-50.0%
Contributions to Reserve	60,000	\$53,555	60,000	\$ -	0.0%
Sundry Revenue	(60,000)	(53,555)	(60,000)	\$ -	0.0%
Salaries	\$ 253,400	\$ 155,709	\$ 264,500	\$ 11,100	4.4%
Benefits	\$ 63,500	\$ 39,276	\$ 64,500	\$ 1,000	1.6%
Travel Allowance	\$ 3,000	\$ 1,574	\$ 3,200	\$ 200	6.7%
Conferences and Seminars	\$ 18,700	\$ 8,598	\$ 18,500	\$ (200)	-1.1%
Meetings	\$ 9,800	\$ 4,328	\$ 10,000	\$ 200	2.0%
Memberships	\$ 12,300	\$ 11,587	\$ 12,600	\$ 300	2.4%
*Board/Staff training	\$ 6,500	\$ 1,816	\$ 7,000	\$ 500	7.7%
Cellular Telephone	\$ 3,500	\$ 1,571	\$ 3,500	\$ -	0.0%
Office Supplies	\$ 900	\$ 609	\$ 900	\$ -	0.0%
Minor Capital	\$ 3,000	\$ 2,677	\$ 3,300	\$ 300	10.0%
I.T.	5,800	\$ 4,152	6,100	\$ 300	5.2%
Printing	\$ 1,500	\$ 386	\$ 1,000	\$ (500)	-33.3%
Legal and Arbitration	\$ 25,000	\$ 10,703	\$ 25,000	\$ -	0.0%
Consultants	\$ 15,000	\$ -	\$ 15,000	\$ -	0.0%
	2018 Budget	2018 Actual	2018 Budget	Difference (\$)	Difference (%)
Net Operating Budget	\$ 421,900	\$ 242,986	\$ 435,100	\$ 13,200	3.1%

Actuals to August 31, 2018

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

BY LAW NO. 10-18

**A By Law to Confirm
the Proceedings of the Board at its Meeting
held on December 5 , 2018**

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 5th day of December, 2018

Mafalda Avellino, Executive Director

Mayor Virginia Hackson, Chair