



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

Thursday, May 19, 2022; 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 – None | |
| 6.0 | Approval of Minutes of the Open Meeting, April 21, 2022 | Decision |
| 7.0 | 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.

- | | | |
|-----|---|-------------|
| 7.1 | Headquarters Renovation & Expansion Report | Information |
| 7.2 | New Board Policy BD-02-008 - Enabling Disconnecting From Work | Decision |
| 7.3 | Human Resources Report – Member Appointments | Decision |
| 7.4 | Property and Surplus Goods (Auction) Annual Report | Information |
| 7.5 | Board Correspondence Report | Information |

PART 2 – DISCUSSION

- | | | |
|-----|---|-------------|
| 7.6 | Operating and Capital Budget Q1 Quarterly Variance Report | Information |
| 7.7 | Chief's Monthly Report | Information |
| 7.8 | New Business | |
| 8.0 | Information Items | |
| | <ul style="list-style-type: none">• Next Open Meeting: June 23, 2022, 2:30 p.m., via Teams meeting, Livestreamed on YouTube• Ontario Association of Police Services Boards (OAPSB) Spring Conference (virtual), May 26 and 27, 2022• Canadian Association of Police Governance (CAPG) Virtual Annual General Meeting, September 1, 2022• Canadian Association of Police Governance (CAPG) 33rd Annual Conference, September 7-11, 2022, Saskatoon, SK | |
| 9.0 | Adjournment | Decision |



PRIDE SERVICE TRUST

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 – April 21, 2022

An Open meeting of the Guelph Police Services Board was held by teleconference call on April 21, 2022, pursuant to sections 11.4 and 20.7 of Guelph Police Services Board By-Law 136 (2009), commencing at 2:30 p.m.

Present: R. Carter, Chair
P. McSherry, Member
C. Billings, Member
L. LaCelle, Executive Assistant
G. Cobey, Chief of Police
D. Goetz, Deputy Chief of Police
L. Pelton, Finance Manager
J. Sidlofsky Stoffman, Legal Counsel
K. McKeown, HR & Occ. Health and Wellness Manager
J. Allsop, Executive Assistant to the Chief

Regrets: C. Guthrie, Member
J. Armstrong, Member

Guests: Jonathan Green, Manager, Information System Services
Dr. Alana Saulnier, Assistant Professor, Sociology Department,
Surveillance Studies Centre Deputy Director, Queen's University

1.0 Welcome and Introductions

2.0 Meeting Called to Order and Territorial Acknowledgment

Chair Carter called the meeting to order at 2:30 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 P. McSherry

Seconded by C. Billings

THAT the Guelph Police Services Board support Easter Seals Ontario in the amount of \$1,500.00 with funds to be paid from the Community Account.

- Carried -

5.0 Presentations/Delegations

5.1 Body Worn Camera Project – Mr. Jonathan Green and Dr. Alana Saulnier

Chair Carter introduced Jonathan Green, Manager, Information System Services, and Dr. Alana Saulnier, Assistant Professor, Sociology Department, Surveillance Studies Centre Deputy Director, Queen's University to provide an update to the Board with respect to the Body Worn Camera Project.

J. Green provided a quick refresher on the project, the timing, and how it came about. He thanked Service members who were instrumental in making the project a success: Insp. Scott Green, Insp. Scott Grover, Patrol Sgt. Dustan Howe, Cst. Jay Bathija, Ms. Jess Abra, and Ms. Joanne Bunnaman. He also thanked D. Ennis from PRIDE, and Dr. Saulnier for her dedication and expertise.

Dr. Saulnier indicated that it was her pleasure to have the opportunity to work with the Guelph Police Service. She thanked all involved in the program as well as J. Green.

Chief Cobey mentioned that the report serves to demonstrate that data driven decisions were made. The project provided the Board and the Service with the data needed to make decisions and the investment required. The Chief thanked all involved for their expertise and work on the project and invited the public to review the research document which will be transformational as the Service moves forward.

Discussion ensued with respect to the implementation of the project. It was highlighted that the roll out was completed between January and April of 2022 and that the technology has been deployed. Data received indicates that the project has been very well received, both by members of the Service and the public.

