



## Guelph Police Services Board

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Telephone: (519) 824-1212 #7213 Email: [board@guelphpolice.ca](mailto:board@guelphpolice.ca)

### Open Meeting Agenda

Thursday, November 16, 2023; 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   |             |
| 5.1 | University of Guelph Campus Safety Office Annual Report – Mr. David Lee   |             |
| 6.0 | Approval of Agenda  | Decision    |
|     | <u>PART 1 - CONSENT</u>   |             |
|     | <i>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.</i> | Decision    |
| 6.1 | Approval of the Open Meeting Minutes dated October 19, 2023   | Decision    |
| 6.2 | Human Resources Report – Member Appointments  | Decision    |
| 6.3 | Board Correspondence Report   | Information |
| 6.4 | Budget (Capital & Operating) Q3 Report  | Information |

PART 2 – DISCUSSION

6.5 Chief's Monthly Report

Information

6.6 New Business

7.0 Information Items

- Next Open Meeting: Thursday, December 14, 2023, at 2:00 p.m. via Teams meeting, Livestreamed on YouTube

8.0 Adjournment

Decision

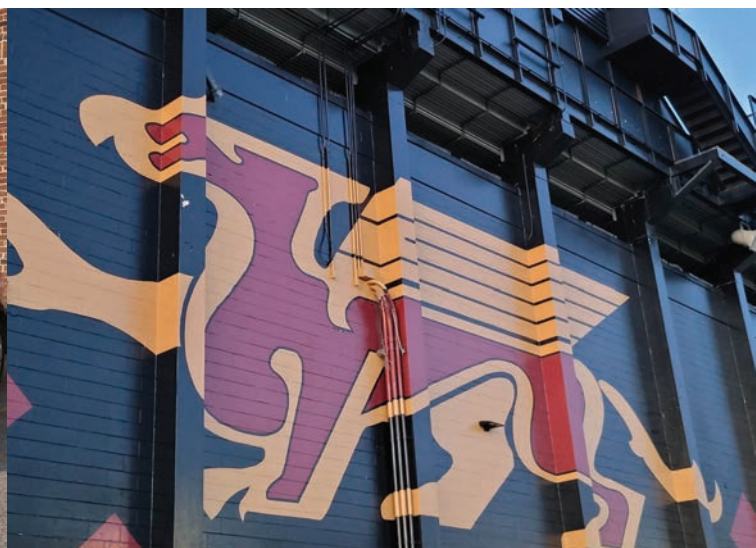


# May 2022 - April 2023 Annual Report University of Guelph Campus Safety Office



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## About the University of Guelph

**E**stablished in 1964, the University has 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 (1,017 acres) including the 165 hectare (408 acres) University of Guelph Arboretum and a 12 hectare (30 acres) research park. There are more than 150 buildings on the University of Guelph campus with construction of new buildings continuing.

The University of Guelph population features approximately 30,000 enrolled students, 3,000 staff members, and 800 faculty members.

The campus is active 24 hours, 7 days a week with students, staff and visitors. At night, approximately 5,000 students live in one of 14 residence halls. Two of these residences are Family Housing communities. 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.

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.





# Mission Statement

Our mission is to serve and support the 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 of the services we provide, while respecting the dignity and individuality of each person we interact with.







# Relationship with the Guelph Police Service



The University of Guelph Campus Safety Office has a strong, positive relationship with the Guelph Police Service since Campus Community Police's inception in 1964. This relationship is close, mutually respected and is continuously growing.

The Guelph Police Service is the sponsoring organization for the Campus Safety Office and, 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 Campus Safety Office, specific police powers and authorities of Special Constables and jurisdiction.

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

- Annual 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 assistance when requested





# Message from the Director



The Campus Safety Office (CSO) is accountable to the members of our community including students, staff, faculty and guests, and provides programs and initiatives that enable a safe campus environment.

Over the past year, as we emerge from the influence of COVID 19, the CSO has tailored the safety programs to reflect our new reality. By working closely with our community members and while constantly improving on relationships, the CSO continues to evolve to better serve the University of Guelph campus. All CSO officers remain committed to keeping this campus safe and helping everyone continue to enjoy the University of Guelph experience.

I would like to take this opportunity to thank retiring Manager of Operations, Garry Male, for his years of dedicated service here at the CSO. Garry's years of leadership experience will be very difficult to replace and will be sorely missed. Many community members worked with Garry on several committees such as the Move-in Committee, Homecoming, and St. Patrick's Day Committees, among others. His efforts moved campus towards a safer environment and assisted many community members to fully engage with campus safety initiatives.

The CSO is recognized as the leader in officer bicycle patrol training, provided by the International Police Mountain Bike Association (IPMBA). Several CSO officers are trained in the delivery of this program to other law enforcement, fire and EMS organizations within Ontario. The use of bike patrol on our campus continues to be very helpful in connecting with our community and fostering relationships amongst stakeholders.

