

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

### **Open Meeting Agenda - Amended**

Thursday, May 16, 2024; 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.

		Open Session: 2:30 p.m.	
1.0	Welco	me and Introductions	
2.0	Meeti	ng Called to Order, Territorial Acknowledgment	
3.0		rations of Conflict or Pecuniary Interest under the ipal Conflict of Interest Act	Information
4.0	Close	d Session Resolutions (if any)	Decision
5.0	Prese	ntations/Delegations	
	5.1	Downtown Support – Inspector Andrew Goody	
6.0	Appro	val of Minutes of the Open Meeting, March 21, 2024	Decision
7.0	Appro	val of Agenda	Decision
	Items Prior	T 1 - CONSENT on the Consent Agenda can be approved in one motion. to the motion being voted on, a member of the Board equest that an item be moved to the Discussion Agenda.	Decision
	7.1	Board Correspondence Report	Information
	7.2	2023 Annual Suspect Apprehension Pursuit (SAP) Report	Information
	7.3	Sponsorship Request: Canadian Association of Police Governance Conference	Decision
	7.4	Member Appointments	Decision

	7.5 December 2023 Financial Variance Report		Decision	
	7.6	Property and Surplus Goods (Auction) Annual Report	Information	
	7.7	New Board Policy BD-02-010 – Appointment of Special Constables	Decision	
	7.8	Professional Standards First Quarter Report 2024	Information	
	<u>PAR</u>	T 2 - DISCUSSION		
	7.9	Operating and Capital Budget Q1 Quarterly Variance Report	Information	
	7.10	Chief's Monthly Report (verbal)	Information	
8.0	New	Business		
9.0	Information Items			
	<ul> <li>Next Open Meeting: Thursday, June 20, 2024, 2:30 p.m., via Teams meeting, Livestreamed on YouTube</li> </ul>			
10.0	Adjournment De			



#### 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 - March 21, 2024

An Open meeting of the Guelph Police Services Board was held by teleconference call on March 21, 2024, 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

J. Armstrong, Vice-Chair

C. Guthrie, Member

A. Sharma, Member

P. Allt, Member

L. LaCelle, Executive Assistant

G. Cobey, Chief of Police

D. Goetz, Deputy Chief of Police

S. Gill, Deputy Chief of Police

J. Millson, Executive Assistant

Regrets: J. Sidlofsky Stoffman, Legal Counsel

#### 1.0 Welcome and Introductions

Chair McSherry welcomed everyone to the March 21, 2024, Guelph Police Services Board meeting.

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

Chair McSherry called the meeting to order at 2:36 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** J. Armstrong **Seconded by** C. Guthrie

**THAT** the Guelph Police Services Board support Torchlight Services in the amount of \$1,000.00 with funds to be paid from the Community Account.

- CARRIED -

**Moved by** J. Armstrong **Seconded by** C. Guthrie

**THAT** the Guelph Police Services Board support the Guelph Neighbourhood Support Coalition in the amount of \$5,000.00, with funds to be paid from the Community Account.

- CARRIED -

#### **5.0 Presentations/Delegations – None**

#### 6.0 Approval of Minutes of the Open Meeting, February 15, 2024

Moved by C. Guthrie

Seconded by J. Armstrong

**THAT** the Guelph Police Services Board approve the Open Meeting Minutes of February 15, 2024.

- CARRIED -

#### 7.0 Approval of the Agenda

Moved by P. Allt

Seconded by C. Guthrie

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

- CARRIED -

#### Part 1 - Consent Agenda

Moved by P. Allt

**Seconded by** C. Guthrie

**THAT** the Consent Agenda items be approved.

- CARRIED -

#### **7.1** Board Correspondence Report

**THAT** the report titled "Open Meeting – March 21, 2024, Board Correspondence Report," and dated March 21, 2024, be received for information.

#### 7.2 2023 Access to Information Report

**THAT** the report titled "2023 Access to Information Report," and dated March 21, 2024, be received for information.

#### 7.3 ViCLAS/Major Case Management – 2023 Annual Report

**THAT** the report titled "ViCLAS/Major Case Management – 2023 Annual Report," and dated March 21, 2024, be received for information.

#### 7.4 Missing Persons Act, 2023 – Annual Report

**THAT** the report titled "Missing Person Act, 2023 – Annual Report," and dated March 21, 2024, be received for information.

#### 7.5 Public Sector Salary Disclosure for 2023

**THAT** the report titled "Public Sector Salary Disclosure for 2023," and dated March 21, 2024, be received for information.

#### 7.6 Professional Standards 2023 Year End Report

**THAT** the report titled "Professional Standards 2023 Year End Report," and dated March 21, 2024, be received for information.

#### 7.7 Member Appointments

**THAT** Sebastien Brugma, Ashton Pilkey, Matthew Neault, Justin Garbutt, and Kelly Uskin be appointed as full-time members of this Service effective March 4, 2024.

**FURTHER THAT** Nicholas Dowe be appointed as a full-time member of this Service effective May 29, 2024

**FURTHER THAT** Philip Ferchat be appointed as a full-time member of this Service effective March 11, 2024

**AND THAT** Christian Godin be appointed as a full-time member of this Service effective March 14, 2024.

#### Part 2 - Discussion Agenda

#### 7.8 Chief's Monthly Report

Chief Cobey updated the Board with respect to the commitment to increase the support provided to the Downtown. In addition to Constable Vaivods and the Platoon members who support the Downtown, Constable Mark O'Connell has returned to the Downtown as the second Downtown Resource Officer. An additional IMPACT worker is also now in place to work with the Downtown Resource Officers and Members to support the Downtown. Kim Catcher is the individual who will be moving into that role.

Chief Cobey confirmed that data with respect to the Downtown support program will be shared with the Board at a later date.

#### 8.0 New Business - None

#### 9.0 Information Items

• Next Open Meeting: Thursday, May 16, 2024, 2:30 p.m., via Teams meeting, livestreamed on YouTube.

#### **10.0** Adjournment

- CARRIED -

**Moved by** P. Allt **Seconded by** C. Guthrie **THAT** the Open meeting of the Guelph Police Services Board be adjourned at 2:53 p.m.

P. McSherry, Vice-Chair	L. LaCelle, Executive Assistant



### **Guelph Police Services Board**

### Open Meeting – May 16, 2024 Board Correspondence Report

#### **Incoming Correspondence**

#### March 28, 2024

• Correspondence from City of Guelph re: 2025 Budget Confirmation Guideline (attached).

#### **Outgoing Correspondence**

• None to report.



March 28, 2024

Chair Peter McSherry Guelph Police Services Board Guelph Police Services

Dear Chair McSherry,

RE: 2025 Budget Confirmation Guideline

Guelph's 2025 budget was adopted as part of the 2024-2027 Multi-Year Budget (MYB) at a net tax levy increase over 2024 of 9.80 per cent.

The budget update and confirmation process is a pulse check done each year after a full multi-year budget is adopted. It provides Council with the opportunity to review what was planned and work in an agile and flexible way to adjust for the current environment, including new direction from the Mayor or Council.

On February 28, a Mayoral Direction was released directing staff to prepare an update to the adopted 2025 operating and capital budget with a property tax impact of no more than four (4) per cent. The property tax impact must be split proportionately between the City and local boards and shared services agencies. An information report will be provided to Council on April 5, 2024 with more details around the City's plan to achieve the target as directed.

#### What does this mean for you?

#### 2025 Budget Confirmation

Guelph's 2025 adopted budget includes an operating budget increase inclusive of capital transfers of \$4,966,480 over 2024 for the Guelph Police Services.

To deliver a budget within the Mayoral Direction, Guelph Police Services is asked to present a 2025 budget update with an increase over 2024 of no greater than \$3,137,011.

A portion of estimated assessment growth is allocated to Guelph Police Services to accommodate growth within the City of Guelph in the amount of \$681,030 for 2025. This would bring the net budget impact after assessment growth to \$2,455,981, or 4 per cent above the 2024 Police budget.

All local boards and shared services agencies are receiving similar notifications. You are respectfully requested to adhere to the Mayoral Direction as you work to update your 2025 budget for confirmation.

#### **Budget Update and Confirmation Process**

For the 2025 budget update and confirmation process, the City is separating the budget adoption process into two phases: City budget adoption and local boards and shared services agencies budget adoption. Local boards and shared services agencies will present their 2025 budget update to Council for adoption in January 2025, after the City's budget is formally adopted. The City will share more information about the detailed budget schedule in the months ahead.

The City requests that all local boards and shared services agencies plan to engage with the community during their respective Board budget review, prior to final Board approval. New this year, City staff will look to amplify the public delegation opportunities at your public budget board/committee meetings in response to Council's feedback from this past budget process. Please keep us informed as you map out your budget processes and meeting dates.

If you have any questions please don't hesitate to contact Stephanie Devost at stephanie.devost@guelph.ca.

Thank you for your continued cooperation.

Sincerely,

Scott Stewart, C.E.T

Chief Administrative Officer

City of Guelph

519-822-1260 extension 2221

scott.stewart@quelph.ca

c. Mayor Cam Guthrie, Councillor Phil Allt, City of Guelph Executive Team, City Treasurer, Tara Baker, City Clerk, Stephen O'Brien, Police Chief, Gord Cobey



#### **GUELPH POLICE SERVICES BOARD**

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#### **OFFICE OF THE CHIEF OF POLICE**

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

**DATE:** Thursday, May 16, 2024

SUBJECT: 2023 ANNUAL SUSPECT APPREHENSION PURSUIT (SAP)REPORT

**PREPARED BY:** Staff Sergeant Kevin King - Professional Development and

Recruiting Unit

**APPROVED BY:** Andrea Ninacs, Inspector of Executive Services

Daryl Goetz, Deputy Chief of Administration

#### **RECOMMENDATION:**

For information only.

#### **SUMMARY:**

The purpose of this report is to provide the Guelph Police Services Board with suspect apprehension pursuit statistics for 2023.

The restrictions and requirements regarding suspect apprehension pursuits are found under Ontario Regulation 266/10 of the Police Services Act.

#### **REPORT:**

Before initiating a suspect apprehension pursuit, an officer shall determine whether the immediate need to apprehend an individual in a fleeing vehicle or identify the vehicle or driver, outweighs the risk to public safety that may result from the pursuit. The officer shall continually reassess the risk to public safety during a pursuit.

The type of offences for which an officer may pursue, the requirement for supervisory involvement, the tactics used during the pursuit, and the training the officers receive is included in the pursuit legislation and Guelph Police Service policy.

Officers who initiate a pursuit are required to complete a vehicle pursuit report, and the appropriate quality assurance is in place to ensure compliance with the

legislation, policy, and training. In 2022 all officers completed an in-class and practical SAP training program which is run every two years.

In 2023, there were thirty-eight suspect apprehension pursuits. There was 17 suspect apprehension pursuits January 1 – June 30 and 21 suspect apprehension pursuits July 1 – December 31, 2023. All SAP reports are reviewed at multiple levels of supervision.

The reasons for discontinuing the pursuit are as follows:

- NCO ordered a discontinuation: 0Vehicle stopped; driver arrested: 2
- Pursuing officer decision for Public Safety: 35
- SIU MVC Fatality: 1

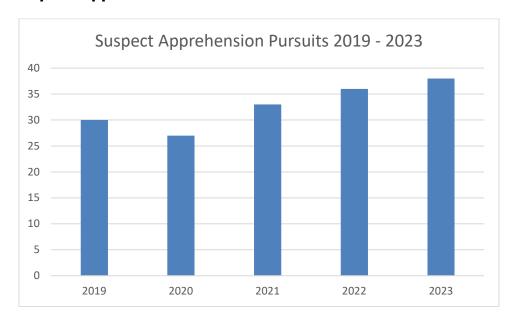
The reasons cited for the driver failing to stop are as follows:

- Stolen Vehicle: 6
- Previous Criminal Activity: 8
- Provincial offence: 18
- Unknown: 6

#### **FINANCIAL IMPLICATIONS:**

None

#### **Annual Suspect Apprehension Pursuit Statistics 2019-2023**





#### **GUELPH POLICE SERVICES BOARD**

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#### OFFICE OF THE POLICE SERVICES BOARD

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

Board

**DATE:** Thursday, May 16, 2024

**SUBJECT: Sponsorship Request: Canadian Association of Police** 

**Governance Conference** 

PREPARED BY: Leslie LaCelle, Executive Assistant

**APPROVED BY:** Chair Peter McSherry

#### **RECOMMENDATION:**

THAT the Guelph Police Services Board sponsor the 2024 Annual Conference of the Canadian Association of Police Governance in the amount of \$1,000.00

#### **SUMMARY:**

Each year, the Canadian Association of Police Governance (CAPG) issues a request to sponsor their annual conference. The request to support the 2024 CAPG annual conference is attached for the Board's review and consideration.

