



Guelph Police Services Board

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

Open Meeting Agenda

Thursday, January 16, 2025; 2:30 p.m.

Location: Electronic Meeting

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

Open Session: 2:30 p.m.

Closed Session: 1:00 p.m.

- | | | |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1.0 | Welcome and Introductions | |
| 2.0 | Meeting Called to Order, Territorial Acknowledgment | |
| 3.0 | Declarations of Conflict or Pecuniary Interest under the Municipal Conflict of Interest Act | Information |
| 4.0 | Closed Session Resolutions (if any) | Decision |
| 5.0 | Presentations/Delegations – None | |
| 6.0 | Approval of the Agenda | Decision |
| <u>PART 1 - CONSENT</u> | | |
| | <i>Items on the Consent Agenda can be approved in one motion. Prior to the motion being voted on, a member of the Board may request that an item be moved to the Discussion Agenda.</i> | Decision |
| 6.1 | Approval of the Open Meeting Minutes dated December 12, 2024 | Decision |
| 6.2 | Human Resources – Member Appointments | Decision |
| 6.3 | Budget Signing Authorities | Decision |
| 6.4 | Appointment of Acting Chief and Deputy Chief of Police | Decision |
| 6.5 | Professional Standards Fourth Quarter Report 2024 | Information |
| 6.6 | Board Subcommittee Appointments for 2025 | Decision |

6.7 Membership Renewals for 2025 Decision

6.7.1 Ontario Association of Police Services Boards
and Canadian Association of Police Governance

6.8 Board Correspondence Report Information

PART 2 – DISCUSSION

6.9 Appointment of Board Chair and Vice-Chair for 2025 Decision

6.10 Guelph Police Services Board Name Change Decision

6.11 Report on Aggregate Disciplinary Measures in 2024 Information

6.12 Chief's Monthly Update Information

7.0 New Business

8.0 Information Items

- Understanding Human Trafficking – public event hosted by Guelph Police Service, Victim Services Guelph Wellington, and Women in Crisis – Monday, January 20, 2025, 6:00 p.m. to 7:30 p.m., Emergency Operations Training Centre, Guelph Police Service Headquarters, 15 Wyndham Street South
- Next Open Meeting: Thursday, February 20, 2025, 2:30 p.m., via Teams meeting, Livestreamed on YouTube

9.0 Adjournment Decision



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Open Meeting

Minutes – December 12, 2024

An Open meeting of the Guelph Police Services Board was held by teleconference call on December 12, 2024, pursuant to sections 11.4 and 20.7 of Guelph Police Services Board By-Law 136 (2009), commencing at 12:30 p.m.

Present: P. McSherry, Chair
J. Armstrong, Vice-Chair
P. Allt, Member
A. Sharma, Member
C. Guthrie, Member
L. LaCelle, Executive Assistant
G. Cobey, Chief of Police
S. Gill, Deputy Chief of Police
D. Goetz, Deputy Chief of Police
J. Sidlofsky Stoffman, Legal Counsel
S. Hewitt, Finance Manager
J. Millson, Executive Assistant

Guests: Insp. Andrew Goody, S/Sgt. Ben Bair, S/Sgt. Melanie Clark, Shaun Hewitt, Finance Manager, John Robinson, Research Analyst

1.0 Welcome and Introductions

Chair McSherry welcomed everyone to the December 12, 2024, Guelph Police Services Board meeting.

2.0 Meeting Called to Order and Territorial Acknowledgment

Chair McSherry called the meeting to order at 12:33 p.m. and gave the Territorial Acknowledgement.

3.0 Declaration of Conflict or Pecuniary Interest – None

4.0 Closed Session Resolutions – None

5.0 Presentations/Delegations – None

6.0 Approval of the Agenda

Moved by P. Allt

Seconded by J. Armstrong

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

- **CARRIED** -

Part 1 – Consent Agenda

Moved by P. Allt

Seconded by C. Guthrie

THAT the Consent Agenda items be approved.