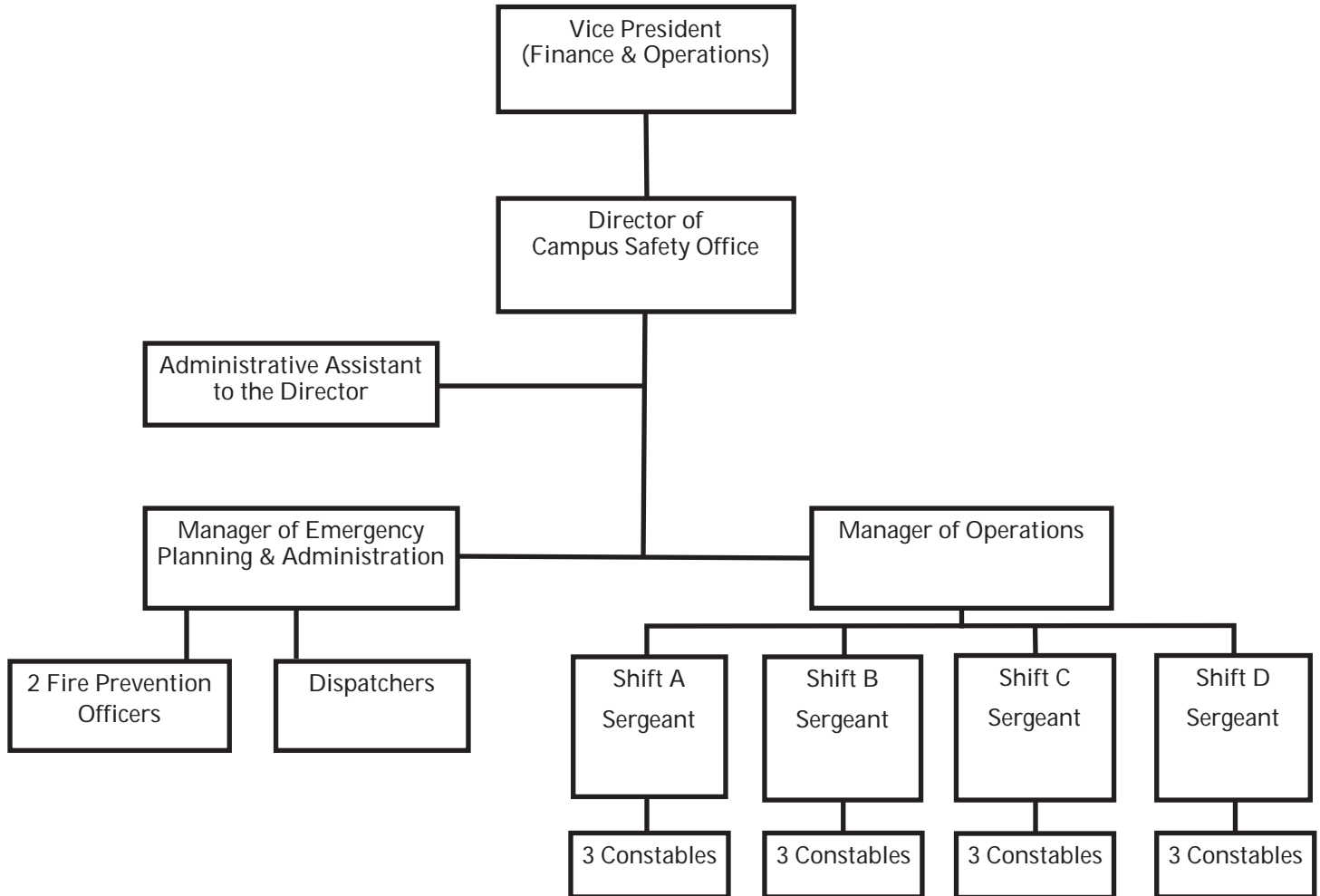
The delivery of Emergency Management services such as planning, training and response are key components of the CSO deliverables. Regular training and development of the Campus Control Group through tabletop exercises keeps all Committee members ready to respond to a situation. From relatively minor situations such as weather events up to a life-threatening incident resulting in the evacuation of some buildings, the emergency management response capacity is highly functional and responsive to the community.

The First Response Team (FRT) is a vital part of the overall campus safety strategy. Staffed and managed by trained student volunteers, the FRT responds to medical emergencies 24/7. The expertise and dedication of the student members serves the community well and offers a valuable experiential learning opportunity for those who are interested in pursuing a medical career.

Similarly, the CSO Auxiliary Program offers an experiential learning opportunity to several students each year who have demonstrated an interest in a policing career. These volunteers undergo a strict background investigative process before being approved to accompany CSO officers on patrol and participate in community safety awareness and education programs. A number of former Auxiliary members have been successful in applying to Ontario police services.

Director Dave Lee

# Organizational Structure



# Emergency Management

As part of our universities commitment to ensuring our staff, students and visitors remain safe on campus the Emergency Manager through the Campus Safety Office (CSO) continues to work collaboratively with our internal and external stakeholders to improve campus response to emergencies.

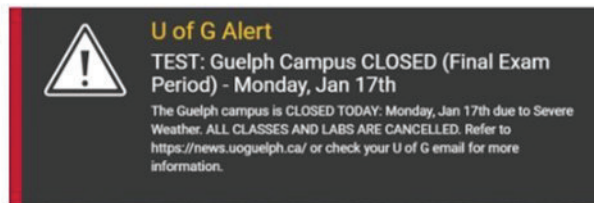
In the fall of 2022, we selected and changed our UofG Alert vendor. This was a strategic move in that it allowed us to create efficiencies where we were able to bring our two campus safety Apps (Safe Gryphon and UofG Alert) together under a shared AppArmor framework.

As part of our standard operating procedures for our UofG Alert systems, a campus wide test is conducted twice a school year. During the testing of our systems, we reach our campus population using various communication methods such as text messaging, e-mails, phone calls, Alertus Desktop, Alertus Beacons and Digital Signs. Our Digital Signs have a built in feature that allows an Emergency Alert to override the screen content immediately in real time, while communicating the important messaging.

These signs are strategically based across campus in highly populated buildings such as our University Center, residences, libraries, and our Athletic Centre.

## How UofG messages are displayed across campus

WEBSITE



DIGITAL SIGNS



ALERT BEACON



The Campus Control Group (CCG) is the core Executive Team that manages campus emergencies, and they accomplish this goal virtually or in person from the Emergency Operations Center (EOC). As part of the team's commitment for handling emergencies they meet quarterly to discuss developing trends related to emergency management and discusses how best we would manage similar issues on our campus. They also participate in tabletop and instructor led training.

The Emergency Manager continually provides training to various internal groups across campus to ensure that they know that we have a strategic framework in place for responding to emergency situations.

Our partnerships with the Guelph Police Service, Guelph Fire, Guelph Wellington Paramedic Service and the City of Guelph are instrumental in assisting us with responding to emergencies and we would like to thank these important community partners for their ongoing support.



# Authorities

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 Guelph Police Service Board and Guelph Police Service has authorized Campus Safety Office Special Constables to enforce the:

- ◆ Criminal Code of Canada, R.S.C. 1985m c046, as amended
- ◆ Controlled Drugs and Substances Act as amended; S.C. 1996m c19
- ◆ Youth Criminal Justice Act, 2002, C.1, as amended

And confers the authority of a police officer to enforce the:

- ◆ Highway Traffic Act, R.S.O., c. H-8, as amended
- ◆ Trespass to Property Act, R.S.O., 1990, c T-21, as amended
- ◆ 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
- ◆ Cannabis Act, 2017, as amended
- ◆ Liquor Licence and Control Act, 2019, 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 to appropriate Guelph medical facilities. Each University of Guelph Special Constable is equipped with an ASP (extendable baton), oleoresin capsicum spray (pepper spray), handcuffs, and naloxone spray. The University of Guelph Special Constables attend annual Use of Force Training provided by the Guelph Police Service as mandated by the Ministry of Community Safety and Correctional Services.