#### **REPORT:**

As noted in the request, the conference planning committee is requesting support to help offset the cost of putting together this conference. It is recommended that the Board sponsor the conference in the amount of \$1,000.00. The Board has previously sponsored CAPG annual conferences in the amount of \$500.00 in 2021, 2022, and 2023. Please note that the conference organizers have increased their minimum sponsorship amount from \$500.00 to \$1,000.00 for 2024.

#### **CORPORATE BUSINESS PLAN:**

As the civilian governance body for the Guelph Police Service, the Guelph Police Services Board provides governance, oversight, and guidance with a view to ensuring effective service delivery to the community.

#### FINANCIAL IMPLICATIONS:

\$1,000.00 sponsorship funds are available through the 2024 Board Budget.

#### **ATTACHMENTS:**

Sponsorship Request – Canadian Association of Police Governance





April 26, 2024

Leslie LaCelle Guelph Police Services Board

#### Dear Leslie:

RE: 2024 CAPG CONFERENCE – "Where Governance Meets Public Safety: Transforming Policing in Canada"

We are excited to update you about the 2024 Annual Conference of the Canadian Association of Police Governance (CAPG). The conference begins on Thursday, August 8, with a one-day First Nations Police Governance Council (FNPGC) and a number of keynote speakers. The FNPGC program will include thought-provoking sessions looking at Indigenous policing through a variety of informative lenses. It will also feature hands-on sessions where delegates can develop useful tools for their own First Nations governance authorities.

From Friday, August 9, through Sunday, August 11, the CAPG Conference will explore the theme 'Where Governance Meets Public Safety: Transforming Policing in Canada'. The opening keynote address will be presented by the Hon. Dr. Wanda Thomas Bernard, Senator. (Senate of Canada)

The CAPG Conference will explore the various topics/challenges facing policing in Canada today, including:

- Recruitment and retention strategies for police services
- Working with different levels of government to address the unhoused
- The role of a changing police culture in Canada
- Emergency preparedness and evacuation
- Police board/commission communication strategies for building public trust
- Assessing the right programs and products for front-line mental health
- How evidence-based policing can help boards/commissions with strategic planning
- What police services boards/commissions need to know about discipline

The conference committee has strived to create balance in each program, providing delegates with useful tools, the opportunity for rich dialogue, and knowledge that can be applied in their own police governance roles. The also emphasize cultural and social opportunities to network and explore what Halifax has to offer.

Events such as this one are obviously expensive to run, which is why we are writing to you today as a





CAPG 35TH ANNUAL CONFERENCE
Where Governance
Meets Public Safety
TRANSFORMING POLICING IN CANADA
AUGUST 8 - 11, 2024

member of your police service board/commission to ask for your support of this premier conference. Your contribution helps keep the registration fees for our delegates at a sustainable level that even the smallest of police boards and commissions are able to afford.

There are a variety of sponsorship opportunities available that can be tailored specifically to you, maximizing your visibility and recognition as a supporter of this important event. Sponsorship of the CAPG Conference isn't simply about funding. It is about emphasizing to your peers that you are a champion of excellence in municipal police governance in Canada, and that you believe in the values of integrity, transparency, and accountability. It is a valuable opportunity to raise your organization's profile through branding and recognition of your commitment to civilian governance and social responsibility.

We are sincerely grateful for your contribution, participation, and commitment to making the conference experience unique and rewarding for everyone who attends. Please visit the CAPG Conference website at <a href="http://capgconference.ca/">http://capgconference.ca/</a> to download the sponsorship application and find out more about the opportunities available.

We look forward to hearing back from you. In the meantime, if you have any questions, please do not hesitate to contact us.

Please feel free to contact me, at 416.435.4455 or via email at sreid@capg.ca to discuss how you can take advantage of this unique and very limited opportunity.

Yours truly,

Stephen Reid Executive Director







### 2024 CAPG Conference SPONSORSHIP APPLICATION

#### **ORGANIZATION INFORMATION**

Company Name:				
Address:		-	Telephone:	
City:	Province/Sta	ate:	Postal/Zip Code:	
Primary Contact:			Title:	
E-mail:			Cell Phone:	
SPONSORSHI	P OPPORTUI	NITIES		
Champion S	Sponsor \$15,00	0	Exhibitor Package	e \$2000
Advocate Sp	oonsor \$10,00	00	Friend Sponsor	\$1,000
Cultivator S <sub>l</sub>	ponsor \$5,000	0		
METHOD OF	PAYMENT			
	APGConference		curn completed form by 6 35.	e-mail to
MasterCard	Visa	Cheque	Electronic Fu	nds Transfer
Card Number:		Expiry Date	: 3-Digit Code:	
Billing Address:				
Cardholder's Nar	me:		Signature:	



### 35th Annual Conference CANADIAN ASSOCIATION OF POLICE GOVERNANCE

CAPG.CA







CAPG 35TH ANNUAL CONFERENCE

# Where **Governance**Meets **Public Safety**

TRANSFORMING POLICING IN CANADA

AUGUST 8 - 11, 2024

### CAPG 34TH Annual Conference Aug 8-11, 2024

#### **Westin Nova Scotian Hotel & Conference Centre**

The Canadian Association of Police Governance (CAPG) Conference is the leading educational event in the police governance sector in Canada. The CAPG Annual Conference is held over a three-day period during which delegates are encouraged to network, discuss, engage and discover the rich community we continue to foster.

We are excited to offer our highly regarded in-person conference format on the historic shores of the Atlantic Ocean. To maintain the affordability, ease, and interactive nature of our event, we will simultaneously offer a virtual option to our delegates.

We are also excited to partner with the First Nations Police Governance Council who will also be holding their conference at the same venue on August 8 during the day.



## ABOUT CAPG: Who We Are

The Canadian Association of Police Governance (CAPG) is the only national organization dedicated to excellence in police governance in Canada. Founded in 1989 with the goal to improve the effectiveness of civilian bodies that govern local police services, we have since grown to represent 80% of municipal police service oversight bodies throughout Canada.

**500** 

**Directors** 

30,000

Sworn Officers

**12,000** 

Civilian Officers

80%

of Canadian Municipal Police Services with civilian oversight are represented by CAPG

### our Mission

The Canadian Association of Police Governance works collaboratively and proactively with members and partners to enhance civilian governance of policing in Canada.

### our Reach

As a national association, CAPG has a wide reach with a diverse audience. We connect with decision makers, police board and commission members, chiefs of police, business leaders, academics and government officials throughout the country. CAPG has over 80 active member organizations representing more than 500 directors, 30,000 sworn officers and 12,000 civilian officers across Canada.



## FIRST NATIONS Partnerships





The First Nations Police Governance Council (Council) is a unique partner within the Canadian Association of Police Governance (CAPG). The mandate of the FNPGC is to provide a focus on First Nations governance issues on a national level. The Council provides a forum for all First Nations Police Governance Boards to provide input and access resource information on First Nations police governance models and practices. The Council acts as an advocate in areas on First Nations police governance requirements.

We are excited FNPGC will be hosting their conference at The Westin Nova Scotian on August 8 with a wide range of topics and presentations for its members and CAPG members (conference fee separate from CAPG fee).



## **Why Choose Us?**

Public scrutiny of policing has placed increased demands on municipal, provincial, and national police services, and consequently on their boards and commissions, resulting in a need for constant information exchange and training for members of police governing bodies. The CAPG is the sole venue for this exchange. CAPG offers many resources to Canada's police governance community, including a variety of webinars, governance summits, publications, events and an elearning portal that is exclusively for members.

Since 1989, we have helped develop a network for police governance throughout Canada. Policing is a 15 billion dollar sector, and CAPG works diligently to improve police governance and public safety by engaging with Canada's diverse communities and police services.





#### **CAPG HAS MORE THAN**





## SPONSORSHIP Benefits



## Credibility Credibility

Enhance your reputation and forge a stronger relationship within the police goverance membership community by aligning your support towards building a strong police governance model in Canada.



## CONNECT WITH A NATIONAL AUDIENCE Build Connections

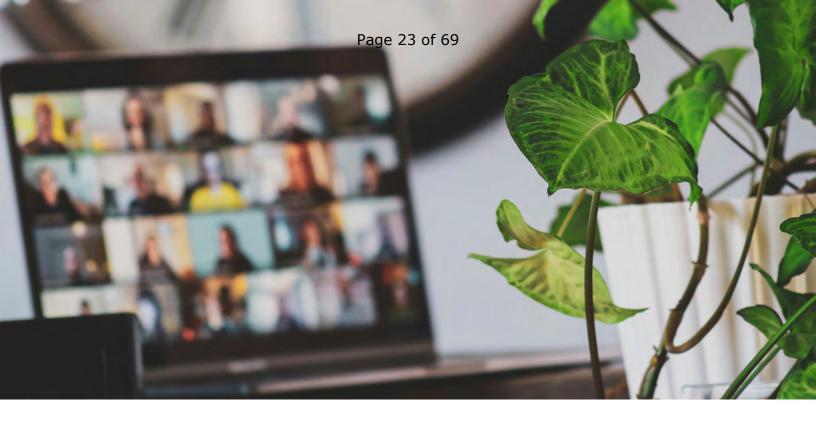
Engage with leading voices in police governance and gain access to the latest research, discussions and presentations relevant to police governance and public safety.



## CROSS-CANADA EXPOSURE Brand Visibility

Elevate your company's brand through CAPG events. Your company name and logo will be promoted on publications including the CAPG public website, social media and at the event itself.





## **Strategy**

Communications and marketing efforts will create maximum awareness and position the 2024 CAPG Conference on the national stage. The strategy will combine and integrate the following elements:

#### MARKETING COLLATERAL

Branded electronic materials will be used to endorse our conference, highlighting key activities and speakers. These will be shared via direct email and the conference website.

#### **MEDIA COVERAGE**

CAPG events are covered by various national media publications.

#### **SOCIAL MEDIA**

LinkedIn, X and Facebook will all play a major role in the campaign. Event hashtags will be utilized to encourage delegate interaction and enhance audience participation and engagement.

#### WEBSITE

In addition to serving as a key marketing tool, the website is the premier source of conference information and is updated regularly.

#### **DIRECT MARKETING**

Frequent email blasts update registered delegates with general information, latest news, key dates, and program and speaker details. This ensures delegates remain engaged leading up to the conference.



### SHOWCASE Your Brand

### **Exhibitor Package \$2,000**

Exhibitors are given an exclusive opportunity to build a dedicated space to express themselves and personally connect with delegates (Includes meals and all evening events.)



#### **Personal Contact**

Bringing a face and name to your brand will foster relationships with your audience



#### **Presence**

Show your commitment and support the community that supports your business.



#### **Education**

Learn what's happening in police governance and how you can be part of it.



#### **Generate Leads**

A one-stop exhibition enables you to secure qualified leads in one place.



#### **Buzz**

With the attention of your audience, launch a new product, service or marketing campaign.



#### **Sales**

Promote new services or demonstrate new products and equipment.