Chair Carter expressed appreciation on behalf of the Board for all of the important work that was done to implement the project. He thanked J. Green and Dr. Saulnier for spending time with the Board to discuss and for all that was done to make the project a success. The Board looks forward

to future updates.

J. Green and A. Saulnier left the meeting at 2:45 p.m.

6.0 Approval of Minutes of the Open Meeting, March 17, 2022

Moved by P. McSherry

Seconded by C. Billings

THAT the Guelph Police Services Board approve the Open Meeting minutes of March 17, 2022.

- Carried -

7.0 Approval of Agenda

Moved by P. McSherry

Seconded by C. Billings

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

- Carried -

Part 1 – Consent Agenda

7.1 Headquarters Renovation & Expansion Report

That the report titled "Police Headquarters Renovation and Expansion Project," and dated April 12, 2022, be received for information.

7.2 2021 Preliminary Year End Financial Variance Report

THAT the Guelph Police Services Board in accordance with the Year End Operating Surplus Policy request that the 2021 year-end surplus be transferred to the Police Operating Contingency Reserve, in the estimated amount of \$1,575,830.

7.3 Professional Standards Q1 Report

That the report titled "Professional Standards First Quarter Report 2022," and dated April 21, 2022, be received for information.

7.4 Human Resources Report – Member Appointments

THAT Trent Snyder be appointed as a Special Constable with the University of Guelph effective March 8, 2022.

7.5 Community Account Funding Request – Ratification of Motion from March 29, 2022

THAT the Guelph Police Services Board support the Children's

Foundation of Guelph and Wellington in the amount of \$2,500.00 to be paid from the Community Account.

- Carried -

7.6 Board Correspondence Report

That the report titled "Board Correspondence Report – Open Meeting," and dated April 21, 2022, be received for information.

7.7 Community Account Q1 Report

That the report titled "Community Account Quarterly Report (January 1 to March 31, 2022)," and dated April 21, 2022, be received for information.

7.8 Body Worn Camera – Final Report

That the report titled "Body Worn Camera Project – Final Report," and dated April 13, 2022, be received for information.

7.9 Budget Signing Authorities Report

That the report titled "Budget Signing Authority," and dated April 21, 2022, be received for information.

Part 2 – Discussion Agenda

7.10 Human Resources Strategies Annual Report

Chief Cobey welcomed Ms. Kelley McKeown, Manager, Human Resource Services, to the meeting, and asked her to provide an update on the report.

Some highlights from the report include:

- 2021 celebrated 46 civilian and police members who reached service milestones; 17 members or teams receiving recognition; and 2 employees recognized with awards from external agencies.
- In 2021, there were 13 police vacancies due to resignations and retirements and 17 civilian job postings due to temporary, part-time, and full-time vacancies.
- In 2021, there were 86 transfer opportunities for officers and there were eight transfer opportunities for civilians.

- While Covid-19 continued to impact in person training, police and civilian members continued to be supported with opportunities for training at the Ontario Police College, Canadian Police College, e-learning, in house training, and various satellite courses throughout Ontario.
- The Service continues to focus on workplace health and wellness by creating and maintaining a healthy workplace with a supportive culture that openly values Members. Some of the supportive programs offered include: Employee and Family Assistance Program, Leadership Development and Training, and the promotion of psychological supports through employee benefits and broadening of eligible service providers. In addition, there is a dedicated Wellness Coordinator position to support employee wellness.

Chief Cobey thanked K. McKeown for providing such a comprehensive report and for all the work being done in all areas.

7.11 Chief's Monthly Report

Chief Cobey highlighted that the week of April 10 was National Public Safety Telecommunicators Week. When the public thinks of police services, they often think of the officers that they see every day, but the service also includes the sworn in civilian members who work behind the scenes to make things happen.

- In 2021, staff answered more than 73,000 calls for service.
- The staff answering the calls are literally the first person a member of the community speaks to when they contact the Service.
- Often, the calls include emergency and/or stressful situations.
- The unit has 29 active civilian members, including four supervisors and a trainer. A Staff Sergeant leads the unit.
- Every communicator receives cross training so that they are able to:
 - Answer calls from the public via 911, the non-emergency line, or internally from officers. Almost every call from the public is managed via the communications centre.
 - Dispatch officers to calls for service generated by call takers, and respond to radio communications directly from officers.

