



## Guelph Police Services Board

PO Box 31038, Willow West Postal Outlet, Guelph, Ontario N1H 8K1  
Telephone: (519) 824-1212 #7213 Email: board@guelphpolice.ca

### OPEN MEETING AGENDA (AMENDED)

THURSDAY, OCTOBER 21, 2021; 2:30 p.m.

**LOCATION: Electronic Meeting**

[Click here to access meeting via YouTube](#)

**Closed Session: 1:00 p.m.**

**Open Session: 2:30 p.m.**

1.0	Welcome and Introductions	
2.0	Meeting Called to Order, Territorial Acknowledgment	
3.0	Declarations of Conflict or Pecuniary Interest under the Municipal Conflict of Interest Act	Information
4.0	Closed Session Resolutions (if any)	Decision
5.0	Presentations/Delegations – Guelph Police Service Promotions	
5.1	Guelph Police Service Promotions Insp. Andrew Goody, Insp. David Doxey, S/Sgt. Philip Perrins, S/Sgt. Melanie Clark, S/Sgt. Ben Bair, Sgt. Ralph Neumann, Sgt. Shawn Dunsmoor, Sgt. James Graham, Sgt. David Collie, Sgt. Scott Charlton, Sgt. Ian Smith, Sgt. Brandon MacKenzie, Sgt. Earl Layne, Sgt. Trevor Byard	Information
5.2	Homecoming Presentation – Insp. Scott Grover	Information
6.0	Approval of Agenda	Decision

#### **PART 1 - CONSENT**

*Items on the Consent Agenda can be approved in one motion.  
Prior to the motion being voted on, a member of the Board may request that an item be moved to the Discussion Agenda.*

6.1	Approval of the Open Meeting Minutes dated September 16, 2021	Decision
6.2	Headquarters Renovation & Expansion Report	Information
6.3	Community Account Quarterly Report	Information
6.4	Professional Standards Quarterly Report	Information
6.5	Use of Force Quarterly Report	Information

6.6 Board Correspondence Report Information

**PART 2 – DISCUSSION**

6.7 2022 – 2025 Operating Budget and Forecast Approval Decision

6.8 Chief's Monthly Report (*verbal*) Information

6.9 New Business

7.0 Information Items

- Next Open Meeting: Thursday, November 18, 2021, 2:30 p.m., via Teams meeting, Livestreamed on YouTube

- Canadian Institute 12<sup>th</sup> Annual Law of Policing Conference – November 8-9, 2021

8.0 Adjournment Decision



## GUELPH POLICE SERVICES BOARD

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### OFFICE OF THE CHIEF OF POLICE

**TO:** Chair Robert Carter and Members of the Guelph Police Services Board

**DATE:** October 21st, 2021

**SUBJECT:** Guelph Police Service Promotions

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**PREPARED BY:** Juanita Allsop, Executive Assistant to the Chief

**APPROVED BY:** Chief of Police Gord Cobey

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**RECOMMENDATION:** For information only.

**REPORT:**

*The following promotions are effective September 5<sup>th</sup>, 2021:*

**To the rank of Inspector:**

Staff Sergeant Andrew Goody  
Acting Inspector David Doxey

**To the rank of Staff Sergeant:**

Acting Staff Sergeant Philip Perrins  
Sergeant Melanie Clark  
Sergeant Ben Bair

**To the rank of Sergeant:**

Constable Ralph Neumann  
Constable Shawn Dunsmoor  
Constable James Graham  
Constable David Collie  
Constable Scott Charlton  
Constable Ian Smith  
Constable Brandon MacKenzie  
Constable Earl Layne  
Constable Trevor Byard

**FINANCIAL IMPLICATIONS:**

The salary and benefit costs associated with promotional increases are included in the 2021 Operating budget.

**ATTACHMENTS:** Nil



# Student Gathering-Guelph

## September 25<sup>th</sup> 2021



PRIDE SERVICE TRUST

# Operational Planning

- GPS began planning for traditional style homecoming in May after discussions with the Town and Gown Committee:
  - University of Guelph (U of G) Campus Safety
  - Vice Provost,
  - City of Guelph Bylaw
  - South end neighbourhood representatives
  - U of G off campus housing



# GPS resources



- Over 30 additional officers deployed
  - At a cost of over \$30,000
  - Additional resources focused on high impact patrol in south end
- Additional police communicator
- Additional facilities member
  - Cleaning of cell block
- Additional by-law officers deployed
- GPS deployed 'regularly scheduled' resources to assist with managing Chancellor's way



# Chancellor's Way



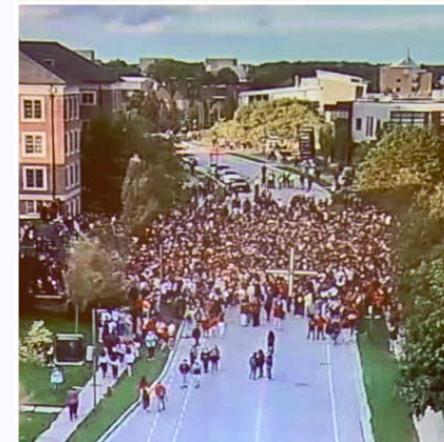
2:47 pm



4:42 pm – gathering occupies roadway



5:07 pm



6:32 pm – gathering grows to approx. 2000-2500



# Notable Events

- Street party of approx. 2000-3000 people until approx. 3 a.m.
- Bylaw officers and GPS officer laid nearly 50 charges
- 310 calls for service between Sept. 25 at 10 a.m. and Sept. 26 at 3 a.m. In a typical 24 hour time period, police will get around 200 calls for services.





PRIDE SERVICE TRUST

# Notable Events

- 7 people taken to hospital for range of issues – being struck in head with a bottle to severe intoxication
- 2:30 a.m., 19-year-old Mississauga male was arrested for shooting fireworks into crowd. Not a University of Guelph student.
- Civilian vehicle rear window smashed by unknown person in the crowd





# Planning for the Future

- Post analysis of event and Plan to assess best practices and strategies for next year
- Liaising with other services, discussing best practices
- Anticipated additional costs, as Guelph Police Service manages future large unsanctioned gatherings





**Guelph Police Services Board**  
PO Box 31038, Willow West Postal Outlet, Guelph, Ontario N1H 8K1  
Telephone: (519) 824-1212 #7213 Email: board@guelphpolice.ca

**OPEN MEETING**

**MINUTES – SEPTEMBER 16, 2021**

An Open meeting of the Guelph Police Services Board was held by teleconference call on September 16, 2021, pursuant to sections 11.4 and 20.7 of Guelph Police Services Board By-Law 136 (2009), on September 16, 2021 commencing at 2:30 p.m.

**Present:** R. Carter, Chair  
R. Curran, Member  
P. McSherry, Member  
C. Guthrie, Member  
C. Billings, Member  
C. Polonenko, Executive Assistant  
G. Cobey, Chief of Police  
D. Goetz, Deputy Chief of Police  
J. Sidlofsky Stoffman, Legal Services  
L. Pelton, Finance Manager

**Guests:** Jonathan Green, Manager, GPS Information Services; Alana Saulnier PhD, Assistant Professor, Sociology Department, Surveillance Studies Centre Deputy Director, Queen's University; Insp. Scott Grover, Sgt. Dustan Howe

**1.0 Welcome and Introductions**

**2.0 Meeting Called to Order and Territorial Acknowledgment**

Chair Carter called the meeting to order at 2:33 p.m. by teleconference call between the attendees and gave Territorial Acknowledgement.

**3.0 Declaration of Conflict or Pecuniary Interest**

There were no declarations of conflict or pecuniary interest.

**4.0 Closed Session Resolutions**

**Moved by** C. Billings

**Seconded by** R. Curran

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

**-CARRIED-**

**5.0 Presentations/Delegations**

(The order of presentations was changed from the Agenda due to scheduling issues.)

**5.2 Downtown Resource Officers Project:** Sgt. Dustan Howe, Community Mobilization Unit, Guelph Police Service

Chief Cobey introduced Sgt. Dustan Howe, who has been with the Community Mobilization Unit for two years and oversees the Downtown Resource Officers project. A Strategic Priority of the Guelph Police Service is to provide the best service possible while meeting community needs. The multi-faceted problems of downtown need collaborative solutions, especially since Covid-19, so officers work closely with Welcoming Streets and many other partners. The project began as a pilot in April 2020 and has now become a permanent program. Four officers are assigned to downtown, along with 1 liaison officer. To date, 12 officers have been involved in the program and 4 new officers will join. Sgt. Howe recognized Cst. Mark O'Connell, who has served for a long time as the liaison officer. His contributions to the downtown and the people of Guelph have been incredible. The Service is seeking an officer to take his place.

In 2020, there were 680 arrests and over 3,800 charges (criminal, drugs and traffic). In 2021 to date, it is on pace for over 750 arrests and a similar number of charges. Several stolen vehicles have been recovered, as well as over \$30,000 in drugs and suspected drug money and stolen property.

For the future, there will be a continuous reassessment of best practices, as there is always room to improve and grow.

There were questions from the Board. Topics discussed included:

- As part of their training, downtown officers were required to spend time with the liaison officer, the IMPACT team, the Downtown Guelph Business Association, and visit some sites.
- There is no formal crime prevention program given to merchants, but work is done on a smaller basis to identify the unique needs of each business.
- The pandemic has brought problems to the forefront, especially the need for a sense of community, which is difficult for those who have nowhere to go.
- The GPS is sharing best practices with other Services who are experiencing the same issues.
- There are very few public complaints about downtown officers, as communication skills are very good. However, since with reopening, the general public started returning to the downtown, and complaints from downtown have increased.

The Board requested that if easily available, the number of arrests and charges pre-2020 before this dedicated unit was created be provided. Other data points the Board is interested in include total incidents downtown, what crimes have been solved, hours of patrol, and how many calls for service are from the downtown. It is important to the community to see the impact that the dedicated unit is making downtown. He also noted that it is difficult to separate out statistics for downtown officers only, as members of other units are always available to support the downtown as well. The Chief noted that just being visible downtown is important to the downtown community.

R. Carter thanked Sgt. Howe and the entire downtown team.

## 5.1 **Body Worn Camera Pilot Project** - Jonathan Green, Manager, Information System Services and Alana Saulnier, PhD, Assistant Professor, Sociology Department, Surveillance Studies Centre Deputy Director, Queen's University

J. Green introduced the committee for the Body Worn Camera (BWC) Project, namely Insp. Scott Grover, Sgt. Dustan Howe and Jessica Abra. The project began as a pilot project and ran from September 2020 to June 2021 during which a significant amount of data was collected. Dr. Alana Saulnier compiled the data for this ground-breaking study. Dr. Saulnier is by training a criminologist, and this is her third body worn camera project. Her specialty is police use of data collection technologies.

Research demonstrates that the general public is highly supportive of the use of BWCs. This sentiment extends beyond just being positive to actual demand i.e. police officers should wear BWCs. Key goals of the GPS pilot were to document public attitudes locally and within the police service.