## Sponsor Streams

#### **CHAMPION SPONSOR \$15,000**

Prioritized listing as a Champion Sponsor on all printed and online media, including the conference website, program and/or schedule, e-blasts and post-conference report. Also includes:

- Five-minute speaking opportunity to introduce one keynote speaker
- One complimentary conference registration including evening events
- One free virtual conference registration (for up to 5 people)
- One insert in delegate welcome bags
- Company logo featured on conference website and virtual attendee hub
- Logo on banner in plenary room
- Logo on poster at registration desk
- Logo and recognition at one evening activity
- Logo prominently featured on conference app
- Prioritized recognition on social media
- Optional exhibitor table

#### **ADVOCATE SPONSOR \$10,000**

Prioritized listing as an Advocate Sponsor on all printed and online media, including the conference website, program and/ or schedule, e-blasts and post-conference report. Also includes:

- · Listing on website and virtual attendee hub
- One free virtual conference registration (for up to 5 people)
- Logo on banner in plenary room
- Logo featured on conference app
- Recognition on CAPG's social media profile

#### **CULTIVATOR SPONSOR \$5,000**

Listing as a Cultivator Sponsor on all promotional material

including online media, including the conference website, program and/or schedule, e-blasts and post-conference report. Also includes:

- · Logo on banner in plenary room
- Recognition on CAPG's social media
- Logo featured on conference app

#### FRIEND SPONSOR \$1,000

Listing as a Friend Sponsor on all promotional material including online media,including the conference website, program and/or schedule.

## SPONSOR A Conference Event

Pre-Conference Workshop for new Board & Commission Directors	\$2,000
Welcome Reception at Alexander Keith's Brewery	\$2000
Coffee Breaks (each x5)	\$1000
Lunch (each x2)	\$3,500
Dinner Pier 21	\$7,500

Contact us to create a customized sponsorship package.



## ADDITIONAL SPONSORSHIP AND Cross-Promotion Opportunities

#### MORE ADVERTISING = MORE DISCOUNTS

If you are interested in advertising through multiple CAPG outlets, please contact us to discuss how we can meet your advertising needs and to apply further discounts to your unique package.



### CROSS-PROMOTION SPONSORSHIPS

Promote your event or business on our platform and vice-versa. Contact us for specific pricing and sizes of our crosspromotional packages.



### MEDIA SPONSORSHIPS

Promote our events on your platform and have your logo showcased as a Media Sponsor on our website and in conference promotional material.



### MONTHLY WEBINAR SERIES

Our twice-monthly webinars bring many national police governance stakeholders and partners together to explore a variety of themes of interest to our community. Our aim is to provide concrete resources to boards and other stakeholders to help in the development of effective governance.



### QUORUM - WEEKLY GOVERNANCE **NEWSLETTER**

CAPG's poplar in-depth weekly news clipping service is offered to our growing extended community of over 1,400 subscribers. Through Quorum, you have the chance to build awareness and recognition of your brand among hundreds of police governance professionals. Quorum has an open rate 3% higher than the industry average.



## HOST CANADA'S ONLY NATIONAL POLICE Governance Conference in Your City!

### A UNIQUE OPPORTUNITY TO SHOWCASE THE WORK YOU'RE DOING IN POLICE GOVERNANCE

Together, the Host and CAPG have a unique opportunity to showcase Canadian governance of policing at its very best. That's why your branding and expertise will be featured throughout the conference to provide insight support, credibility and networking opportunities for everyone. Some of those opportunities include:

- Working with the CAPG Conference Committee and Executive Director to oversee all aspects of planning, budgeting and the development of the conference program.
- Showcase your organization with opportunities such as speaker introductions, exhibitor tables and off site functions.
- Enjoy complimentary conference registrations for your Board, including evening activities.
- Have your logo featured in all promotional material, on any virtual platforms and in person throughout the venue.

#### **REQUEST AN RFP PACKAGE**

For more information on the current benefits, duties and financial obligations involved in hosting a future conference, please contact us.



#### **CONTACT US**

Stephen Reid, Executive Director Email: sreid@capg.ca | X: @csdreid

Logan MacInnis, Communications Email: communications@capg.ca Contact us to build your custom sponsorship experience or claim your Sponsorship Package now





#### **Canadian Association of Police Governance**

78 George Street, Suite 204 Ottawa, Ontario K1N 5W1 T: (613) 344-2384 | F. (613) 344-2385



#### **GUELPH POLICE SERVICES BOARD**

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#### OFFICE OF THE CHIEF OF POLICE

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

Board

**DATE:** Thursday, May 16, 2024

**SUBJECT: MEMBER APPOINTMENTS** 

PREPARED BY: Kelley McKeown, HR and Occupational Health, Safety & Wellness

Manager

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

#### **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 **Maeve Rooney** as a temporary Digital Disclosure Specialist with our Service effective April 08, 2024.

Maeve has an Honours Bachelor Degree in Criminal Justice and Public Policy from the University of Guelph and was previously employed as a Legal Administrative Secretary with the Ministry of the Attorney General in the Halton Crown's office.

#### **MOVED THAT:**

• Maeve Rooney be appointed as a temporary civilian member of this Service effective April 08, 2024.

#### **FURTHER THAT:**

A board motion is required to appoint University of Guelph student **Philip Liu** as a temporary civilian member of this Service.

Philip was the successful candidate for a paid co-op placement in the Information System Services Unit and will commence this four-month placement on May 06, 2024.

#### **MOVED THAT:**

• Philip Liu be appointed as a temporary civilian member of this Service effective May 06, 2024.

#### **FURTHER THAT:**

A board motion is required to appoint **Matthew Trecroce** as a First Class Police Constable with this Service effective May 13, 2024.

Matthew has five years of policing experience with Toronto Police Service.

#### **MOVED THAT:**

 Matthew Trecroce be appointed as a full-time member of this Service effective May 13, 2024.

#### **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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#### FINANCIAL SERVICES DIVISION

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

DATE: Thursday, May 16, 2024

SUBJECT: DECEMBER 2023 FINANCIAL VARIANCE REPORT

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

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

#### **RECOMMENDATION:**

**THAT** the Guelph Police Services Board request that the 2023 year-end surplus in the amount of \$36,741 be transferred to the Police Operating Contingency Reserve; **AND THAT** this information be forwarded to the City of Guelph's Chief Financial Officer in accordance with the City of Guelph's Year End Surplus Allocation Policy.

#### **SUMMARY:**

The purpose of this report is to share with the Guelph Police Services (GPS) Board the preliminary 2023 year-end operating and capital results. The final 2023 results will be presented at the Board meeting in July. At the time of this report, the Guelph Police Service's 2023 operating surplus is \$36,741. This is reflective of:

- The hiring of 4.0 FTEs in 2023 to initiate the service's supportive staffing program in order to provide critical support to the Service's front-line response capacity. As a result, 4 constables attended the September intake at the Ontario Police College positioning these members to be ready to actively support the frontline in early 2024.
- An unprecedented number of homicides and sudden deaths occurred during 2023 resulting in an unfavourable variance related to overtime. Additionally, callouts for both staffing and operations increased year over year as a result of vacancies and leaves.
- Benefit costs related to extended health and WSIB were significantly overbudget in 2023. These overages were mitigated within the Service's overall operating budget.

 Surpluses in revenue lines related to grants, external recoveries and product sales are reflective of the unbudgeted receipt of grant revenue or funds received from the sale of assets, primarily vehicles. This revenue is almost entirely offset by unbudgeted expenditures incurred in accordance with the grant requirements or transfers to the Service's capital reserve to fund the future replacement of assets.

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. This information has been shared with the City of Guelph's finance department.

As noted later in the report, the City of Guelph has a year-end surplus allocation policy (Appendix B), which requires the GPS Board to submit a request in writing to the City's Chief Financial Officer (CFO) to have the surplus allocated to support police operations. In consultation with City Finance staff, GPS staff are recommending that the 2023 year-end operating surplus be allocated to the Police Operating Contingency Reserve.

#### **OPERATING VARIANCE REPORT:**

The preliminary 2023 operating surplus for the Guelph Police Service is \$36,741 and represents a positive 0.1% variance to the full year operating budget. The Senior Leadership Team receives a high-level dashboard that focuses on measures that can have a significant impact on the Service's financial position. These measures and the Service's year-end position are discussed throughout the report. A detailed variance report is included as **Appendix A.** 

As of December 31, 2023, most measures closed the year with a green status and signifies that the measure is within budget, or a surplus has been realized. Paid overtime, as well as training and travel expenses closed the year with a red status and signifies that these measures are over budget.

**Measure 1: Position Vacancy Target & FTE:** 

Measurement	Status
Position Vacancy Target	
FTE	

A position vacancy and rate contingency estimate of \$2,409K was included in the 2023 budget. The surplus from permanent position vacancies including benefits was \$5,186K. The savings were realized because full time equivalents (FTE) were below the authorized strength throughout the year. While the service exceeded the position vacancy estimate included in the budget, deficits were experienced in overtime, and temporary staffing costs resulting from these vacancies. As of December 2023, FTEs were below budget by 7.40 FTEs of which all vacancies were civilian positions and police were over complement by 1.0 FTE. The authorized strength for police is 223.50 and 118.90 for civilian.

#### **Measure 2: Overtime**

Measurement	Status
Overtime	

Paid overtime ended the year \$822K over budget. As of December 31, 2023, banked and paid hours are up year over year by 11,304 straight time hours. All areas recorded an increase in overtime hours from 2022 levels except for legislated/mandated and no lunch. Overtime hours include 2,380 relating to the downtown supplemental staffing project which was a special project approved by the Board and supported by City Council for 2023. A detailed overtime summary is presented later in this report.

#### **Measure 3: Travel & Training**

Measurement	Status
Travel and	
Training	

Training and travel had an overall deficit of \$7K in 2023. Surpluses in corporate memberships, travel, ammunition, and tuition reimbursements were offset by a deficit in conference fees.

#### **Measure 4: Operating Variance**

Measurement	Status
Operating Variance	

Revenues were favourable overall by \$975K in 2023. Grant Revenues were higher than budget by \$450K mainly due to unbudgeted CISO Project funding (\$297K), the Victim Support (VS) Grant (\$60K) and the Mobile Crisis Response Team (MCRT) Enhancement Grant (\$54K) that were not budgeted and the Court Security Prisoner Transport (CSPT) Grant exceeding budget by \$48K. Product sales include capital sales of \$146K, which are offset by the internal charges line as a transfer to the capital reserve. External recoveries include unbudgeted revenues for special projects. User Fees and Service Charges were \$136K favourable mainly due to clearance checks (\$55K) and special duties (\$81K). Volunteer record checks were processed with a fee in 2023 and had previously been no charge.

Compensation was \$333K favourable compared to budget. While total salaries and wages were \$1,185K favorable, employee benefits \$946K unfavourable due to WSIB and extended health care costs. Sick leave payouts were \$95K favourable. Sick leave payments are fully funded from the Police Sick Leave reserve and recorded in internal recoveries.

Direct Operating Expenses were \$645K unfavourable compared to budget.

Total purchased goods were \$141K unfavourable at the end of the year, mainly due to:

Computer software purchases exceeding budget.

Total purchased services ended the year with a deficit of \$489K, mainly due to:

 Professional services deficit \$565K, due to legal fees exceeding budget (\$204K), Victim Support and MCRT Grant expenses not budgeted (\$128K), CISO funded project expenses (\$184K) and network maintenance over budget (\$24K). Grant and CISO expenses are offset by unbudgeted revenues.

Financial expenses were \$16K unfavourable compared to budget. The deficit includes amounts for HST on GPS parking (\$11K).

Internal charges/recoveries net to a \$627K deficit. Main factors for the unfavourable variance are:

- Internal charges include transfers to capital relating to product and vehicle sales (\$162K) and transfer to fund the sick bank (\$411K).
- Internal recoveries include transfers from sick leave reserve which were \$95K under budget. Budget was \$400K and actual sick leave payouts amounted to \$305K. Downtown supplemental staffing costs were \$197K against a budget of \$260K.