- The Communications Unit is staffed 24 hours a day, 7 days a week, and is responsible for prioritizing calls for service while maintaining officer and public safety.
- The Chief commented that Service members literally help citizens navigate some of life's most difficult moments. The communicators are some of the many unsung heroes whose work is integral to supporting the community.
- The Chief also shared a quote from a member of the Unit, Ms. Jane Bevan-Stewart, who was recently featured in the "Behind the Badge" series:
 - "It's a difficult job but it's very rewarding," Bevan-Stewart says. "What I hope for people is that they're never in a position where they need to call 911, but if they do, they're going to be well looked after."

7.12 New Business

Chair Carter asked P. McSherry to bring forward new business.

P. McSherry advised the Board that he would be taking a leave of absence following today's meeting until after the June 2 provincial election as he will be running the campaign as the Conservative Party representative for Guelph.

8.0 Information Items

- Next Open Meeting: Thursday, April 21, 2022, 2:30 p.m. via Teams meeting, livestreamed on YouTube.

9.0 Adjournment

Moved by C. Billings

Seconded by P. McSherry

THAT the Open meeting of the Guelph Police Services Board adjourn at 3:10 p.m.

- Carried -

R. Carter, Chair

L. LaCelle, 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, May 10, 2022

SUBJECT: Police Headquarters Renovation and Expansion Project

PREPARED BY: GPSHQ Renovation Liaison Derek McNeilly

APPROVED BY: Daryl Goetz, Deputy Chief

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 MAY 2022:

Site meetings are scheduled weekly with Perini Management Services Inc (PMSI), the architect CS&P, the CoG and GPS. The meetings 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 our temporary off-site locations.

The architect has indicated that the project is now at the stage of completion called 'substantial performance'. The project will now see deficiencies completed in the next weeks/months.

Some of the work at HQ in the past month includes the following:

- Commencement of remedial welding for the S/W area
- Commencement of functional testing for the BAS (building automation system)

- Continuation of remedial welding for the N/W area
- Installation of two remaining 2 hour rated fire doors on the 1st level
- Public entry doors changed from a swing style to a slider style
- Installation of roof safety railings and ladders

For the month of May, we anticipate continuing work in the following areas:

- Remedial welding for the S/W area
- Remedial welding for the N/W area
- Final functional testing of the BAS
- Complete roofing and deficiencies already identified to Perini
- Complete interior deficiencies already identified by the architect

With the project at the substantial performance stage, we expect occupancies of the remaining areas that are nearing completion of work at the amended times noted below, based on the contractor's most recent instruction regarding their construction schedule.

- N/W addition - The final welding is expected in two areas of the 2nd level this week. Pending final inspection and approval by the Engineer of Record (EOR), final occupancy for the N/W area is expected in the next few weeks.
- S/W addition – Perini's structural engineer has submitted their final set of drawings to the EOR for final remedial work required in this area. The S/W is approximately 85-90% completed now and it will then will require sign off by the EOR – no date has been determined for occupancy of the N/W, but it is expected in late May/June.
- Remaining sections on the 1st and 2nd level – Once the integration testing has been completed and has passed, occupancy is believed to be late May.

STEERING COMMITTEE:

The Steering Committee continues to meet every two weeks. With oversight by the CoG project manager, there continues to be coordination with GPS project staff, the architect, contractor and bonding company in order to complete the project.

FINANCIAL REPORT:

The bonding company and PMSI continue to engage with the CoG continues to ensure all deficient items are being completed in order to arrive at the finalization of the project. 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. All liens have been removed from the project.

ATTACHMENTS: none



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: May 19, 2022

SUBJECT: New Board Policy BD-02-008, Enabling Disconnecting from Work

PREPARED BY: John Robinson (Research and Development Office)

APPROVED BY: Judith Stoffman (Legal Counsel)

RECOMMENDATION:

THAT the Guelph Police Services Board approve policy BD-02-008, Enabling Disconnecting from Work effective May 19, 2022.

SUMMARY:

The *Employment Standards Act (ESA)* requires that employers in Ontario meeting an employee number threshold (i.e., 25 or more employees) have a policy in place by June 2, 2022 that pertains to employees' ability to disconnect from work. The policy requirement applies to civilian members of police services only.