Five studies have been completed, three of which relate to the public attitudes toward body worn cameras -- their effect on public perceptions of community members, GPS members perceptions of BWCs, and the effects of BWCs on service outputs. The five studies were: Traffic Stop, Media, Survivor Survey, Member Survey and Service Outputs. Discussion followed. Highlights include:

- Many police services found cost savings when using BWCs.
- It takes between 9-14 minutes longer for a call when officers are using BWCs (which is measured from arrival time to time that the call for service is cleared). In the real world, officers cannot always close one call before responding to another. Key time comes from possibly reviewing the footage, tagging it with occurrence number, and writing up a report for different parties.
- There were no significant increases in Freedom of Information requests during the pilot project.
- The Toronto Police Service policy will most likely be the standard policy that other Services will adopt.

Chief Cobey thanked Dr. Saulnier and the BWC committee for undertaking this significant study to ensure that the use of BWCs is worth the investment for the community. R. Carter thanked her for the comprehensive presentation.

Dr. Saulnier left the meeting at 4:05 p.m.

## 6.0 Approval of Agenda

**Moved by** C. Billings

**Seconded by** P. McSherry

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

**-Carried -**

**Moved by** C. Billings

**Seconded by** P. McSherry

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

**-Carried-**

**Part 1 – Consent Agenda****6.1 Approval of Minutes**

**Moved by** C. Billings  
**Seconded by** P. McSherry

**THAT** the Minutes of the Open Meeting held Thursday, July 15, 2021 be approved as presented.

**- Carried –**

**6.2 Headquarter Renovation and Expansion Report**

That the Report titled “Police Headquarters Renovation and Expansion Project” and dated Tuesday, September 7, 2021, be received for information.

**6.3 Use of Force Quarterly Report**

That the report titled “Quarterly Use of Force Report – April 1 - June 30, 2021” and dated September 16, 2021 be received for information.

**6.4 Suspect Apprehension Quarterly Report**

That the report titled “Suspect Apprehension Pursuits – January 1 – June 30, 2021” and dated September 16, 2021 be received for information.

**6.5 Budget Signing Authority**

That the report titled “Budget Signing Authority” and dated September 16, 2021 be received for information.

**6.6 Sponsorship Request: Canadian Association of Police Governance**

**THAT** the Guelph Police Services Board sponsor the CAPG 2021 Annual Conference in the amount of \$500.00, to be paid from the tax-supported budget.

**6.7 Human Resources – Member Appointments**

**THAT** Christopher Cheung be appointed as a full-time member of this Service effective August 16, 2021; and

**THAT** Keith Kolodziejczak be appointed as a full-time member of this Service effective August 16, 2021; and

**THAT** Dylan Costello and Ryan Lue be appointed as full-time members of this Service effective August 30, 2021; and

**THAT** Muhammad Salmaan be appointed as a temporary civilian member of this Service effective September 7, 2021.

**6.8 Board Correspondence Report**

That the report titled “Open Meeting – September 16, 2021 Board Correspondence Report” and dated September 16, 2021 be received for information.

**Part 2 – Discussion Agenda****6.9 Calls for Service Semi-Annual Report**

Chief Cobey presented the statistics with respect to calls for service comparisons from January to June 2020 and 2021. Total calls for service were down 3.5% this

year. Priority 1, or immediate calls, increased by 6.6%, mainly due to fire calls. Priority 2 or urgent calls, decreased by 6.4%. Neighbourhood 1 (NW) continues to have the greatest volume of calls, with a wide margin between it and the other neighbourhoods. Mental health related calls were up 23.5%, and residential and commercial break-in calls were up 12% and 100% respectively, which is very noteworthy. Response times have been reduced for two years in a row.

R. Curran thanked the Chief for the hard work of our Service members in the community.

J. Green, J. Abra and Sgt. D. Howe, left the meeting at 4:14 p.m.

#### **6.10 2022 – 2025 Capital Budget Approval**

**Moved by** C. Guthrie

**Seconded by** C. Billings

**WHEREAS** the Guelph Police Services Board is committed to the priorities from the 2019-2023 Strategic Plan and to its responsibility for the provision of adequate and effective policing for the City of Guelph; and

**WHEREAS** the Guelph Police Services Board has conducted a comprehensive review of the 2022-2031 Capital forecast prepared by the Chief and Guelph Police Service staff; and

**WHEREAS** the Guelph Police Services Board presented its Capital budget to the public on July 15, 2021 and provided an opportunity for feedback; therefore,

**BE IT RESOLVED** that the Guelph Police Services Board approves the Guelph Police Service 2022 to 2023 Capital Budget in the amount of \$2,246,700 in 2022 and \$3,206,800 in 2023; and

**THAT** the Guelph Police Services Board receives the Guelph Police Service 2024 to 2031 Capital Forecast in the amount of \$3,119,000 in 2024, \$4,687,900 in 2025, \$2,954,300 in 2026, \$7,307,100 in 2027, \$2,947,800 in 2028, \$3,408,700 in 2029, \$3,875,500 in 2030, and \$3,303,700 in 2031 for information and planning purposes; and

**THAT** the Board forward this information to the City of Guelph Council.

**-CARRIED UNANIMOUSLY-**

#### **6.11 Finance Committee Report**

**Moved by** C. Billings

**Seconded by** R. Curran

**THAT** the Guelph Police Services Board receives the June 2021 Financial Variance Report for information.

**-CARRIED-**

#### **6.12 2022 – 2025 Operating Budget and Forecast Presentation**

The Operating Budget was developed to ensure that the community's priorities are met, that people are safe and feel safe, and the police emergency response capacity keeps pace with City growth. The Strategic Plan developed for 2019 – 2022 was extended to 2023 due to the pandemic, and this budget is in line with the priorities set in that Strategic Plan.

Highlights of the budget include:

**2022 Operating Budget:**

- A total of 4.75 new civilian FTEs are requested, 3 of which are required to implement the Body Worn Camera project, 1 FTE is a full-time Occupation and Safety Coordinator, and .75 split to support Human Resources and Facilities.
- No police FTEs are requested but an existing FTE Constable will be transitioned to a Staff Sergeant rank to be in charge of Traffic, Tactics and Rescue, and Canine to optimize those resources, and build more road safety initiatives.

**2023 Operating Budget:**

- Proposing 4 new police and 2 new civilian resources. A number of areas need additional resources, but data-based decisions will be made as to where those new resources will be best used in order to manage the growth of Guelph, which is one of the fastest growing communities in Ontario. The KPMG study projects a population of 175K by 2031.

Chief Cobey noted that in 2020, total crime decreased by 11.2% for the second consecutive year. Overall property crime, break and enters, and hate crimes decreased, but violent crime and cyber crime increased. The Crime Severity Index National ranking held at 16 out of 35 Census Metropolitan Areas, the same as 2019. The goal is to continue to improve until Guelph is once again the safest community in the country as it was between 2007 and 2011.

Initiatives in 2022-2023 include ongoing development of community-focused initiatives such as road safety and a full-time BEAT team to address property crime, which is important to the community.

Chief Cobey requested that the Board and the City consider increasing the police contingency from 1% to 5%, due to the fact that grant revenue funding is built into the multi year budget. Should grant revenue cease, the budget will be impacted negatively with the multi-year budget. An increase to 5% would mitigate this and service would not have to change if grant revenue ceases.

Discussion followed. Since capital transfers can have an impact on the budget, the Board requested that the Chief look at this impact to determine if there might be a decrease in the budget to present to the Board before seeking approval scheduled for the October meeting. Chief Cobey will provide an update next month before the budget approval.

**6.13 Chief's Monthly Report**

- 1) As of today, there were over 109,000 calls for service since start of pandemic. He thanked the members for their service to the community.
- 2) He welcomed back the University of Guelph students. An update on the variety of initiatives to support Safe Semester will be given at the meeting next month.

**6.14 New Business** – There was no new business reported.

## 7.0 Information Items

- Next Open Meeting: Thursday, October 15, 2021, 2:30 p.m., via Teams meeting, Livestreamed on YouTube
- CAPG's 32nd Annual Conference – **September 28th-30th, 2021 “Reimagining Community Safety: Inspiring Change”**
- Virtual Meeting with Inspector General of Policing, Devon Clunis, Deputy Inspector General Ken Weatherill and Chief Data Officer, Michelle Lloyd – October 14, 2021, 1:00 p.m.
- Canadian Institute 12<sup>th</sup> Annual Law of Policing Conference – November 8-9, 2021

## 8.0 Adjournment

**Moved by** C. Billings

**Seconded by** P. McSherry

**THAT** the Open meeting of the Guelph Police Services Board adjourn as at 4:37 p.m.

**- CARRIED –**

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R. Carter, Chair

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C. Polonenko, Executive Assistant



## GUELPH POLICE SERVICES BOARD

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### OFFICE OF THE CHIEF OF POLICE

**TO:** Chair Robert Carter and Members of the Guelph Police Services Board

**DATE:** Tuesday, October 5, 2021

**SUBJECT: POLICE HEADQUARTERS RENOVATION AND EXPANSION PROJECT**

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**PREPARED BY:** GPSHQ Renovation Liaison Derek McNeilly

**APPROVED BY:** Deputy Chief of Police Daryl Goetz

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#### **RECOMMENDATION:**

For information only.

#### **SUMMARY:**

To provide the Board with an update on the Police Headquarters Renovation and Expansion Project.

#### **STATUS REPORT FOR THE MONTH OF OCTOBER 2021:**

The construction schedule continues to be monitored by the City of Guelph (CoG) and GPS with an anticipated occupancy reflected by Perini Management Services Inc (PMSI) for November 2021. Final deficiency review to be completed by the end of November. GPS plans include moving identified off-site operational units and civilian staff into their new spaces at HQ prior to the end of the year.

Bi-weekly site meetings with PMSI, the architect, CoG and GPS continue to occur providing updates and planning for next works to be completed.

The site continues to be provided with appropriate housekeeping by PMSI to ensure safety for their trades, GPS personnel and visitors to HQ. PMSI are constantly in contact with the GPS and CoG to ensure upcoming works are identified in order to prevent any conflict with ongoing police operations.

