



Guelph Police Services Board

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OPEN MEETING

MINUTES – JULY 18, 2019

An Open meeting of the Guelph Police Services Board was held on July 18, 2019.

Present: D. Drone, Chair
R. Carter, Vice-Chair
R. Curran, Member
C. Guthrie, Member
C. Billings, Member
C. Polonenko, Executive Assistant
G. Cobey, Chief of Police
P. Martin, Deputy Chief of Police
J. Sidlofsky Stoffman, Legal Services
L. Pelton, Financial Services
T. Harris, Human Resource Services

Guests: Guelph Police Service: Insp. Andrea Ninacs, Cst. Patricia Pronovost, Jonathan Green, Lisa Rintoul, Cst. Matt Jotham, , Tammy Smits

1. **WELCOME AND INTRODUCTIONS**

2. **MEETING CALLED TO ORDER**

Chair Drone called the meeting to order at 1:03 p.m. in the Margaret McKinnon Room 112, Guelph City Hall, 1 Carden Street, Guelph.

3. **MOTION TO GO INTO CLOSED SESSION**

Moved by R. Curran

Seconded by R. Carter

THAT the Guelph Police Services Board convene in closed session to discuss matters that it is of the opinion falls under Section 35(4) (a) or (b) of the *Police Services Act*.

-CARRIED-

4. **MOTION TO RECONVENE IN OPEN SESSISON**

Moved by R. Carter

Seconded by C. Billings

THAT the Guelph Police Services Board reconvene at 3:06 p.m. in Open Session.

-CARRIED-

5. **DECLARATION OF CONFLICT OR PECUNIARY INTEREST**

R. Carter declared a conflict or pecuniary interest regarding Agenda Item 9.11, as the Board will be approving his reappointment to the Guelph Police Services Board as the municipally appointed member, and he is in receipt of a quarterly honourarium.

6. **CLOSED SESSION RESOLUTIONS**

The following Closed Session resolution was reported in Open Session:

Moved by R. Carter

Seconded by C. Billings

THAT the Guelph Police Services Board support the Norma Owen Golf Tournament in the amount of \$500.00 with funds to be paid from the Community Account.

-CARRIED –

7. **PRESENTATIONS/DELEGATIONS**

Guelph Police Service Retirement: Constable Patricia Pronovost:

Chief Cobey introduced Cst. Patricia Pronovost, who joined the Service in September 1992 and retires after 27 years of service. Insp. Andrea Ninacs paid tribute to Cst. Pronovost, advising that over the course of her career, she has worked in Uniform, Investigative Services, the Sexual Assault and Child Abuse Unit, and most recently Neighbourhood Services Patrol – Platoon A. She was instrumental in bringing job sharing to the Service. Patty is well-known for her leadership in the area of Human Trafficking investigations, and for her compassion for victims, many with whom she has developed a personal relationship. She sat on a panel with high profile individuals to present to hundreds of people regarding human trafficking and has trained almost everyone at the Service. She has won many prestigious awards, and has been recognized by organizations such as the Guelph General Hospital Domestic Violence Sexual Assault Unit, Women in Crisis, and Family & Children's Services, as well as by several police services. She has brought the Guelph Police Service to the forefront in fighting human trafficking. D. Drone offered the Board's sincere congratulations and thanked her for working with most vulnerable in our community, changing lives forever.

Cst. Patricia Pronovost left the meeting at 3:16 p.m.

8. **APPROVAL OF MINUTES**

Moved by C. Billings

Seconded by C. Guthrie

THAT the Minutes of the Open Meeting held Thursday, June 20, 2019 be approved as presented.

- CARRIED –

9. **APPROVAL OF AGENDA**

Moved by C. Billings

Seconded by R. Curran

THAT the Guelph Police Services Board approve the Open Meeting agenda as presented.

- **CARRIED** –

Moved by C. Billings

Seconded by R. Curran

THAT the Guelph Police Services Board adopt **Part 1 – Consent Agenda** as identified below.

- **CARRIED** –

9.1 Headquarter Renovation and Expansion

That the Report titled “Police Headquarters Renovation and Expansion Project” and dated July 18, 2019, be received for information.

9.2 Community Account Quarterly Report

That the report titled “Community Account Quarterly Report (April 1 – June 30, 2019)” be received for information.