#### **OVERTIME REPORT:**

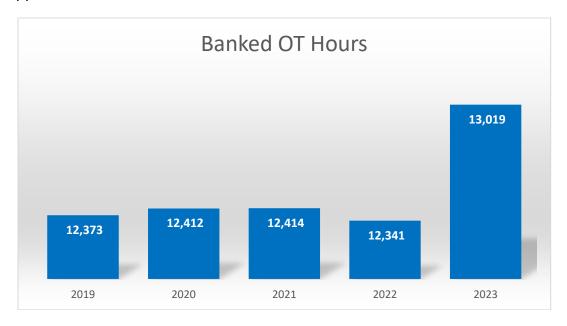
The preliminary 2023 operating results include \$2,406K of overtime costs incurred compared to a budget of \$1,000K, which resulted in a deficit of \$1,406K. Of the total actual overtime costs recorded, \$1,822K relates to paid overtime and \$584K relates to banked overtime.

Overtime costs include both overtime hours paid to members as well as any banked hours earned during the year. As per the collective agreement, members (with the exception of Police Inspectors) can bank up to 70 hours (GPA) and 80 hours (SOA Civilians) of overtime. The GPA now has the option of having their banked overtime paid out twice per year.

The overtime bank for members as of December 31, 2023 equaled 13,019 hours, which amounts to a \$697K liability for the service, reflecting a 678 hour and \$54K increase over the previous year.

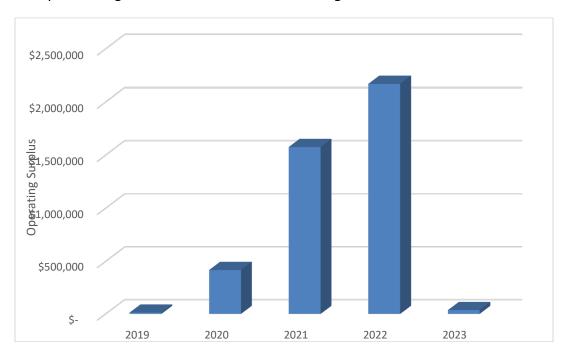
Notable for 2023, and as demonstrated in the reports, overtime numbers reflect the investigation of four homicides and multiple sudden deaths resulting in higher than budgeted overtime. Callouts for both staffing and operations increased year over year as a result of vacancies and leaves.

See Appendices C & D for additional information.



#### **Operating Surplus Historical Trending & 2023 Year End Allocation:**

As demonstrated in the below chart, the GPS' operating surplus has been between 0.03% and 4.0% of the total operating budget for the previous 5 years with the lowest surplus being recorded in 2019 and the highest in 2022.



#### **Reserve Contributions:**

Within the operating results there are contributions made to both the police and city reserves annually. The following chart shows the past five years of contributions to the City and Police reserves made via the Police operating budget. It does not show what has been funded from these reserves nor is it intended to show the year-end balances of these reserves. Year end balances will be reported with the Audited Financial Statements in July. The Guelph Police Service receives funding from the police reserves to fund expenses such as sick leave payments, headquarters renovations and equipment lifecycle replacement capital projects.

City/Police	Description	2019	2020	2021	2022	2023
City-131	Benefit Stabilization Reserve	292,937	0	0	0	0
City-330	WSIB Reserve	-578,227	0	0	540,000	0
Police-101	Sick Leave Reserve	360,566	800,833	561,708	385,734	411,107
Police-115	Operating Contingency Reserve	0	417,996	1,575,832	790,000	36,741
Police-158	Capital Reserve	0	87,900	3,889,103	4,885,432	4,236,752

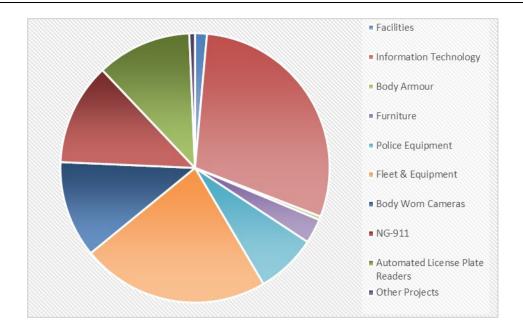
#### **CAPITAL VARIANCE REPORT:**

The preliminary capital status report as at December 31, 2023 and corresponding capital dashboard is presented for review (**Appendix E**). This report identifies the 2023 budget and the life to date surplus or deficit in each project. Please note that a previous year's surplus or deficit will contribute to the overall surplus or deficit at the end of December. Committed funds through issued purchase orders are not included as they were not received by year end.

A dashboard was developed that identifies the status of each capital project. A green status would mean that the capital spending is within budget, or a surplus is expected. A yellow status would signify that a capital account is over budget with mitigation strategies in place to rectify the overspending. A red status signifies that a capital project is over budget and a mitigation strategy is being developed and implemented.

In 2023, \$4.6M was spent on capital expenditures. Approximately 29% of the spending was on Information Technology Hardware. The next largest area of expenditure was Fleet (23%) and Next Generation 911 and Body Worn Cameras (12% each).

The chart below shows the distribution of spending for all GPS capital projects for 2023.



# **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 in a surplus position.

Facilities Lifecycle and Equipment has a surplus of \$21K and includes costs to replace various pieces of equipment associated with the building.

The Information Technology Hardware capital account has a year-end surplus of \$222K. The surplus will be spent to replace existing technology as it reaches the end of its useful life.

The Body Armour project ended the year with a surplus of \$39K. The Body Armour budget is established based on the body armour that expires within the calendar year. However, the budget can be impacted by a higher or lower than anticipated number of retirements, new hires or existing officers finding that their armour is no longer fitting properly. The surplus in the project will be utilized to assist in transition to new body armour required under the Community Safety and Policing Act for April 1, 2024.

The Furniture project has a year-end surplus of \$137K. The funding in the project is available to fund furniture requirements for the Service as well as replace existing furniture that is at the end of its useful life.

Neighbourhood Services Patrol and Field Support is in a surplus of \$188K. This project mainly includes equipment required by Tactical, Canine, Uniform and Traffic. Spending has been less than planned primarily due to the extension of scheduled replacements and supply chain delays resulting in equipment not arriving by year end.

Executive and Admin Equipment is in a surplus of \$151K. 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 is in a surplus of \$92K. This project includes all equipment in the Drug, ICE, Ident, Intel and Tech Crimes units. Spending has been less then budget due extension of scheduled replacements including some large assets in Forensic Identification and Tech Crimes.

Fleet and Equipment is in a surplus position of \$6K. This capital project includes life cycle replacement of current fleet vehicles and associated equipment to outfit the existing fleet. It also includes any other fleet equipment such as the E-Bikes. Vehicles are forecasted to be replaced based upon standard lifecycles, however, replacement only occurs after a review is completed to deem whether the vehicle is in good condition or whether we can utilize the vehicle longer.

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

# **Projects:**

Police Vehicle Expansion Project is in a surplus of \$68K and is expected to be utilized as the new budgeted vehicles arrive.

The Body Worn Camera project ended the year on budget for 2023.

The Next Generation 911 project has a surplus of \$1.8M. This project is funded through provincial government grants to support the updating of the Service's 911 system. The second phase of funding will wrap up on March 31, 2024, with an anticipated third phase of funding to be announced later in 2024.

# **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:

Local Boards must request that any year-end surplus allocation via a letter to the City's Chief Financial Officer. This request is evaluated against all competing priorities and a recommendation is made by City staff to City Council on the surplus allocation for the entire City. Maintaining a balance in the contingency reserve equal to 5% of the services net operating budget is beneficial in balancing the risk associated with unexpected financial impacts particularly in the context of multi-year budgeted. Contributions to the Service's capital reserve will help support future asset management as well as mitigate inflationary pressures that are being experienced.

# **ATTACHMENTS:**

Appendix A: 2023 Operating Preliminary Variance Report

Appendix B: Year End Operating Surplus Allocation Policy

Appendix C: Overtime Analysis by Year

Appendix D: Overtime Analysis by Type

Appendix E: 2023 Capital Preliminary Variance Report

# Appendix A

# Police Operating Variance Report As at December 31, 2023 (brackets indicate a favour

(brackets indicate a favourable variance)



	Approved	YTD	YTD	YTD	2023
	Final Budget	Actuals	Budgets	Variance	Variance %
Revenue					
User Fees & Service Charges	(588,100)	-724,426	-588,100	(136,326)	123.29
Product Sales	(500)	-148,205	-500	(147,705)	29,641.09
External Recoveries	(43,500)	-284,635	-43,500	(241,135)	654.3°
Grants	(2,610,800)	-3,061,059	-2,610,800	(450,259)	117.29
Total Revenue	(3,242,900)	-4,218,325	-3,242,900	-975,425	130.19
Expense					
Salary & Wages					
Permanent Salaries	37,284,614	34,704,677	37,284,614	(2,579,937)	93.19
Temporary Salaries	88,260	305,126	88,260	216,866	345.7
Overtime	1,000,000	2,405,593	1,000,000	1,405,593	240.6
Special Duty	365,200	137,870	365,200	(227,330)	37.8
Total Salary & Wages	38,738,074	37,553,266	38,738,074	-1,184,808	96.9
Employee Benefits	12,990,526	13,937,117	12,990,526	946,591	107.3
Other Compensation (Sick Leave Payout)	400,000	304,973	400,000	(95,027)	76.2
Total Salary, Wage & Benefits	52,128,600	51,795,356	52,128,600	-333,244	99.4
Purchased Goods					
Administration & Office Expenses	75,700	47,981	75,700	(27,719)	63.4
Fleet, Equipment & Vehicle	162,850	163,429	162,850	579	100.4
Utilities & Taxes	302,000	322,836	302,000	20,836	106.9
Operating	284,025	300,083	284,025	16,058	105.7
Personnel Supplies	180,130	163,679	180,130	(16,451)	90.9
Computer Software	2,200	149,633	2,200	147,433	6,801.5
Total Purchased Goods	1,006,905	1,147,641	1,006,905	140,736	114.0
Purchased Services					
Repairs & Maintenance	1,251,950	1,255,662	1,251,950	3,712	100.3
Communications	584,350	594,098	584,350	9,748	101.7
Training/Travel	674,885	681,772	674,885	6,887	101.0
Professional Services	1,768,200	2,333,671	1,768,200	565,471	132.0
Contracted Services	6,000	2,967	6,000	(3,033)	49.5
Rental/Leases	81,700	26,812	81,700	(54,888)	32.8
Permits/Approvals	39,200	0	39,200	(39,200)	0.0
Total Purchased Services	4,406,285	4,894,982	4,406,285	488,697	111.1
Financial Expenses	9,300	24,965	9,300	15,665	268.4
Total Expense	57,551,090	57,862,944	57,551,090	311,854	100.5
Internal Charges/Recoveries					
Internal Charges	3,620,980	4,090,198	3,620,980	469,218	113.0
Internal Recoveries	(660,000)	(502,388)	-660,000	157,612	(76.1
Total Internal Charges/Recoveries	2,960,980	3,587,810	2,960,980	626,830	121.2
et Budget	57,269,170	57,232,429	57,269,170	(36,741)	99.9

Page 41 of 69

# CORPORATE POLICY AND PROCEDURE



POLICY Year End Operating Surplus Allocation Policy

CATEGORY Finance
AUTHORITY Council

RELATED POLICES General Operating & Capital Budget Policy

Compensation Reserve Policy

General Reserve and Reserve Fund Policy

**Budget Monitoring Policy** 

APPROVED BY Council

EFFECTIVE DATE April 28, 2014 (By-Law #19743)

REVISION DATE As Required

#### 1. POLICY STATEMENT

It is the policy of the City of Guelph to allocate any year-end operating surplus that may arise from the Tax Supported or Non-Tax Supported Budgets in a manner that is consistent with Council's view of long term financial sustainability and in line with best practice financial management.

### 2. PURPOSE OF POLICY

To set guidelines for the allocation of any year-end operating surplus for the Tax Supported, including City Departments, Local Boards and Shared Services provided by the County of Wellington and Non-Tax Supported budgets. This policy seeks to formalize past practices with respect to the approach taken by City staff in recommending the allocation of the prior year's surplus.