- **CARRIED** -

6.1 Approval of the Open Meeting Minutes dated November 21, 2024

THAT the Open Meeting Minutes of the Guelph Police Services Board's November 21, 2024, meeting be approved.

6.2 Member Appointments

THAT Darren Raye and Chris Dufour be appointed as full-time members of this Service, effective November 20, 2024;

AND THAT Megan Kewley be appointed as a temporary full-time member of this Service, effective November 25, 2024;

FURTHER THAT Abigail Thorne be appointed as a temporary member of this Service, effective January 6, 2025.

6.3 Special Constable Appointments - Approval

THAT Erin Mancini be appointed as a Special Constable with the University of Guelph, effective November 19, 2024;

AND THAT Cheri Rockefeller be appointed as a Special Constable with the University of Guelph, effective November 19, 2024.

6.4 2025 Board Meeting Dates

THAT the Guelph Police Services Board approve the presented schedule for its meetings in 2025.

6.5 Board Correspondence Report

THAT the report titled "Open Meeting – December 12, 2024, Board Correspondence Report," and dated December 12, 2024, be received for information.

Part 2 – Discussion Agenda

6.6 2025 Budget Confirmation

Chief Cobey introduced Shaun Hewitt, Finance Manager, and asked him to walk the Board through the budget presentation document.

Shaun Hewitt highlighted that the report seeks confirmation of both the Capital and Operating Budgets for 2025.

Moved by C. Guthrie

Seconded by J. Armstrong

THAT an additional \$250,000 be added to the 2025 Operating Budget to accelerate the hiring of the additional six sworn constables required to address crimes relating to Human Trafficking and Intimate Partner Violence.

- CARRIED -

Moved by C. Guthrie

Seconded by J. Armstrong

THAT the Guelph Police Services Board confirms the 2024-2027 operating budget as submitted in Appendix D with net spending of \$67,222,764 in 2025, \$71,758,192 in 2026 and \$76,173,999 in 2027 noting the adjusted estimates reflect the increase of six sworn constables required to address crimes relating to Human Trafficking and Intimate Partner Violence;

AND THAT the Guelph Police Services Board amends the Capital Budget submitted at its September 19, 2024, meeting to increase the 2025 estimate by \$154,200 to include the capital costs associated with the additional six sworn constables required to address crimes relating to Human Trafficking and Intimate Partner Violence;

Moved by: A. Sharma

Seconded by: C. Guthrie

FURTHER THAT the Guelph Police Services Board confirms the 2024-2027 Capital Budget as approved on October 19, 2023, including amended amounts of \$6,584,900 for 2024, \$3,899,308 for 2025, \$4,434,300 for 2026 and \$6,547,100 for 2027 for the approved budget years;

Moved by: J. Armstrong
Seconded by: A. Sharma

AND THAT the Guelph Police Services Board confirms the 2028-2033 capital forecast including amended amounts of \$5,140,800 in 2028, \$4,508,100 in 2029, \$5,762,200 in 2030, \$4,056,700 in 2031, \$4,909,300 in 2032, and \$7,481,400 in 2033 for information and planning purposes;

Moved by: P. Allt
Seconded by: C. Guthrie

FURTHER THAT the Board forward this information to the City of Guelph for their information and planning purposes.

- CARRIED -

C. Guthrie thanked S. Hewitt, his predecessors, the Senior Leadership Team, and staff for bringing the budget together. Recognizing that this is a difficult time with budgets and affordability, we cannot sacrifice the safety of our community. The investments that have been made year over year over year are showing the results that we need in our community by becoming safer and allowing the Service to respond faster and make a more positive impact in the community. We cannot just maintain; we must excel and accelerate more safety options in our community as this is what our community is asking for.

Chair McSherry thanked the Chief and all who have put the hard work into preparing presentations and proposals and serving the community.

6.7 New Business – None

7.0 Information Items

- Next Open Meeting: Thursday, January 16, 2025, 2:30 p.m., via Teams meeting, livestreamed on YouTube.

