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

5.1 University of Guelph Campus Safety Office Information
Annual Report – Mr. David Lee

6.0 Approval of Agenda Decision

**PART 1 - CONSENT**

*Items on the Consent Agenda can be approved in one motion.* Decision

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 October 18, 2021 Decision

6.2 Headquarters Renovation & Expansion Report Information

6.3 Human Resources – Member Appointments Decision

6.4 Board Correspondence Report Information
PART 2 – DISCUSSION

6.5 Budget (Capital and Operating) Variance Q3 Report Information

6.6 Chief’s Monthly Report (verbal) Information

6.7 New Business

7.0 Information Items

- Next Open Meeting: Thursday, December 9, 2021, 2:30 p.m.,
  via Teams meeting, Livestreamed on YouTube
  *Note the earlier date

8.0 Adjournment Decision
# Table of Contents

1. Mission Statement .......................................................................................................................... Page 3

2. Directors Message ............................................................................................................................ Page 4

3. University of Guelph ......................................................................................................................... Page 5

4. Campus Safety Organizational Chart ............................................................................................. Page 6

5. Guelph Police Service / C.S.O. ........................................................................................................ Page 7

6. Campus Safety Office Authorities .................................................................................................... Page 8

7. Campus Safety Office Jurisdiction ................................................................................................... Page 9

8. Who We Are, New Hires/Volunteerism .......................................................................................... Page 10


10. UofG Alert / Alertus Beacons / Safe Gryphon App. ....................................................................... Page 12


12. Auxiliary Patrol / First Response .................................................................................................... Page 14

13. Campus Safety Office Dispatchers ................................................................................................ Page 15

14. Annual Stats .................................................................................................................................... Page 16

15. Provincial Offences Highway Traffic Act ....................................................................................... Page 17

16. Provincial Offences, LLA/ TPA/ ................................................................................................... Page 18

17. Mental Health Act ............................................................................................................................ Page 18

18. COVID-19 ....................................................................................................................................... Page 18

19. Cannabis Charges ........................................................................................................................... Page 18

20. Incident by Numbers ....................................................................................................................... Page 19

21. Our Partners .................................................................................................................................... Page 20
Mission Statement – University of Guelph Campus Safety Office

Our mission is to serve and support the academic and campus community and provide a safe campus environment for our students, faculty, staff and visitors. We accomplish this through working in partnership with the campus community in seeking and developing solutions to build on and enhance all the services we provide, while respecting the dignity and individuality of each person we interact with.
Its with pleasure that I provide you with our 2020-2021 Annual Report.

This year has presented many challenges for all members of the campus community as we find ourselves dealing with new realities and new opportunities.

The Campus Safety Office continues to focus on keeping the campus safe through a variety of initiatives and strategies.

During the Winter Semester, we experienced some enforcement challenges as we navigated the new reality of the viral threat. The enforcement efforts of the CSO officers in cooperation with the Residence staff, was focused on maintaining a safe environment for all those who resided on campus.

Unfortunately, the CSO officers issued over 80 Provincial Offence Notices to residents who contravened the Provincial legislation in relation to controlling Covid 19. The enforcement was not the preferred course of action but repeated warnings since September 2020 did not seem to have the desired effect.

It is anticipated that two CSO officers will be hired by municipal police services so a recruiting process will be initiated in the summer of 2021.

The CSO looks forward to the beginning of the Fall 2021 semester as indications are that resident numbers will increase as will in-class options for learning.

Whatever challenges are encountered, the CSO is committed to providing services that address all matters of safety on campus.
Established in 1964, the University enjoys a reputation for innovation and excellence dating back more than 150 years to its founding colleges: Ontario Veterinary College, Ontario Agricultural College and Macdonald Institute.

The University of Guelph main campus is a vibrant and growing community spanning 412 hectares including the 408-acre University of Guelph Arboretum and a 30-acre research park. There are 158 buildings on the University of Guelph campus with construction of new buildings continuing.

The University of Guelph population includes 26,888 undergraduate students, 3,035 graduate students, 2,876 staff members and 830 faculty members. The campus is active 24 hours, 7 days a week with a daily population of over 30,000 students, staff and visitors. At night, approximately 5,000 students live in one of 14 residence halls. Between Thursday and Sunday, the weekend night time population of the University of Guelph easily exceeds the 5,000 mark as students are allowed two signed in guests. This along with the large number of unregistered guests makes the campus an energetic community. As well, there are also two Family Housing communities which accommodates 269 students and 464 additional family members.

The “transit loop” located at the University of Guelph continues to have approximately 800 buses per day and 2.3 million people per year travel through this transit hub. However, since March 2019, due to COVID 19 there has been a temporary decrease in services and users.
The University of Guelph Campus Safety Office (C.S.O) have had a strong and positive relationship with the Guelph Police Service (G.P.S.) dating back to when the Campus Safety Office was known as Campus Community Police. This relationship is close and continues to grow each year with mutual respect and support among both organizations.

The Guelph Police Service is the sponsoring organization for the Campus Safety Office and they along with the Guelph Police Service Board sets out a formal agreement between the Guelph Police Service Board and the University of Guelph. This agreement establishes the roles and responsibilities of the Special Constables along with specific police powers and authorities that they have within the university boundaries.

The Guelph Police Service and Campus Safety Office partnership is demonstrated through joint partnerships such as:

◊ Use of Force training for University of Guelph Special Constables,
◊ In-Service Training such as, Mental Health, Provincial Offences, Criminal Code,
◊ Advanced training in leadership and investigations,
◊ On campus training scenarios,
◊ Guelph Police presence at football games, Homecoming and other large events,
◊ Guelph Police back-up when requested

Chief Gordon Cobey and his staff from the Guelph Police Service continuously provides the University of Guelph Special Constables with resources, guidance and support as required. There are several times throughout a calendar year, where cross-jurisdictional investigations may involve both police organizations and the outcomes have been very successful.

As we had to adapt to a new way of doing business and training, CSO staff adapted to various online platforms to complete this training. These training opportunities enhanced officer development and is supported by the Guelph Police.
The University of Guelph Special Constables receive their regulatory authority through the Guelph Police Service Board, as approved by the Ministry of Community Safety and Correctional Services and in compliance with the Comprehensive Ontario Police Services Act, 2019. Each officer is sworn as a Peace Officer and conferred the appointment of Special Constable holding police authorities as appointed and approved for a period of five-year increments. The Police Services Board and Guelph Police Service has authorized Campus Safety Office Special Constables to enforce the following:

- Criminal Code of Canada, R.S.C. 1985m c046, as amended;
- Controlled Drugs and Substances Act as amended; S.C. 1996m c19;
- The Youth Criminal Justice Act, 2002, C.1, as amended;
- The Highway Traffic Act, R.S.O., c. H-8, as amended;
- The Liquor Licence Act, R.S.O.1990, c. L-19, as amended;
- Trespass to Property Act, R.S.O., 1990, c T-21, as amended;
- The Mental Health Act, R.S.O., c, M-7 s. 16, 17, 28, 33, as amended;
- Safe Streets Act, S.O. 1999, c 8, as amended;
- City of Guelph Municipal By-Laws, as amended;
- Canabis Act, 2017, as amended

As per the agreement with the Guelph Police Service and Guelph Police Service Board, University of Guelph Special Constables must report all serious incidents to the Guelph Police and are not authorized for highspeed pursuits.

The University of Guelph Special Constables are authorized to transport prisoners to the Guelph Police Service as well as transporting patients suffering from mental health crisis to Guelph General Hospital.