Some of the completed work during the past month included:

- Commenced flooring and wall tiling for all washrooms on the 2<sup>nd</sup> and 3<sup>rd</sup> levels
- Completed flooring in all offices and main corridors on the 2<sup>nd</sup> and 3<sup>rd</sup> levels
- Commenced HVAC ductwork on the 1<sup>st</sup> level
- Final inspection and verification of the fire alarm system on the 2<sup>nd</sup> level
- Welding of steel ceiling in remaining cells

- Commenced T-bar installation on 1<sup>st</sup> level
- Steel doors installed on 1<sup>st</sup> level hallway/office/storage rooms
- Stainless steel benches installed in remaining cells
- Installation of wooden office doors and hardware on 2<sup>nd</sup> level
- Data lines on 2<sup>nd</sup> and 3<sup>rd</sup> levels completed

For the next month, we anticipate movement on the following areas of work:

- Completion of ceramic flooring and wall tiles in all washrooms on the 2<sup>nd</sup> and 3<sup>rd</sup> levels
- Completion of baseboard in all offices on the 2<sup>nd</sup> level
- Installation of new seized/found property lockers
- Commencement of ceramic flooring on the 1<sup>st</sup> level
- Completion of property office shelving/storage rooms for found/seized property
- Remedial masonry work in the gym
- Inspection of the new fire alarm system on the 1<sup>st</sup> level
- Installation of office glass along 2<sup>nd</sup> level corridor
- Millwork installation on remaining areas of 2<sup>nd</sup> and 3<sup>rd</sup> levels
- Commence sprinkler installation within gym

Although scheduling and reports back from consultants may adjust anticipated occupancy dates and the order of occupancy, we expect the following areas from now until the end of the project:

- Remaining areas of construction on the 3<sup>rd</sup> level (late October).
- N/W addition - (these areas are still to be determined by the architect with clearing of previously noted deficiencies – date TBD)
- S/W addition – (these areas are still to be determined by the architect with clearing of previously noted deficiencies – date TBD)
- Remaining sections of the 2<sup>nd</sup> level – (mid-late October).
- Remaining areas of the 1<sup>st</sup> level – (mid-late November)

### **STEERING COMMITTEE:**

The Steering Committee continues to meet every 2 weeks and provide oversight on the project. The CoG project manager continues to work with GPS project staff, while engaging the architect, contractor and bonding company to move the project as soon as possible to completion.

### **FINANCIAL REPORT:**

The CoG continues to engage the bonding company to ensure all deficient items and the completion of the project are done as quickly as possible. Site meetings continue bi-weekly with all stakeholders, including the GPS as end-user of the facility. PMSI is working at getting final occupancy as quickly as possible.

### **CORPORATE STRATEGIC PLAN:**

This project continues as it relates to objective eleven of the 2016 - 2018 Guelph Police Service Business Plan to successfully complete the renovation and expansion of the Guelph Police Service Headquarters building.

1. Complete the police headquarters renovation and expansion on time and on budget in partnership with the City of Guelph.
2. Ensure business continuity during the project, including having new procedures and practices in place for the completed headquarters building.

3. Develop a communications plan regarding the Guelph Police Service headquarters renovation targeting the public and Guelph Police Service members.

**FINANCIAL IMPLICATIONS:**

The CoG Project Team is assessing remaining work to bring the GPSHQ project to a conclusion.

**ATTACHMENTS:** none

**GUELPH POLICE SERVICES BOARD***Pride • Service • Trust •***CHAIR'S OFFICE, GUELPH POLICE SERVICES BOARD****TO:** Chair Robert Carter and Members of the Guelph Police Services Board**DATE:** October 21, 2021**PREPARED BY:** Leslie LaCelle, Executive Assistant, Guelph Police Services Board**SUBJECT: COMMUNITY ACCOUNT QUARTERLY REPORT  
(July 1 – September 30, 2021)****PREPARED BY:** Leslie LaCelle, Executive Assistant to the Guelph Police Services Board**APPROVED BY:** R. Carter, Chair**RECOMMENDATIONS:** For information only.**REPORT:**

As of September 30, 2021, the Community Account balance was **\$70,386.20**. During the third quarter of 2021, there were the following community account transactions:

**Receipts:**

Interest	\$ 15.72 <sup>1</sup>
Police Auctions	<u>\$ 482.83</u>
<b>Total Receipts:</b>	<b>\$498.55</b>

**Matured GIC \$ 7,091.15**

**Disbursements:**

Bank Service Charges	\$ 2.00
Community and/or police groups	<u>\$ 500.00<sup>2</sup></u>
<b>Total Disbursements:</b>	<b>\$ 502.00</b>

<sup>1</sup> Includes interest from the matured GICs.

<sup>2</sup> Groups receiving funds:  
Norma Owen Golf Tournament (\$500.00)

**Investments:**

A GIC in the amount of \$10,000 was purchased this quarter and one GIC matured.

**ATTACHMENTS:** Nil



## GUELPH POLICE SERVICES BOARD

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### OFFICE OF THE CHIEF OF POLICE

**TO:** Chair Robert Carter and Members of the Guelph Police Services Board

**DATE:** October 21, 2021

**SUBJECT:** PROFESSIONAL STANDARDS THIRD QUARTER REPORT 2021

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**PREPARED BY:** Lester Tang, Sergeant, Professional Standards

**APPROVED BY:** Andrea Ninacs, Inspector, Executive Services  
Daryl Goetz, Deputy Chief

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#### **RECOMMENDATION:**

Information only.

#### **SUMMARY:**

The following statistics encompass complaints and investigations that have been undertaken during the period from July 1st to September 30th, 2021.

#### **REPORT – THIRD QUARTER:**

#### **PUBLIC COMPLAINTS - O.I.P.R.D. UPDATE:**

In the third quarter of 2021 the Guelph Police Service received **10** new public complaints through the Office of the Independent Police Review Director (O.I.P.R.D.) involving conduct, service, or policies of the Guelph Police Service. **6** were screened out by the O.I.R.P.D. at the outset and **4** matters were referred to Guelph Police Professional Standards for investigation. **3** of these matters remain ongoing investigations. Additionally, assistance was provided to the Toronto Police Professional Standards Investigation Unit with a public complaint investigation in which a member of the Guelph Police Service had involvement. Guelph Police Professional Standards has also been referred an investigation from the O.I.P.R.D. which involves member(s) of the Ontario Provincial Police. This matter remains an ongoing investigation. **43** public complaints about the Guelph Police Service have been received to date for 2021. All outstanding public complaint matters originating from the first two quarters of 2021 have been concluded.

#### **S.I.U. UPDATE:**

There has been **1** new matter reported to the Special Investigations Unit (SIU) in the third quarter of 2021 which is ongoing. **4** investigations originating from the second quarter of 2021 were closed by the SIU this quarter without charges.

**INTERNAL UPDATE:**

There have been **0** new internal investigations initiated in the third quarter of 2021. **1** Chief's Complaint investigation commenced in the second quarter of 2021 has been concluded and **1** remains ongoing. Additionally, Guelph Police Professional Standards provided assistance to Halton Regional Police Professional Standards in a Chief's Complaint investigation during the third quarter of 2021. A Chief's Complaint commenced in the first quarter of 2018 presently remains at the hearing stage.

**LOCAL INQUIRIES:**

In the third quarter of 2021, the Guelph Police Service Professional Standards received **9** Local Inquiries. These Local Inquiries are in addition to the public complaints received through the O.I.P.R.D. and may be resolved at an early juncture without the matter becoming a formal public complaint filed with the O.I.P.R.D.

**REQUEST FOR REVIEW:**

There has been **1** request during the third quarter of 2021 to review incidents investigated by Guelph Police Service Professional Standards. The review being conducted by the O.I.P.R.D. is ongoing.

**CORPORATE BUSINESS PLAN:**

Champion our community and our members which will assist with community satisfaction with Guelph Policing services

**FINANCIAL IMPLICATIONS:**

At the present time, the costs are contained within the 2021 Guelph Police operating budget.



## GUELPH POLICE SERVICES BOARD

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### OFFICE OF THE CHIEF OF POLICE

**TO:** Chair Robert Carter and Members of the Guelph Police Services Board

**DATE:** October 21<sup>st</sup>, 2021

**SUBJECT: USE OF FORCE REPORT - THIRD QUARTER**

**PREPARED BY:** Staff/Sergeant Kevin King, Professional Development and Recruiting Unit

**APPROVED BY:** Daryl Goetz, Deputy Chief of Police, Inspector Andrea Ninacs, Professional Standards

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**RECOMMENDATION:** For information only

#### **SUMMARY:**

The purpose of this report is to provide the Guelph Police Services Board with the current Use of Force statistics for the period of July 1, 2021, to September 30, 2021

This report contains an overview of Use of Force incidents that members of the Guelph Police Service were involved in and as a result had to use an approved level of force during their tour of duty. Because of the challenges that the officers faced, they assessed each situation and selected one or more force options in response to the situation. This assisted them in bringing the situation to a safe resolution.

#### **REPORT:**

During the third quarter of 2021 (July 1 – September 30) Guelph Police officers attended to 21,522 calls for service. There were 20 incidents where either one or more levels of force were required to bring the situation that they were faced with to a resolution. Members of the Guelph Police Service used 34 levels of force during these 20 incidents. In the reported incidents the race of the 28 subjects involved were identified as follows; 23 White, 1 Middle Eastern, 1 Indigenous and 3 Black based on the province's seven (7) race categories.

All the Use of Force reports that were submitted have been reviewed. Officers are instructed to assess each situation and respond with the most appropriate force option considering officer safety, public safety and subject safety.

Front line officers, on a regular basis, are faced with incidents of a serious and potentially dangerous nature. By providing multiple Use of Force options to our officers, we allow them opportunities and choices in how to deal with ever-changing circumstances. Officers can select and transition between their Use of Force options thereby achieving the best and most effective outcomes.

Our operational officers continue to demonstrate that common sense, good judgment and effective training procedures are the key to our success in policing the City of Guelph. There were no concerns identified in the review of the Use of Force Reports and they highlight the fact that our officers are performing at a high standard.

### **CORPORATE BUSINESS PLAN:**

Support effective policing that exemplifies our values of pride, service, and trust. Maintain community trust, confidence, and satisfaction by sharing information and delivering quality services.

### **FINANCIAL IMPLICATIONS:**

The associated training and equipment costs are contained within the 2021 Guelph Police operating budget.

### **ATTACHMENTS:**

Appendix "A" - Summary of Use of Force Incidents for July 1, 2021 - September 30, 2021

Appendix "B" – Third Quarter Comparisons Use of Force Statistics 2017 – 2021

Appendix "C" – Third Quarter CEW Deployments/Comparisons

## **SUMMARY OF USE OF FORCE INCIDENTS**

### **Incident 1: Handgun Drawn, Conducted Energy Weapon- Demonstrated Force Presence (July)**

Officers from Tactics and Rescue Unit assisted with a search warrant at a residence. Officers formed into a tactical stack outside the residence and entered. Officers had information that the subjects were armed with weapons. Officers engaged the subject who was arrested without incident. There were no injuries to either the subjects or the officers.

Reason: Protect Public, Officers and Effect Arrest.

The subject was white.

### **Incident 2: Conducted Energy Weapon – Demonstrated Force Presence (July)**

Officers from Neighbourhood Patrol responded to a call regarding a disturbance. The officer observed a male clearly in a state of confusion and under the influence of drugs. The subject was yelling and screaming and challenging the officer to fight. The subject reached into their pocket and the officer drew their CEW and pointed at the subject. The subject continued to yell and threaten the officers. The officer continued to provide verbal demands and the subject was taken into custody without injury. The subject was taken to the hospital for assessment. There were no injuries to the subject or officers.

Reason: Protect Officers, Public and Effect MHA Apprehension.

The subject was white.