9.3 Professional Standards Quarterly Report

That the report titled “Professional Standards Second Quarter Report 2019” and dated July 18, 2019, be received for information.

9.4 Suspect Apprehension Semi-Annual Report

That the report titled “Suspect Apprehension Pursuits (January 1 – June 30, 2019)” and dated July 18, 2019, be received for information.

9.5 Human Resources Report

THAT Jaimi Houle, Braeden Nodwell and Andrew VanderBerg be appointed as temporary civilian members of this Service effective July 2, 2019; and **THAT** Samuel Johnston be appointed as a full-time member of this Service effective July 8, 2019.

9.6 Board Correspondence Report

That the report titled “Open Meeting – July 18, 2019 Board Correspondence Report” be received for information.

Part 2 – Discussion Agenda

9.7 Use of Force Quarterly Report

Chief G. Cobey reported that from April 1 to June 30, 2019, Guelph Police officers attended 21 incidents where either one or more levels of force were required to bring the situation to a successful resolution. 33 levels of force were used. Use of Force reports submitted have been reviewed, and in all of the incidents, officers were justified in using the force outlined in their report.

9.8 2019 – 2021 Strategic Plan Semi-Annual Report

Chief Cobey briefly noted that everything the Guelph Police Service is doing is in line with our core values and the six priorities that have been identified in the Strategic Plan. A Senior leader has been appointed to lead each priority.

9.9 Financial Variance Report – 2018 Audited Year-End Results

L. Pelton presented the final Guelph Police Service 2018 Operating Budget variance results. The City of Guelph City Council reviewed and approved the 2018 audited consolidated financial statements on June 24, 2019. The final Guelph Police Service surplus is \$39,139, which represents a positive 0.1% variance to the full year operating budget, mainly due to higher than budgeted revenues. This surplus has been transferred to the Police Operating Contingency Reserve at the request of the Guelph Police Services Board on April 23, 2019.

L. Pelton made one correction to the Operating Budget Expenditures on page 2 of the report: the Net Operating Deficit from Appendix B Financial Statement was corrected from \$43,994 to \$41,802.

Moved by C. Guthrie

Seconded by R. Carter

THAT the Guelph Police Services Board receive the 2018 Financial Variance report, Audited Year End Results report, as amended.

-CARRIED-

9.10 Capital Budget Presentation – Ten Year Capital Forecast: 2020 – 2029

L. Pelton presented the Ten-Year Capital Budget Forecast for 2020 to 2029 for review and approval. She reviewed the internal budget process, which ensures it meets the priorities of the Strategic Plan, considers unspent capital capacity, equipment condition and current costs, and new capital requirements. The budget increased by \$1.25M compared with last year's forecast.

The 10-year capital budget totals \$21.6M, with a request of \$1,734,300 for 2020, including 29% for IT hardware, 26% for vehicle replacement, 16% for police equipment, and new capital requests of \$147,400 and lifecycle replacement requests of \$1,586,900.

- Lifecycle budgets include the following:
 - Fleet – The Guelph Police Service announced its intention to transition to hybrid technology. The Green Hybrid Initiative will be 25 Uniform, 4 Traffic and 2 Canine vehicles. 11 vehicles will be replaced in 2020, of which 8 will be Hybrid technology. Prior year surpluses are being used to help offset the cost of vehicle replacement.
 - IT hardware – replacement of hardware service wide including the Technical Crimes Unit, and replacement of mobile devices.
 - Digital Evidence Management Solution – PRIDE Initiative forecasted in

- 2019 as necessary to alleviate external threats to the security of the system.
- Facilities – Lifecycle replacements and a \$2.2M placeholder in 2023 to outfit the 4th floor.
 - New Capital requests for 2020 include the following:
 - IT hardware – Body worn cameras pilot project and request for GrayKey Unit to allow for in-house unlocking of cell phones
 - Vehicles – Transition of Tactical Vehicle to an F250 and a Cargo Partition Property Van
 - Furniture – sit/stand desks and motorized blinds for General Office providing security at night
 - Police Equipment – Gun safe and rifle for General Office, 3D scanner/ computer and Premium Armourers Kit.