Each University of Guelph Special Constable is equipped with an extendable baton (ASP); oleoresin capsicum spray (pepper spray); handcuffs and naloxone spray and attends annual Use of Force Training provided by the Guelph Police Service, and which is mandated by the Ministry of Community Safety and Correctional Services.
University of Guelph Campus Safety Office Jurisdiction

University of Guelph Special Constables operate within a defined jurisdiction which has been approved by the Guelph Police Service and their Board. This jurisdiction includes the University of Guelph Main Campus, OVC Campus, Family Housing at 252 Stone Road and 78 College Avenue as well, as the highways on and adjacent University of Guelph property which include the following City of Guelph highways:

- University Avenue East to Gordon Street,
- Gordon Street to Stone Road East,
- Stone Road East to Victoria Road,
- Victoria Road to College Avenue East,
- College Avenue West to Edinburgh Road South,

University of Guelph highways:

- South Ring Road;
- East Ring Road,
- McGilvray Street,
Who We Are

The Campus Safety Office is located in the Trent Building, at 32 Trent Lane, on the University of Guelph Main Campus. Officers patrol 24 hours a day, 7 days a week, 365 days a year.

The C.S.O. Team, consists of a Director, Two Staff Sergeants, four Sergeants, twelve Constables, four full time Dispatchers, six part time Dispatchers and an Administrative Assistant. The Sergeants and Constables are spread across four platoons (A-D) and these officers operate on twelve hour shifts. Various deployment models are incorporated on officers patrol, such as on foot patrol, bike patrol and cruiser focusing on Community Policing through crime prevention awareness and education.

Enforcement wise C.S.O. are sworn Peace Officers with the authority to enforce the Criminal Code of Canada, Controlled Drug and Substances Act, Provincial Offences, City of Guelph By-Laws and the University of Guelph Policy on Non-Academic Misconduct.

Our team of dedicated officers make a conscious effort to create an atmosphere in which members of the university community feel safe and are able to have engage in a positive and respectful manner. C.S.O. takes the lead role for law enforcement and physical security for our community and provides and acts as a resource to the Ridgetown Campus. Through a diverse variety of partnerships, participation on committees and presentations, we provide education and act as a resource both on and off campus. This year C.S.O. were active with programs like the Sexual Assault Advisory Committee, Crime Prevention Through Environmental Design (CPTED) audits, Workplace Harassment and Violence, the STOP program and the Officer in Residence Program. Information about the Campus Safety Office and our community engagement can be found at our website at cso.uoguelph.ca. The Special Constables continually engage continuously with student leader groups such Residence Life Staff, Interhall Council, First Response Team, SAFEWALK and student athletes. The Special Constables positively engage students while on patrols through residences and campus buildings with the purpose of providing a safe environment for our campus community.

New Hires

In 2020 a 10year officer of the Campus Safety Office resigned his sergeant position after accepting a police constable position with a local municipal police service. Due to this vacancy, a hiring process began and numerous internal and external applicants applied for the position.

After an extensive process C.S.O. hired retired Staff Sergeant Tom Gill who spent over 30years with the Guelph Police Service. Sergeant Gill brings a wealth of knowledge and policing experience to the C.S.O. team and is a welcome addition.

C.S.O. Community Support / Volunteering

Campus Safety Office members recognize the importance of being generous and continue to support various community initiatives that help those in need.

Each calendar year, the C.S.O. team partners with the Children's Foundation of Guelph where the C.S.O. officers are matched with a local family who they support at Christmas time. This support by members from the C.S.O. brings a sense of hope and joy during the holidays to those less fortunate.

Various other campaigns that C.S.O. supports is the annual winter coat drive for our international families on campus who do not have the necessary winter clothing for their children. C.S.O. supports these families in need by providing coats, mitts, and hats.

The annual United Way Campaign is a highly supported initiative where C.S.O. members financially support those in the community less fortunate with the goal of improving the quality of life for those in need.

Special Olympics Annual Torch Run continued this year in an alternative format, several C.S.O. members participated in this run which helped support local athletes.
Guelph University Emergency Management program continues to evolve and follows the best practices of the Ontario Incident Management System (IMS). The Emergency Plan is the guiding document for the Campus Control Group (CCG) and outlines the framework for addressing campus emergencies. This “all hazards” approach is utilized for various emergency situations and was used for several campus emergencies throughout the 2020 calendar year. Of course, like many communities this document was utilized on campus for the global pandemic.

In early January 2020 the University Campus Control Group attended a meeting hosted by the Campus Safety Office (CSO) Emergency Management Team, along with other key internal stakeholders. Together this group was led through a discussion by Student Health Services where they provided an educational overview in relation to a new virus that was originating overseas known as the Coronavirus. This early discussion assisted the CCG with their planning strategies on how best to address the various impacts that the global COVID-19 pandemic would have on the normal day to day operations across campus.

In mid-March of 2020, the Campus Control Group met and outlined their strategic steps on implementing a campus slowdown, and eventually a shutdown. IMS framework was put into action once the World Health Organization (WHO) categorized the outbreak as a Public Health Emergency. This meant that students would vacate their residences, employees would begin leaving the campus, (except for essential services) and various campus members would recognize that working from home would become the new norm in the short-term and eventually the longer term.

The Emergency Management Plan, was activated early in the pandemic and it is still in place at the time that this document was being authored. The CCG identified, implemented, and made suggestions for change throughout the campus shutdown, while working in consultation with senior administrators who remained focused on the strategic leadership of the organization during this extended emergency.

Partnerships with Guelph Police, City of Guelph along with Guelph Public Health were instrumental during the response and recovery phases of the pandemic. These important relationships assisted during the provincial roll-out of the reopening phases that directly supported a safe return to campus.
In early 2020, University of Guelph purchased 25 Alertus Beacons that have been strategically placed inside buildings across campus in high visible areas. These Beacons can be found inside atriums, outside lecture halls and other key spaces with high pedestrian traffic.

These Beacons are activated during an emergency and work in conjunction with the UofG Alert. The purpose of the Beacon is to capture the attention of building occupants from a distance using bright strobe lights, emergency audible alerting as well as custom emergency messaging that will provide clear, concise instructions of how to respond to the emergency, what the emergency is, and what action should be taken.

The Emergency Management Team continues to look at ways to enhance campus safety.

**Alertus Emergency Safety Devices Used on Campus:**

- **Alertus Beacon**
- **Alertus Desktop**
- **Alertus Panic Button**

The C.S.O. continues to promote the SAFEGRYPHON App for Smartphones.

This personal safety App, compliments and supports our commitment to ensuring members on campus not only feel safe but are safe. This APP provides members with various safety resources at their fingertips, such as a real time map location. The map location feature allows a campus member to alert their friends and family that they are leaving campus. When the app is engaged the friends/family can watch in real time the members walking to their end destination by following their walking route.

The App, has several other key features such as “Working Alone” which is a tool that allows campus staff working alone to be supported with frequent check in status. Other such features of this App includes “Interactive maps” that will allow campus members to find their way across campus, the “Safety Toolbox” provides safety tips, snow assistance that supports those campus members who have a disability and require assistance during a severe snow storm.

During the pandemic, the SAFEGRYPHON App was utilized to share COVID-19 updates with students, faculty and staff. This extra safety measure ensured that members returning to campus were provided with current COVID-19 information in a timely manner.
COVID 19

University of Guelph Campus Safety Office adopted protocols to address their response to the 2019-nCoV, (COVID 19) as recommended by the Ontario Ministry of Health and Guelph Public Health. All C.S.O. staff are trained through Occupational Health and Safety with proper use of Personal Protective Equipment (P.P.E.) with additional instruction on when to use P.P.E.