### 3. DEFINITIONS

**Non-Tax Supported Budgets** – a budget that is self-sustaining and does not require a transfer from property taxes to support its operations. The current City Non-Tax Supported budgets are Water Services, Wastewater Services, Court Services and Ontario Building Code Administration. This list is subject to change.

**Tax Supported Budgets** – a budget that is partially or wholly reliant on a transfer from property taxes to support its operations. The Tax Supported Budgets include the City's Local Boards (Police and Library) and Shared Services.

**Year-end Operating Surplus** – occurs when there is an excess of revenues over expenditures in a particular year. Year end surpluses generally arise from two circumstances – higher than budgeted revenues, including one-time only revenues and/or lower than budgeted expenditures.

#### 4. PRINCIPLES

- **4.1** The allocation of a year-end corporate operating surplus can only be done as part of Council approving that year's financial statements. Specifically, commitments to allocate some or all of any year-end corporate operating surplus cannot be made by Council in advance of approving that year's financial statements.
- **4.2** The allocation of the year-end operating surplus for Tax-Supported and Non-Tax Supported Budgets will be consistent with Council directions and objectives.
- **4.3** Unstable or unpredictable tax levies can adversely affect residents and businesses within the City of Guelph. In order to maintain stable and predictable levies, the City will set reserve and reserve fund targets that build sufficient reserves and reserve funds to manage the impact of unusual or unplanned cost increases or revenue reductions over multiple budget cycles.
- **4.4** The year-end operating surplus for Tax-Supported and Non-Tax Supported Budgets represents one-time funding that cannot be relied on to recur on an ongoing basis. Therefore, any year-end operating surplus should only be allocated to fund one-time, non-recurring expenditures (i.e. Capital, replenishment of reserves and reserve funds or allocations to reserves and reserve funds to achieve targeted levels).
- **4.5** The year-end operating surplus for Non-Tax Supported departments will only be allocated within those operations and respective reserves and reserve funds.

#### 5. GUIDELINES

### Primary Allocation Considerations

- **5.1** It is recommended that the primary objective when allocating surplus funds is to transfer to operating reserves, primarily the tax rate stabilization reserve, to smooth future volatility in operating costs and tax increases. This general guideline may be superseded by more immediate financial needs identified by the CFO, but should follow these general criteria:
  - a) Any surplus related to an identifiable operating reserve (such as insurance, legal, salary gapping, etc) should be transferred back to this reserve provided the predetermined reserve target has not been reached. For example, if there was a surplus in insurance or legal costs, and an overall surplus in the tax supported budget, an amount equal to the identified surplus should be returned to the insurance or legal reserve respectively.
  - b) Any identified surplus amount related to volatile price changes should be transferred to the operating contingency reserve to fund up to the reserve target level. The objective is to provide funding in strong years to cover fluctuations in weaker years.

c) Any remaining surplus funds should be directed to the tax rate stabilization reserve or other operating reserves identified by staff as underfunded.

# **Secondary Allocation Considerations**

- **5.2** Local Boards may request that any year-end operating surplus be allocated to their operations via a letter to the City's Chief Financial Officer. This request will be evaluated against all competing priorities.
- **5.3** The annual operating surplus resulting from Shared Services managed by the County of Wellington will be considered in combination with any surplus or deficit experienced by City Departments (including General Revenues and General Expenditures).
- **5.4** The annual operating surplus may be allocated to fund capital work where debt had previously been identified and approved as a funding source. This will reduce future debt servicing costs and/or create capacity within the City's self-imposed debt ratios to redirect to other priorities.

#### 6. RESPONSIBILITIES

#### Chief Financial Officer

 Updates and administers this policy including making recommendations via the year end operating variance report regarding the allocation of any year end surplus that is consistent with the principles and guidelines included in this policy.

# Chief Administrative Officer

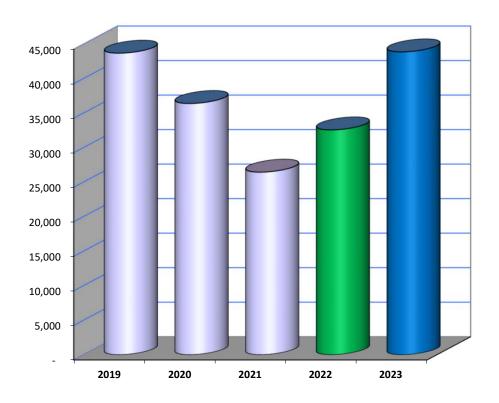
 Monitors and ensures compliance with this policy in consultation with the City's Executive Team.

Appendix C

# **Guelph Police Service**

# **Overtime Analysis by Year**

Pay Periods Ending December 31/22 & December 31/23



	Year End Actual			Year t	o Date			
	2019	2020	2021	2022	2023	Change	% change	
Total Paid OT Hours	30,596	24,913	16,578	21,497	34,401	12,904	60%	
Total Banked OT Hours	13,076	11,465	9,857	11,059	9,458	(1,600)	-14%	
Total Overtime Hours	43,673	36,379	26,435	32,555	43,860	11,304	35%	

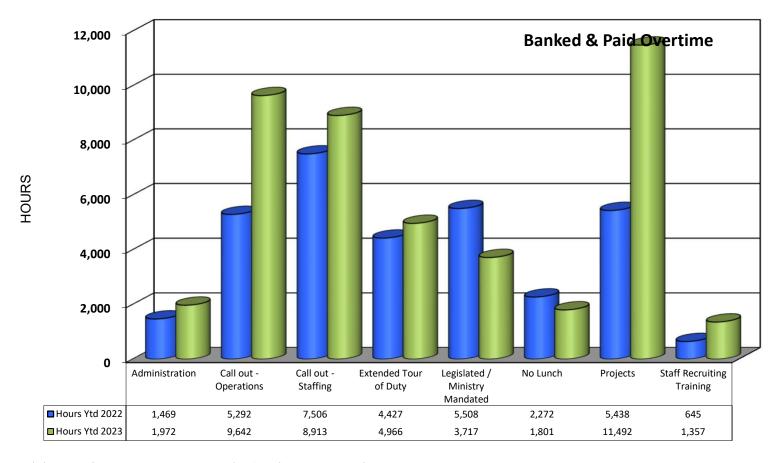
Total Actual Paid Cost \$ \$	1,401,742	\$ 1,181,685	\$ 824,483	\$ 1,101,158	\$ 1,856,562	\$ 755,403	69%
Total Banked Cost \$ \$	598,851	\$ 528,346	\$ 472,090	\$ 548,422	\$ 484,037	\$ (64,385)	-12%
Total Paid/Banked \$ \$	2,000,593	\$ 1,710,031	\$ 1,296,573	\$ 1,649,580	\$ 2,340,599	\$ 691,018	57%

# **Appendix D**

# **Guelph Police Service**

# **Overtime Analysis by Type**

Pay Periods Ending December 31/22 & December 31/23



#### Notes:

Administration - Includes Materials Management, Data Services, Fleet & Facilities, Finance, Legal, HR, etc.

Call Out - Operations: includes Intelligence, Identification, Drugs, Investigation, Canine, Downtown, Pre-arranged etc. (with exception of call-mental health)

Call Out - Staff Issues: Court Services, Dispatch, Short Staff

Extended Tour of Duty - operational overtime extending a member's regular scheduled shift

Legislated/Ministry mandated - includes Statutory Holiday premium and Court Witness overtime which are uncontrollable expenses.

No Lunch - missed lunch hours @ straight time

Projects - project generated overtime is entered project specific, for example, Project 'Grow' - special drug operation.

Staffing, Recruiting & Training - overtime generated due to processing potential recruits and/or civilian members and training of existing members.

# **Appendix E: Capital Status Report**

as at December 31, 2023

Project Description	Status	Total Approved	(Surplus)/Deficit
Lifecycle Replacement Projec	ts		
Facilities Lifecycle & Equipment		\$55,900	(\$20,753)
Information Technology Hardware		\$1,020,500	(\$222,027)
Body Armour		\$40,800	(\$39,334)
Furniture		(\$5,400)	(\$137,827)
NS Patrol & Field Support		\$178,700	(\$187,889)
Exec / Admin Equipment		(\$59,100)	(\$150,803)
Investigative Services		\$86,600	(\$91,818)
Fleet & Equipment		\$927,300	(\$6,432)
PDRU Equipment		\$25,700	(\$18,250)

Project Description	Status	Life to Date Budget	
Projects			
Police Vehicle Expansion		\$444,800	(\$68,836)
Body Worn Camera		\$1,394,900	(\$182)
Next Generation 911		\$2,400,000	(\$1,819,406)



# **GUELPH POLICE SERVICES BOARD**

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# **Administrative Support Service and Financial Services**

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

**DATE:** Thursday, May 16, 2024

SUBJECT: PROPERTY AND SURPLUS GOODS AUCTION REPORT

**PREPARED BY:** David Doxey, Inspector Administrative Support Services

Sarah Purton, Manager, Financial Services

**APPROVED BY:** Daryl Goetz, Deputy Chief – Administration

#### **RECOMMENDATION**

For information.

# **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 2023, the sale of goods related to Materials Management, scrap metal and information technology equipment.

Year	Operating	Capital	Total
			Sales
2023	\$1,819	\$7,730	\$9,549
2022	\$3,651	\$25,253	\$28,904
2021	\$1,771	\$2,225	\$3,996
2020	\$3,611	\$7,927	\$11,538
2019	\$169	\$2,294	\$2,463

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 2023, fourteen vehicles were sold. The amounts received from vehicle sales are identified below:

Year	Forecast	Actuals
2023	\$85,300	\$138,656
2022	\$71,300	\$72,179
2021	\$114,500	\$119,878
2020	\$91,000	\$79,970
2019	\$173,500	\$106,911

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
2023	\$161,752
2022	\$97,432
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
2023	\$10,341
2022	\$4,544
2021	\$38,501
2020	\$24,678
2019	\$19,163

#### **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**

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# OFFICE OF THE CHIEF OF POLICE

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

Board

**DATE:** Thursday, May 16, 2024

SUBJECT: New Board Policy BD-02-010, Appointment of Special

**Constables** 

PREPARED BY: John Robinson (Research and Development Office)

**APPROVED BY:** Judith Stoffman (Legal Counsel)

### **RECOMMENDATION**

**THAT** the Guelph Police Services Board accept, review and approve policy BD-02-010, Appointment of Special Constables effective May 16, 2024.

#### **SUMMARY**

The Guelph Police Services Board is empowered under the Community Safety and Policing Act, 2019 to appoint special constables for employment by the Guelph Police Service and for special constable employers who operate within the jurisdiction of the Service (i.e., the University of Guelph). The appointment authority is a new one for the Board as historically the Ministry made the special constable appointments upon the recommendation/sponsorship of the Service. Recommended Board policy BD-02-010 provides direction to the Chief of Police respecting requirements for approval of special constables and the conditions under which the Board will finalize the appointment of special constables.

#### **REPORT**

Historically, special constable appointments were made by the Ministry of the Solicitor General for employment of special constables by police services and other employers of special constables in Ontario. Under the Community Safety and Policing Act, 2019 the responsibility for appointing special constables in Ontario has shifted to police service boards. The Act and O. Reg. 396/23 set out the qualifications for special constables and requirements for the Board in appointing special constables.

Draft Board policy BD-02-010 provides direction to the Chief of Police respecting requirements for approving special constables in accordance with the requirements of the Act and Regulation and the conditions under which the Board will ultimately appoint special constables.

Included in the policy is the requirement for the Chief of Police to ensure the Service maintains a memorandum of understanding (MOU) with all special constable employers (e.g., the University of Guelph) that sets out the terms and conditions required for the Board to appoint special constables for these entities. As set out in policy BD-02-010 the MOU must address the means by which the Board/Service can monitor any requirements of special constable employers vis-àvis the Act and associated regulation. Further, policy BD-02-010 notes the authority of the Board to amend, suspend or terminate special constable certificates of appointment, as may be required.