# Jurisdiction

University of Guelph Special Constables operate within a defined jurisdiction approved by the Guelph Police Service and Guelph Police Service Board, which includes the University of Guelph Main Campus, Ontario Vet College, Family Housing at 252 Stone Road and 78 College Avenue, as well as the highways on and abutting 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,
- Entrance Mall Loop

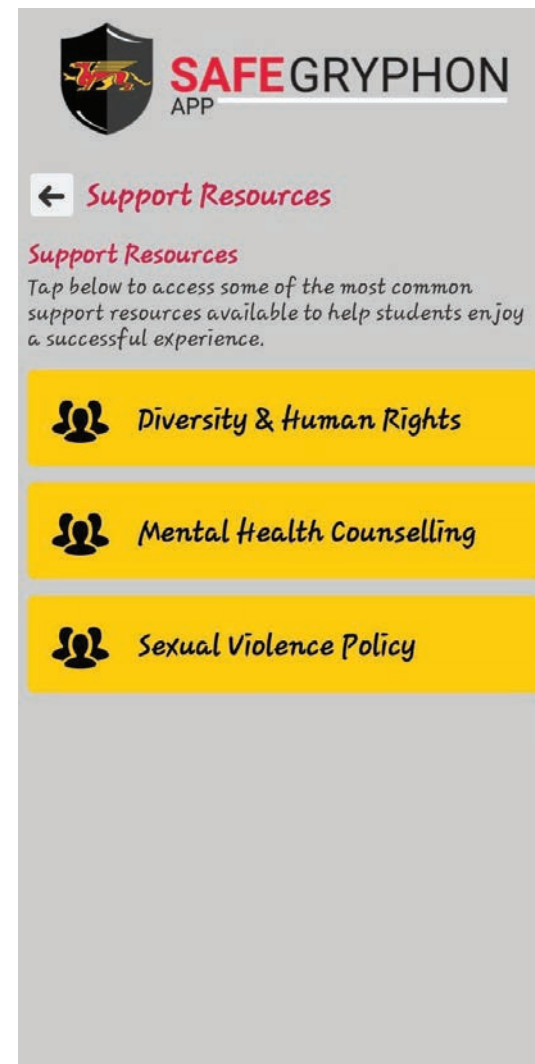
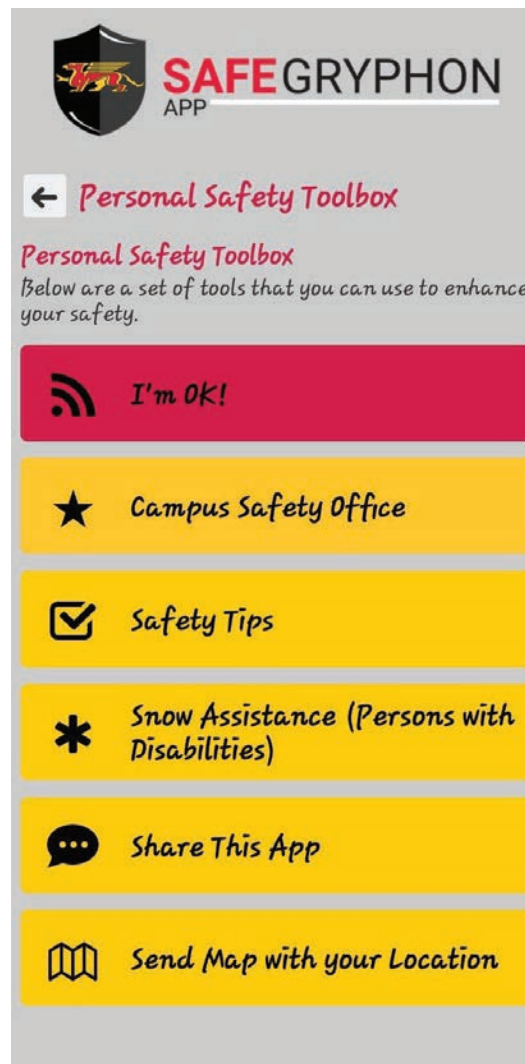
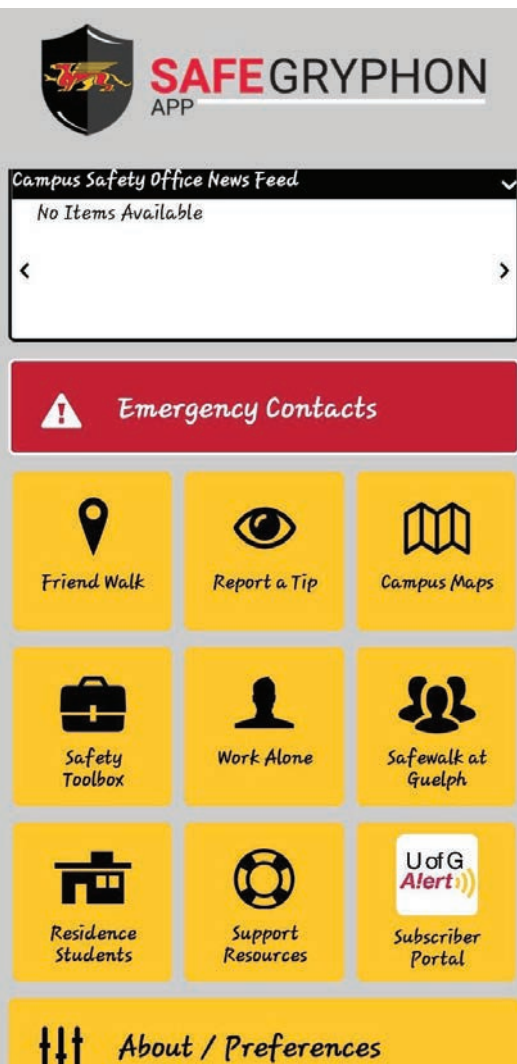


- University of Guelph Borders
- - - Highways – City of Guelph
- - - Highways - University of Guelph



# Safe Gryphon App

The Campus Safety Office continue to promote the “Safe Gryphon – UofGAlert” App for Smartphones. This app is free and is available to our entire Campus Community and is a step towards our commitment to improving safety on campus. Smartphone App technology is a common method of communication. The App allows the Campus Safety Office to share key information with others in a quick and efficient manner. The Safe Gryphon app has other safety features, including Friend Walk, where users can provide their location to their connected friend(s) in live time, and Work Alone, where an emergency contact will be contacted if the user does not check in at a specified interval. There are also interactive maps, a safety toolbox, Safe Walk, and support resources for our students and community members.





# Bicycle Unit



During the 2022-2023 year, nine officers were part of the bike patrol unit. All officers must successfully complete the International Police Mountain Bike Association (IPMBA) Police Cyclist Course to join the bike unit.

Sgt Liz Bouchard oversaw the bike unit. Sgt Bouchard organized and led bike courses for Guelph Police, Guelph Bylaw, and surrounding Universities. Additionally, Sgt. Bouchard continued in her role on the Board of Directors for IPMBA as Vice President.

S/Cst Nathan Harding organized the Property Crime Eradication Project (PCEP). The goal of this project is to locate and address property related crime around campus, including property damage, graffiti, insecure premises, and dangerous conditions, while utilizing bicycles as a transportation tool. Each working block, bicycle patrol officers were assigned a specific zone on campus to patrol on bike which resulted in the discovery of several incidents.

