



## STAFF REPORT ACTION REQUIRED

### Toronto Police Services Board Policy: City Council Protocol

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| <b>Date:</b> | April 18, 2013                                       |
| <b>To:</b>   | Executive Committee, City of Toronto                 |
| <b>From:</b> | Alok Mukherjee, Chair, Toronto Police Services Board |

#### **SUMMARY**

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The purpose of this report is to recommend that the Executive Committee approve the appended “City Council Protocol.”

#### **RECOMMENDATION**

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It is recommended that the Executive Committee approve the appended “City Council Protocol.”

#### **FINANCIAL IMPACT**

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There are no financial implications with regard to the receipt of this report.

#### **ISSUE BACKGROUND**

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At its meeting held on March 27, 2013 the Toronto Police Services Board was in receipt of a report dated March 6, 2013 with regard to a draft amended policy entitled “City Council Protocol.”

#### **COMMENTS**

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The Board approved the foregoing report and agreed to forward a copy to the City of Toronto – Executive Committee.

#### **CONCLUSION**

A copy of Board Minute No. P72/13, in the form attached as Attachment “A”, regarding this matter is provided for information.

**CONTACT**

Alok Mukherjee, Chair  
Toronto Police Services Board  
Telephone No. 416-808-8080  
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**SIGNATURE**

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Alok Mukherjee  
Chair

**ATTACHMENT**

Attachment A – Board Minute No. P72/13

a: TPSB policy city council protocol.doc

## ATTACHMENT A

### THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE TORONTO POLICE SERVICES BOARD HELD ON MARCH 27, 2013

#### #P72. BOARD POLICY: CITY COUNCIL PROTOCOL

The Board was in receipt of the following report March 06, 2013 from Alok Mukherjee, Chair:

Subject: BOARD POLICY: CITY COUNCIL PROTOCOL

#### Recommendations:

It is recommended that the Board:

- (1) approve the draft amended policy, “City Council Protocol”; and
- (2) forward a copy of the policy, once approved, to City of Toronto’s Executive Committee for approval

#### Financial Implications:

There are no financial implications arising from the recommendation contained in this report.

#### Background/Purpose:

The Adequacy and Effectiveness of Police Services Regulation (O. Reg. 3/99) to the *Police Services Act*, at section 30(1) establishes that “...every board shall prepare a business plan for its police force at least once every three years.” The board is also required to establish a policy with respect to business planning.

As the legislation states, the business plan shall include information on the objectives, core business and functions of the police service, quantitative and qualitative performance objectives and indicators, information technology, resource planning, and police facilities.

The Regulation also establishes that the Board “...shall consult with its municipal council, and the school boards, community organizations and groups, businesses and members of the public...” during the development of the business plan.

As part of an inspection conducted by the Ministry of Community Safety and Correctional Services in November 2009, the inspection team reviewed the Board’s Adequacy policy on business planning, TPSB AI-001 “Board Business Plan” as well as the “City Council Protocol.” The inspection team concluded that the policy and protocol were largely consistent with the sample board policy and protocol provided by the Ministry, but listed some areas in which

amendments to the protocol were recommended. Recommendations were made with respect to the business planning process, and the consultation components of the protocol. In addition, it was recommended that the protocol include specific dates by which the business plan and annual report shall be provided to Council. These amendments were made and approved.

In August 2011, the Board approved a revised policy, which incorporated language gleaned from relevant policies in other jurisdictions.

#### Discussion:

Since August 2011, further review of the policy has taken place. This has included a great deal of discussion with staff from the City Manager's office. The draft policy that is appended as Appendix A is meant to improve the communication between the Board and the City and to provide for some consistency in meeting common objectives.

In addition, the Board, at its meeting of July 19, 2012, received the report from the Honourable John W. Morden entitled "Independent Civilian Review Into Matters Relating to the G20 Summit," and approved a number of recommendations with respect to this report. (Min. No. P166/12 refers).

Recommendation No. 23 deals with the protocol with City Council and is reproduced as follows:

#### **Recommendation No. 23: The Board should amend its information sharing protocol with City Council**

The Board should amend its existing information sharing protocol with City Council to include a mutual information sharing mechanism. This mechanism should address the type of information to be shared and the method and frequency for sharing such information.

The Board should also work with City Council to develop a protocol that ensures there is a free flow of communication to and from the Board and City Council with respect to the policing of major events.

As a result, the policy has been further revised to capture the spirit of this recommendation and to provide for a "mutual information sharing mechanism" as provided for by Mr. Morden.

I have appended the draft revised policy as Appendix A as well as the current City Council Protocol policy as Appendix B.