8.0 Adjournment

Moved by A. Sharma
Seconded by J. Armstrong

THAT the Open meeting of the Guelph Police Services Board be adjourned at 1:14 p.m.

- CARRIED -

P. McSherry, Vice-Chair

L. LaCelle, Executive Assistant



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, January 16, 2025

SUBJECT: Member Appointments

PREPARED BY: Cara Thompson, Human Resources Advisor
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 **Tiffany Doherty** as a Police Communicator/Dispatcher with this Service effective February 10, 2025.

Tiffany Doherty has worked for Halton Regional Police Service as a Call Taker for almost two years. Prior to this, Tiffany worked for almost a decade as a Dispatcher in Transportation/Logistics and in Customer Service.

MOVED THAT

Tiffany Doherty be appointed as a full-time member of this Service effective February 10, 2025.

FURTHER THAT

A board motion is required to appoint **Zach Booth** as a Temporary Digital Disclosure Specialist with our Service effective January 6, 2025.

Zach was employed with Guelph Police Service as an IT Technician Co-op Student in 2023 and 2024. He is in his final term of the Honours Bachelor of Computer Engineering program at the University of Guelph.

MOVED THAT

Zach Booth be appointed as a temporary member of this Service effective January 6, 2024.

AND THAT

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

Mohammad was the successful candidate for a paid co-op placement in the Information System Services Unit and commenced this eight-month placement on January 6th, 2025.

MOVED THAT

Mohammad Moosa Basit be appointed as a temporary member of this Service effective January 6, 2025.

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

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

DATE: Thursday, January 16, 2025

SUBJECT: BUDGET SIGNING AUTHORITY

PREPARED BY: Shaun Hewitt, Manager of Financial Services

APPROVED BY: Daryl Goetz, Deputy Chief of Police

RECOMMENDATION:

For information.

SUMMARY:

In accordance with the Board's Financial Policy BD-01-001, section 7.1, the Chief of Police is required to submit to the Board a copy of the signing authority for the Guelph Police Service budget when changes are made to the document.

REPORT:

Please find the attached signing authorizations by program area for the year 2025. The signing authority list identifies the signing limit dollar amount by business unit or capital project for specific positions within the Guelph Police Service. This ensures appropriate segregation of duties between the requestor and the approver of expenditures and encourages fiscal accountability.

The attached schedule provides the updated 2025 signing authority master for information. It should be noted that signing authority for PS0089 (NG911), PS0112 (Preventing Auto theft) and CCTV (PS0111) have been left in place as these projects may continue to have final charges against them (within approved funding levels) as they wrap up.

The list as presented is based on position, not individuals. Additional signing authorities for some cost centers have been added as accountabilities are modified as part of day-to-day adjustments.

STRATEGIC PLAN 2024 - 2027:

Vision: To contribute to the positive growth and development of our members and our community by providing leadership and innovative policing that is effective, efficient, economical and environmentally responsible.

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

Priority 2: Investigative Excellence with the need for enhanced investigative capacity including a focus on Intimate Partner Violence and Human Trafficking Organizational Health.

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

Priority 4: Organizational Health and Service Effectiveness with the focus on wellness supports, Internal communication Plan, and Skills development, Performance Improvement, and Succession Plan.

Priority 5: Road Safety with a focus on Proactive Engagement, Education, and Enforcement, and Road Safety initiatives to Support City of Guelph's "vision Zero."

Priority 6: Downtown with increased Public Engagement and Visibility, and community partner and Business Stakeholder Engagemen.t

FINANCIAL IMPLICATIONS AND/OR RISKS:

A signing authorization list is one effective tool to assist in maintaining proper internal controls and ensure that expenditures are within budget in an organization.