Draft Board policy BD-02-008 satisfies the requirements of the *ESA* and commits the Board and Chief of Police to developing practices and procedures that facilitate appropriate employee disconnecting from work in keeping with the dual responsibilities of promoting member well-being and providing effective and efficient 24-hour emergency service delivery.

REPORT:

Background

With the *Working for Workers Act, 2021* receiving Royal Assent on December 2, 2021 the *Employment Standards Act* was amended to require that employers with 25 or more employees have a “disconnecting from work” policy in place by June 2, 2022. Disconnecting from work is defined in the *ESA* as *not engaging in work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages, to be free from the performance of work.*

Requirements

The requirements respecting the disconnecting from work policy imposed by the *ESA* are minimal and include:

- the policy must be on “disconnecting from work” as defined in the *ESA*;
- the policy must apply to all employees to which the *ESA* applies, including managers and executives (police officers are exempt);
- the policy must be in effect by June 2, 2022;
- the date the policy was prepared and any revision dates must be set out on the policy;
- the policy and any revised policies must be given to all employees within 30 days of the effective date and be provided to new employees within 30 days of their hiring; and
- policies must be retained for three years after they are revised or revoked.

The *ESA* does not prescribe specific content of disconnecting from work policies nor does it provide any new rights to employees or obligations on the part of employers with respect to disconnecting from work. Employee rights under the *ESA* to not perform work are established through other *ESA* rules.

Guelph Police Service Approach

As the *ESA* does not prescribe specific content for disconnecting from work policies, Board policy BD-02-008 has been drafted to meet the requirements of having a policy while being consistent in form and function with other Board policies that provide a general policy statement and parameters for the Chief of Police to develop more detailed procedures from. This approach recognizes it is the Chief of Police who must provide explicit direction to members of the Service.

Draft Board policy BD-02-008 places the same expectation on the Board as it does the Chief of Police in that the Board is committed to creating practices and procedures on disconnecting from work for the Board's immediate support staff.

Conclusion

It is recommended that the Board adopt draft policy BD-02-008.

CORPORATE BUSINESS PLAN:

N/A

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

Draft Board policy, BD-02-008, Enabling Disconnecting from Work (effective date May 19, 2022).



BD-02-008
May 19, 2022

GUELPH POLICE SERVICES BOARD

ENABLING DISCONNECTING FROM WORK POLICY STATEMENT

The *Employment Standards Act (ESA)* requires that employers in Ontario meeting an employee number threshold (i.e., 25 or more employees) have a policy that addresses employees' ability to disconnect from work. The *ESA* defines disconnecting from work as *not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work*. While the *ESA* required disconnecting from work policy does not apply to police officers the Service is required to have an applicable policy with respect to civilian employees.

The Guelph Police Services Board recognizes the importance of work/life balance for all employees while being cognizant of the concurrent obligation to provide effective and efficient 24-hour emergency service to our community.

Therefore, it is the policy of the Guelph Police Services Board that:

- a) the Board will have in place practices and procedures that facilitate the ability of the Board's immediate civilian support staff (e.g., Executive Assistant) to disconnect from work; and
- b) the Chief of Police shall establish practices and procedures that facilitate the ability of Service civilian members to disconnect from work.

The Board's and the Chief's practices and procedures with respect to disconnecting from work will reflect:

- a) the essential nature and practical requirements of providing a 24-hour emergency service;
- b) the well-being of employees;

- c) the relevant provisions of the *ESA*, including the definition of “disconnecting from work”; and
- d) any applicable provisions of the collective bargaining agreements and employment contracts.

The Board’s and the Chief’s practices and procedures may include provisions addressing:

- a) expectations, if any, of employees to read or reply to work-related emails or answer work-related phone calls after their shift is over;
- b) expectations for different situations depending on:
 - (i) the time of day of the communication;
 - (ii) the subject matter of the communication; and
 - (iii) who is contacting the employee (e.g. supervisor or colleague);
- c) requirements for employees turning on out-of-office notifications and/or changing their voicemail messages, when they are not scheduled to work, including when the employee is expected to be in a position to respond; and
- d) requirements for identifying important work related communications, such as using the terms “urgent” or “please read” in the subject heading.

The Board shall ensure this policy, and any subsequent revisions, are provided to all employees electronically within 30 days of the date of issue and be available to employees on the Service’s intranet. All new employees will be provided the policy within 30 days of their start date.