### **Incident 3: Conducted Energy Weapon – Demonstrated Force Presence (July)**

Officers from Neighbourhood Patrol responded to a call regarding a male who was in a drug induced psychosis. Officers attempted to speak with the subject who was clenching his fists, screaming and verbally aggressive towards the officers. The officer drew their CEW. The subject immediately became compliant and was handcuffed. The subject was taken to the hospital for assessment. There were no injuries to the subject or officers.

Reason: Protect Officers, Public, and Subject. Effect MHA Apprehension

The subject was white.

**Incident 4: Firearm pointed, Conducted Energy Weapon – Demonstrated Force Presence**

**(July)**

Officers from Tactics and Rescue Unit assisted members of the Drug Unit executing a search warrant at a residence. Officers formed into a Tactical stack and then entered the residence by breaching the door. Two subjects were located inside the residence and followed verbal commands and were handcuffed and arrested. There were no injuries to the subjects or the officers.

Reason: Protect Officers, Public, Prevent Escape, Prevent Commission of Offence, and Effect Arrest.

The subjects were both white.

**Incident 5: Empty Hand Technique – Soft, Conducted Energy Weapon – Full Dart Deployment**

**(August)**

An officer from Neighbourhood Patrol attended a call regarding a motor vehicle parked across the rail tracks. The officer arrived and observed a male subject flee on foot. The officer caught the subject but was assaulted as the officer attempted to take him into custody. The officer attempted to gain control of the subject but was not able to as the subject continued to resist arrest. The officer then deployed their CEW which was effective. The subject was taken to the hospital and assessed. The injuries were minor and the subject was cleared medically. The officer was not injured. The vehicle was reported stolen. The subject was in possession of a knife.

Reason: Protect Officers, Public and Subject. Effect Arrest.

The subject was black.

**Incident 6: Firearm drawn, Conducted Energy Weapon – Demonstrated Force Presence**

**(August)**

Officers from the Tactics and Rescue Unit attended a call to assist members of the Drug Unit with a search warrant at a residence. Officers formed into a Tactical Stack and then entered the residence by breaching the door. Officers located several subjects and provided them with verbal commands. All subjects were all compliant and arrested. There were no injuries to the subject or officers.

Reason: Protect officers, Public and Subject. Effect Arrest.

The subjects were both white.

**Incident 7: Conducted Energy Weapon – Full Dart Deployment, CEW – Demonstrated Force Presence**

**(August)**

Officers from Neighbourhood Patrol and Tactics and Rescue Unit attended to an apartment building to speak with a male subject who was suffering from a mental health episode and threatening harm to themselves and others. Officers located the subject outside and observed the subject brandishing a knife and threatening themselves and the officers. Both officers drew their CEW, and one officer deployed the CEW which was not effective initially and required a 2<sup>nd</sup> deployment which was effective. The subject was taken into custody and transported to the hospital for a mental health assessment. No injuries to the subject or the officers.

A 2<sup>nd</sup> Use of Force report was submitted for the other officer's actions.

Reason: Protect Officers, Public and Subject.

The subject was white.

**Incident 8: Conducted Energy Weapon – Full Dart Deployment**

**(August)**

Officers from the Tactics and Rescue Unit assisted another police agency with a suicidal, barricaded person call in their jurisdiction. Officers formed into a Tactical stack and breached the front door. The subject immediately ran to another area of the residence. Officers lost sight of the subject briefly and then located him. The subject was given verbal demands which he did not comply with. The officer deployed their CEW which was successful in gaining control of the subject. The subject was arrested. No injuries to the subject or the officers.

Reason: Protect Subject, Officers and Effect arrest.

The subject was black.

**Incident 9: Firearm Point, Conducted Energy Weapon – Demonstrated Force Presence**

**(August)**

Officers from the Tactics and Rescue Unit executed a search warrant at a residence for a wanted person. Officers were met at the door by an uncooperative resident. Officers observed the wanted subject running within the residence. Officers entered the residence and located the subject. They issued verbal commands and the subject was compliant. Officers took the male into custody. No injuries to the subject or the officers.

Reason: Protect Subject, Officers and Effect Arrest

The subject was white.

**Incident 10: Firearm Point, Conducted Energy Weapon - Demonstrated Force Presence, Conducted Energy Weapon – Full Dart Deployment**

**(August)**

Officers from Neighbourhood Patrol responded to a call of a suicidal male in a residence. The subject opened the door as the officer arrived and was holding a large knife and yelling at the officers and threatening them. Officers began verbal negotiation but were not successful. The subject closed the door and then again opened the door and repeated his threats. An officer deployed their CEW which struck the subject but it was not effective. The subject pulled the darts out and closed the door. Tactics and Rescue Unit then arrived to and assumed control of the incident. Officers were met with the subject who was not cooperative at the front door. The subject fled within the residence. Officers located the subject in another room and issued verbal commands. The subject was arrested. No injuries to the subject or the officers.

A 2<sup>nd</sup> Use of Force report was submitted for the other officer's actions.

Reason: Protect Officers, Subject. Effect Arrest.

The subject was white.

**Incident 11: Conducted Energy Weapon – Demonstrated Force Presence x2**

**(September)**

Officers from Neighbourhood Patrol attended to assist the Guelph Fire Department with an aggressive male. Officers located the subject and attempted to speak with him. The subject was belligerent and not cooperative. The male was wanted on a criminal code arrest warrant. The subject began to threaten the officers and placed his hand behind his back. The officers drew their CEW and along with verbal commands, the subject became compliant. The subject was arrested. No injuries to the subject or the officers.

A 2<sup>nd</sup> Use of Force report was submitted for the other officer's actions..

Reason: Protect Public and Officers

The subject was Indigenous.

**Incident 12: Firearm Point, Handgun Drawn, Conducted Energy Weapon – Demonstrated Force Presence x2**

**(September)**

Officers from Neighbourhood Patrol responded to a weapons call about a male that was waving a knife around and gesturing at people walking past. The officers located and spoke to the subject who was immediately compliant. The subject was handcuffed and arrested. There were no injuries to the subject or the officers.

A 2<sup>nd</sup> and 3<sup>rd</sup> Use of Force report was submitted for the other officer's actions.

Reason: Protect subject, Officers, Effect arrest

The subject was white.

**Incident 13: Firearm Point, Conducted Energy Weapon – Demonstrated Force Presence  
(September)**

Officers from the Tactics and Rescue Unit attended an out-of-town residence to execute a high-risk search warrant. Officers observed the subject run on-foot out of the residence and into a wooded area. K-9 was used to assist. The subject was subsequently observed as a passenger in a vehicle that was not related to the incident. Officer engaged the vehicle and gave verbal demands. The subject complied with the verbal demands of the officers. The subject was arrested. No injuries to the subject or the officers.

Reason: Protect Subject, Officers, Prevent Escape and Effect Arrest.

The subject was Middle Eastern.

**Incident 14: Firearm Point**

**(September)**

Officers from the Tactics and Rescue Unit assisted the Drug Unit in executing a search warrant at a residence. Officers formed into a Tactical stack and entered the residence by breaching the exterior door. Officer's located 2 subjects, issued verbal commands which they immediately complied with. The subjects were handcuffed and arrested. There were no injuries to the subjects or the officers.

Reason: Protect Subject, Officers, Effect Arrest

The subjects were both white.

**Incident 15: Firearm Point, CEW – Demonstrated Force Presence**

**(September)**

Officers from the Tactics and Rescue Unit assisted the Drug Unit in attempting to arrest a drug supplier at a commercial lot. Officers located the subject who immediately fled on foot. Officers caught up to the subject who disregarded their verbal commands. The subject would not show their hands. Officers were able to gain control of the subject and effect and arrest. There were no injuries to the subject or the officers.

Reason: Protect Subject, Officers, Effect Arrest, Prevent Escape, Prevent Commission of Offence

The subject was black.

**Incident 16: Firearm Point, CEW – Demonstrated Force Presence**

**(September)**

Officers from the Tactics and Rescue Unit assisted officers from Neighbourhood Patrol with arresting multiple subjects at a residence. The subjects were involved in a Home Invasion and were armed with firearms. Officers formed into a Tactical Stack and breached the front door.

Officers engaged in verbal commands requesting the subjects come outside one by one. The subjects came out one at a time and were all arrested. There were no injuries to the subjects or the officers.

Reason: Protect Subject, Officers, Effect Arrest, Prevent Escape and Prevent Commission of Offence

The subjects were all white.

### **Incident 17: Firearm Point**

**(September)**

An officer from Neighbourhood Patrol responded to a weapon related call at a residence. The subject came out of the residence with a large butcher knife yelling and screaming. The officer drew their firearm and issued verbal commands for the subject to drop the knife. The subject slowly dropped the knife and was arrested. There were no injuries to the subject or the officers.

Reason: Protect Subject, Officers, Effect Arrest, Prevent Escape and Prevent Commission of Offence

The subject was white.

### **Incident 18: Aerosol Weapon**

**(September)**

Officers from the Tactics and Rescue Unit were deployed to assist with crowd control at a very large public gathering of students during homecoming. Officers were directed to a disturbance within a large crowd and attempted to help a female who had her vehicle damaged. This resulted in several fights breaking out within the large group and officers deployed their aerosol spray to disperse the crowd. Several subjects that were fighting left the area prior to police being able to identify anyone. There were no injuries to the subjects or the officers.

Reason: Protect subject, Officers, Effect Arrest, Crowd Control and Prevent Commission of Offence

The subjects were all white.

### **Incident 19: Handgun Drawn**

**(September)**

Officers from Neighbourhood Patrol responded to a call of a subject holding a knife to a gas bar employee. The officer observed the subject with the knife and ordered the subject to drop it. The subject complied and was arrested. There were no injuries to the subject or the officers.

Reason: Protect Subject, Officers, Effect Arrest and Prevent Commission of Offence

The subject was white.

## **Incident 20: Firearm Point**

### **(September)**

Officers from Neighbourhood Patrol attended a weapon related call at a local store. The subject was believed to have a knife when they entered the store. Officers located the subject and issued verbal demands. The subject then removed the knife from their pocket and was ordered to drop it. The subject immediately complied and was arrested. There were no injuries to the subject or the officers.

Reason: Protect Subject, Officers, Effect Arrest, Prevent Escape and Prevent Commission of Offence

The subject was white.

## **University of Guelph Report**

### **(September) - Aerosol Weapon**

S/Cst's from the University of Guelph police responded to a large crowd of rowdy people fighting and throwing bottles. There were 3 campus officers, and 2 Guelph Police officers came to assist. The crowd began to converge on the officers, yelling and swearing and throwing bottles at them. A mirror and the windshield of the cruiser were broken as a result. S/Cst's then deployed their aerosol spray to control the crowd. Many of the crowd dispersed.

Reason: Protect Officers, Effect Arrest, Crowd Control, Prevent Commission of Offence

The subjects were white, Middle Eastern and black.