C.S.O. continued to work alongside internal and external stakeholders to learn and ensure that members of the C.S.O. team were safe while attending to work on campus, by providing frequent educational awareness, updates and enhanced equipment support. This ongoing support to members was a way to ensure both members and their families remained safe.

It had been decided by the university administration, nonessential workers would begin working a modified work week and worked from home as needed.

As of the time of this report all COVID-19 policy and procedures remain in place.

Bike Patrol Unit

The 2020-2021 Bike Patrol year continued, and still has a core group of nine officers from the Campus Safety Office who actively patrolled the Campus using this alternative patrol method. The Bike officers are required to perform bicycle patrol duties at least once per working block between May - August.

Due to COVID-19 concerns and restrictions the normal requirement to perform an annual bicycle related projects, had been suspended,. The bicycle training was also suspended during this reporting cycle. It is anticipated that the bike training will resume in the summer of 2021 where various 1st responder agencies will continue to be trained by C.S.O. trainers.

Bike initiatives still continued, such as bike theft tracking and bike theft surveillance projects, with the intended goal of deterring on campus thefts.

Several officers remained as active International Police Mountain Bike Association instructors and one Sergeant remained as an IPMBA board member, occupying the position of Secretary.
Auxiliary Patrol

The Auxiliary Officer program, in partnership with Criminal Justice and Public Policy (C.J.P.P.) program was paused through the 2020-2021 academic year due to COVID-19. The auxiliary program is slated to reopen during the 2021-2022 academic year. Students will complete ride-alongs with Special Constables which exposes them to this experimental learning opportunity. This partnership, introduces students to various aspects of policing, including routine patrols, taking statements, assisting with investigations, completing reports, and responding to a variety of on campus calls for service. This experience provides students with a first hand look at the operational side of policing.

The partnership between C.S.O. and the C.J.P. P. program, provides our students with new experiences and allows them to make informed decisions about potentially becoming a police officer within their respective communities.

Auxiliary students are provided with an issued uniform during their patrol duties.

First Response Team (FRT)

The First Response Team (F.R.T) program did not operate during this reporting period due to COVID-19.

The University of Guelph C.S.O. and Campus Community are looking forward to the FRT’s return to campus during the fall semester. The FRT is an integral part of the University Community and are in high demand. Besides staffing the University Campus during nights and weekends during the academic year, the F.R.T also provide a first response during many University Community events.

The CSO office is very proud of our F.R.T Team members. They have competed in various National and International Conferences during the past years placing 1st in a situational testing round robin and 4th in a mass casualty simulation.

During this year F.R.T. is looking to complete its transition to Red Cross as all returning responders will have an EMR level certification.
Campus Safety Dispatchers

The University of Guelph Special Constables are supported by an experienced Dispatch Team. Each of the four platoons has a dedicated dispatcher, and during projected busy times such as Orientation Week, Homecoming and Move In/Out they are supplemented by an additional part time dispatcher when needed. Dispatchers are responsible for taking all Campus Safety Office, Fire/ Fire Prevention, medical calls, lost and found, lockouts and provide general information to phone and in person enquiries.

The dispatcher is the first point of contact for the campus community who may be requesting assistance while on campus. The dispatcher will receive, assess and dispatch the appropriate responder to the call for service as they deem necessary. They are responsible for all data entry in regards to the call and provide the necessary resources as requested by attending officers.

Dispatchers are properly trained and come with a variety of experience in dealing with critical calls, while recognizing the need to remain calm, professional and understanding as they retrieve the required information from the caller. Based on the information received the dispatcher will then deploy the required resources. Our dispatch team is an essential part of the C.S.O. team.

**Campus Safety Dispatchers have been responsible for the following stats from 2018-2021.**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispatch Calls Taken:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(C.S.O./Fire/Medical)</td>
<td>13,524</td>
<td>12,827</td>
<td>3,387</td>
</tr>
<tr>
<td>Calls Taken:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Resources (after hours)</td>
<td>Not Compiled</td>
<td>2,310</td>
<td>1,551</td>
</tr>
<tr>
<td>Calls Taken:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Response (Student Housing, (No C.S.O. presence)</td>
<td>Not Compiled</td>
<td>216</td>
<td>0**</td>
</tr>
<tr>
<td>Total Dispatch Calls Received</td>
<td>13,524</td>
<td>15,253</td>
<td>10,585</td>
</tr>
<tr>
<td>Calls for Service</td>
<td>7,997</td>
<td>9,829</td>
<td>8908</td>
</tr>
<tr>
<td>Officers Dispatched</td>
<td>9,783</td>
<td>7,531</td>
<td>2491</td>
</tr>
<tr>
<td>Incident Reports Escalated</td>
<td>1,923</td>
<td>1,214</td>
<td>782</td>
</tr>
</tbody>
</table>

1 Calls Taken: The number of calls received by dispatch
2 Calls for Service: The number of calls received requesting officer presence.
3 Officers Dispatched: The number of times an officer/officers was/were dispatched
4 Incident Reports: The number of calls escalated from a dispatch to a report.
5 Not Complied: This is a new heading not used in previous years to accurately reflect call volume for dispatchers.
6 2020-2021 statistics are slightly lower this year due to COVID 19
7 No C.S.O. presence
### ANNUAL STATISTICS  May 1st, 2020 to April 30th, 2021

#### CHARGES and ARRESTS

<table>
<thead>
<tr>
<th>2020-2021 Charges</th>
<th>Citizen</th>
<th>Student</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Code and Controlled Drugs/Substances Act Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Criminal Code Charges</td>
<td>5</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>

#### Provincial Offence Charges

#### University of Guelph Non-Academic Charges

### CRIMINAL CODE CHARGES

<table>
<thead>
<tr>
<th>2019-2020 Charges</th>
<th>Citizen</th>
<th>Student</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assault</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Assault Cause Bodily Harm</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Attempted Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bench Warrant</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Breach of Probation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Breach of Recognizance</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Break &amp; Enter</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Criminal Harassment</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disturbance/ Weapons</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fraud</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crime</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Impaired Driving</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Mischief</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Obstruct Police/Resist Arrest</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Possession of BE Tools</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Possession of Controlled Substance</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Possession of Stolen Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Uttering Threats</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Flight from Peace Officer</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PROVINCIAL OFFENCES</td>
<td>HIGHWAY TRAFFIC ACT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-2020 Charges</td>
<td>Citizens Charged</td>
<td>Students Charged</td>
<td>Warnings Issued</td>
</tr>
<tr>
<td>Fail to Stop – Stop Sign</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fail to Stop – Red Light/Amber Light</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fail to Yield to Through Traffic</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drive Motor Vehicle no License/ More than 1 Licence/Fail to Produce Licence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drive Motor Vehicle - No Valid Permit</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fail to Report Accident</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drive While Under Suspension / 3 Day Suspension</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Careless Driving</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Amber Light Fail to Stop</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Handheld Communication Device</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fail to Surrender License</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>No Clear View to Rear</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Turn Not in Safety</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fail to use Seatbelt</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disobey Sign</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>G1 – Drive Unaccompained</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Use Plate not Authorized</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Improper Bicycle Lighting</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cyclist – Ride in Crosswalk</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cyclist – Fail to Identify Self</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SAP –Speed Awareness Program</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### PROVINCIAL OFFENCES  LIQUOR LICENCE ACT