PERFORMANCE INDICATORS:

- Board and Chief of Police have developed required practices and procedures

EVALUATION: Year II of IV

DATE OF ISSUE: May 19, 2022

REVIEWED: N/A

REVISION DATES: N/A

CHAIR’S SIGNATURE:



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: Thursday, May 19, 2022

SUBJECT: Member Appointments

PREPARED BY: Jaclyn Millson, Human Resources Advisor
Kelley McKeown, HR and Occupational Health, Safety & Wellness 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 Justin Faria as an Information Systems Technician with our Service effective May 03, 2022.

Justin has been employed by Guelph Police Service previously for two co-op placements in our Information System Services Unit as part of his Bachelor of Computing Honours program at the University of Guelph.

MOVED THAT:

- Justin Faria be appointed as a full-time member of this Service effective May 03, 2022.

FURTHER THAT:

A Board motion is required to appoint **Liam Gallivan** as a Police Communicator/Dispatcher with our Service effective May 09, 2022.

Liam has almost two years of experience as a Communications Operator with Toronto Police Service and is a graduate of the Pre-Service Firefighting program at Conestoga College.

MOVED THAT:

- Liam Gallivan be appointed as a full-time member of this Service effective May 09, 2022.

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 these positions will be contained within the overall budget.

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: Thursday, May 19, 2022

SUBJECT: Property and Surplus Goods Auction Report

PREPARED BY: Andrew Goody, Inspector Administrative Support Services
Lisa Pelton, Manager, Financial Services

APPROVED BY: Daryl Goetz, Deputy Chief

RECOMMENDATION:

For information only.

SUMMARY:

To provide a year-end summary of auction proceeds from Property and surplus good sales.

SURPLUS GOODS:

The Guelph Police Services (GPS) Board Financial Policy BD-01-001 states that goods deemed as surplus to the needs of the service may be sold, exchanged or otherwise disposed of in the method that is in the best interest of the Service. The Materials Management unit works with internal departments to determine the best method of disposing of surplus goods which may include placing the item for sale on an auction site.

The auction site GovDeals is currently in use for the sale of surplus goods such as Information Technology equipment or furniture. Auction sites are used by many municipalities and Police Services. The auctioneer will collect the proceeds from the sale, deduct a commission and then remit the monies to GPS. For items sold by GovDeals the buyer picks up the items from the GPS. In 2021, the sale of goods related to tires and Information Technology equipment.

Year	Operating	Capital	Total Sales
2021	\$1,771	\$2,225	\$3,996
2020	\$3,611	\$7,927	\$11,538
2019	\$169	\$2,294	\$2,463
2018	\$1,746	\$51,015	\$52,761
2017	\$1,014	\$13,720	\$14,734

Surplus police vehicles are disposed of primarily at vehicle auctions, the main auction utilized by GPS is M. R. Jutzi. Vehicles are sold at the auction for the best possible price and this money is remitted to GPS less a commission taken by the auction company. In 2021, seventeen vehicles were sold. The amounts received from vehicle sales are identified below:

Year	Forecast	Actuals
2021	\$114,500	\$119,878
2020	\$91,000	\$79,970
2019	\$173,500	\$106,911
2018	\$72,000	\$46,682
2017	\$195,000	\$127,589

Effective in 2020, funds collected from the sale of capital items are transferred to the Police Capital Reserve and the amounts are identified below:

Year	Actuals
2021	\$122,103
2020	\$87,900

FOUND AND SEIZED PROPERTY:

Part IX of the Police Services Act, section 132 and 133 authorizes the sale of found and seized property in the possession of a Police Service where no court order exists regarding its disposition to be sold at the discretion of the Chief of Police by public auction after prescribed time periods. Furthermore, the Police Services Act sets out the right of the Police Services Board to retain the use of the proceeds of such sale, as well as any money that comes into the possession of the Police Service for any purpose that it considers in the public interest.

Police Auctions Canada Inc. is currently used as the agent for the online sale of items governed by the legislation. The revenue collected from these auctions are recorded below:

Year	Auction
2021	\$38,501
2020	\$24,678
2019	\$19,163
2018	\$33,242
2017	\$11,129

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 proceeds from Guelph Police Service's surplus good auction sales are accounted for in the operating budget, with the proceeds from all capital items being transferred to the Police Capital Reserve to be used as a funding source for future capital expenditures.