## Appendix "B"

## Third Quarter Comparison - Use of Force Statistics 2017 – 2020

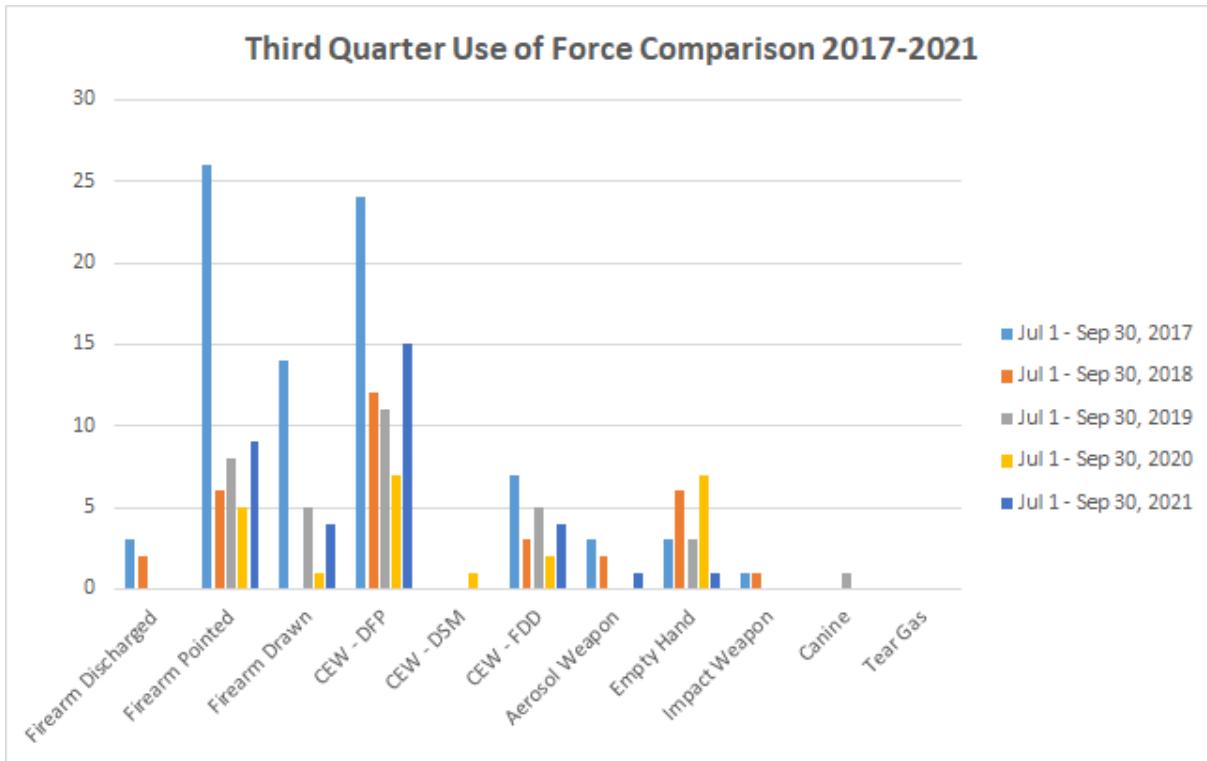
TYPE OF FORCE	2017	2018	2019	2020	2021
<b>Firearm Discharged</b>	3	2	0	0	0
<b>Firearm Pointed</b>	26	6	8	5	9
<b>Firearm Drawn</b>	14	0	5	1	4
<b>CEW - DFP *</b>	24	12	11	7	15
<b>CEW - DSM **</b>	0	0	0	1	0
<b>CEW - FDD ***</b>	7	3	5	2	4
<b>Aerosol Weapon</b>	3	2	0	0	1
<b>Empty Hand - Soft/Hard</b>	3	6	3	7	1
<b>Impact Weapon</b>	1	1	0	0	0
<b>Canine</b>	0	0	1	0	0
<b>Tear Gas</b>	0	0	0	0	0
<b>Total Levels of Force</b>	<b>81</b>	<b>32</b>	<b>33</b>	<b>23</b>	<b>34</b>
<b>Total # of Incidents</b>	<b>27</b>	<b>23</b>	<b>21</b>	<b>6</b>	<b>20</b>

\*CEW – DFP Demonstrated Force Presence

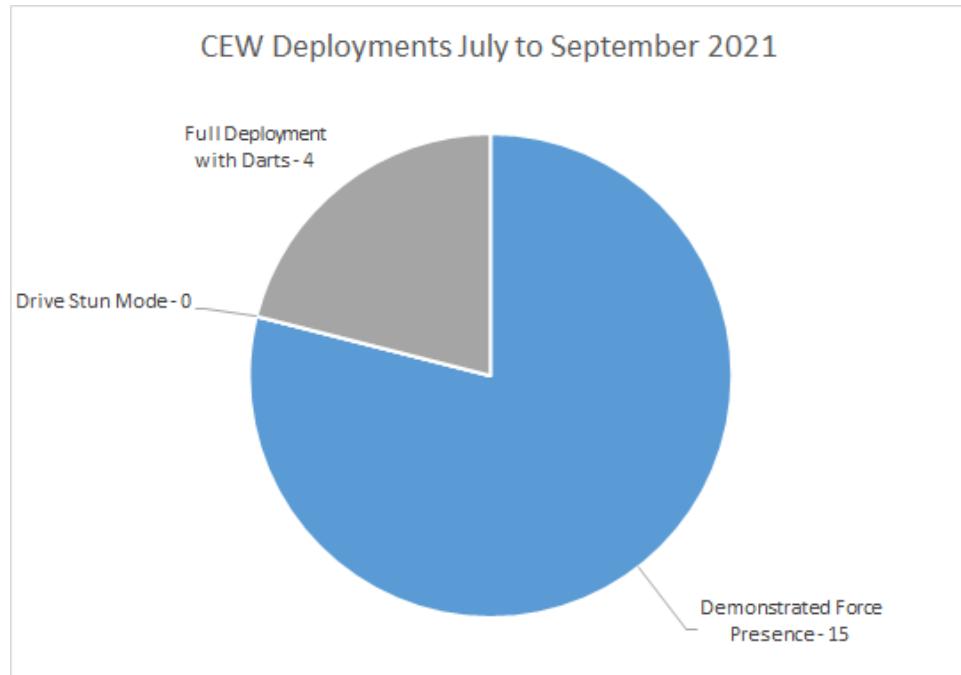
\*\*CEW – DSM Drive Stun Mode

\*\*\*CEW – FDD Full Dart Deployment

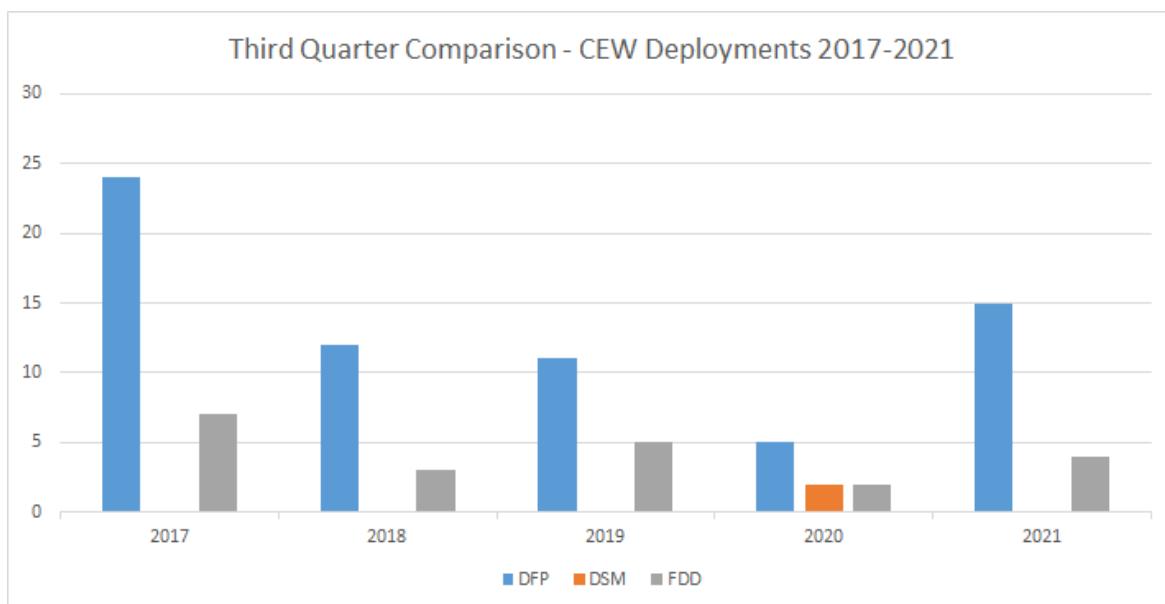
## Third Quarter - Use of Force Comparison 2017-2020



**Appendix “C”**  
**Third Quarter – 2021 - CEW Deployments**



**Third Quarter Comparison – CEW Deployments 2017-2021**





## Guelph Police Services Board

### Open Meeting – October 21, 2021 Board Correspondence Report

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- September 15, 2021 – Congratulatory letters to new hires, Cst. Keith Kolodziejczk, Temporary Civilian Member Muhammad Salmaan, Cadet in Training Ryan Lue, Cadet in Training Dylan Costello and Cst. Christopher Cheung.
- September 16, 2021 – Letter to Mayor Guthrie regarding the Guelph Police Service's 2022 to 2023 Capital Budget and 2024 to 2031 Capital Forecast. (*attached*)
- September 21, 2021 – Letter to Helen Fishburn, CEO, Canadian Mental Health Association Waterloo Wellington regarding her recognition by the Canadian Alliance on Mental Illness and Mental Health. (*attached*)
- September 30, 2021 – 54 Congratulatory letters to Guelph Police Service members.



## Guelph Police Services Board

PO Box 31038, Willow West Postal Outlet, Guelph, Ontario N1H 8K1  
Telephone: (519) 824-1212 # 213 Fax: (519) 824-8360  
TTY (519) 824-1466 Email: board@police.guelph.on.ca

September 16, 2021

Mayor Cam Guthrie  
Guelph City Hall  
1 Carden Street  
Guelph, ON N1H 3A1

Your Worship:

The Guelph Police Service's 2022 to 2023 Capital Budget was approved and the 2024 to 2031 Capital Forecast was received by the Guelph Police Services Board at the Open meeting held on Thursday, September 16, 2021. The following motion was made and unanimously carried by the Guelph Police Services Board:

**WHEREAS** the Guelph Police Services Board is committed to the priorities from the 2019-2023 Strategic Plan and to its responsibility for the provision of adequate and effective policing for the City of Guelph; and

**WHEREAS** the Guelph Police Services Board has conducted a comprehensive review of the 2022-2031 Capital forecast prepared by the Chief and Guelph Police Service staff; and

**WHEREAS** the Guelph Police Services Board presented its Capital budget to the public on July 15, 2021 and provided an opportunity for feedback; therefore,

**BE IT RESOLVED** that the Guelph Police Services Board approves the Guelph Police Service 2022 to 2023 Capital Budget in the amount of \$2,246,700 in 2022 and \$3,206,800 in 2023; and

**THAT** the Guelph Police Services Board receives the Guelph Police Service 2024 to 2031 Capital Forecast in the amount of \$3,119,000 in 2024, \$4,687,900 in 2025, \$2,954,300 in 2026, \$7,307,100 in 2027, \$2,947,800 in 2028, \$3,408,700 in 2029, \$3,875,500 in 2030, and \$3,303,700 in 2031 for information and planning purposes; and

**THAT** the Board forward this information to the City of Guelph Council.

**- CARRIED UNANIMOUSLY -**

Kindly distribute this information to members of City Council.