#### Conclusion:

Therefore, it is recommended that the Board:

- (1) approve the draft amended policy, "City Council Protocol"; and

- (2) forward a copy of the policy, once approved, to City of Toronto's Executive Committee for approval.

**The following Motion was submitted to the Board:**

**THAT the Board approve the foregoing report.**

**A request for a recorded vote on the foregoing Motion was submitted in accordance with section 22 of the Board's Procedural By-Law No. 107.**

**The voting was recorded as follows:**

**For**

**Chair Mukherjee  
Vice-Chair Thompson  
Ms. Moliner  
Councillor Del Grande**

**Opposed**

**Dr. Noria**

**The foregoing Motion was approved.**

**Moved by: M. Thompson**



## TORONTO POLICE SERVICES BOARD

### CITY COUNCIL PROTOCOL

|                              |  |  |
|------------------------------|--|--|
| <b>DATE APPROVED</b>         | July 27, 2000  | Minute No: P341/00                       |
| <b>DATE(S) AMENDED</b>       | November 15, 2010<br>August 17, 2011   | Minute No: P292/10<br>Minute No. P206/11 |
| <b>DATE REVIEWED</b>         |  |  |
| <b>REPORTING REQUIREMENT</b> | Business Plan (at least once every three years).<br>Toronto Police Service - Annual Report.<br>Toronto Police Service - Annual Statistical Report.<br>Toronto Police Service – Service Performance Year End Report |  |
| <b>LEGISLATION</b>           | <i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c).<br><i>Adequacy and Effectiveness of Police Services</i> , O. Reg. 3/99, ss. 30(1), 31, 32.  |  |
| <b>DERIVATION</b>            | Adequacy Standards Regulation – AD – 002<br><i>Independent Civilian Review into Matters Relating to the G20 Summit</i> , Recommendation 23<br><b>City of Toronto Council Resolution - XXXX</b>                     |  |

1. The Board will provide Toronto City Council with the opportunity to contribute to the development of the Board's Business Plan, including notifying the Clerk of any public meetings or consultation processes scheduled by the Board for the development of the business plan; and with the opportunity of jointly determining, and participating in, the consultation processes.
2. The Board will take into consideration, and where appropriate incorporate, Toronto City Council's strategic priorities and plans in its Business Plan.
3. The Board's Business Plan, which is to be published at the end of the three year cycle, will be made available to Toronto City Council no later than July 30 and to the general public no more than 30 days after.

4. The Board will provide copies of the Toronto Police Service Annual Statistical Report, the Annual Report and the Service Performance Year End Report to Toronto City Council and to the general public no later than July 30.
5. The Board will provide Toronto City Council with notice of dates, times and locations of monthly meetings of the Toronto Police Services Board in January of each year.
6. The Board will provide information as required or requested by Toronto City Council or as directed by the Board for City Council's consideration, with respect to Board meeting agendas, minutes, budgets and any other matter from time to time as may be permitted by section 35 of the *Police Services Act*.
7. The Board will review and respond to Toronto City Council decisions applicable to the Board. In its response, the Board will give consideration to its statutory responsibilities and the objectives of both the Board and Toronto City Council relevant to the decision.
8. The Board will ensure that matters relating to the policing of major events which concern the City of Toronto will be communicated to City Council in a timely manner in accordance with the recommendation of The Honourable John W. Morden in his June 2012 report entitled "Independent Civilian Review into Matters Relating to the G20 Summit".
9. Where Toronto City Council considers matters with respect to the policing of major events, City Council will share this information with the Board in a timely manner.



## TORONTO POLICE SERVICES BOARD

### CITY COUNCIL PROTOCOL

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| <b>DERIVATION</b>            | Adequacy Standards Regulation – AD - 002   |  |

1. The Board will provide Toronto City Council with the opportunity to contribute to the development of the Board's Business Plan, *including notifying the Clerk of any public meetings or consultation processes scheduled by the Board for the development of the business plan.*
2. The Board's Business Plan, which is to be published at the end of the three year cycle, will be made available to Toronto City Council no later than *July 30* and to the general public *no more than 30 days after.*
3. *The Board will provide Toronto City Council with notice of dates, times and locations of monthly meetings of the Toronto Police Services Board in January of each year.*
4. The Board will provide information as required or requested by Toronto City Council or as directed by the Board for City Council's consideration, with respect to Board meeting agendas, minutes, budgets and any other matter from time to time.
5. *The Board will provide copies of the Toronto Police Service Annual Statistical Report, the Annual Report and the Service Performance Year End Report to Toronto City Council and to the general public no later than July 30.*