<table>
<thead>
<tr>
<th>2020-2021 Charges</th>
<th>Citizen</th>
<th>Student</th>
<th>Warning</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intoxicated in a Public Place</td>
<td>2</td>
<td>5</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>Having Open Liquor</td>
<td>2</td>
<td>5</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>Under 19 Having Liquor/ Consume</td>
<td>0</td>
<td>13</td>
<td>0</td>
<td>13</td>
</tr>
<tr>
<td>Present Identification Not Lawfully Issued</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### PROVINCIAL OFFENCES TRESPASS TO PROPERTY ACT

<table>
<thead>
<tr>
<th>2020-2021 Charges</th>
<th>Citizen</th>
<th>Student</th>
<th>Warning</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fail to Leave when Directed</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Enter when Entry Prohibited</td>
<td>14</td>
<td>0</td>
<td>0</td>
<td>14</td>
</tr>
<tr>
<td>Engage in Prohibited Activity</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>

### MENTAL HEALTH ACT

<table>
<thead>
<tr>
<th>2020-2021</th>
<th>Citizen</th>
<th>Student</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apprehension / Volunteer</td>
<td>2</td>
<td>8</td>
<td>10</td>
</tr>
</tbody>
</table>

### COVID19

<table>
<thead>
<tr>
<th>2020-2021</th>
<th>Citizen</th>
<th>Student</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ontario Re-Opening Act</td>
<td>1</td>
<td>84</td>
<td>85</td>
</tr>
</tbody>
</table>

### Cannabis Act

<table>
<thead>
<tr>
<th>2020-2021</th>
<th>Citizen</th>
<th>Student</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession Under 19 Years</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Type of Incident Attended</td>
<td>2018-2019</td>
<td>2019-2020</td>
<td>2020-2021</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Alcohol Offence</td>
<td>82</td>
<td>19</td>
<td>32</td>
</tr>
<tr>
<td>Arson / Intentional Fires</td>
<td>4</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Assault</td>
<td>5</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Assault Peace Officer</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bomb Threats</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Break and Enter</td>
<td>22</td>
<td>10</td>
<td>29</td>
</tr>
<tr>
<td>Cannabis 2017 Act</td>
<td>1</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Criminal Harassment</td>
<td>7</td>
<td>15</td>
<td>7</td>
</tr>
<tr>
<td>Disturbances</td>
<td>14</td>
<td>73</td>
<td>13</td>
</tr>
<tr>
<td>Domestic Disturbances</td>
<td>5</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Drugs</td>
<td>51</td>
<td>*8</td>
<td>6</td>
</tr>
<tr>
<td>Frauds and Counterfeit Money</td>
<td>5</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>General Fire Alarms</td>
<td>Not Recorded</td>
<td>74</td>
<td>59</td>
</tr>
<tr>
<td>Harassment</td>
<td>13</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Hate Activity</td>
<td>2</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>0</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Homicide</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Impaired Driving</td>
<td>0</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Intoxicated Person - Arrest/Hospital/**CARR</td>
<td>Not Recorded</td>
<td>119</td>
<td>7</td>
</tr>
<tr>
<td>Medical Other</td>
<td>Not Recorded</td>
<td>285</td>
<td>32</td>
</tr>
<tr>
<td>Mental Health</td>
<td>71</td>
<td>69</td>
<td>31</td>
</tr>
<tr>
<td>Mischief/Vandalism/Property Damage</td>
<td>92</td>
<td>110</td>
<td>35</td>
</tr>
<tr>
<td>Missing Person</td>
<td>12</td>
<td>17</td>
<td>1</td>
</tr>
<tr>
<td>Obscene/Nuisance Calls</td>
<td>4</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Proactive Patrols</td>
<td>1,270</td>
<td>1,579</td>
<td>5140</td>
</tr>
<tr>
<td>Sexual Violence</td>
<td>11</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Smoking Complaints</td>
<td>0</td>
<td>85</td>
<td>75</td>
</tr>
<tr>
<td>Sudden Deaths</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Theft - Bicycles</td>
<td>28</td>
<td>34</td>
<td>11</td>
</tr>
<tr>
<td>Theft - Motor Vehicle</td>
<td>9</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Theft Other</td>
<td>123</td>
<td>113</td>
<td>24</td>
</tr>
<tr>
<td>Threatening</td>
<td>4</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>Traffic Stops</td>
<td>64</td>
<td>174</td>
<td>135</td>
</tr>
</tbody>
</table>

* Decline in drug calls due to legalization of Cannabis
**CAAR—Campus Alcohol Recovery Room
OPEN MEETING
MINUTES – OCTOBER 21, 2021

An Open meeting of the Guelph Police Services Board was held by teleconference call on October 21, 2021, pursuant to sections 11.4 and 20.7 of Guelph Police Services Board By-Law 136 (2009), on October 21, 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  
L. LaCelle, Executive Assistant  
G. Cobey, Chief of Police  
D. Goetz, Deputy Chief of Police  
J. Sidlofsky Stoffman, Legal Services  
L. Pelton, Finance Manager  
J. Robinson, Financial Analyst

Guests:  

1.0 Welcome and Introductions

2.0 Meeting Called to Order and Territorial Acknowledgment

Chair Carter called the meeting to order at 2:35 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. Guthrie  
Seconded by C. Billings  
THAT the Guelph Police Services Board support St. John Ambulance in the amount of $500.00 with funds to be paid from the Community Account.  
- Carried -
Moved by C. Guthrie  
Seconded by C. Billings  
THAT the Guelph Police Services Board support the Cops for Kids Christmas Campaign in the amount of $1000.00 with funds to be paid from the Community Account.  
- Carried -  

5.0 Presentations/Delegations  

5.1 Guelph Police Service Promotions  

The report, Guelph Police Service Promotions, was provided to the Board for information. All promotions were effective September 5, 2021.

1) To the rank of Inspector:
   a. Andrew Goody  
   b. David Doxey  

2) To the rank of Staff Sergeant:
   a. Philip Perrins  
   b. Melanie Clark  
   c. Ben Bair  

3) To the rank of Sergeant:
   a. Ralph Neumann  
   b. Shawn Dunsmoor  
   c. James Graham  
   d. David Collie  
   e. Scott Charlton  
   f. Ian Smith  
   g. Brandon MacKenzie  
   h. Earl Layne  
   i. Trevor Byard  

It is a pleasure for the Chief and the Deputy as well as the Board to recognize those involved in leadership roles and thank them for their service.

Deputy Goetz thanked the new promotees and recognized the long promotional process due to COVID-19 and the hard work and personal sacrifice involved.

The Board congratulated the promotees and wished them all the best in their new positions.

5.2 Homecoming Presentation – Insp. Scott Grover  


Planning for Homecoming began in the midst of pandemic in May. It was anticipated
that there would be some type of traditional style Homecoming event in Guelph. Staff participated in Town and Gown Committee meetings to develop a Mission and an Operational Plan.

A progressive and measured response to festivities was anticipated.

The Operational Plan was very resources heavy with over 30 additional resources deployed. Some additional operational resources had to be assigned some with managing Chancellors Way.

Insp. Grover shared a timeline of Chancellors Way – approx. 2500 people were on Chancellors Way by 6:32pm. The crowd remained until just after 3:30am.

Nearly 50 charges were laid.

There were 310 calls for service between 10am and 3am (a 50% increase in calls to service from a typical Saturday).

Seven people were transported to hospital for various injuries.

A non University of Guelph student was arrested for shooting fireworks into the crowd.

A civilian vehicle damaged. Unfortunately, it was not possible to identify the perpetrator.

A post analysis has begun to assess best practices and strategies for next year and liaison with other communities with respect to best practices will continue.

Insp. Grover highlighted the outstanding working relationship with Campus Safety and the excellent support that the Guelph Police Service and the University of Guelph give each other during this busy time of year.