ATTACHMENTS:

Appendix 1: Guelph Police Service Signing Authorities



Appendix A: Guelph Police Service Signing Authorities

Effective Jan 16, 2025

Cost Centre	Business Unit Authority	Signing Limit	
All Cost Centres	Chief of Police	Up to and more than \$1,500,000	<i>note 1, 2, 3</i>
All Cost Centres	Deputy Chief of Police - Administration	Up to and more than \$1,500,000	<i>note 1, 2, 3</i>
All Cost Centres	Deputy Chief of Police - Operations	Up to and more than \$1,500,000	<i>note 1, 2, 3</i>
712-0100, 712-0200, 712-0201, 712-0222, 712-0410, 712-0460, 712-0520, 712-0550, 712-0585, 712-0600	Executive Assistant, Chief, Legal and Executive Services	\$5,000	
712-0100, 712-0200, 712-0201, 712-0222, 712-0410, 712-0460, 712-0520, 712-0550, 712-0585, 712-0600	Executive Assistant, Deputy Chief Operations and Administration	\$5,000	
712-0100, 712-0410	Legal Counsel	\$25,000	
712-0222, 712-0460, 712-0520, 712-0550, 712-0585	Inspector, Executive Services	\$25,000	<i>note 4</i>
712-0420, 712-0500, 712-0565	Administrative Services Assistant	\$1,500	
712-0210 to 712-0224, 712-0270, 712-0521	Inspector, Neighbourhood Services Patrol	\$25,000	<i>note 4</i>
712-0522	Inspector, Neighbourhood Services Field Support	\$25,000	<i>note 4</i>
712-0211 to 712-0214	Staff Sergeant, Neighbourhood Services Patrol	\$5,000	
712-0224, 712-0521, 712-0522, 717-0100	Sergeant, Youth and Community Services	\$5,000	
712-0216, 712-0220, 712-0270	Staff Sergeant, Traffic, Tactics and Rescue and Canine	\$5,000	
712-0210 to 712-0350, 712-0441, 712-0450, 712-0500, 712-0521, 712-0522, 712-0565 to 712-0571	Administrative Assistant - Inspectors	\$1,500	
712-0220	Sergeant, Tactics and Rescue	\$5,000	
712-0270	Sergeant, Traffic	\$5,000	
712-0222, 712-0300 to 712-0330	Inspector, Investigative Services	\$25,000	<i>note 4</i>
712-0300 to 712-0330	Staff Sergeant, Investigative Services	\$5,000	
712-0320, 712-0321	Staff Sergeant, Drugs/Intelligence	\$5,000	
	Sergeant, Drugs	\$5,000	
	Sergeant, Intelligence	\$5,000	
712-0350	Sergeant, Communications	\$5,000	
712-0340	Staff Sergeant, Court Services	\$5,000	

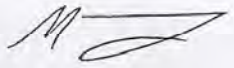
712-0420	Manager, Information System Services	\$100,000	
712-0450	Manager, Data Services	\$25,000	
All Cost Centres	Inspector, Administrative Services	\$150,000	
712-0520, 712-0550	Staff Sergeant, Professional Development and Recruiting	\$5,000	
	Sergeant, Professional Development and Recruiting	\$5,000	
712-0510, 712-0560	Manager, Human Resources and Occupational Health, Safety and Wellness	\$25,000	<i>note 1</i>
712-0500, 712-0520, 712-0540, 712-0580	Manager, Financial Services	\$25,000	<i>note 1, 2</i>
712-0570, 712-0571	Manager, Facilities	\$25,000	
712-0600	Chair, Guelph Police Services Board	\$10,000	
712-0600	Executive Assistant, Guelph Police Services Board	\$5,000	
712-0521	School Safety Officer	\$600	
712-0520 training object codes: 3401-3405	All Inspectors and Civilian Managers	\$25,000	