Sincerely,

Robert Carter  
Chair

Copies: Scott Stewart, Chief Administrative Officer, City of Guelph  
Tara Baker, General Manager and City Treasurer, City of Guelph  
Gord Cobey, Chief of Police, Guelph Police Service  
Lisa Pelton, Manager, Financial Services, Guelph Police Service



**Guelph Police Services Board**  
PO Box 31038, Willow West Postal Outlet, Guelph, Ontario N1H 8K1  
Telephone: (519) 824-1212 # 213 Fax: (519) 824-8360  
TTY (519) 824-1466 Email: [board@police.guelph.on.ca](mailto:board@police.guelph.on.ca)

September 21, 2021

Canadian Mental Health Association Waterloo Wellington  
80 Waterloo Avenue  
Guelph, ON N1H 0A1

**Attention: Helen Fishburn, CEO**

Dear Ms. Fishburn:

Last week I read with great interest the article in Guelph Today that you were one of seven Canadians to be recognized by the Canadian Alliance on Mental Illness and Mental Health for your work in mental health. On behalf of the Guelph Police Services Board, I sincerely congratulate you on receiving the 2021 Champions of Mental Health: Community Individual Award.

Among the many achievements in your career, we have been most familiar with and commend you for your excellent work in partnering with the Guelph Police Service to implement the IMPACT program for mental health, addiction and crisis-related calls for service. You have also offered your continued support for increasing the IMPACT service to be 24/7 through many avenues, including presenting at our police services board meetings and urging the upper levels of government to supply increased funding.

Again, congratulations and thank you for your dedicated work on behalf of the City of Guelph and all of Waterloo Wellington.

Yours truly,

A handwritten signature in black ink, appearing to read "Gord Cobey".

Robert Carter  
Chair

cc. Chief Gord Cobey



## GUELPH POLICE SERVICES BOARD

*Pride • Service • Trust •*

### FINANCIAL SERVICES

**TO:** Chair Robert Carter and Members of the Guelph Police Services Board

**DATE:** Thursday, October 21, 2021

**SUBJECT: 2022-2025 OPERATING BUDGET AND FORECAST**

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**PREPARED BY:** Lisa Pelton, Manager and Lisa Rintoul, Analyst - Financial Services

**APPROVED BY:** Daryl Goetz, Deputy Chief of Police

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#### **RECOMMENDATION:**

WHEREAS the Guelph Police Services Board is committed to the priorities from the 2019-2023 Strategic Plan and to its responsibility for the provision of adequate and effective policing for the City of Guelph; and

WHEREAS the Guelph Police Services Board has reviewed the proposed 2022–2023 Operating Budget and 2024-2025 Operating Forecast in consideration of the City of Guelph's 2022-2025 budget process guideline; and

WHEREAS the Guelph Police Services Board presented its operating budget to the public on September 16, 2021 and provided an opportunity for feedback; therefore,

BE IT RESOLVED that the Guelph Police Services Board approve the Guelph Police Service 2022 and 2023 Operating Budget in the amount of \$54,249,566 in 2022 and \$57,269,170 in 2023; and

THAT the Guelph Police Services Board receives the Guelph Police Service 2024-2025 Operating Forecast in the amount of \$60,466,536 in 2024 and \$63,322,407 in 2025 for information and planning purposes; and

THAT the Board forwards this information to the City of Guelph Council.

#### **SUMMARY:**

Section 39 of the Police Services Act states that a municipality that maintains a municipal board shall provide the board with sufficient funding to, provide adequate and effective policing in the municipality and also requires that a municipal Police Services Board submit operating and capital estimates to the municipal council that will show amounts required to maintain the police service and provide it with infrastructure and administration necessary to provide policing services. At the direction of the Guelph Police Services Board, a 2022-2025 operating budget estimate was prepared by senior management and presented for review to the Guelph Police Services Board on September 16, 2021.

## BUDGET SCHEDULE:

The City of Guelph has communicated the following dates for the 2022 budget process including:

- **October 8** – Local Boards and Shared Services slide decks due to City's Finance department.
- **November 5** – City releases budget document ([guelph.ca/budget](http://guelph.ca/budget))
- **November 16** – City's budget presentation to Council
- **November 18** – Delegations to Council November 17, 2020 – Council Presentations
- **December 2** – Budget approval – Council meeting

## PROCESS:

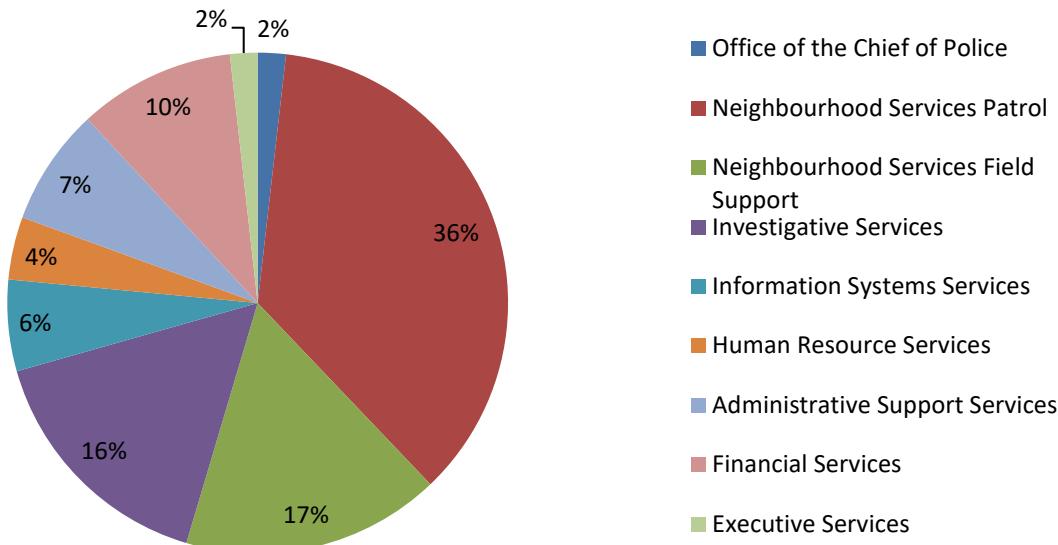
The Chief of Police received communication that city staff would be presenting a 4 year operating budget but seeking approval of 2022 and 2023 only.

The budget has been prepared by staff and guided by staff input, contractual and legislated obligations, and strategic themes and priorities as identified by external partners and internal requirements. Contractual requirements (collective agreement), economic reality, and workload implications were identified to ensure that a fiscally responsible budget was put forth. The Guelph Police Service (GPS) finance team requested all Business Unit Managers complete a thorough review of their operating expenses over the last 4 years while compiling their 2022-2023 operating budget and 2024-2025 operating forecast.

## SERVICES PROVIDED:

The GPS provides policing services to the City of Guelph and the recommended budget provides funding for 222.5 police officers and 115.45 civilians in 2022, as well as a growth in future years of 4 police and 2 civilians each year. The GPS serves the community by way of crime prevention initiatives, intelligence-led policing and community partnerships. Refer to **Appendix A** for the organizational structure.

The chart that follows shows how the proposed 2022 operating budget is distributed across the various areas within GPS:

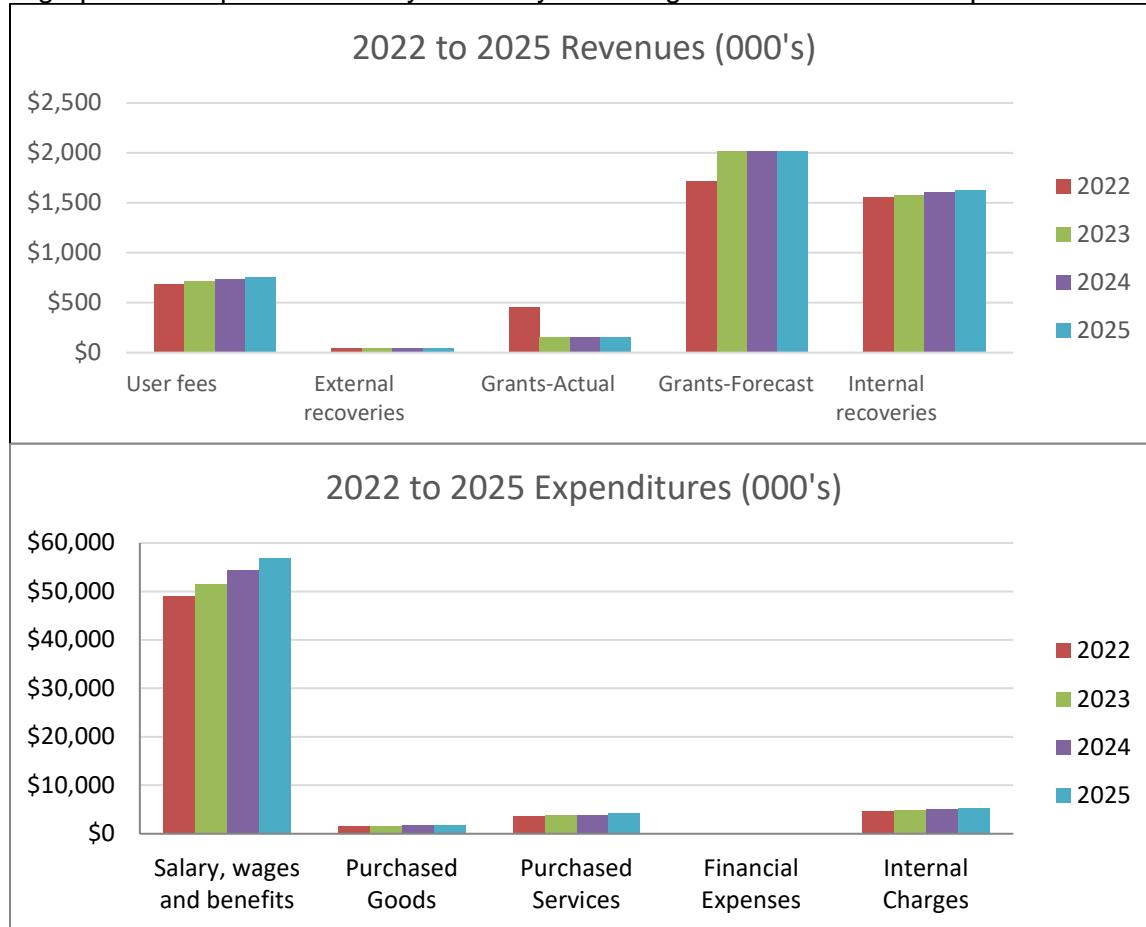


It should be noted that departments such as Administrative Support Services, Financial Services, Human Resource Services and Information System Services contain a large component of direct operating expenses for the Service as they provide support services across the organization.