#### **CORPORATE BUSINESS PLAN**

N/A

### **FINANCIAL IMPLICATIONS**

N/A

# **ATTACHMENTS**

- Draft Board policy, BD-02-010, Special Constable Appointments (dated March 21, 2024)
- O. Reg. 396/23, Matters Respecting the Appointment and Functions of Special Constables and the Authorization of Special Constable Employers





# **GUELPH POLICE SERVICES BOARD**

# APPOINTMENT OF SPECIAL CONSTABLES POLICY STATEMENT

The Guelph Police Services Board (the Board) is empowered under the Community Safety and Policing Act, 2019 to appoint special constables for employment by the Guelph Police Service (the Service) and for special constable employers who operate within the jurisdiction of the Service. The Board recognizes the important roles special constables serve within the Service and for special constable employers and is committed to ensuring appointments meet all of the requirements of the *Act* and O. Reg. 396/23, Matters Respecting the Appointment and Functions of Special Constables and the Authorization of Special Constable Employers.

- 1. For the purpose of this policy statement the following definitions will apply:
  - (a) "certificate of appointment" means the document issued in accordance with the Act and O. Reg. 396/23 by the Guelph Police Service confirming an individual as a special constable for the Service or for a special constable employer.
  - (b) "special constable" means a person employed by the Service or a special constable employer who has been issued a certificate of appointment to serve as a special constable.
  - (c) "special constable employer" means an entity that has been authorized by the Solicitor General to employ special constables.
- 2. The Board will appoint special constables for employment by the Service and to special constable employers upon the recommendation of the Chief of Police. The Chief's approval of a special constable appointment shall be indicated on the certificate of appointment.
- 3. The Chief of Police shall not approve a special constable unless the applicant meets all of the qualifications set out in the *Act* and O. Reg. 396/23.
- 4. The Chief of Police shall ensure the certificate of appointment regarding an applicant is accurate and complete in setting out:
  - i. the name of the employer (i.e., Guelph Police Service or special constable employer);
  - ii. the term of appointment;
  - iii. the purposes for which the appointment is made and associated authority/powers granted from among those set out/permitted in the regulation (and in the case of special constable employers, reflect the Ministry granted authorization);
  - iv. the applicable jurisdiction/premises; and
  - v. the weapons or prescribed equipment that are permitted to be carried/used.
- 5. The Chief of Police shall confirm a special constable employer is currently authorized by the Solicitor General to employ special constables before approving a special constable for that employer. Should an entity lose special constable employer status the Chief of Police shall inform the Board and the Board shall initiate termination of special constable appointments in accordance with section 7 of this policy, as required.
- 6. The Board shall not issue a certificate of appointment for an individual to be employed as a special constable by a special constable employer unless there is a memorandum of

May 16, 2024

understanding (MOU) between the Service and the special constable employer. The Chief of Police should ensure the MOU addresses, at minimum:

- (a) provision of and/or access to documents, equipment, premises and infrastructure as is necessary for the Chief of Police to ensure compliance with the Act and O. Reg. 396/23 by the special constable employer and their special constables;
- (b) reporting any complaints regarding special constables in accordance with the Act and applicable regulations;
- (c) how the special constable employer meets the requirements for records management of special constable activities;
- (d) the occurrence types for which the Service must be involved and the mechanism for coordinating responses; and
- (e) the conditions for amendment, suspension and termination of appointments as provided for in section 7 of this policy and O. Reg. 396/23.
- 7. The Board may amend, suspend or terminate the certificate of appointment of any special constable in accordance with the provisions of O. Reg. 396/23. The MOU required under section 6 of this policy shall address the conditions under which amendments, suspensions and terminations may be made.

#### **PERFORMANCE INDICATORS:**

Operational procedure on appointment of special constables developed and implemented.

**EVALUATION:** YEAR IV OF IV

DATE OF ISSUE: May 16, 2024

REVIEWED: N/A

REVISION DATE(S): N/A

**CHAIR'S SIGNATURE:** 

May 16, 2024 2

Français

# Community Safety and Policing Act, 2019

### **ONTARIO REGULATION 396/23**

# MATTERS RESPECTING THE APPOINTMENT AND FUNCTIONS OF SPECIAL CONSTABLES AND THE AUTHORIZATION OF SPECIAL CONSTABLE EMPLOYERS

Consolidation Period: From April 1, 2024 to the e-Laws currency date.

Last amendment: 124/24. Legislative History: 124/24.

This is the English version of a bilingual regulation.

#### **CONTENTS**

# INTERPRETATION

<u>1.</u>	Interpretation
	CERTIFICATES OF APPOINTMENT, WEAPONS AND EQUIPMENT
<u>2.</u>	Obligation of issuer of certificate of appointment
<u>3.</u>	Certificate of appointment, purposes and powers
<u>4.</u>	Permitted weapons
<u>5.</u>	Prohibition on motor vehicle pursuits
<u>6.</u>	Patrol vehicles
	SPECIAL CONSTABLE EMPLOYER APPLICATIONS
<u>7.</u>	Requirements to be a special constable employer
<u>8.</u>	Information to be included in application
<u>9.</u>	Factors to be considered
Schedule	Purposes and powers for certificates of appointment and permitted weapons

#### INTERPRETATION

#### Interpretation

1. (1) In this Regulation,

"conducted energy weapon" means a firearm listed in section 1 of Part 1 of the Schedule to the Regulations Prescribing Certain Firearms and Other Weapons, Components and Parts of Weapons, Accessories, Cartridge Magazines, Ammunition and Projectiles as Prohibited or Restricted (SOR/98-462), made under the Criminal Code (Canada); ("arme à impulsions")

"specialized investigation" means an investigation into any of the following:

- 1. Major cases within the meaning of Ontario Regulation 394/23 (Major Case Management and Approved Software Requirements) made under the Act.
- 2. A criminal organization offence, as defined in section 2 of the Criminal Code (Canada).
- 3. A terrorism offence, as defined in section 2 of the *Criminal Code* (Canada).
- 4. Any incident resulting in the death of a person. ("enquête spécialisée")
- (2) For the purposes of this Regulation, in addition to land and structures, a reference to a premises may include,
- (a) water;
- (b) ships and vessels;
- (c) trailers and portable structures designed or used for residence, business or shelter; or
- (d) trains, railway cars, vehicles and aircraft, whether or not in operation.
- (3) For the purposes of this Regulation, an action may be taken under the direction of a police officer or a First Nation Officer even if the direction is provided remotely, whether orally or in writing.

<sup>&</sup>quot;firearm" means a firearm as defined in section 2 of the *Criminal Code* (Canada), with the exception of a conducted energy weapon; ("arme à feu")

#### CERTIFICATES OF APPOINTMENT, WEAPONS AND EQUIPMENT

#### Obligation of issuer of certificate of appointment

2. Where a police service board or the Commissioner specifies in a certificate of appointment a purpose that contemplates a person acting as a special constable in relation to a particular premises, the board or the Commissioner shall specify whether the person is authorized to act as a special constable in relation to matters that originate in that premises and continue outside of that premises.

#### Certificate of appointment, purposes and powers

- 3. For the purposes of clauses 92 (7) (c) and (d) of the Act, the certificate of appointment of a type of special constable described in Column 1 of the Schedule to this Regulation may specify,
  - (a) any of the purposes for which a person may act as a special constable that are set out opposite in Column 2 of the Schedule; and
  - (b) any powers of a police officer under a statute listed or described opposite in Column 3 of the Schedule, subject to any conditions or restrictions set out in Column 3.

#### Permitted weapons

- **4.** (1) Subject to subsection (3), a special constable may only carry or use a weapon as permitted by subsection (2) and provided that, pursuant to clause 95 (6) (a) of the Act, the special constable's certificate of appointment authorizes the special constable to carry or use the weapon.
- (2) A special constable of a type described in Column 1 of the Schedule to this Regulation may carry or use a weapon listed opposite in Column 4 of the Schedule, subject to any conditions or restrictions set out in Column 4.
- (3) The restrictions set out in this section do not apply to the possession or use of a weapon by a special constable who is authorized under a law of Canada to provide policing in Ontario and to possess or use the weapon in the course of his or her duties.

#### Prohibition on motor vehicle pursuits

- 5. (1) Subject to subsection (2), a special constable may not, by means of a motor vehicle, pursue a fleeing motor vehicle.
- (2) Subsection (1) does not apply to a special constable who,
- (a) is an officer within the meaning of the Royal Canadian Mounted Police Act (Canada); or
- (b) is employed by the Niagara Parks Commission.

#### Patrol vehicles

- **6.** The Niagara Parks Commission and any special constable employer that employs special constables of a type referred to in Column 1 of item 5 of the Schedule to this Regulation shall ensure that any patrol vehicle used by their special constables meets the following specifications:
  - 1. In the case of a patrol vehicle used by special constables whose special constable employer is the Niagara Parks Commission, it must have inscribed on it, on each side, "Niagara Parks Commission", "NIAGARA PARKS COMMISSION", "Niagara Parks Police Service" or "NIAGARA PARKS POLICE SERVICE".
  - 2. In the case of a patrol vehicle used by special constables of a type referred to in Column 1 of item 5 of the Schedule to this Regulation, it must have inscribed on it,
    - i. the name of the special constable employer on each side, and
    - ii. the phrase "Special Constable", "SPECIAL CONSTABLE", "Constable spécial" or "CONSTABLE SPÉCIAL" on each side, the hood and the trunk.
  - 3. The words required to be inscribed on the vehicle under paragraph 2 or 3 must be inscribed with a reflective material. O. Reg. 396/23, s. 6; O. Reg. 124/24, s. 2.

#### SPECIAL CONSTABLE EMPLOYER APPLICATIONS

#### Requirements to be a special constable employer

- 7. For the purposes of subsection 97 (3) of the Act, the following are prescribed as requirements that an applicant must meet to be issued an authorization to employ special constables:
  - 1. The applicant must be one of the following:
    - i. A Ministry, commission, board or other administrative unit of the Government of Ontario, including any agency thereof.
    - ii. A municipality.

- iii. A local board as defined in subsection 1 (1) of the *Municipal Act, 2001* or subsection 3 (1) of the *City of Toronto Act, 2006*.
- iv. A municipally-controlled corporation as defined in section 223.1 of the Municipal Act, 2001.
- v. A city-controlled corporation as defined in section 156 of the City of Toronto Act, 2006.
- vi. A university.
- vii. An entity that employs police officers or peace officers in another jurisdiction.
- viii. An entity that employs First Nation Officers.
- 2. If the applicant would be a special constable employer mentioned in Column 1 of item 2, 3 or 5 of the Schedule to this Regulation if the authorization were issued, the applicant must have the following in place:
  - i. A records management system that provides for the storage, retrieval, retention, manipulation and archiving of information pertaining to the activities of special constables performed for the applicant.
  - ii. Procedures governing the performance of the duties of special constables employed by the applicant.
  - iii. Procedures for obtaining assistance in an emergency from police services that provide policing in any area where the special constables are likely to act as special constables, that must have been approved by the relevant chiefs of police.
- 3. If an applicant would be a special constable employer referred to in Column 1 of item 3 or 5 of the Schedule to this Regulation if the authorization were issued, the applicant must have entered into the following agreements with whoever is expected to appoint the applicant's special constables, that being either the relevant police service board or the Commissioner:
  - i. An agreement as to any terms or conditions that are expected to be imposed on a special constable's certificate of appointment regarding the types of incidents the special constables may respond to and any investigations they may undertake.
  - ii. An agreement respecting reporting by the special constable employer to the board or Commissioner, as the case may be, regarding the types of incidents that the special constables respond to and the types of investigations they undertake.
- 4. An applicant, other than an entity that employs First Nation Officers, must have in place procedures respecting reporting to chiefs of police for areas where special constables are likely to act as special constables regarding reporting to the chiefs of police any incidents responded to and investigations undertaken by the special constables.
- 5. The applicant must have commercial general liability insurance of a minimum amount of five million dollars and must name the Crown in right of Ontario as an additional insured, unless the applicant is a ministry, commission, board or other administrative unit of the Government of Ontario, including any agency thereof.