The Board extended its appreciation to Guelph Police Service members involved for their hard work and dedication during a difficult time.

The Mayor brought forth the following motion for approval:

**Moved by C. Guthrie**  
**Seconded by C. Billings**

**THAT** the Guelph Police Services Board request full reimbursement of the total invoice of policing expenses (estimated to be $65000) for impacts both on and off campus to ensure the safety of students and citizens during Project Safe Semester and Homecoming and other unsanctioned gatherings connected to the University of Guelph.  
**AND THAT** a funding arrangement be made between the Guelph Police Service and the University of Guelph.  
**AND THAT** a funding arrangement be brought back to the Board before September 2022.  
- Carried -
6.0 Approval of Agenda

Moved by C. Guthrie
Seconded by C. Billings
THAT the Guelph Police Services Board approve the Open Meeting agenda as presented.
- Carried -

The Mayor requested to extract the Community Account report from the Consent Agenda to the Discussion Agenda.

Moved by C Guthrie
Seconded by C. Billings
THAT the Guelph Police Services Board adopt Part 1 – Consent Agenda, as amended and identified below.
- Carried -

Part 1 – Consent Agenda

6.1 Approval of Minutes

Moved by C. Guthrie
Seconded by C. Billings
THAT the Minutes of the Open Meeting held Thursday, September 16, 2021 be approved as presented.
- Carried -

6.2 Headquarters Renovation and Expansion Report

That the Report titled “Police Headquarters Renovation and Expansion Project” and dated Tuesday, October 5, 2021, be received for information.

6.4 Professional Standards Quarterly Report

That the Report titled “Professional Standards Third Quarter Report 2021” and dated Thursday, October 21, 2021, be received for information.

6.5 Use of Force Quarterly Report

That the report titled “Quarterly Use of Force Report – Third Quarter” and dated October 21, 2021 be received for information.

6.6 Board Correspondence Report

That the report titled “Open Meeting – October 21, 2021 Board Correspondence Report” and dated October 21, 2021 be received for information.
Part 2 – Discussion Agenda

The Community Account Quarterly Report was extracted from the Consent Agenda.

6.3 Community Account Quarterly Report

Mayor Guthrie introduced a request to again provide funding to the Guelph Welcoming Streets Initiative for 2022.

Moved by C. Guthrie  
Seconded by C. Billings  
THAT the Guelph Police Services Board contribute $15,000 from the Community Account to support the 2022 Welcoming Streets program and that these funds only be contributed if this initiative continues.  
- Carried -

That the Report titled “Community Account Quarterly Report (July 1 – September 30, 2021)” and dated Thursday, October 21, 2021, be received for information.

Moved by C. Billings  
Seconded by C. Guthrie  
- Carried -

6.7 2022 – 2025 Operating Budget and Forecast Approval

The 2022-2023 Operating Budget and 2024-2025 Operating Forecast were provided in detail to the Board at the September meeting for consideration. L. Pelton reported that the numbers originally recommended have been reduced by $405,000. This was achieved through working with City of Guelph staff on opportunities for cost-sharing as well as decreasing the amounts of certain items. This reduction reflects a .79% decrease in the original budget presented.

Chief Cobey noted the importance of striking balance between the safety of the community and being reasonable in asking for community resources.

Moved by R. Curran  
Seconded by P. McSherry  
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 approves 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.
- CARRIED UNANIMOUSLY -

The Board also passed the following motion for the City of Guelph’s consideration:

WHEREAS the City of Guelph has implemented multi-year budgeting; and
WHEREAS long-standing provincial grant revenue has been relied upon to ensure the provision of adequate and effective policing services by the Guelph Police Service; and
WHEREAS there is ongoing uncertainty as to whether these provincial grant revenues will continue; and
WHEREAS the Guelph Police Services Board requires an increase to the Police Operating Contingency reserve to mitigate fluctuations in provincial grant revenues,
BE IT RESOLVED that the Guelph Police Services Board requests that the City of Guelph increase the Police Operating Contingency reserve from 1% to 5% immediately, commencing with the 2021 Budget and any potential surplus; and That the Board communicate this request to Guelph City Council.

Moved by C. Billings
Seconded by R. Curran
- Carried -

6.8 Chief’s Monthly Report

Chief Coby provided an update on the initiatives and activities that Guelph Police Service members were involved in with respect to this year’s Day of Truth and Reconciliation on September 30.

The Guelph Police Service is working on improving training, policies and procedures with respect to Indigenous awareness and equity diversity.

Members of the Board thanked the Chief for the update and recognized that it is excellent that the public now knows how the Guelph Police Service is responding to issues important to the community from a policing point of view.

Chair Carter requested on behalf of the Board that Chief Coby offer the Board’s thanks and congratulations and continuing success on these initiatives.

6.9 New Business – There was no new business reported.

7.0 Information Items

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

Moved by C. Billings
Seconded by C. Guthrie
THAT the Open meeting of the Guelph Police Services Board adjourn as at 4:37 p.m.
- Carried -

R. Carter, Chair

L. LaCelle, Executive Assistant
TO: Chair Robert Carter and Members of the Guelph Police Services Board

DATE: Tuesday, November 9, 2021

SUBJECT: POLICE HEADQUARTERS RENOVATION AND EXPANSION PROJECT

PREPARED BY: GPSHQ Renovation Liaison Derek McNeill

APPROVED BY: Deputy Chief of Police Daryl Goetz

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 NOVEMBER 2021:
Weekly site meetings occur with Perini Management Services Inc (PMSI), the architect, the CoG and GPS. Meetings will continue to provide updates and planning for next works to be completed for the project, as well as GPS planning for movement of GPS personnel and equipment within HQ and from GPS off-site locations.

The updated construction schedule for occupancies is slated for late November and early December with final deficiency review to be completed by the end of December.

Some of the work during the past month includes:

- Continuation of ceramic flooring and wall tile installation in washrooms on the 2nd and 3rd levels
- Completion of baseboard in all offices on the 2nd level
- Completion of property office shelving/storage rooms
- Completion of remedial masonry work in the gym
• Completion of drywall ceiling installation and painting on the lower level
• Completion of office and corridor glass
• Commencement of millwork on all levels
• Stucco remediation commenced on exterior
• Commencement of toilet installations on the 2nd and 3rd levels

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

• Completion of ceramic flooring and wall tiling in all remaining washrooms on the 2nd and 3rd levels
• Completion of toilets and washroom partitions
• Completion of flooring on the 1st level
• Installation of new property lockers
• Completion of millwork installations
• Completion of sprinkler installations
• Completion of all exterior stucco
• Complete roofing components

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, according to the construction company’s new schedule:

• Remaining areas of construction on the 3rd level (late November).
• 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 2nd level – (final week of November).
• Remaining areas of the 1st level – (early December)

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 to a close.

FINANCIAL REPORT:

The CoG continues to engage the bonding company, in concert with the construction company, to ensure all deficient items and the completion of the project are done as quickly as possible. Site meetings are conducted weekly with all stakeholders, including the GPS as end-user of the facility.
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 continues to assess the remaining work in order to bring the GPSHQ project to a conclusion.

ATTACHMENTS: none
OFFICE OF THE CHIEF OF POLICE

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

DATE: Thursday, November 18, 2021

SUBJECT: MEMBER APPOINTMENTS

PREPARED BY: Jaclyn Millson, Human Resources Advisor
Kelley McKeown, Human Resource Services Manager

APPROVED BY: Daryl Goetz, Deputy Chief

RECOMMENDATION:

THAT the Guelph Police Services Board review and approve member appointments as reported.