## BUDGET OVERVIEW:

The proposed 2022 operating budget is \$54,249,566 this includes adjustments made to the Board approved base budget at the City level and represents an increase of 5.48% over the 2021 adjusted budget. Refer to **Appendix B** for comparative year over year statements.

A graphical comparison of the year over year changes to revenues and expenditures is below:



## BUDGET COMPONENTS

### Full Time Equivalents (FTE) Summary

The requested FTE compliment for 2022 to 2025 is below:

Year	2021	2022	2023	2024	2025
Total FTE	333.22	337.95	343.95	349.95	355.95
Police	222.50	222.50	226.50	230.50	234.50
Civilian*	110.72	115.45	117.45	119.45	121.45

\*Budgeted FTE's include the Board Executive Assistant

### 2022 Base Budget Increases - \$1,918,866 or 3.73% impact

The 2022 base operating budget is an increase over the 2021 adjusted base budget by \$1,919K, which is mainly attributed to compensation. The gross operating budget (excluding revenues and recoveries) is approximately 90% compensation. Main cost and revenue drivers impacting the base budget are discussed in detail below.

*Revenues:*

Revenues have decreased by \$6,600 mainly due to a reduction in grant revenue. The majority of grants will expire during this forecast and due to the uncertainty around the provincial government's program reviews, future grant revenue has been estimated for this forecast. A detailed schedule of all grants assumed for the 2022 budget process is included as **Appendix C**.

*Compensation:*

Salaries, wages and benefits for the Services' current permanent and temporary full and part-time employees, have increased by \$1,664K mainly as a result of collective agreements.

*Purchased Goods and Purchased Services:*

Purchased Goods and Purchased Services have increased by \$11K, this adjustment is mainly a result of the increase in the Police Regionalized Information Data Entry (PRIDE) budget.

*Financial Expenses:*

Financial Expenses have remained the same as prior year budget.

*Internal Charges and Recoveries:*

Internal Charges and Recoveries have increased by \$237K mainly due to Permit Fees (\$69K), Insurance (\$41K), and transfers to the Police Capital Reserve (\$181K). These budgets are prepared by City staff and affect the GPS operating budget.

**2022 Impact from Capital - \$443,250 or 0.86% impact**

Operating impacts arising from the 2022 capital budget are \$443,250. Operating expenses for E-bikes \$1,050, vehicle operating expenses \$69,600 and staffing costs for 3 new FTE's for the Body Worn Camera project \$372,600.

**2022 Expansions - \$458,400 or 0.89% impact**

Operating expansion costs are included in the 2022 budget for computer software \$127,200, Workers Compensation legal costs of \$40,000, and increased health & safety for garage cleaning of \$20,000. An expansion request of 1.75 Civilian FTE is included at a budgeted cost of \$238,200 as well as PRIDE costs associated with Next Generation 911 of \$33,000.

**2023 Budget Request - \$57,269,170**

The budget increase for 2023 is \$3,019,604 and represents a 5.57% increase over the 2022 budget request. The majority of the increase from 2023 relates to contractual commitments.

**2023 Base Budget Increases - \$2,049,454 or 3.78% impact**

The 2023 base operating budget is an increase over the 2022 budget by \$2,049K, which is mainly attributed to compensation. The gross operating budget (excluding revenues and recoveries) is approximately 90% compensation. Main cost and revenue drivers impacting the base budget are discussed in detail below.

*Revenues:*

Revenues have increased by \$22,300 from user fees due to an increase in volume of clearance record checks. The majority of grants will be expired during this forecast and due to the uncertainty around the provincial government's program reviews, grant revenue of \$2M is included as an estimate for these expired grants.

*Compensation:*

Salaries, wages and benefits for the Services' current permanent and temporary full and part-time employees, have increased by \$1,759,000 mainly as a result of collective agreements.

*Purchased Goods and Purchased Services:*

Purchased Goods and Purchased Services have increased by \$179K, this adjustment is mainly a result of the increase in the Police Regionalized Information Data Entry (PRIDE) budget (\$126K). Additional increases are included for utilities (\$7K), repairs and maintenance (\$14K), legal (\$10K) and consulting fees (\$10K).

*Financial Expenses:*

Financial Expenses have remained the same as prior year budget.

*Internal Charges and Recoveries:*

Internal Charges and Recoveries have increased by \$134K mainly due to Permit Fees (\$5K), Insurance (\$16K) and transfers to the Police Capital Reserve (\$127K). These budgets are prepared by City staff and affect the GPS operating budget.

**2023 Impact from Capital - \$15,850 or 0.03% impact**

Operating impacts arising from the 2023 capital budget are \$15,850 comprising of operating expenses for E-bikes \$1,050 and vehicle operating expenses \$14,800.

**2023 Expansions - \$954,300 or 1.76% impact**

New operating requests submitted in 2023 are for staffing of 4 Police and 2 Civilian FTE's in the amount of \$954,300.

**2024 – 2025 Forecast**

The forecasted 2024-2025 operating budgets are as follows:

- 2024 is \$60,466,536 and represents an increase of 5.58% over the 2023 budget request. The only operating expansion requested is for staffing of an additional 4 Police and 2 Civilian FTE's in the amount of \$982,200 or 1.72%.
- 2025 is \$63,322,407 and represents an increase of 4.72% over the 2024 forecast. The requested operating expansion amount is \$1,115,800 or 1.85%. This is for staffing of an additional 4 Police and 2 Civilian FTE's (\$1,000K), as well as various operating requests (\$116K).

**Reserve Transfers:**

We have continued to include transfers from the Police Sick Leave Reserve to fund payments to members. The City has budgeted transfers to our Police Capital Reserve to fund our capital budget requests as well as debt costs.

**CONCLUSION:**

In summary, the 2022-2023 Operating Budget estimate is \$54,249,566 for 2022 and \$57,269,170 for 2023. The 2022-2023 Budget and 2024-2025 Forecast was created in the context of contractual responsibilities and fiscal restraint and ensures adequate funding to operate adequately and effectively to support the Service's strategic plan.

**STRATEGIC PLAN 2019 - 2023:**

Priority 1: Community Policing with the need for higher visibility in the community.

Priority 2: Organizational Health and Service Effectiveness, with need to review police resources and how they are deployed to better meet the needs of the community and members.

Priority 3: Community Wellness with a continued focus on how the Service manages mental health-related calls for service.

Priority 4: Road Safety with proactive traffic enforcement.

Priority 5: Drugs and Property Crime with increased efforts to offset the increase in these types of crimes.

Priority 6: Downtown with increased police visibility to address safety concerns.

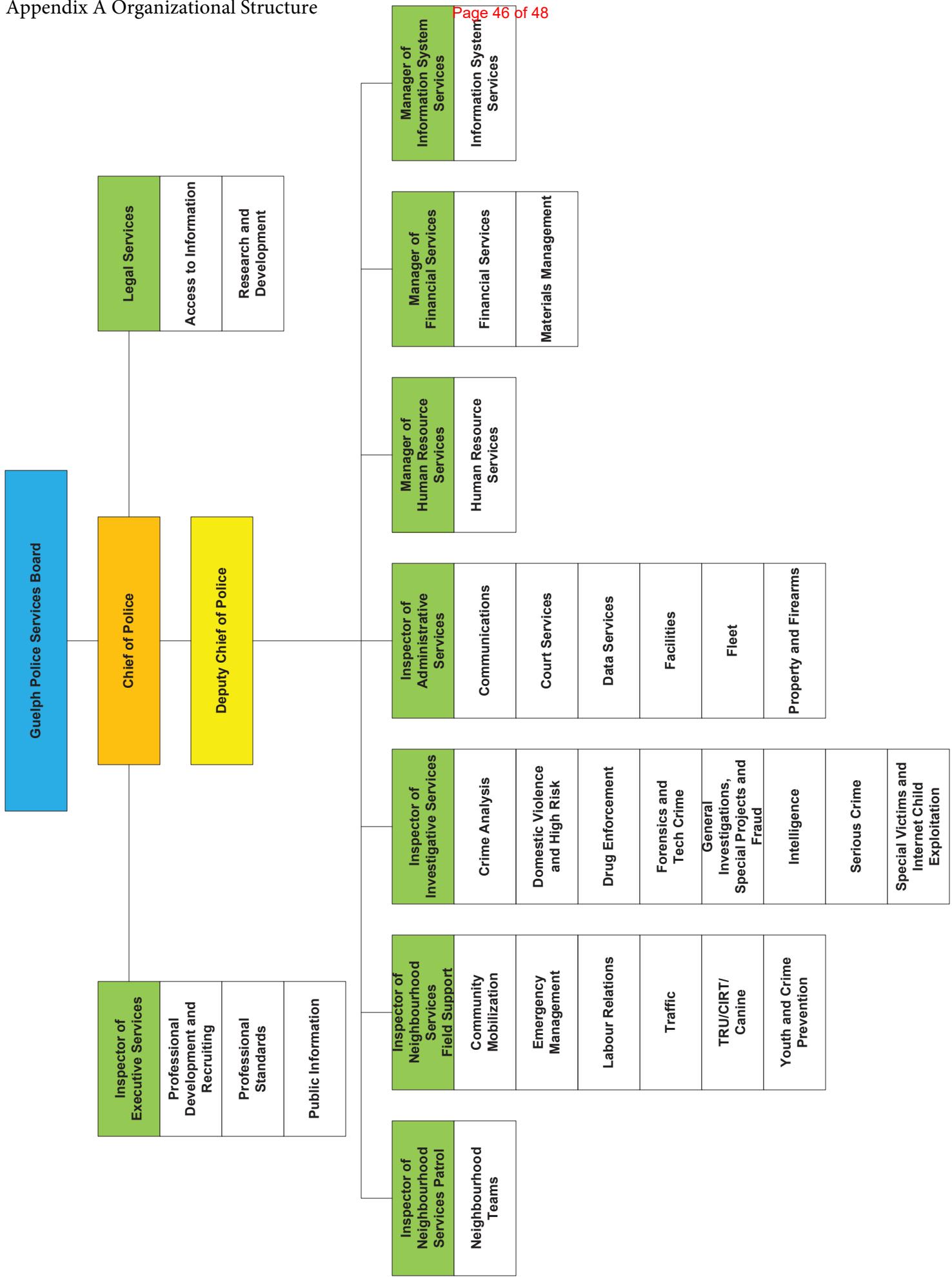
**FINANCIAL IMPLICATIONS AND/OR RISKS:**

Risks to the 2022-2023 proposed budget include contractual agreements, benefit costs, Workplace Safety and Insurance Board (WSIB) costs, legislative impacts, technology changes, grant values and grant continuance and the actual impact of the new Headquarters building as it becomes operational. Assumptions were made in the budget related to the grant revenue and rate of crime which could impact workload driven costs (i.e. overtime, project costs). Lastly the financial health of the City and the overall tax supported budget could have implications on the police budget.