S/Cst Reta Jones and S/Cst Liam O'Hanlon participated in the annual Bike Rodeo with Family Housing. The event was organized by Family Housing manager Barb Robbins and S/Cst Jones. Canadian Tire also partnered with the CSO for this event by generously donating helmets and a bicycle for participants to win in a draw. During the rodeo, children were shown basic bicycle safety and then completed an obstacle course.

S/Cst Mario Deschamps organized a Wellness Ride on campus. During the ride, S/Cst Deschamps led participants around campus, and stopped at notable locations including the Gryphon Statue and Conservatory Gardens.





# Community Partner: First Response Team (FRT)



The Campus Safety Office works closely with the First Response Team (FRT). The FRT is a student-run, not-for-profit, volunteer organization that provides 24/7 on-call or special events coverage to the University of Guelph campus community in the form of emergency first-aid services. In the event of a call requiring medical assistance, the Campus Safety Office dispatches the FRT alongside a Special Constable or Fire Prevention Officer. The FRT area of coverage includes the main University of Guelph campus, as well as West Residence, the OVC, and the Arboretum. The team attends a variety of calls, ranging from intoxication to sports injuries or traumas and acts as a first response to provide immediate care to campus community members before regular EMS (Emergency Medical Services) arrive.

This past year, the FRT returned to full 24/7 on-call coverage for the entire year for the first time since 2019, due to the COVID-19 pandemic. All responders obtained their EMR (Emergency Medical Responder) certification through the Red Cross, in a successful effort to update and upgrade the quality of care that FRT responders provide to the campus community. EMR certification has also been made a requirement for all incoming FRT responders for the 2023 winter semester, as training is offered in January. This will ensure future years of FRT can continue to deliver the same high-quality level of care.



The FRT also attended their first in-person conference since the pandemic, with 20 delegates attending the 2023 NCEMSF (National Collegiate Emergency Medical Services Foundation) conference in Boston, Massachusetts, which included skills workshops and keynote speakers. Further, they trained their first competition team since the pandemic, which placed first at the NCCER (National Conference of Campus Emergency Responders) first-aid competition.

The FRT prioritizes maintaining and improving relations with local Emergency Services, both on and off campus. In addition, the FRT aims to be sensitive to and adapt its training and resources to meet the growing and changing needs of the University of Guelph campus community.





# Auxiliary Unit

The Campus Safety Office reintroduced its student auxiliary program in the 2022-2023 academic year. The program was previously paused due to the Covid-19 pandemic. This year's program featured four students enrolled in Criminal Justice and Public Policy at the University of Guelph. Each student displayed an interest in the career of law enforcement. The auxiliary program is beneficial to the community in numerous ways including community engagement, education, and professional networking.

Throughout the auxiliary program, students complete ride-alongs with officers and are exposed to different aspects of policing including routine patrols, taking statements, assisting with investigations, completing reports, and responding to various calls. Auxiliary students also attend special events around campus, such as Homecoming and Campus Day. Auxiliaries attend these events as representatives of the relationship between students and the Campus Safety Office. Auxiliaries interact with prospective students and families at certain events.

Auxiliary students are required to wear a uniform provided by the Campus Safety Office which gives them a sense of unity among the department. This experience gives students insight into policing. Each ride-along brings new experiences that students have not witnessed previously. Furthermore, special constables working at the Campus Safety Office have a unique and important role at the University of Guelph which many students are unaware of. The program provides a great opportunity for students to learn about the university, law enforcement, and themselves.

The Campus Safety Office looks forward to continuing the auxiliary program in the future.





# Dispatch

The University of Guelph special constables are supported by our dispatch team. There is one dispatcher assigned per shift. During projected busy times, such as Orientation Week, Homecoming and Move In/Out they are supplemented by an additional part time dispatcher to meet community needs.

Dispatchers are responsible for taking all incoming calls to the Campus Safety Office, which include but are not limited to fire and fire prevention calls, medical calls, lost and found, lockouts and general information calls for assistance on the University of Guelph Campus. As well, Campus Safety Office dispatchers are responsible for all after hours Physical Resource related calls. They also answer all calls from elevators and emergency phones. Once the call has been received, the dispatcher deploys the appropriate responder such as Campus Special Constables, the First Response Team (FRT), a fire prevention officers, or tradesperson such as plumber or electrician. They then create a dispatch in our D3 reporting system and, if required, escalate the call to an incident report.

Dispatchers are required to act with the utmost professionalism, understanding, and empathy while retrieving the required information from callers to assess the next level of response. Campus Safety Office dispatchers are an essential part of the team.

## Dispatch Statistics

Event/Year	2020-2021	2021-2022	2022-2023
Total Dispatch Calls Received	10,585	10,816	13,247
Dispatch Calls (C.S.O./Fire/Medical)	3,387	8,968	11,034
Officers Dispatched	8,908	7,097	10,750
Officers on Scene	2,491	3,668	11,154
Incident Reports Escalated	782	1,188	1,527
Calls Taken: Physical Resources (after hours)	1,551	1,652	1,902



# Overview of Incidents

Type of Incident Attended	2020-2021	2021-2022	2022-2023
Administrative Notice (9-1-1 Call)	-	100	99
Arson / Intentional Fires	0	0	0
Assault	2	5	5
Assault Peace Officer	0	0	1
Bomb Threats	0	0	1
Break and Enter	29	8	8
Cannabis 2017 Act	0	0	1
Criminal Harassment	7	11	13
Disturbances	13	71	13
Domestic Disturbances	3	5	8
Drugs	6	2	6
Emergency Phone Activation	-	276	249
Frauds and Counterfeit Money	2	10	9
General Fire Alarms	59	85	91
Hate Activity	0	0	0
Hate Crimes	0	0	0
Homicide	0	0	0
Impaired Driving	1	1	0
Intoxicated Person - Arrest/Hospital	7	52	35
Liquor Offence	32	100	61
Medical Other	32	133	128
Medical - First Response Team, No CSO Presence	0	96	135
Medical Intoxicated	-	67	36
Mental Health	31	73	78
Mischief/Vandalism/Property Damage	35	81	98
Missing Person	1	3	4
Proactive Patrols	5,140	3,392	3,036
Sexual Violence	1	5	7
Smoking Complaints	75	39	58
Sudden Deaths	0	0	0
Theft - Bicycles	11	62	35
Theft - Motor Vehicle	0	2	5
Theft Other	24	61	73
Threatening	4	14	4
Traffic Stops	135	204	147