SUMMARY:

A proposal for staff appointments is presented to the Guelph Police Services Board for review and approval.

REPORT:

A board motion is required to appoint Crystal Burkhart as a Custodian with our Service effective November 15, 2021.

Crystal Burkhart was formerly employed by Christian Horizons (Assisted Living) as a Direct Support Professional.

MOVED THAT:

- Crystal Burkhart be appointed as a part-time member of this Service effective November 15, 2021.
FURTHER THAT:
A board motion is required to appoint **Mackenzie Sinclair** as a temporary civilian member of this Service effective October 19, 2021.

**Mackenzie Sinclair** is a University of Guelph Student and was the successful candidate for a temporary student position in the Facilities Unit.

MOVED THAT:

- **Mackenzie Sinclair be appointed as a temporary civilian member of this Service effective October 19, 2021.**

CORPORATE BUSINESS PLAN:
Guelph Police Service is committed to attracting, recruiting, developing and retaining members in a manner that will support a workplace that is reflective of our community. By doing so, the Service will achieve excellence in our service delivery and provide quality and innovative services that are valued by our stakeholders.

FINANCIAL IMPLICATIONS:
The compensation and benefit costs for this position will be contained within the overall budget.

ATTACHMENTS:
Nil
Guelph Police Services Board

Open Meeting – November 18, 2021
Board Correspondence Report

Incoming Correspondence

October 19, 2021

• Canadian Association of Police Governance thank you letter for Board contribution of $500 to sponsor the CAPG 32nd Annual Conference. (attached)

Outgoing Correspondence

October 21, 2021

• Letter to Mayor Guthrie regarding the approval of the GPS 2022-2023 Operating Budget and receipt of the 2024-2025 Operating Forecast at the October 21, 2021 GPSB meeting. (attached)


• Community Account Funding requests:
  o Cops N Kids ($1,000.00)
  o St. John Ambulance ($500.00)
Dear Mr. Carter,

I am writing to sincerely thank you for the contribution of $500.00 received from the Guelph Police Services Board to assist with programming for the CAPG 32nd Annual Conference. Your contribution allowed us to fulfill our goal of offering a program to our delegates that was educational and affordable and provided rich dialogue and vital networking opportunities. Financial support from members like you lets us continue to deliver the best police governance conference Canada has to offer.

One of the overarching messages your support delivers is that your organization is a champion of excellence for civilian oversight of municipal police in Canada and that you believe in the values of integrity, transparency and accountability. We were proud to display this acknowledgement at the conference.

On behalf of the CAPG board of directors and all of our members, I extend our warmest gratitude for your support and reassure you that CAPG will work diligently to be a significant and credible stakeholder in all discussions related to community safety and police governance at the national level.

Sincerely,

Carole McDougall
Chair of the 2021 CAPG Conference Committee
October 21, 2021

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

Dear Mayor Guthrie:

The Guelph Police Service’s 2022 – 2023 Operating Budget was approved by the Guelph Police Services Board, and the 2024 – 2025 Operating Forecast was received at the Open meeting held on Thursday, October 21, 2021. The following motion was made and carried unanimously 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 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 approves 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.

-CARRIED UNANIMOUSLY-

At the same meeting, the Board also passed the following motion for Council’s consideration:

WHEREAS the City of Guelph has implemented multi-year budgeting; and
WHEREAS long-standing provincial grant revenue has been relied upon to ensure the provision of adequate and effective policing services by the Guelph Police Service; and

... Page 2
WHEREAS there is ongoing uncertainty as to whether these provincial grant revenues will continue; and
WHEREAS the Guelph Police Services Board requires an increase to the Police Operating Contingency reserve to mitigate fluctuations in provincial grant revenues,

BE IT RESOLVED that the Guelph Police Services Board requests that the City of Guelph increase the Police Operating Contingency reserve from 1% to 5% immediately, commencing with the 2021 Budget and any potential surplus; and

THAT the Board communicate this request to Guelph City Council.

-CARRIED UNANIMOUSLY-

Kindly distribute this information to members of City Council.

Sincerely,

[Signature]

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
TO: Chair Robert Carter and Members of the Guelph Police Services Board  
DATE: Thursday, November 18, 2021  
SUBJECT: SEPTEMBER 2021 FINANCIAL VARIANCE REPORT  

PREPARED BY: Lisa Pelton, Manager & Lisa Rintoul, Analyst, Financial Services  
APPROVED BY: Daryl Goetz, Deputy Chief of Police

RECOMMENDATION:  
For information.  

SUMMARY:  
The purpose of this report is to share with the Guelph Police Services (GPS) Board the September operating and capital variance results. The variance results are monitored throughout the year so that corrective action can be taken if necessary to ensure that the actuals remain within budget.  

In addition, the City of Guelph monitors the quarterly operating and capital variance information and periodically requires variance explanations and year-end projections from the Guelph Police Service.  

Dashboard reporting is utilized throughout the report. For these dashboards, a green status signifies that the measure is within budget or a surplus is expected. A yellow status signifies that the measure is at risk of being over budget therefore there is a mitigation strategy in place to try rectify the over spending. Lastly, a red status signifies that the measure is forecasted to not remain within budget and a mitigation strategy needs to be developed and implemented.
As previously reported, the 2021 Board Approved Budget as shown in Appendix A has been changed due to in year budget adjustments by the City. The approved budget of $48,335,450 has been adjusted to $51,429,050, representing an increase of $3,093,600 due to the following:

($673,400) - Dispatch Recovery Costs from City (Increased Revenue)
$3,767,000 - Transfer to Police Capital Fund Reserve (Increased Expense)
$3,093,600 Net Increased Expense to Approved 2021 Budget

OPERATING VARIANCE REPORT:

The Guelph Police Service is reporting an operating surplus for September 2021, with year to date spending at 62.8% of the full year budget. The Senior Leadership Team (SLT) maintains a high-level dashboard that focuses on measures that can have a significant impact on the Service’s financial position. A detailed variance report is included as Appendix A.

Table 1: Measurement and Status Dashboard Table

<table>
<thead>
<tr>
<th>Measurement</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Variance</td>
<td></td>
</tr>
<tr>
<td>Position Vacancy</td>
<td></td>
</tr>
<tr>
<td>Paid Overtime</td>
<td></td>
</tr>
<tr>
<td>Travel and Training</td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td></td>
</tr>
</tbody>
</table>

All measures as of September 2021 have a green status.

The YTD September operating surplus is primarily related to the monthly budget allocation, the timing of grant revenues received, and lower than budgeted wages and salaries. The position vacancy including benefits has a year to date surplus of $1,863K due to the full time equivalents (FTEs) being below the authorized strength throughout the first, second and third quarters. As of September FTEs are below budget by 3.95, of which Police are under complement by 1 member. Civilian are under complement by 2.95 FTEs with vacancies in courts (0.7), communications/data services (1.75) and research and development (0.5).
### Table 2: Authorized vs. Actual Staffing Levels

<table>
<thead>
<tr>
<th>Rank</th>
<th>Total Authorized</th>
<th>Total Actual (Current)</th>
<th>Rank</th>
<th>Total Authorized</th>
<th>Total Actual (Current)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief of Police</td>
<td>1</td>
<td>1</td>
<td>Chief of Police</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Deputy Chief of Police</td>
<td>1</td>
<td>1</td>
<td>Deputy Chief of Police</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Senior Leadership/Administration (SOA)</td>
<td>10</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspectors</td>
<td>5</td>
<td>5</td>
<td>Inspectors</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Staff Sergeants*</td>
<td>10.5</td>
<td>10.5</td>
<td>Staff Sergeants*</td>
<td>10.5</td>
<td>10.5</td>
</tr>
<tr>
<td>Sergeants</td>
<td>25</td>
<td>25</td>
<td>Sergeants</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Constables*</td>
<td>180</td>
<td>179</td>
<td>Constables*</td>
<td>180</td>
<td>179</td>
</tr>
<tr>
<td><strong>Police Complement Total</strong></td>
<td><strong>222.5</strong></td>
<td><strong>221.5</strong></td>
<td><strong>Civilian Complement Total</strong></td>
<td><strong>110.17</strong></td>
<td><strong>107.22</strong></td>
</tr>
</tbody>
</table>

Complement = 328.72  
Authorized = 332.67

Primary factors contributing to the compensation surplus are:
- Banked overtime, the value of the time taken is credited to the permanent salaries line.
- Position vacancies for permanent staff, which is offset by temporary staffing and overtime.