**ATTACHMENTS:**

- Appendix A: Organizational Structure
- Appendix B: Detailed Operating Budget
- Appendix C: Schedule of Grants

## Appendix A Organizational Structure



## Appendix B: Detailed Operating Budget Report

## GUELPH POLICE SERVICE

	2021 Budget	2022 Budget Estimate	Variance	Variance %	2023 Budget Estimate	Variance	Variance %	2024 Budget Estimate	Variance	Variance %	2025 Budget Estimate	Variance	Variance %
<b>Revenue</b>													
User Fees & Service Charges	-603,700	-690,500	-86,800	14.4%	-712,800	-22,300	3.2%	-736,000	-23,200	3.3%	-760,300	-24,300	3.3%
Product Sales	-800	-500	300	(37.5%)	-500	0	0.0%	-500	0	0.0%	-500	0	0.0%
Licenses & Permits	0	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%
External Recoveries	-53,500	-43,500	10,000	(18.7%)	-43,500	0	0.0%	-43,500	0	0.0%	-43,500	0	0.0%
Grants	-2,260,000	-2,176,900	83,100	(3.7%)	-2,176,900	0	0.0%	-2,176,900	0	0.0%	-2,176,900	0	0.0%
<b>Total Revenue</b>	<b>-2,918,000</b>	<b>-2,911,400</b>	<b>6,600</b>	<b>(0.2%)</b>	<b>-2,933,700</b>	<b>-22,300</b>	<b>0.8%</b>	<b>-2,956,900</b>	<b>-23,200</b>	<b>0.8%</b>	<b>-2,981,200</b>	<b>-24,300</b>	<b>0.8%</b>
<b>Expense</b>													
Salary & Wages													
Permanent Salaries	34,006,600	35,392,800	1,386,200	4.1%	37,408,500	2,015,700	5.7%	39,594,600	2,186,100	5.8%	41,398,300	1,803,700	4.6%
Temporary Salaries	97,400	97,400	0	0.0%	97,400	0	0.0%	97,400	0	0.0%	97,400	0	0.0%
Overtime	1,003,100	1,005,900	2,800	0.3%	1,005,900	0	0.0%	1,005,900	0	0.0%	1,005,900	0	0.0%
Special Duty	105,200	105,200	0	0.0%	105,200	0	0.0%	105,200	0	0.0%	105,200	0	0.0%
Total Salary & Wages	35,212,300	36,601,300	1,389,000	3.9%	38,617,000	2,015,700	5.5%	40,803,100	2,186,100	5.7%	42,606,800	1,803,700	4.4%
Employee Benefits	11,024,800	11,903,700	878,900	8.0%	12,532,500	628,800	5.3%	13,213,200	680,700	5.4%	13,807,800	594,600	4.5%
Other Compensation (Sick Leave Payout)	400,000	400,000	0	0.0%	400,000	0	0.0%	400,000	0	0.0%	400,000	0	0.0%
<b>Total Salary, Wage &amp; Benefits</b>	<b>46,637,100</b>	<b>48,905,000</b>	<b>2,267,900</b>	<b>4.9%</b>	<b>51,549,500</b>	<b>2,644,500</b>	<b>5.4%</b>	<b>54,416,300</b>	<b>2,866,800</b>	<b>5.6%</b>	<b>56,814,600</b>	<b>2,398,300</b>	<b>4.4%</b>
<b>Purchased Goods</b>													
Administration & Office Expenses	77,000	70,300	-6,700	(8.7%)	75,700	5,400	7.7%	70,300	-5,400	(7.1%)	72,800	2,500	3.6%
Fleet, Equipment & Vehicle	126,850	153,750	26,900	21.2%	162,850	9,100	5.9%	163,500	650	0.4%	164,750	1,250	0.8%
Utilities & Taxes	287,500	294,600	7,100	2.5%	302,000	7,400	2.5%	317,700	15,700	5.2%	334,400	16,700	5.3%
Operating	251,250	278,975	27,725	11.0%	285,025	6,050	2.2%	290,725	5,700	2.0%	300,475	9,750	3.4%
Personnel Supplies	201,800	186,330	-15,470	(7.7%)	199,130	12,800	6.9%	211,930	12,800	6.4%	252,730	40,800	19.3%
Computer Software	482,200	622,600	140,400	29.1%	629,800	7,200	1.2%	641,500	11,700	1.9%	648,700	7,200	1.1%
<b>Total Purchased Goods</b>	<b>1,426,600</b>	<b>1,606,555</b>	<b>179,955</b>	<b>12.6%</b>	<b>1,654,505</b>	<b>47,950</b>	<b>3.0%</b>	<b>1,695,655</b>	<b>41,150</b>	<b>2.5%</b>	<b>1,773,855</b>	<b>78,200</b>	<b>4.6%</b>
<b>Purchased Services</b>													
Repairs & Maintenance	557,200	601,000	43,800	7.9%	620,550	19,550	3.3%	627,250	6,700	1.1%	639,650	12,400	2.0%
Communications	530,400	576,850	46,450	8.8%	584,050	7,200	1.2%	591,050	7,000	1.2%	597,050	6,000	1.0%
Training/Travel	637,400	670,670	33,270	5.2%	666,885	-3,785	(0.6%)	695,640	28,755	4.3%	707,610	11,970	1.7%
Consulting & Professional Services	1,609,300	1,607,400	-1,900	(0.1%)	1,756,300	148,900	9.3%	1,795,900	39,600	2.3%	1,938,000	142,100	7.9%
Contracted Services	3,500	6,000	2,500	71.4%	6,000	0	0.0%	6,000	0	0.0%	6,000	0	0.0%
Rental/Leases	86,400	84,900	-1,500	(1.7%)	85,900	1,000	1.2%	85,900	0	0.0%	85,900	0	0.0%
Permits / Approvals	0	6,100	6,100	0.0%	48,900	42,800	701.6%	101,900	53,000	108.4%	154,900	53,000	52.0%
<b>Total Purchased Services</b>	<b>3,424,200</b>	<b>3,552,920</b>	<b>128,720</b>	<b>3.8%</b>	<b>3,768,585</b>	<b>215,665</b>	<b>6.1%</b>	<b>3,903,640</b>	<b>135,055</b>	<b>3.6%</b>	<b>4,129,110</b>	<b>225,470</b>	<b>5.8%</b>
Financial Expenses	9,300	9,300	0	0.0%	9,300	0	0.0%	9,300	0	0.0%	9,300	0	0.0%
<b>Total Expense</b>	<b>51,497,200</b>	<b>54,073,775</b>	<b>2,576,575</b>	<b>5.0%</b>	<b>56,981,890</b>	<b>2,908,115</b>	<b>5.4%</b>	<b>60,024,895</b>	<b>3,043,005</b>	<b>5.3%</b>	<b>62,726,865</b>	<b>2,701,970</b>	<b>4.5%</b>
<b>Internal Charges</b>													
Internal Charges	4,355,250	4,645,800	290,550	6.7%	4,803,300	157,500	3.4%	5,003,700	200,400	4.2%	5,205,400	201,700	4.0%
Internal Recoveries	-1,505,400	-1,558,609	-53,209	3.5%	-1,582,320	-23,711	1.5%	-1,605,159	-22,839	1.4%	-1,628,658	-23,499	1.5%
<b>Total Internal Charges</b>	<b>2,849,850</b>	<b>3,087,191</b>	<b>237,341</b>	<b>8.3%</b>	<b>3,220,980</b>	<b>133,789</b>	<b>4.3%</b>	<b>3,398,541</b>	<b>177,561</b>	<b>5.5%</b>	<b>3,576,742</b>	<b>178,201</b>	<b>5.2%</b>
<b>Net Budget</b>	<b>51,429,050</b>	<b>54,249,566</b>	<b>2,820,516</b>	<b>5.48%</b>	<b>57,269,170</b>	<b>3,019,604</b>	<b>5.57%</b>	<b>60,466,536</b>	<b>3,197,366</b>	<b>5.58%</b>	<b>63,322,407</b>	<b>2,855,871</b>	<b>4.72%</b>
<b>Full Time Equivalents (FTE)</b>	<b>333.22</b>	<b>337.95</b>	<b>4.7</b>	<b>1.4%</b>	<b>343.95</b>	<b>6.0</b>	<b>1.8%</b>	<b>349.95</b>	<b>6.0</b>	<b>1.7%</b>	<b>355.95</b>	<b>6.0</b>	<b>1.7%</b>

## Appendix C: Schedule of Grants

## ACTIVE GRANTS:

Included in the 2022-2025 Budget and Forecast

Grant Name	Purpose	Grantor	Term	Expires or On-going	Funding Received	2022	2023	2024	2025
Court Security Prisoner Transportation (CSPT) Program	To assist municipalities in offsetting costs of providing court security and prisoner transportation, including salaries and benefits.	Community Safety and Correctional	1 year	December 31, 2021	On-going application required	\$1,093,219	\$1,093,000	\$1,093,000	\$1,093,000
Community Safety and Policing (CSP) Local Priorities	To support initiatives that improve the effectiveness and efficiency of policing services. The PEM grant aims to provide greater flexibility to police services and boards to focus their funding on implementing initiatives that address local needs.	Ministry of Community Safety and Correctional Services	3 Years	April 29, 2022	On-going application required	\$2,069,658.63 over 3 years	\$632,400	\$632,400	\$632,400
Community Safety and Policing (CSP) Grant (Provincial Priorities)	This collaborative initiative is aimed at reducing sexual violence and harassment and human trafficking in Guelph through prevention and enforcement. Project Stronger Together, which includes the Guelph Police Service (GPS), Victim Services Wellington (VSW), the Child Witness Center (CWC), the Guelph General Hospital (GGH), and Women in Crisis (WIC) as project partners, has a two-pronged approach - prevention through improved education, and enforcement through improved police training and improved victim experiences throughout the investigative process.	Ministry of Community Safety and Correctional Services	3 Years	April 29, 2022	On-going application required	\$895,280.04 over 3 years	\$270,000	\$270,000	\$270,000
Reduce Impaired Driving Everywhere (RIDE) Program	To provide funds to offset staff costs of enhancing RIDE programs of sobriety checks.	Ministry of Community Safety and Correctional Services	1 year	March 31, 2022	On-going application required	\$37,041	\$25,000	\$25,000	\$25,000
The Provincial Strategy to Protect Children from Sexual Abuse and Exploitation on the Internet	To support operations of providing specialized investigative support on matters involving sexual abuse and exploitation of children on the internet, which will contribute to the provincial strategy by building capacity and sustainability and supporting the establishment of a co-ordinated strategic plan among police services, crown attorneys and victim support services.	Ministry of Community Safety and Correctional Services	4 years	March 31, 2025	On-going application required	\$626,000 over 4 years	\$156,500	\$156,500	\$156,500
					Total Included	\$2,176,900	\$2,176,900	\$2,176,900	\$2,176,900