#### Information to be included in application

- **8.** For the purposes of subsection 97 (2) of the Act, the following information shall be included in an application for an authorization to employ special constables:
  - 1. The applicant's name.
  - 2. An indication of which special constable employer the applicant would be if the authorization were issued, from among those referred to in Column 1 of the Schedule to this Regulation, as well as,
    - i. the purposes for which a person may act as a special constable and the powers of a police officer that may be exercised by a special constable that the applicant wishes to see specified in certificates of appointment issued to persons employed by the applicant, and
    - ii. in the case of an applicant that would be a special constable employer referred to in Column 1 of item 2 of the Schedule to this Regulation, the provincial statutes that a person appointed as a special constable and employed by the applicant would be authorized to enforce in the course of their employment with the applicant.
  - 3. A detailed description of the reasons for which the applicant requires the use of special constables in relation to its mandate, unless,
    - i. the applicant would be a special constable employer mentioned in Column 1 of item 1, 3 or 4 of the Schedule to this Regulation if the authorization were issued, or
    - ii. the applicant employed special constables immediately before the day on which subsection 97 (1) of the Act came into force.

- 4. If the special constables that would be employed by the applicant would be acting as special constables in areas that are not contiguous, the arrangements that the applicant intends to put in place to support the activities of the special constables in such circumstances.
- 5. The total number of special constables that the applicant intends to employ.
- 6. Any information required to demonstrate that the applicant meets the requirements set out in section 7.

#### Factors to be considered

- **9.** For the purposes of subsection 97 (4) of the Act, the following are prescribed as the factors that the Minister shall take into consideration in considering whether to issue an authorization to an applicant that meets the requirements set out in section 7:
  - 1. Whether the description referred to in paragraph 3 of section 8 demonstrates a need for special constables, given any alternatives that may be available to the applicant.
  - 2. Whether the arrangements referred to in paragraph 4 of section 8 are sufficient.
  - 10. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION).

# SCHEDULE PURPOSES AND POWERS FOR CERTIFICATES OF APPOINTMENT AND PERMITTED WEAPONS

1. REVOKED: O. Reg. 124/24, s. 1.

Item	Column 1	Column 2	Column 3	Column 4
	Type of special constable	Purposes for which a person may act as	Acts setting out powers of	Permitted weapons and
		a special constable	a police officer and	applicable conditions or
		1	applicable conditions or	restrictions
			restrictions	
1.	Special constables who	1. Providing security in relation to	The powers of a police	1. Oleoresin capsicum spray.
	are members of a police	premises that,	officer under the	2. Oleoresin capsicum foam.
	service or whose special	i. are used for court proceedings,	following Acts may be	3. A baton.
	constable employer is an	ii. are used by a police service, the	specified in a certificate of	
	entity that employs First	Government of Ontario, a municipal	appointment if the	
	Nation Officers	government or a band council, or	certificate of appointment	
		iii. the police service of which the	specifies a purpose set out	
		special constable is a member has	in paragraph 1, 2, 3, 6 or	
		undertaken to patrol or maintain	10 in Column 2 of item 1:	
		security on a time-limited basis due to a	1. The Cannabis Control	
		special event.	Act, 2017.	
		2. Assisting police officers or First	2. The Compulsory	
		Nation Officers with performing	Automobile Insurance Act.	
		policing functions, such as assisting	3. The Courts of Justice	
		with investigations into criminal	Act.	
		offences or missing persons.	4. The <i>Highway Traffic</i>	
		3. For the purposes of paragraph 2,	Act.	
		assisting with investigations may	5. The <i>Liquor Licence and</i>	
		include,	Control Act, 2019.	
		i. interviewing members of the public	6. The Mental Health Act.	
		regarding alleged offences or missing	7. The Motorized Snow	
		persons,	Vehicles Act.	
		ii. detaining, arresting or releasing	8. The <i>Off-Road Vehicles</i>	
		individuals while acting under the	Act.	
		direction of a police officer or First	9. The Provincial Animal	
		Nation Officer,	Welfare Services Act,	
		iii. securing or preserving evidence	2019.	
		under the direction of a police officer or	10. The <i>Provincial</i>	
		First Nation Officer,	Offences Act.	
		iv. seizing or storing evidence under the	11. The Safe Streets Act,	
		direction of a police officer or First	1999.	
		Nation Officer,	12. The Smoke-Free	
		v. securing crime scenes,	Ontario Act, 2017.	
		vi. collecting DNA evidence or	13. The Trespass to	
		extracting DNA from an individual as	Property Act.	
		required as part of an investigation,	14. The Youth Criminal	
		vii. fingerprinting individuals brought	Justice Act (Canada).	
		into police custody in connection with	The powers of a police	
		an investigation,	officer under the	

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		viii. performing electronic searches or seizures under the direction of a police officer or First Nation Officer, ix. performing forensic analysis or using specialized technology or scientific techniques required as part of an investigation, x. storing or processing evidence under the direction of a police officer or First Nation Officer, xi. covertly entering a place and installing, testing, repairing or removing devices used to intercept private communications or conduct video surveillance in accordance with an authorization as defined in section 183 of the <i>Criminal Code</i> (Canada) while under the direction of a police officer or First Nation Officer, and xii. monitoring private communications intercepted under s. 184.4 of the <i>Criminal Code</i> (Canada) or video surveillance authorized under s. 487.01 of the <i>Criminal Code</i> (Canada) while under the direction of a police officer or First Nation Officer.  4. Preparing and serving summonses or other legal documents.  5. Executing warrants or other court orders.  6. Laying charges while acting under the direction of a police officer or First Nation Officer.  7. Swearing informations.  8. Searching, ensuring secure custody of and transporting individuals who are in custody.  9. Directing traffic.	following Acts may be specified in a certificate of appointment if the certificate of appointment specifies a purpose set out in paragraph 4, 5 or 7 in Column 2 of item 1:  1. The Courts of Justice Act.  2. The Provincial Offences Act.  The powers of a police officer under the following Acts may be specified in a certificate of appointment if the certificate of appointment specifies the purpose set out in paragraph 8 in Column 2 of item 1:  1. The Courts of Justice Act.  2. The Mental Health Act.  3. The Provincial Offences Act.  The powers of a police officer under the following Act may be specified in a certificate of appointment if the certificate of appointment if the courts of Justice Act.  1. The Provincial Offences Act.  The powers of a police officer under the following Act may be specified in a certificate of appointment if the certificate of appointment specifies the purpose set out in paragraph 9 in Column 2 of item 1:  1. The Highway Traffic Act.	
2.	Special constables whose special constable employer is a ministry, commission, board or other administrative unit of the Government of Ontario, including any agency thereof, other than the Niagara Parks Commission or Metrolinx	10. Providing witness protection.  1. Exercising the powers of a peace officer under the <i>Criminal Code</i> (Canada) and other federal statutes in relation to the performance of the person's duties in enforcing a provincial statute that the person is authorized to enforce in the course of their employment with the special constable employer.	None	The following weapons may only be used if the special constable is already authorized to carry or use the weapon for the purpose of performing the special constable's duties in enforcing a provincial statute in the course of their employment with the special constable employer:  1. Oleoresin capsicum spray.  2. Oleoresin capsicum foam.  3. A baton.
3.	Special constables whose special constable employer is the Niagara Parks Commission	1. Performing policing functions, other than conducting specialized investigations, i. in relation to the Parks, as defined in section 1 of the <i>Niagara Parks Act</i> , or ii. in response to events encountered while performing policing functions in relation to the Parks.	1. Any Act of the Legislature. 2. The <i>Youth Criminal</i> <i>Justice Act</i> (Canada).	A baton.     A firearm.     A conducted energy weapon.     Oleoresin capsicum spray.     Oleoresin capsicum foam.     A baton.
4.	Special constables whose special constable employer employs police officers pursuant to the law of another jurisdiction	Performing policing functions in any specified area of Ontario or throughout Ontario.	1. Any Act of the Legislature.	A firearm.     A conducted energy weapon.     Oleoresin capsicum spray.     Oleoresin capsicum foam.     A baton.
5.	Special constables not otherwise described in	1. Providing security in relation to the premises of the special constable	The powers of a police officer under the	<ol> <li>Oleoresin capsicum spray.</li> <li>Oleoresin capsicum foam.</li> </ol>

Column 1 of items 1 to 4	employer.	following Acts may be	3. A baton.
	2. Assisting police officers or First	specified in a certificate of	
	Nation Officers in performing policing	appointment if the	
	functions in relation to the premises of	certificate of appointment	
	the special constable employer,	specifies a purpose set out	
	including assisting with investigations	in paragraph 1, 2, 3, 6, 9,	
	into criminal offences or missing	10 or 11 in Column 2 of	
	persons. 3. For the purposes of paragraph 2,	item 5: 1. The <i>Cannabis Control</i>	
	assisting with investigations may	Act, 2017.	
	include,	2. The Compulsory	
	i. interviewing members of the public	Automobile Insurance Act.	
	regarding alleged offences or missing	3. The Courts of Justice	
	persons,	Act.	
	ii. detaining, arresting or releasing	4. The <i>Highway Traffic</i>	
	individuals while acting under the	Act.	
	direction of a police officer or First	5. The <i>Liquor Licence</i> and	
	Nation Officer,	Control Act, 2019. 6. The Mental Health Act.	
	iii. securing or preserving evidence under the direction of a police officer or	7. The <i>Motorized Snow</i>	
	First Nation Officer,	Vehicles Act.	
	iv. seizing or storing evidence under the	8. The <i>Off-Road Vehicles</i>	
	direction of a police officer or First	Act.	
	Nation Officer,	9. The <i>Provincial Animal</i>	
	v. securing crime scenes, and	Welfare Services Act,	
	vi. storing or processing evidence under	2019.	
	the direction of a police officer or First	10. The Provincial	
	Nation Officer.	Offences Act.	
	4. Preparing and serving summonses or other legal documents.	11. The Safe Streets Act, 1999.	
	5. Executing warrants or other court	12. The <i>Smoke-Free</i>	
	orders on the premises of the special	Ontario Act, 2017.	
	constable employer.	13. The <i>Trespass to</i>	
	6. Laying charges while acting under	Property Act.	
	the direction of a police officer or First	14. The Youth Criminal	
	Nation Officer.	Justice Act (Canada).	
	7. Swearing informations.	The powers of a police	
	8. Directing traffic on the premises of	officer under the	
	the special constable employer.  9. Subject to paragraph 10, performing	following Acts may be specified in a certificate of	
	law enforcement functions in relation to	appointment if the	
	an incident on the premises of the	certificate of appointment	
	special constable employer while not	specifies a purpose set out	
	acting under the direction of a police	in paragraph 4, 5 or 7 in	
	officer or First Nation Officer.	Column 2 of item 1:	
	10. A special constable performing law	1. The Courts of Justice	
	enforcement functions in relation to an	Act.	
	incident in accordance with paragraph 9 shall transfer responsibility for law	2. The <i>Provincial</i> Offences Act.	
	enforcement functions in relation to the	The powers of a police	
	incident to a member of the police	officer under the	
	service responsible for the area in which		
	the incident occurred,	specified in a certificate of	
	i. promptly where a person has been	appointment if the	
	arrested or detained,	certificate of appointment	
	ii. in relation to an investigation, other	specifies the purpose set	
	than an investigation into a breach of a	out in paragraph 8 in	
	municipal by-law or a provincial offence that may be prosecuted under	Column 2 of item 1:  1. The <i>Highway Traffic</i>	
	Part I of the <i>Provincial Offences Act</i> ,	Act.	
	after interviewing any involved persons		
	and collecting any evidence that may be		
	collected without a warrant, and		
	iii. in all other circumstances, in		
	accordance with any requirements set		
	out in the procedures governing the		
	performance of the duties of special		
	constables that are established pursuant to an agreement between the special		
	constable employer and the police		
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# Page 60 of 69

service board or Commissioner, as applicable, that appointed the special constable.  11. Performing policing functions, other than law enforcement functions, that do not otherwise fall within a purpose for which the special constable may act as a special constable in relation to incidents that require a policing response and that occur on the premises of the special constable employer, until members of a police service are able to respond to the	
police service are able to respond to the incident.	