Paid overtime is currently in a surplus position, however the YTD OT on Appendix A is showing an unfavourable variance due to the fact that banked overtime earned is charged to the overtime line, while banked overtime taken is credited to permanent salaries. As of September 2021, banked and paid overtime hours are down year over year by 8,355 straight time hours. All areas have experienced decreases, with the exception of Projects which has experienced an increase of 547 hours year over year. Overtime is being monitored due to the unpredictability of some causes, such as Covid-19, which has the potential to materially affect the Services’ financial results.

Direct operating expenses represent 65% of the full year budget with a YTD surplus of $146K. Most expense categories are falling under the year to date budget due to timing of purchases. The 2021 budget is applied based on the prior year actuals.

Exceptions include:
- Fleet, equipment and vehicle expenses of $95K or 74.9% of the full year
budget. The YTD deficit ($15K) is due to the timing of expenses.

- Computer software expenses of $370K or 76.8% of the full year budget. The YTD deficit ($10K) is due to the timing of software purchases and license renewals.
- Professional services of $960K or 59.7% of the full year budget. The YTD deficit ($1K) is mainly due to the timing/receipt of PRIDE invoices.

- Rental/leases at $127K or 147.4% of the full year budget. The YTD deficit ($59K) is due to the Lewis Rd facility being budgeted for a total rental period of four months but the 2021 budget is applied based on prior year actuals.

YTD Revenue is showing a favourable variance. Total revenue is $2,720K or 93% of the 2021 budget. The revenue variance is impacted by the timing of grant payments received. Clearance checks have a YTD deficit which is offset by the Internal Recoveries line for volunteer checks paid by the City. GPS has processed 2315 volunteer record checks YTD representing a total revenue of $81,025.

Year to date Covid-19 costs included in this report amount to $286K. At this time the Guelph Police Service is forecasting to be in a surplus position at year-end. Pressures to the full year forecast that could affect the Service’s year-end position include the level or severity of crime which may impact overtime and project expenses. Other risks include Covid-19 costs and an elevated level of member accommodations.

**CAPITAL VARIANCE REPORT:**

The capital status dashboard as at September 30, 2021 is presented for information in [Appendix B](#). A review of the capital projects was completed at the end of 2020 and older projects have been closed with their surplus balances forwarded to new project numbers. As of September 30, 2021, year to date capital spending was $1,165.4K with the majority of spending related to the Fleet and Equipment project ($435K). The project with the next highest spending in the first quarter is the HQ Renovation project ($317K).

**Lifecycle Replacement Projects:**

The majority of the capital projects are for vehicle or equipment lifecycle replacements. All of the capital projects for lifecycle replacement have a green status and are expected to remain in a surplus position.

Facilities Lifecycle and Equipment has a surplus of $29K and includes costs to replace various pieces of equipment associated with the new building.

There was a prior year surplus in the Information Technology Hardware capital account which is contributing to the surplus of $787K. The current surplus will be spent to replace technology as we occupy new parts of the completed building. It will be used to cover overages associated with the Telecommunications Projects.

The Body Armour project is currently in a surplus of $193. The Body Armour budget
is established based on the body armour that are expires within the calendar year. However, the budget can be impacted by a higher or lower than anticipated number of retirements, new hires or existing officers finding that their armour is no longer fitting properly.

Furniture procurement is being planned in conjunction with the Headquarters Renovation and Expansion project. Any non-essential furniture expenditures have been put on hold until the renovation is complete. The $276K funds available in this account will be utilized for future furniture needs.

Neighbourhood Services Patrol and Field Support is in a surplus of $127K. This project mainly includes equipment required by Tactical, Canine, Uniform and Traffic. Spending has been less than planned due to reduced storage until the HQ renovation is complete, as well as the extension of scheduled replacements.

Executive and Admin Equipment is in a surplus of $275K. This project includes equipment from Property, Courts, Training and Wellness areas. Due to the delay in completion of the building some of the items budgeted in this account have been delayed.

Investigative Services Equipment is in a surplus of $67K. This project includes all equipment in the Drug, ICE, Ident, Intel and Tech Crimes units. Once all planned purchases are made this account will remain within budget for the year.

Fleet and Equipment is in a surplus position of $187K. This capital project includes life cycle replacement of current fleet vehicles and associated equipment to outfit the existing fleet. It also includes any other fleet equipment such as the E-Bikes. Any surplus will be utilized in the Hybrid conversion to keep the project within budget. Vehicles are forecasted to be replaced based upon standard lifecycles however, replacement only occurs after a review is completed to deem whether the vehicle is in good condition or whether we can utilize the vehicle longer.

Projects:

Police Vehicle Expansion Project is in a surplus of $43K and is expected to be utilized in the current year as the current budgeted vehicles arrive.

The Body Worn Camera project has a surplus of $30K which was carried over to be applied to the project.

The Police Telecommunications project is in a $95K surplus position to be used in partnership with the City of Guelph (Guelph Fire) and PRIDE to purchase a new telecommunications system capable of supporting next generation 911 technology for the municipality.

The Digital Information Management (DIMS) project has a $215K surplus and is being considered as part of the new Body Worn Camera project. Covid-19 has prompted
us to make an initial purchase which will allow us to ingest digital evidence without having to attend in person.

**Facilities:**

The HQ Renovation project currently has a $368K deficit. A separate Board report on the Headquarters renovation and expansion project provides more detailed financial information on this project.

**STRATEGIC PLAN 2019 - 2023:**
Priority 2: The need to review police resources and how they are deployed to better meet the needs of the community and members.

**FINANCIAL IMPLICATIONS AND/OR RISKS:**
- The level or severity of both crime and Covid-19 which may impact overtime and project expenses.
- Exchange rate fluctuations have the ability to impact the price of various operating supplies including uniform, equipment and ammunition needs.