# Criminal Code Charges

2022-2023 Charges	Citizen	Student	Total
Assault	0	1	1
Assault Peace Officer	1	0	1
Assault Cause Bodily Harm	0	0	0
Bench Warrant	1	0	1
Fail to Comply with Probation Order/ Undertaking	2	0	2
Breach of Recognizance	1	2	3
Break & Enter	0	2	2
Criminal Harassment	2	2	4
Dangerous Operation of a Vehicle	2	0	2
Disturbance/ Weapons	0	0	0
Fraud	0	0	0
Hate Crime	0	0	0
Impaired Driving	0	0	0
Mischief	0	0	0
Obstruct Police/Resist Arrest	0	0	0
Possession of Break and Enter Tools	1	0	1
Possession of Controlled Substance	2	0	2
Possession of Property Obtained by Crime	2	0	2
Theft Over \$5,000	0	0	0
Theft Under \$5,000	3	0	3
Uttering Threats	0	0	0





# Provincial Offences: Highway Traffic Act

Charges (May 2022-April 2023)	Citizens Charged	Students Charged	Total
Disobey Stop Sign—Fail to Stop	17	10	27
Red Light/Amber Light—fail to stop	10	1	11
Fail to Yield to Through Traffic	0	0	0
Drive Motor Vehicle no License/ More than 1 Licence	1	0	1
Drive Motor Vehicle - No Valid Permit/Val Tag	0	0	0
Fail to Report Accident	0	0	0
Drive While Under Suspension / 3 Day Suspension	1	0	1
Careless Driving	0	0	0
Other	8	5	13
Drive -Handheld Communication Device	0	1	1
Driver Fail to Surrender License	1	3	4
No Clear View to Front/Side/Rear	0	0	0
Window Obstructed	0	2	2
Turn Not in Safety	1	0	1
Fail to use Seatbelt	0	0	0
G1 – Drive Unaccompanied	0	1	1
Use Plate not Authorized	0	0	0
Improper Bicycle Lighting	0	0	0
Cyclist – Ride in Crosswalk	0	0	0
Cyclist – Fail to Identify Self	0	0	0
Stunt Driving	0	1	1

## Provincial Offences: Liquor Licence and Control Act

2022-2023 Charges	Citizen	Student	Total
Intoxicated in a Public Place	4	27	31
Having Open Liquor	2	12	14
Under 19 Have/Consume Liquor	1	24	25
Present Identification Not Lawfully Issued	0	5	5

## Provincial Offences: Trespass to Property Act

2022-2023 Charges	Citizen	Student	Total
Fail to Leave when Directed	2	0	2
Enter when Entry Prohibited	9	2	11
Engage in Prohibited Activity	2	0	2
Trespass No Charge	62	9	71

## Provincial Offences: Mental Health Act

2022-2023	Citizen	Student	Total
Apprehension / Voluntary transport	1	10	11
IMPACT (Attended/Notified)	Not Listed	Not Listed	203

## Provincial Offences: Cannabis Act

2022-2023	Citizen	Student	Total
Possession Under 19 Years	0	1	1



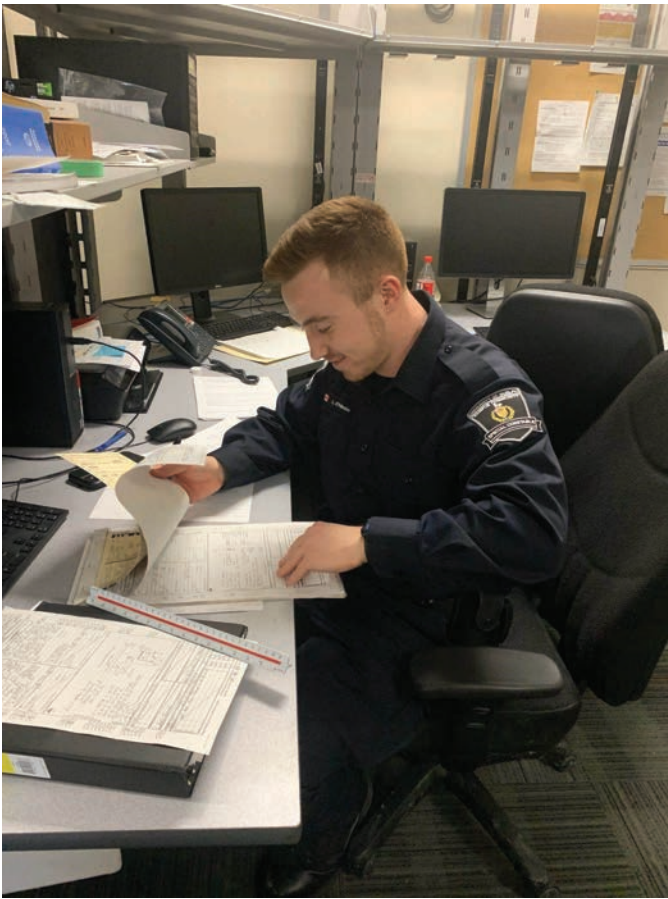


# Judicial Offences

OFFENCE	TOTAL
Human right violation – University policy	2
Harassment	3
Unlawfully remove/destroy/access/possess/tamper with property not your own	31
Safety-bodily harm-engage in activities likely to endanger the safety of yourself or others	4
Fail to be responsible for guest(s)	8
Fail to abide by the University's tobacco and smoke free policy	3
Activate/tamper with fire/life safety equipment on campus for illegitimate purposes	4
Fail to abide by posted hours and limits on entry	1
Consume cannabis – person under 19 years of age	1
Supply drug paraphernalia on campus	1
Possession of liquor—person under 19 years of age	1
Consumption/have open possession of liquor on campus in other than an area where it is specifically permitted	2
GRAND TOTAL	61

















# Community Partners



Office of Diversity  
and Human Rights







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 – October 19, 2023

An Open meeting of the Guelph Police Services Board was held by teleconference call on October 19, 2023, pursuant to sections 11.4 and 20.7 of Guelph Police Services Board By-Law 136 (2009), commencing at 2:30 p.m.

Present:

P. McSherry, Chair	G. Cobey, Chief of Police
J. Armstrong, Vice-Chair	D. Goetz, Deputy Chief of Police
C. Guthrie, Member	S. Gill, Deputy Chief of Police
P. Allt, Member	J. Sidlofsky Stoffman, Legal Counsel
A. Sharma, Member	S. Purton, Finance Manager
L. LaCelle, Executive Assistant	J. Allsop, Executive Assistant
	A. Goody, Inspector
	J. Robinson, Research Analyst

#### 1.0 Welcome and Introductions

Chair McSherry welcomed everyone to the October 19, 2023, Guelph Police Services Board meeting.

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

Chair McSherry called the meeting to order at 2:31 p.m. by teleconference call between the attendees and gave the Territorial Acknowledgement.

#### 3.0 Declaration of Conflict or Pecuniary Interest – None

#### 4.0 Closed Session Resolutions

Moved by C. Guthrie

Seconded by P. Allt

THAT the Guelph Police Services Board support the Cops and Kids Christmas Campaign in the amount of \$1,000.00, with funds to be paid from the Community Account.