City Council dates for the 2020 budget process include:

- October 23, 2019 – Capital presentation & delegation to City Council
- November 7, 2019 – City Council capital budget approval
- November 20, 2019 – Local Boards operating budget presentation to City Council
- November 27, 2019 – Public Delegation to City Council
- December 3 & 5, 2019 – City Council operating budget approval

Discussion followed. It was noted that a letter from the City requesting increases to be within a certain percentage was not received for the Capital Budget but was received for the Operating Budget, that being 2.1%. Although Board approval of the Capital Budget was requested in the report, the Board discussed approving the Capital Budget at the same time as the Operating Budget, at the September 19, 2019 meeting, since the addition of more staff was being contemplated for the Operating Budget, with resultant capital costs.

Moved by C. Guthrie

Seconded by C. Billings

THAT the Ten Year Capital Forecast: 2020 – 2029 be referred to the September 19, 2019 Guelph Police Services Board meeting.

- **CARRIED** -

9.11 Board Member Reappointment

R. Carter left the meeting at 3:43 p.m.

Robert Carter's initial appointment by the City of Guelph to the Guelph Police Services Board will expire in November 2019. The City Clerk's office has requested the Board's decision regarding the reappointment of Mr. Carter pursuant to the City of Guelph Public Appointments Policy, which would extend his appointment for the time defined in order to coincide with the existing term of Council, that being November 15, 2022. Mr. Carter indicated prior to the meeting his willingness to be reappointed.

Moved by C. Guthrie

Seconded by C. Billings

THAT the Guelph Police Services Board approve the reappointment of Robert Carter to the Guelph Police Services Board for the time defined in order to coincide with the existing term of Council, and that the Executive Assistant inform the City Clerk's office of this decision.

-CARRIED-

R. Carter re-entered the meeting at 3:44 p.m.

9.12 Board Committee Structure Amendment

The Guelph Police Services Board Committee membership was revised as follows:

Collective Bargaining	Progress Review	Policy Review	Performance Appraisal
D. Drone (Chair) R. Carter R. Curran	D. Drone (Chair) C. Guthrie R. Carter R. Curran	R. Carter (Chair) D. Drone C. Billings R. Curran	D. Drone C. Guthrie C. Billings R. Carter R. Curran

Moved by C. Guthrie

Seconded by R. Curran

THAT the Guelph Police Services Board approve the revised Committee Structure as discussed.

-CARRIED-

9.13 Chief's Monthly Report

Chief Cobey provided his schedule of upcoming internal and external community events and meetings. He invited the Board to join him at any events.

- Cst. Mark O'Connell is doing an excellent job as the downtown officer.
- Chaplain John Borthwick, working closely with Insp. Scott Grover, is dedicated to member wellness, engaging employees, reaching out to those off duty sick to find out how we can do better.
- 2nd quarter traffic collision statistics: The statistics are similar to last year, approximately 1500. Between 3-5 p.m. is the worst time, and most are taking place at 3 intersections. One of the Strategic Plan pillars is road safety and traffic monitoring and will be a priority with the Service and a large segment of our community.

9.14 New Business

- 1) C. Guthrie reported that Colleen Clack is looking into the bike pickup matter,

and will reach out to Chief G. Cobey to discuss..

- 2) D. Drone advised the Board of the appreciation expressed by the Dale Gauley and Sean Magee of the disbanded Community Volunteer Patrol for the Board's nomination for the Mayor's Award of Excellence.

10. INFORMATION ITEMS

- Next Open Meeting: Thursday, **September 19, 2019**, 2:30 p.m., Guelph City Hall, Margaret McKinnon Meeting Room 112
- Canadian Association of Police Governance Annual Conference: **August 8-11, 2019**, Calgary, AB (*D. Drone attending*)
- GPA Norma Owen Golf Tournament, **September 4, 2019**, Ariss Valley Golf and Country Club
- OAPSB Zone 5 meeting: **Tuesday, September 10, 2019**, 9:00 am Waterloo Regional Police Service, location to be announced.
- Ontario Association of Police Boards Fall Labour Conference: **October 10-11, 2019**, Four Points Sheraton, Toronto, ON
- Law of Policing Conference: **April 29-30, 2020**, Toronto, ON

11. ADJOURNMENT

Moved by C. Guthrie

Seconded by R. Carter

THAT the Open meeting of the Guelph Police Services Board adjourn as at 3:51 p.m.

- CARRIED -

The minutes of this meeting were adopted this 19th day of September, 2019.

"D. Drone"

D. Drone , Chair

"C. Polonenko"

C. Polonenko, Executive Assistant