**ATTACHMENTS:**
Appendix A: September 2021 Operating Variance Report
Appendix B: September 2021 Capital Status Report
Appendix A

Police Operating Variance Report
As at September 30, 2021  
(brackets indicate a favourable variance)

<table>
<thead>
<tr>
<th></th>
<th>Approved</th>
<th>YTD</th>
<th>YTD</th>
<th>YTD</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Budget</td>
<td>Actuals</td>
<td>Budgets</td>
<td>Variance</td>
<td>Budget Spent %</td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>User Fees &amp; Service Charges</td>
<td>(603,700)</td>
<td>(393,771)</td>
<td>(436,422)</td>
<td>42,651</td>
<td>65.2%</td>
</tr>
<tr>
<td>Product Sales</td>
<td>(800)</td>
<td>(91,362)</td>
<td>0</td>
<td>(91,362)</td>
<td>11,420.3%</td>
</tr>
<tr>
<td>External Recoveries</td>
<td>(53,500)</td>
<td>(177,841)</td>
<td>(67,871)</td>
<td>(109,970)</td>
<td>332.4%</td>
</tr>
<tr>
<td>Grants</td>
<td>(2,260,000)</td>
<td>(2,057,480)</td>
<td>(1,254,550)</td>
<td>(802,930)</td>
<td>91.0%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>(2,918,000)</td>
<td>(2,720,454)</td>
<td>(1,758,843)</td>
<td>(961,611)</td>
<td>93.2%</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary &amp; Wages</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Salaries</td>
<td>34,006,600</td>
<td>23,244,814</td>
<td>24,659,986</td>
<td>(1,415,172)</td>
<td>68.4%</td>
</tr>
<tr>
<td>Temporary Salaries</td>
<td>97,400</td>
<td>57,666</td>
<td>72,758</td>
<td>(15,092)</td>
<td>59.2%</td>
</tr>
<tr>
<td>Overtime</td>
<td>1,003,100</td>
<td>790,205</td>
<td>710,582</td>
<td>79,623</td>
<td>78.8%</td>
</tr>
<tr>
<td>Special Duty</td>
<td>105,200</td>
<td>75,394</td>
<td>66,914</td>
<td>8,480</td>
<td>71.7%</td>
</tr>
<tr>
<td><strong>Total Salary &amp; Wages</strong></td>
<td>35,212,300</td>
<td>24,168,079</td>
<td>25,510,240</td>
<td>(1,342,161)</td>
<td>68.6%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>11,024,800</td>
<td>8,216,382</td>
<td>7,985,871</td>
<td>230,511</td>
<td>74.5%</td>
</tr>
<tr>
<td>Other Compensation (Sick Leave Payout)</td>
<td>400,000</td>
<td>419,856</td>
<td>400,000</td>
<td>19,856</td>
<td>105.0%</td>
</tr>
<tr>
<td><strong>Total Salary, Wage &amp; Benefits</strong></td>
<td>46,637,100</td>
<td>32,854,217</td>
<td>33,896,111</td>
<td>(1,091,794)</td>
<td>70.3%</td>
</tr>
<tr>
<td><strong>Purchased Goods</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration &amp; Office Expenses</td>
<td>77,000</td>
<td>32,762</td>
<td>55,455</td>
<td>(22,693)</td>
<td>42.5%</td>
</tr>
<tr>
<td>Fleet, Equipment &amp; Vehicle</td>
<td>126,850</td>
<td>94,997</td>
<td>79,752</td>
<td>15,245</td>
<td>74.9%</td>
</tr>
<tr>
<td>Utilities &amp; Taxes</td>
<td>287,500</td>
<td>208,488</td>
<td>213,918</td>
<td>(5,430)</td>
<td>72.5%</td>
</tr>
<tr>
<td>Operating</td>
<td>251,250</td>
<td>138,265</td>
<td>162,859</td>
<td>(24,594)</td>
<td>55.0%</td>
</tr>
<tr>
<td>Personnel Supplies</td>
<td>201,800</td>
<td>96,561</td>
<td>149,765</td>
<td>(53,204)</td>
<td>47.8%</td>
</tr>
<tr>
<td>Computer Software</td>
<td>482,200</td>
<td>370,156</td>
<td>360,455</td>
<td>9,701</td>
<td>76.8%</td>
</tr>
<tr>
<td><strong>Total Purchased Goods</strong></td>
<td>1,426,600</td>
<td>941,229</td>
<td>1,022,204</td>
<td>(80,975)</td>
<td>66.5%</td>
</tr>
<tr>
<td><strong>Purchased Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>557,200</td>
<td>366,658</td>
<td>418,915</td>
<td>(52,257)</td>
<td>65.8%</td>
</tr>
<tr>
<td>Communications</td>
<td>530,400</td>
<td>388,849</td>
<td>397,785</td>
<td>(8,936)</td>
<td>73.3%</td>
</tr>
<tr>
<td>Training/Travel</td>
<td>637,400</td>
<td>350,783</td>
<td>416,412</td>
<td>(65,629)</td>
<td>55.0%</td>
</tr>
<tr>
<td>Professional Services</td>
<td>1,609,300</td>
<td>960,354</td>
<td>959,264</td>
<td>1,090</td>
<td>59.7%</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>3,500</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Rental/Leases</td>
<td>86,400</td>
<td>127,350</td>
<td>68,146</td>
<td>59,204</td>
<td>147.4%</td>
</tr>
<tr>
<td>Permits/Approvals</td>
<td>0</td>
<td>220</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Purchased Services</strong></td>
<td>3,424,200</td>
<td>2,194,214</td>
<td>2,260,522</td>
<td>(66,308)</td>
<td>64.1%</td>
</tr>
<tr>
<td>Financial Expenses</td>
<td>9,300</td>
<td>6,915</td>
<td>5,576</td>
<td>1,339</td>
<td>74.4%</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>51,497,200</td>
<td>35,946,675</td>
<td>37,184,413</td>
<td>(1,237,738)</td>
<td>69.8%</td>
</tr>
</tbody>
</table>

| Internal Charges/Recoveries |           |          |          |          |          |
| Internal Charges            | 3,299,850 | (499,618) | 128,863 | (628,481) | (15.1%)  |
| Internal Recoveries         | (450,000) | (454,627) | (420,000) | (34,627) | (101.0%) |
| **Total Internal Charges/Recoveries** | 2,849,850 | (554,245) | (281,137) | (663,154) | (33.5%)  |

| Net Budget                  | 51,429,050 | 32,271,976 | 35,134,433 | (2,862,457) | 62.8%    |
## Appendix B: Capital Status Report
as at September 30, 2021

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Status</th>
<th>Total Approved</th>
<th>(Surplus)/Deficit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lifecycle Replacement Projects</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities Lifecycle &amp; Equipment</td>
<td>$63,400</td>
<td>($29,233)</td>
<td></td>
</tr>
<tr>
<td>Information Technology Hardware</td>
<td>$1,046,900</td>
<td>($787,196)</td>
<td></td>
</tr>
<tr>
<td>Body Armour</td>
<td>$76,900</td>
<td>($193)</td>
<td></td>
</tr>
<tr>
<td>Furniture</td>
<td>$291,000</td>
<td>($275,725)</td>
<td></td>
</tr>
<tr>
<td>NS Patrol &amp; Field Support</td>
<td>$160,500</td>
<td>($127,032)</td>
<td></td>
</tr>
<tr>
<td>Exec / Admin Equipment</td>
<td>$327,900</td>
<td>($275,123)</td>
<td></td>
</tr>
<tr>
<td>Investigative Services</td>
<td>$86,400</td>
<td>($67,241)</td>
<td></td>
</tr>
<tr>
<td>Fleet &amp; Equipment</td>
<td>$705,600</td>
<td>($187,460)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Status</th>
<th>Life to Date Budget</th>
<th>(Surplus)/Deficit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Projects</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police Vehicle Expansion</td>
<td>$226,900</td>
<td>($43,030)</td>
<td></td>
</tr>
<tr>
<td>Body Worn Camera</td>
<td>$30,000</td>
<td>($30,000)</td>
<td></td>
</tr>
<tr>
<td>Police Telecom Equip</td>
<td>$265,700</td>
<td>($95,300)</td>
<td></td>
</tr>
<tr>
<td>DIMS</td>
<td>$250,000</td>
<td>($215,931)</td>
<td></td>
</tr>
</tbody>
</table>

| Facilities                           |        |                     |                   |
| HQ Renovation                        | $34,111,000| $367,757        |                   |