- CARRIED -



5.0 Presentations/Delegations – None

6.0 Approval of the Agenda

Moved by **P. Allt**

Seconded by **J. Armstrong**

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

- CARRIED -

Part 1 – Consent Agenda

Moved by **J. Armstrong**

Seconded by **C. Guthrie**

THAT the Consent Agenda items be approved.

- CARRIED -

6.1 Approval of the Open Meeting Minutes dated October 5, 2023

Moved by **J. Armstrong**

Seconded by **C. Guthrie**

THAT the Guelph Police Services Board approve the Open Meeting minutes of October 5, 2023.

- CARRIED -

6.2 Board Correspondence Report

THAT the report titled "Open Meeting – October 19, 2023 Board Correspondence Report," and dated October 19, 2023, be received for information.

6.3 Professional Standards Quarterly Report

THAT the report titled "Professional Standards Third Quarter Report 2023," and dated October 19, 2023, be received for information.

Part 2 – Discussion Agenda

6.4 2023-2027 Operating Budget

Moved by **C. Guthrie**

Seconded by **J. Armstrong**

WHEREAS the Guelph Police Services Board has reviewed the proposed 2024-2027 Operating Budget; and

WHEREAS the Guelph Police Services Board presented its operating budget to the public on October 5, 2023 and provided an opportunity for feedback; therefore,

BE IT RESOLVED that the Guelph Police Services Board approve the Guelph Police Service 2024-2027 Operating Budget in the amounts of \$61,399,520 in 2024, \$66,366,000 in 2025, \$70,863,550 in 2026 and \$75,403,900 in 2027; and,

THAT the Guelph Police Services Board approve the Service's updated user fees as outlined in Appendix B effective January 1, 2024; and,

THAT the Guelph Police Services Board recommend transfers from the Police Operating Contingency Reserve (#115) in the amounts of \$330,400 in 2024, \$279,900 in 2025, \$114,400 in 2026 and \$116,400 in 2027; and,

THAT the Guelph Police Services Board recommend transfers to the Police Capital Reserve Fund (#158) in the amounts of \$4,248,000 in 2024, \$4,421,000 in 2025, \$4,805,000 in 2026 and \$4,982,000 in 2027; and,

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

#### 6.5 **Chief's Monthly Report**

Chief Cobey asked Deputy Chief Gill to provide brief update on Homecoming weekend.

Deputy Chief Gill shared that the Service once again partnered with the City of Guelph Bylaw Department, Public Works Department, Paramedic Services, Guelph Fire Department, the University of Guelph, and Richmond properties to coordinate the approach to what was a significant gathering at Chancellor's Way. There were approximately 5,000 people in attendance that day and evening. Overall, things went fairly smoothly compared to previous years. The Emergency Operations Centre at Police headquarters allowed all of the partners to come together and work in a coordinated fashion. Overall, there were no significant incidents.

#### 6.6 New Business – None

#### 7.0 Information Items

- Next Open Meeting: Thursday, November 16, 2023, 2:30 p.m., via Teams meeting, livestreamed on YouTube.

8.0 Adjournment

Moved by **A. Sharma**

Seconded by **C. Guthrie**

THAT the Open meeting of the Guelph Police Services Board rise and recess at  
**4:25 p.m.**

- CARRIED -

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P. McSherry, Vice-Chair

---

L. LaCelle, Executive Assistant





GUELPH POLICE SERVICES BOARD  
*Pride • Service • Trust •*

OFFICE OF THE CHIEF OF POLICE

TO: Chair Peter McSherry and Members of the Guelph Police Services Board

DATE: Thursday, November 16, 2023

SUBJECT: Member Appointments

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PREPARED BY: Jaclyn Millson, Human Resources Advisor

APPROVED BY: Daryl Goetz, Deputy Chief

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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 Sara Davison as an Information Processor Clerk in the Data Services Unit with our Service effective November 06, 2023.

Sara is a graduate of the University of Windsor with a Masters of Business Administration and currently works at the Upper Grand District School Board as an Educational Assistant.

MOVED THAT:

- Sara Davison be appointed as a full-time member of this Service effective November 06, 2023.

FURTHER THAT:

A board motion is required to appoint Meredith Lamptey as a Police Communicator/Dispatcher with our Service effective November 20, 2023.

Meredith is a graduate of the Emergency Telecommunications program at Humber College. She has also obtained a Bachelor of Education at Queen's University and a Bachelor of Forensic Science at the University of Windsor. Meredith has over 8-years of experience as a Communicator with Waterloo Regional Police Service.

MOVED THAT:

- Meredith Lamptey be appointed as a full-time member of this Service effective November 20, 2023.

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

### Open Meeting – November 16, 2023 Board Correspondence Report

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#### Incoming Correspondence

- None to report.

#### Outgoing Correspondence

October 19, 2023

- Correspondence to Mayor Guthrie re: Guelph Police Service 2024 to 2027 Operating Budget (attached).





## Guelph Police Services Board

PO Box 31038, Willow West Postal Outlet, Guelph, Ontario N1H 8K1

Telephone: (519) 824-1212 # 213 Fax: (519) 824-8360

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October 19, 2023

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

Your Worship,

The Guelph Police Service's 2024-2027 Operating Budget was approved by the Guelph Police Services Board at the Open meeting Held on Thursday, October 19, 2023. The following motion was made and carried unanimously by the Guelph Police Services Board:

**WHEREAS** the Guelph Police Services Board has reviewed the proposed 2024-2027 Operating Budget; and

**WHEREAS** the Guelph Police Services Board presented its operating budget to the public on October 5, 2023 and provided an opportunity for feedback; therefore,

**BE IT RESOLVED** that the Guelph Police Services Board approve the Guelph Police Service 2024-2027 Operating Budget in the amounts of \$61,399,520 in 2024, \$66,366,000 in 2025, \$70,863,550 in 2026 and \$75,403,900 in 2027; and,

**THAT** the Guelph Police Services Board approve the Service's updated user fees as outlined in Appendix B effective January 1, 2024; and,

**THAT** the Guelph Police Services Board recommend transfers from the Police Operating Contingency Reserve (#115) in the amounts of \$330,400 in 2024, \$279,900 in 2025, \$114,400 in 2026 and \$116,400 in 2027; and,

**THAT** the Guelph Police Services Board recommend transfers to the Police Capital Reserve Fund (#158) in the amounts of \$4,248,000 in 2024, \$4,421,000 in 2025, \$4,805,000 in 2026 and \$4,982,000 in 2027; and,

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

**- CARRIED UNANIMOUSLY -**

Kindly distribute this information to members of City Council.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter McSherry', with a stylized flourish at the end.