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Back to top



# **GUELPH POLICE SERVICES BOARD**

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◆

#### OFFICE OF THE CHIEF OF POLICE

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

Board

**DATE:** Thursday, May 16, 2024

SUBJECT: PROFESSIONAL STANDARDS FIRST QUARTER REPORT 2024

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

**APPROVED BY:** Andrea Ninacs, Inspector, Executive Services

Daryl Goetz, Deputy Chief

#### **RECOMMENDATION**

Information only.

#### **SUMMARY**

The following statistics encompass complaints and investigations that have been undertaken during the period from January 1st to March 31st, 2024.

# **REPORT - FIRST QUARTER**

# PUBLIC COMPLAINTS FROM O.I.P.R.D. UPDATE

In the first quarter of 2024 the Guelph Police Service received <u>12</u> new public complaints through the Office of the Independent Police Review Director (O.I.P.R.D.). <u>7</u> complaints were screened-out and <u>5</u> were referred to Professional Standards for allegations related to conduct and/or service. <u>3</u> public complaints from this quarter remain ongoing, and <u>2</u> matters were concluded this quarter. <u>5</u> public complaints carried into this quarter from 2023 have been concluded.

# S.I.U. NOTIFICATION UPDATE

 $\underline{\mathbf{3}}$  Special Investigations Unit (S.I.U.) notifications were made in the first quarter of 2024. The S.I.U. invoked on  $\underline{\mathbf{2}}$  matters, and their investigations remain ongoing.  $\underline{\mathbf{2}}$  S.I.U. investigations carried into this quarter from 2023 were cleared by the S.I.U. with no further action taken.

#### INTERNAL INVESTIGATION UPDATE

 $\underline{\mathbf{1}}$  internal investigation was initiated in the first quarter of 2024 which remains ongoing.  $\underline{\mathbf{1}}$  internal investigation carried into this quarter from 2023 has been concluded.  $\underline{\mathbf{1}}$  internal investigation originally commenced in the first quarter of 2018 has new hearing dates set commencing in the third quarter of 2024.

### **LOCAL RESPONSES**

In the first quarter of 2024, the Guelph Police Service Professional Standards Branch managed **10** Local Responses. Local Responses are in addition to public complaints referred by the O.I.P.R.D. and may be resolved at an early juncture without the matter becoming a public complaint filed through the O.I.P.R.D.

# **REQUEST FOR REVIEW**

**1** request was made to the O.I.P.R.D. in this quarter to review a matter investigated by Professional Standards received. The review is ongoing.

### **FINANCIAL IMPLICATIONS**

At the present time, the costs are contained within the 2024 Guelph Police operating budget.



# **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, May 16, 2024

SUBJECT: MARCH 2024 FINANCIAL VARIANCE REPORT

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

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

#### 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 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.

#### **OPERATING VARIANCE REPORT:**

The Guelph Police Service is reporting year to date spending of 26.4% 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 2024 have a green status.

The March YTD percentage of budget spent is 26.4%, slightly above the quarterly target of 25%. Total revenues are at 28.3% of budget mainly due to the recovery of labour costs for the NG911 project and an OPP secondment. Total salaries and benefits are running under budget at 22.1%.

The position vacancy including benefits is \$1,444K due to the full-time equivalents (FTEs) being below the authorized strength throughout the first quarter. Per the Human Resources Q1 staffing report, FTEs are under complement by 7.4, of which Police are under complement by 1 member and Civilian are under complement by 6.4 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 29% of the full year budget. As of March 2024, banked and paid overtime hours are down year over year by 6 straight time hours. Overtime hours have decreased in all areas with the exception of projects and staff recruitment. Overtime payments are two weeks behind and statutory holiday hours for Easter weekend will be reflected in the month of April. 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 26.5% 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 108% of budget. Actual Internal charges represent 95.7% of the full year budget and are mainly one-time fees which are fully recorded in Q1. Internal recoveries include transfers from sick leave and are at 45.2% of budget.

Currently, 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 and costs related to WSIB and health benefits.

### **CAPITAL VARIANCE REPORT:**

The capital status dashboard as of March 31, 2024, is presented for information in **Appendix B**. Year to date capital spending was \$1.4M with the majority of spending related to Next Generation 911 (\$461K) and Body Worn Cameras (\$419K). The CCTV project which is partially grant funded spent \$213K in Q1.

# **Lifecycle Replacement Projects:**

The Service's capital projects are classified as lifecycle replacement, growth projects tied directly to the growth of the service either for staffing or fleet and projects. As of the time of this report, all capital projects have a green status and are expected to remain in a surplus position.

Facilities Lifecycle and Equipment has a surplus of \$219K and includes costs to replace various pieces of equipment associated with the facility.

There was a prior year surplus in the Information Technology Hardware capital account which is contributing to the surplus of \$907K. The surplus will be spent to replace existing technology as it reaches the end of its useful life. In 2024, large capital expenditures related to the regular lifecycle replacement of various laptops, desktops and monitors as well as key infrastructure components is scheduled to occur throughout the year.

The Body Armour project is currently in a surplus of \$83K. 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 \$154K and will be used to fund 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 \$234K. This project includes equipment required by Tactical, Canine, Uniform and Traffic.

Executive and Admin Equipment is in a surplus of \$213K. This project includes equipment from Property, Courts, Training and Wellness areas.

Investigative Services Equipment is in a surplus of \$120K. 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 \$654K. 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 PDRU Equipment capital project has an \$81K surplus with over half of the surplus earmarked for a large-scale replacement of the Service's firearm lights.

# **Growth Projects:**

Police Vehicle Expansion project is in a surplus of \$12K which is expected to be spent when the delayed additional fleet vehicle arrives and is available to be outfit.

Police Officer Equipment is in an \$80,400 surplus. This project is to fund 6 new police officers representing the growth positions approved as part of the 2024 budget. As these were not budgeted to be hired until later in the year, funds have not yet been expended.

Uniform Patrol Vehicles has a \$104K surplus at the end of the first quarter. Funds are to purchase and outfit one additional patrol vehicle.

The Portable Radio project has a \$11K surplus and is used to procure one portable radio per growth position. Due to supply chain delays, the radios have been ordered but not yet received.

In-car mobile radios has a \$10K surplus and is used to procure one mobile radio for the growth vehicle.

### **Projects:**

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 \$816K. This project is currently 100% grant funded with phase 2 of the funding complete. It is anticipated that phase 3 of the provincial funding will open for applications soon.

The Drone project has a \$26,800 surplus and the fund are available to purchase one additional drone for the Service. This project is development charge funded.

The Black Cat Speed Monitoring Equipment project has a \$983 surplus. This asset has been purchased and put into service and the project will be closed.

The Comms Equipment/911 Dispatch project has a \$2.65M surplus at the end of Q1. The funding in this project will be used to increase the number of workstations at headquarters by 2 and expand and renovate the backup dispatch centre at CRESC used by GPS and other emergency service providers. The expansion and renovation of the dispatch centre will be done in conjunction with the City's corporate facilities department.

The CCTV project has a \$48K surplus at the end of Q1. This project is partially grant funded and funds have been utilized to fund the first phase of the Service's Community Safety and Operations Centre.

The Preventing Auto Theft Program project has a surplus of \$57K and is grant funded. The surplus is due to some reallocations of expenses from other projects that needs to occur in Q2. Year one of the grant is now complete and this project will be closed.

### **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 as well as an elevated level of member accommodations may impact overtime and project expenses.
- 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: March 2024 Operating Variance Report

Appendix B: March 2024 Capital Status Report

# Appendix A

# Police Operating Variance Report As at March 31, 2024 (brackets indicate a favour

(brackets indicate a favourable variance)



	Approved	YTD	YTD	2023
	Final Budget	Actuals	Variance	Budget Spent %
Revenue				
User Fees & Service Charges	(616,300)	-137,003	479,297	22.2%
Product Sales	-	-16,628	(16,628)	0.0%
External Recoveries	(26,500)	-84,630	(58,130)	319.4%
Grants	(2,610,400)	-681,763	1,928,637	26.1%
Total Revenue	(3,253,200)	-920,024	2,333,176	28.3%
Expense				
Salary & Wages				
Permanent Salaries	38,272,200	8,085,166	(30,187,034)	21.1%
Temporary Salaries	88,200	61,692	(26,508)	69.9%
Overtime	1,000,000	403,526	(596,474)	40.4%
Special Duty	105,200	17,383	(87,817)	16.5%
Total Salary & Wages	39,465,600	8,567,767	-30,897,833	21.7%
Employee Benefits	14,125,200	3,609,985	(10,515,215)	25.6%
Other Compensation (Sick Leave Payout)	1,462,400	0	(1,462,400)	0.0%
Total Salary, Wage & Benefits	55,053,200	12,177,752	-42,875,448	22.1%
Purchased Goods				
Administration & Office Expenses	73,300	7,211	(66,089)	9.8%
Fleet, Equipment & Vehicle	120,800	29,533	(91,267)	24.4%
Utilities & Taxes	322,600	94,054	(228,546)	29.2%
	284,500	56,758	(227,742)	29.2%
Operating Personnel Supplies	164,000	31,583	,	19.3%
Computer Software	92,500	128,203	(132,417) 35,703	138.6%
Total Purchased Goods	1,057,700	347,342	-710,358	32.8%
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Purchased Services				
Repairs & Maintenance	1,422,500	758,601	(663,899)	53.3%
Communications	709,900	144,093	(565,807)	20.3%
Training/Travel	945,720	118,010	(827,710)	12.5%
Professional Services	2,354,100	385,330	(1,968,770)	16.4%
Contracted Services	6,000	0	(6,000)	0.0%
Rental/Leases	57,100	9,602	(47,498)	16.8%
Permits/Approvals	81,700	0	(81,700)	0.0%
Total Purchased Services	5,577,020	1,415,636	-4,161,384	25.4%
Financial Expenses	19,300	2,404	(16,896)	12.5%
Total Expense	61,707,220	13,943,134	-47,764,086	22.6%
Internal Charges/Recoveries				
Internal Charges	3,675,900	3,516,695	(159,205)	95.7%
Internal Recoveries	(730,400)	(330,400)	400,000	(45.2%)
Total Internal Charges/Recoveries	2,945,500	3,186,295	240,795	108.2%
Net Budget	61,399,520	16,209,405	(45,190,115)	26.4%

# **Appendix B: Capital Status Report**

as at March 31, 2024

Project Description	Status	Total Approved	(Surplus)/Deficit
Lifecycle Replacement Project	cts		
Facilities Lifecycle & Equipment		\$198,600	(\$219,353)
Information Technology Hardware		\$796,900	(\$907,061)
Body Armour		\$54,800	(\$83,085)
Furniture		\$25,800	(\$153,652)
NS Patrol & Field Support		\$96,300	(\$234,244)
Exec / Admin Equipment		\$62,200	(\$213,003)
Investigative Services		\$70,000	(\$120,508)
Fleet & Equipment		\$1,567,000	(\$654,644)
PDRU Equipment		\$68,100	(\$80,688)
Project Description	Status	Total Approved	(Surplus)/Deficit
<b>Growth Projects</b>			
Police Vehicle Expansion		\$0	(\$12,122)
Police Officer Equipment		\$80,400	(\$80,400)
Uniform Patrol Vehicles		\$103,900	(\$103,900)
Portable Radios		\$42,000	(\$11,235)
In Car Mobile Radios		\$15,500	(\$10,157)
Project Description	Status	Life to Date Budget	(Surplus)/Deficit
Projects			
Body Worn Camera		\$2,113,600	(\$299,492)
Next Generation 911		\$2,400,000	(\$816,528)
Drone		\$26,800	(\$26,800)
Black Cat Speed Monitoring		\$5,600	(\$983)
Comms Equipment 911 Dispatch		\$2,652,300	(\$2,646,863)
ссту		\$495,000	(\$48,319)
Preventing Auto Theft Program		\$123,800	(\$57,337)