The proceeds from found and seized property auction sales are remitted to the Guelph Police Services Board and deposited to their community account. The community account can be utilized to support community events, wellness and safety or benefit the operations of the Guelph Police Service.

ATTACHMENTS:

Nil



Guelph Police Services Board

Open Meeting – May 19, 2022 **Board Correspondence Report**

Incoming Correspondence

April 22, 2022

- Thank you note from Brendan Johnson, Guelph Neighbourhood Support Coalition, regarding donation to summer camp program (attached).

April 24, 2022

- Email correspondence from Barb Minett regarding downtown core (attached).

Outgoing Correspondence

April 21, 2022

- Letter to Mayor Guthrie and City of Guelph staff regarding Guelph Police Service 2021 year-end operating surplus (attached).

April 26, 2022

- Congratulatory letters to new hire T. Snyder.

Hello Leslie,

I just received your funding letter and cheque in the mail. Thank you so much for your ongoing support of our summer camps!

In Love and Kindness,
Brendan Johnson (He/Him, White Settler)
Executive Director
www.guelphneighbourhoods.org

Our coalition is working together to inspire community and connection within the traditional and ancestral territory of the Mississaugas of the Credit

-----Original Message-----

From: Barb Minett

Sent: April 26, 2022 2:33 PM

To: Juanita Allsop; Mayor

Subject: Man charged after bricks thrown at cars downtown - Guelph News

ATTENTION: This email originated from a sender outside the Guelph Police Service. Please avoid clicking links or opening attachments from external senders unless you are certain it is safe to do so. Information System and Microsoft will never ask for your account information via email.

Juanita, thank you for sending this on to Bob Carter and Gord Cobey.

Gentlemen,

I have owned a business in downtown Guelph for almost 50 years and have paid hundreds of thousands of dollars in taxes. I have written several times to the mayor and various councilors, but do not seem to have been heard.

The downtown core is in the worst state that I have ever seen. We are home to Guelph's homeless. This is a huge problem perhaps in the future ameliorated by housing - but right now the city needs to put some time and money into making these streets welcoming not just to the homeless but to our customers - many of whom are older.

The police have to step up their presence. There are constant drug deals going on. A couple of weeks ago there were 2 overdoses at the same time across the street at The Royal Mission. We have had a lot of theft. There is often an element of violence, particularly coming from the men on the street. They are often yelling obscenities. We have to deal with very difficult customers who often refuse to leave our store.

Mayor Guthrie, I read that you think that Guelph is a place that tourists will come to. Well think again. I would not be proud of this city right now.

A few months ago I wrote about the fact that we were cleaning up human feces at the back of our building. The city's response was to tell us to put up a light - which we did at the expense of 300.00. It hasn't stopped the problem and I have not heard back about porta potties from anyone.

At this point I am thinking of writing a letter to the papers - not something I really want to do, but as you can tell I've had it!

Very Sincerely, Barb Minett

<https://www.guelphtoday.com/police/man-charged-after-bricks-thrown-at-cars-downtown-5300799>

Sent from my iPad
Important Notice



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

April 21, 2022

Mayor Cam Guthrie
Guelph City Hall
1 Carden Street
Guelph, ON N1H 3X1

Your Worship:

At its meeting on April 21, 2022, the Guelph Police Services Board was advised that there is an anticipated year-end surplus in the Guelph Police Service 2021 operating budget. The Board passed the following motion:

THAT the Guelph Police Services Board in accordance with the Year End Operating Surplus Policy request that the 2021 year-end surplus be transferred to the Police Operating Contingency Reserve, in the estimated amount of \$1,575,830.

The Guelph Police Services Board respectfully requests consideration of the aforementioned recommendation by Guelph City Council.

I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Carter".

Robert Carter, Chair
Guelph Police Services Board

cc. Scott Stewart, CAO, City of Guelph
Tara Baker, General Manager/City Treasurer, City of Guelph
Gord Cobey, Chief of Police, Guelph Police Service
Lisa Pelton, Finance Manager, Guelph Police Service



GUELPH POLICE SERVICES BOARD

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FINANCIAL SERVICES DIVISION

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

DATE: Thursday, May 19, 2022

SUBJECT: March 2022 Financial Variance Report

PREPARED BY: Lisa Pelton, Manager, & Lisa Rintoul, Analyst, Financial Services

APPROVED BY: Daryl Goetz, Deputy Chief

RECOMMENDATION:

For information.