Peter McSherry, Chair  
Guelph Police Services Board

cc. Scott Stewart, CAO, City of Guelph  
Trevor Lee, DCAO, Corporate Services, City of Guelph  
Tara Baker, General Manager/City Treasurer, City of Guelph  
Gordon Cobey, Chief of Police, Guelph Police Service  
Sarah Purton, Finance Manager, Guelph Police Service



## GUELPH POLICE SERVICES BOARD

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### FINANCIAL SERVICES DIVISION

TO: Chair Peter McSherry and Members of the Guelph Police Services Board

DATE: Thursday, November 16, 2023

SUBJECT: SEPTEMBER 2023 FINANCIAL VARIANCE REPORT

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PREPARED BY: Sarah Purton, Manager & Lisa Rintoul, Analyst, Financial Services

APPROVED BY: Daryl Goetz, Deputy Chief of Administration

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#### 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 and a mitigation strategy is being put in place to rectify the overspending. 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.



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## OPERATING VARIANCE REPORT:

The Guelph Police Service is reporting year to date spending 73.6% 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 September 2023 have a green status with the exception of overtime. Overtime is in a red status due to paid overtime ending the quarter approximately \$344K over budget. Overtime is expected to continue to present challenges through to year end due to staffing vacancies and a higher than normal level major crime investigations.

The September YTD percentage of budget spent is 73.6%, a little below the YTD target of 75% and representing a YTD surplus. The September operating surplus is primarily related to position vacancies and spending levels in purchased services. The surplus is offset by a YTD deficit in revenues. Total revenues are at 63.9% of budget due to the CSP Local and Provincial priorities grant payments being received after the quarter end (\$920K). Total salaries and benefits are running under budget at 71.8%. The position vacancy budget including benefits has a year- to-date surplus of \$1.99M due to the full-time equivalents (FTE) being below the authorized strength throughout the first, second and third quarters. This surplus is offset by deficits experienced in overtime and temporary staffing costs resulting from these vacancies. Per the Q3 staffing report prepared by Human Resources, FTEs are under complement by 5.9, of which Police are over complement by one member and Civilian are under complement by 6.9 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.

As of September 2023, banked and paid overtime hours are up year over year by 6,234 straight time hours. Overtime hours have increased in all areas except for legislated/mandated and no lunch categories. OT hours have been impacted by block training (March - June), the downtown supplemental staffing project (June - October) and several ongoing investigations involving major crimes and events such as protests and more recently, Homecoming and Safe Semester. 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 of \$3,642K represent 67.2% of the full year budget. Purchased goods, services, and internal charges/recoveries net to a \$265K surplus. Purchased goods are tracking close to budget. Purchased services have a YTD surplus due to the timing of some expenses such as PRIDE. We had not received any 2023 invoices for the PRIDE group at the end of Q3 and all expenses will be recorded in Q4.

Internal charges and recoveries are at 105.4% of budget. Actual Internal charges represent 97.9% of the full year budget and are mostly one-time fees which are fully recorded by Q2. Internal recoveries include transfers from sick leave and police operating contingency reserve for the supplemental staffing initiative to support the downtown community. Internal recoveries are at 64.3% of budget YTD. Internal charges/recoveries are tracking close to budget with little to no variance expected at year end.

Currently, the Guelph Police Service is forecasting no year-end variance. There are several pressures on the full year forecast, including:

- Higher than anticipated benefit and WSIB costs. The Service's benefit plan is structured such that the Service pays the cost of the benefit plus an administration fee, so higher than expected utilization of benefits or mix of benefits utilized can result in a significant variance on the benefit budget. Additionally, higher than budgeted WSIB costs continue to put pressure on the Service's year end projection. Any shortfall in these costs are required to be funded by the Service's operating budget.
- A higher than usual level of projects has resulted in increased overtime and project expenses. Projects include such things as major crime and events such as Homecoming, Safe Semester and protests and rallies.
- High inflation continues to be a challenge.

## CAPITAL VARIANCE REPORT:

The capital status dashboard as of September 30, 2023, is presented for information in Appendix B. Year to date capital spending for open projects at the time of reporting was \$3.1M with the majority of spending related to Information Technology Hardware (\$841K), Fleet Vehicle & Equipment Replacement (\$820K) and Automated License Plate Readers (ALPR) (\$524K).

### 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, with the exception of the Facilities Lifecycle & Equipment project. The deficit in this project as well as forecasted deficits in other projects will be addressed through a reallocation of funds from a similar projects and these reallocations are discussed in detail later in the report.

Facilities Lifecycle and Equipment currently has a deficit of \$19.2K due to higher than expected costs associated with replacement of the garage door.

Information Technology Hardware capital account has a surplus of \$309K. The surplus will be spent to replace existing technology as it reaches the end of its useful life. The work to outfit select meeting rooms with hybrid technology is complete.

The Body Armour project is currently in a surplus of \$33K. The Body Armour budget is established based on the body armour that 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 has a surplus of \$184K. This project is utilized to fund both new furniture requirements for the Service as well as replace existing furniture at the end of its useful life.

Neighbourhood Services Patrol and Field Support is in a surplus of \$157K. This project includes equipment required by Tactical, Canine, Uniform and Traffic. Spending has been less than planned primarily due to the extension of scheduled replacements and the cost of some equipment that has been replaced being less than budgeted.

Executive and Admin Equipment has a surplus of \$276K. This project includes equipment from Property, Courts, Training and Wellness areas. Spending has been less than planned primarily due to the extension of scheduled replacements.

Investigative Services Equipment has a surplus of \$92K. 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 \$110K. 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. A portion of surplus is a result of the cancellation of a vehicle by the supplier that will be reordered in 2023.

The Pride Group Capital Project has a surplus of \$123K and will be reallocated to the CCTV project in Q4.

The PDRU Equipment capital project has \$18K surplus due to the useful life of some assets scheduled for replacement being extended.

#### Projects:

Police Vehicle Expansion Project is in a surplus of \$142K. A portion of the surplus will be reallocated to the CCTV project in Q4 with the balance being utilized for purchases of new vehicles and equipment.

The Body Worn Camera project has a surplus of \$299K due to the timing of the contract payment.

The Next Generation 911 project has a surplus of \$925K. This was a new project approved by the Board as part of the 2023 budget confirmation process

The ALPR technology project was a grant funded project from 2022. The technology was received in Q1 2023, and the project will be closed.