SUMMARY:






The purpose of this report is to share with the Guelph Police Services (GPS) Board the March 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 and a mitigation strategy is being put 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.

OPERATING VARIANCE REPORT:

The Guelph Police Service is reporting year to date spending at 26.3% of the full year budget. A high-level dashboard is shown below, 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**.

Measurement	Status
Operating Variance	
Position Vacancy	
Paid Overtime	
Travel and Training	
FTE	

All measures as of March 2022 have a green status.

The YTD March percentage of budget spent is 26.3%, slightly above the quarterly target of 25%. Total revenues are on track at 25.3% of budget. Total salaries and benefits are running under budget at 21.3%.

The position vacancy including benefits has a year-to-date surplus of \$970K due to the full-time equivalents (FTEs) being below the authorized strength throughout the first quarter. Per the HR Q1 staffing report, FTE's are under complement by 11.45, of which Police are under complement by 2 members and Civilian are under complement by 9.45 FTEs.

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 13% of the full year budget. As of March 2022, banked and paid overtime hours are down year over year by 756 straight time hours. Although most areas have experienced decreases, there were increased hours in call out staffing, projects, extended tour of duty and staff recruiting and training. Overtime is being monitored due to the unpredictability of some causes, which have the potential to materially affect the Services' financial results.

Direct operating expenses represent 24% of the full year budget. Most expense categories are well under the quarterly target of 25% of budget. It is early in the year and those categories with expenses over the 25% rate are mainly due to timing of purchases.

Internal charges and recoveries are at 107% of budget. Internal charges represent 94.8% of budget and are mainly one-time fees which are fully recorded in Q1. Most items are within budget with the exception of actual insurance charges which have exceeded the full year budget by 18.1% or \$56K. Internal recoveries include transfers from sick leave and year to date amount represents 0.4% of budget.

Total revenue is 25.3% of the 2022 budget. The revenue variance is impacted by the timing of grant payments received. Clearance checks are at 14% of budget and a portion of the shortfall is offset by the Internal Recoveries line for volunteer checks paid by the City. GPS has processed 765 volunteer record checks YTD representing a total revenue of \$26,775.

Year to date Covid-19 costs included in this report amount to \$300K. At this time the Guelph Police Service is forecasting no year-end variance. 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 March 31, 2022 is presented for information in **Appendix B**. Year to date capital spending was \$2,076K with the majority of spending related to the HQ Renovation (\$1.3M). The project with the next highest spending in the first quarter is the Body Worn Camera Project (\$548K).

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 \$30K 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 \$950K. The current surplus will be spent to replace technology as we occupy new parts of the completed building.

The Body Armour project is currently in a surplus of \$24K. The Body Armour budget is established based on the body armour that are expires within the calendar year. This 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 \$294K funds available in this account will be utilized for future furniture needs.

Neighbourhood Services Patrol and Field Support is in a surplus of \$173K. 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 \$307K. This project includes equipment from Property, Courts, 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 \$142K. 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 \$196K. This capital project includes life cycle replacement of current fleet vehicles and associated equipment to outfit the existing fleet, as well as other fleet equipment such as the E-Bikes. Vehicle replacements are forecasted based on age, however this only occurs after a review is completed to deem whether the vehicle is in good condition or whether we can utilize the vehicle longer.

The Pride Group Capital Project has had no YTD spending with a budget of \$67.7K.

The PDRU Equipment has been created from the training items included in the Executive and Administration Project in the amount of \$52.9K and has had no YTD spending.

Projects:

Police Vehicle Expansion Project is in a surplus of \$128K and is expected to be utilized in the current year as the current budgeted vehicles arrive.

The Body Worn Camera project has a deficit of \$4.7K due to the timing of the contract payment and will be funded from the IT surplus.

The Police Telecommunications project is in a \$146K surplus position to be used in partnership with the City of Guelph (Guelph Fire) and PRIDE to purchase a new administrative phone system.

The Deployment Strategy project was added to ensure funding to provide consulting services for conducting a study to review optimal resource deployment for the Police within the City of Guelph. There has been no spending and the budget is \$100K.

Facilities:

The HQ Renovation project currently has a \$1.8M 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: March 2022 Operating Variance Report

Appendix B: March 2022 Capital Status Report

Appendix A

Police Operating Variance Report

As at March 31, 2022

(brackets indicate a favourable variance)



	Approved Final Budget	YTD Actuals	YTD Variance	2022 Budget Spent %
Revenue				
User Fees & Service Charges	(690,500)	(136,101)	(554,399)	19.7%
Product Sales	(500)	(16,382)	15,882	3,276.4%
External Recoveries	(43,500)	(21,294)	(22,206)	49.0%
Grants	(2,176,900)	(561,541)	(1,615,359)	25.8%
Total Revenue	(2,911,400)	(735,318)	(2,176,082)	25.3%
Expense				
Salary & Wages				
Permanent Salaries	35,392,800	7,370,728	28,022,072	20.8%
Temporary Salaries	97,400	27,649	69,751	28.4%
Overtime	1,005,900	224,528	781,372	22.3%
Special Duty	105,200	14,083	91,117	13.4%
Total Salary & Wages	36,601,300	7,636,988	28,964,312	20.9%
Employee Benefits	11,903,700	2,791,589	9,112,111	23.5%
Other Compensation (Sick Leave Payout)	400,000	0	400,000	0.0%
Total Salary, Wage & Benefits	48,905,000	10,428,577	38,476,423	21.3%
Purchased Goods				
Administration & Office Expenses	70,300	7,970	62,330	11.3%
Fleet, Equipment & Vehicle	153,750	27,303	126,447	17.8%
Utilities & Taxes	294,600	95,849	198,751	32.5%
Operating	277,975	76,301	201,674	27.4%
Personnel Supplies	175,830	48,759	127,071	27.7%
Computer Software	132,800	8,894	123,906	6.7%
Total Purchased Goods	1,105,255	265,076	840,179	24.0%
Purchased Services				
Repairs & Maintenance	1,098,000	424,490	673,510	38.7%
Communications	576,850	186,949	389,901	32.4%
Training/Travel	670,670	87,038	583,632	13.0%
Professional Services	1,615,900	240,263	1,375,637	14.9%
Contracted Services	6,000	0	6,000	0.0%
Rental/Leases	80,700	59,984	20,716	74.3%
Permits/Approvals	6,100	0	6,100	0.0%
Total Purchased Services	4,054,220	998,724	3,055,496	24.6%
Financial Expenses	9,300	1,600	7,700	17.2%
Total Expense	54,073,775	11,693,977	(1,824,467)	21.6%
Internal Charges/Recoveries				
Internal Charges	3,487,191	3,305,128	182,063	94.8%
Internal Recoveries	(400,000)	(1,758)	(398,242)	(0.4%)
Total Internal Charges/Recoveries	3,087,191	3,303,370	(216,179)	107.0%
Net Budget	54,249,566	14,262,029	39,987,537	26.3%

Appendix B: Capital Status Report

as at March 31, 2022

Project Description	Status	Total Approved	(Surplus)/Deficit
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Lifecycle Replacement Projects

Facilities Lifecycle & Equipment		\$13,300	(\$30,494)
Information Technology Hardware		\$511,100	(\$949,602)
Body Armour		\$39,600	(\$24,334)
Furniture		\$19,200	(\$293,769)
NS Patrol & Field Support		\$62,500	(\$172,615)
Exec / Admin Equipment		\$16,200	(\$307,309)
Investigative Services		\$81,000	(\$142,232)
Fleet & Equipment		\$563,300	(\$195,879)
Pride Group Equipment		\$67,700	(\$67,700)
PDRU Equipment		\$52,900	(\$52,900)

Project Description	Status	Life to Date Budget	(Surplus)/Deficit
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Projects

Police Vehicle Expansion		\$504,100	(\$128,136)
Body Worn Camera		\$688,600	\$4,761
Police Telecom Equip		\$265,700	(\$146,420)
Deployment Strategy		\$100,000	(\$100,000)

Facilities

HQ Renovation		\$34,111,000	\$1,833,501
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