#### Budget Reallocations:

As part of the 2023 budget confirmation process, the Board recognized that as a result of multi-year budgets, staff required increased flexibility regarding budget management related to capital projects. As such, the following capital budget reallocation and reporting thresholds were established:

Amount	Approver	Reportable To
>\$100,000	Guelph Police Services Board	Guelph Police Services Board
>=\$25,000	Chief of Police or Deputy Chief of Police and Financial Services Manager	Guelph Police Services Board
<\$25,000	Inspector or Civilian Manager (of the unit responsible for the capital project) and Financial Services Manager	Guelph Police Services Board

In response to existing overages or forecast overages in the below capital projects, the following reallocations will be done prior to year-end.

- \$25,000 reallocated from PS0091 Furniture to PS0082 Neighbourhood Services Patrol/Field Support (PS0082)
- \$40,000 reallocated from PS0083 Exec/Admin Equipment to PS0068 Facilities Lifecycle & Equipment
- \$100 reallocated from PS0079 Information Technology Hardware to PS0090 ALPR

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 as well as an elevated level of member accommodations may impact overtime and project expenses.
- Actual experience with respect to benefits and WSIB expenses are currently trending higher than budget.
- Exchange rate and inflationary impacts that result in the actual cost of an item or project exceeding budget.
- Supply chain issues may result in higher operating costs as a result of increased repairs and maintenance to existing assets while waiting for delivery.

ATTACHMENTS:

Appendix A: September 2023 Operating Variance Report

Appendix B: September 2023 Capital Status Report

## Appendix A



## Police Operating Variance Report

As at September 30, 2023

(brackets indicate a favourable variance)

	Approved	YTD	YTD	YTD	YTD	2023
	Final Budget	Actuals	Budgets	Variance	(Surplus)/Deficit	Budget Spent %
<b>Revenue</b>						
User Fees & Service Charges	(588,100)	-525,773	-441,075	62,327	-84,698	89.4%
Product Sales	(500)	-114,490	-375	(113,990)	-114,115	22,898.0%
External Recoveries	(43,500)	-152,070	-32,625	(108,570)	-119,445	349.6%
Grants	(2,610,800)	-1,279,920	-1,958,100	1,330,880	678,180	49.0%
<b>Total Revenue</b>	<b>(3,242,900)</b>	<b>-2,072,253</b>	<b>-2,432,175</b>	<b>1,170,647</b>	<b>359,922</b>	<b>63.9%</b>
<b>Expense</b>						
<b>Salary &amp; Wages</b>						
Permanent Salaries	37,284,614	24,563,024	27,246,449	(12,721,590)	-2,683,425	65.9%
Temporary Salaries	88,260	220,840	64,498	132,580	156,342	250.2%
Overtime	1,000,000	1,448,139	730,769	448,139	717,370	144.8%
Special Duty	365,200	86,633	273,900	(278,567)	-187,267	23.7%
<b>Total Salary &amp; Wages</b>	<b>38,738,074</b>	<b>26,318,636</b>	<b>28,315,616</b>	<b>-12,419,438</b>	<b>-1,996,980</b>	<b>67.9%</b>
Employee Benefits	12,990,526	10,871,766	9,493,077	(2,118,760)	1,378,689	83.7%
Other Compensation (Sick Leave Payout)	400,000	255,504	300,000	(144,496)	-44,496	63.9%
<b>Total Salary, Wage &amp; Benefits</b>	<b>52,128,600</b>	<b>37,445,906</b>	<b>38,108,692</b>	<b>-14,682,694</b>	<b>-662,786</b>	<b>71.8%</b>
<b>Purchased Goods</b>						
Administration & Office Expenses	75,700	33,434	56,775	(42,266)	-23,341	44.2%
Fleet, Equipment & Vehicle	162,850	100,373	122,138	(62,477)	-21,765	61.6%
Utilities & Taxes	302,000	246,224	226,500	(55,776)	19,724	81.5%
Operating	284,025	200,020	213,019	(84,005)	-12,999	70.4%
Personnel Supplies	180,130	124,368	135,098	(55,762)	-10,730	69.0%
Computer Software	2,200	89,278	1,650	87,078	87,628	4,058.1%
<b>Total Purchased Goods</b>	<b>1,006,905</b>	<b>793,697</b>	<b>755,179</b>	<b>-213,208</b>	<b>38,518</b>	<b>78.8%</b>
<b>Purchased Services</b>						
Repairs & Maintenance	1,251,950	1,008,487	938,963	(243,463)	69,525	80.6%
Communications	584,350	413,893	438,263	(170,457)	-24,370	70.8%
Training/Travel	674,885	528,369	506,164	(146,516)	22,205	78.3%
Professional Services	1,768,200	861,762	1,326,150	(906,438)	-464,388	48.7%
Contracted Services	6,000	2,967	4,500	(3,033)	-1,533	49.5%
Rental/Leases	81,700	23,081	61,275	(58,619)	-38,194	28.3%
Permits/Approvals	39,200	0	29,400	(39,200)	-29,400	0.0%
<b>Total Purchased Services</b>	<b>4,406,285</b>	<b>2,838,559</b>	<b>3,304,714</b>	<b>-1,567,726</b>	<b>-466,155</b>	<b>64.4%</b>
Financial Expenses	9,300	9,372	6,975	72	2,397	100.8%
<b>Total Expense</b>	<b>57,551,090</b>	<b>41,087,534</b>	<b>42,175,560</b>	<b>-16,463,556</b>	<b>-1,088,026</b>	<b>71.4%</b>
<b>Internal Charges/Recoveries</b>						
Internal Charges	3,620,980	3,545,532	3,620,980	(75,448)	-75,448	97.9%
Internal Recoveries	(660,000)	(424,674)	-660,000	235,326	235,326	(64.3%)
<b>Total Internal Charges/Recoveries</b>	<b>2,960,980</b>	<b>3,120,858</b>	<b>2,960,980</b>	<b>159,878</b>	<b>159,878</b>	<b>105.4%</b>
<b>Net Budget</b>	<b>57,269,170</b>	<b>42,136,139</b>	<b>42,704,365</b>	<b>(15,133,031)</b>	<b>-568,226</b>	<b>73.6%</b>



## Appendix B: Capital Status Report

as at September 30, 2023

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

Facilities Lifecycle & Equipment		\$15,900	\$19,247
Information Technology Hardware		\$1,020,600	(\$309,571)
Body Armour		\$40,800	(\$33,060)
Furniture		\$19,600	(\$184,046)
NS Patrol & Field Support		\$153,700	(\$156,845)
Exec / Admin Equipment		\$22,100	(\$276,236)
Investigative Services		\$86,600	(\$91,818)
Fleet & Equipment		\$927,300	(\$110,619)
Pride Group Equipment		\$117,500	(\$123,871)
PDRU Equipment		\$25,700	(\$18,275)

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

Police Vehicle Expansion		\$574,800	(\$142,122)
Body Worn Camera		\$1,394,900	(\$299,465)
Next Generation 911		\$1,245,000	(\$925,193)
ALPR		\$524,000	\$96