Capital Project	Business Unit Authority	Signing Limit	
All Capital Projects	Chief of Police Deputy Chief of Police - Administration Deputy Chief of Police - Operations	Up to and more than \$1,500,000	<i>note 3</i>
All Capital Projects	Inspector, Administrative Services Manager, Financial Services	\$150,000 \$25,000	
Deployment Strategy (PS0074)	Chief of Police Deputy Chief of Police - Administration Deputy Chief of Police - Operations	Up to and more than \$1,500,000	<i>note 3</i>
BWC/CEW (PS0078)	Chief of Police Deputy Chief of Police - Administration Deputy Chief of Police - Operations Manager, Information System Services	Up to and more than \$1,500,000 \$100,000	<i>note 3 (for Chief and Deputy)</i>
PRIDE Group Capital (PS0087)	Manager, Information System Services Deputy Chief of Police - Administration Deputy Chief of Police - Operations	\$100,000 Up to and more than \$1,500,000	<i>note 3 (for Deputy)</i>
NG911 (PS0089)	Chief of Police Deputy Chief of Police - Administration Deputy Chief of Police - Operations Manager, Information System Services	Up to and more than \$1,500,000 \$100,000	<i>note 3 (for Chief & Deputy)</i>
ALPR (PS0090)	Chief of Police Deputy Chief of Police - Administration Deputy Chief of Police - Operations Manager, Information System Services	Up to and more than \$1,500,000 \$100,000	<i>note 3 (for Chief & Deputy)</i>
CCTV (PS0111)	Chief of Police Deputy Chief of Police - Administration Deputy Chief of Police - Operations Manager, Information System Services Inspector, Investigative Services	Up to and more than \$1,500,000 \$100,000 \$100,000	<i>note 3 (for Chief & Deputy)</i>
Guelph Police Services Headquarter Renovations (PS0033)	Chief of Police Deputy Chief of Police - Administration Deputy Chief of Police - Operations Inspector, Administrative Services Deputy CAO, Infrastructure, Development and Enterprise Services, City of Guelph Construction Manager, City of Guelph Project Manager, City of Guelph	Up to and more than \$1,500,000 \$150,000 Up to and more than \$100,000 \$50,000 \$100,000	<i>note 3 (for Chief and Deputy)</i>

Data Information Management System-DIMS (PS0071), Information Technology Hardware (PS0079), Telecom Equipment (PS0086)	Administrative Services Assistant Manager, Information System Services	\$1,500 \$100,000
Vehicles Growth (PS0067), Fleet & Fleet Equipment Replacement (PS0085)	Administrative Services Assistant Inspector, Administrative Services	\$1,500 \$150,000
Facilities & Facility Equipment Lifecycle (PS0068), Indoor Range Update (PS0110)	Inspector, Administrative Services	\$150,000
Body Armour (PS0080), Furniture (PS0081)	Inspector, Administrative Services Manager, Financial Services Purchasing Coordinator	\$150,000 \$25,000 \$1,500
NS Patrol & Field Support Equipment (PS0082)	Inspector, Neighbourhood Services Patrol Inspector, Neighbourhood Services Field Support	\$25,000 \$25,000
Executive/Administration Equipment (PS0083)	Administrative Services Assistant Inspector, Administrative Services Inspector, Executive Services Manager, Financial Services Manager, Human Resources and Occupational Health, Safety and Wellness	\$1,500 \$150,000 \$25,000 \$25,000 \$25,000
Investigative Services Equipment (PS0084)	Inspector, Investigative Services	\$25,000

Notes:

1. For payroll and government remittances that impact the balance sheet accounts, the Manager, Human Resources and Occupational Health & Safety has unlimited signing authority (in the absence of the Manager, Human Resources and Occupational Health & Safety, the Manager, Financial Services, the Chief or Deputy Chief - Administration or Deputy Chief - Operations or the designate will assume this responsibility).
2. For Ontario Police College loan accounts and inventory accounts, the Manager, Financial Services has unlimited signing authority (in the absence of the Manager, Financial Services, the Chief or Deputy Chief - Administration or Deputy Chief - Operations or the designate will assume this responsibility).
3. The Board must approve purchases greater than \$500,000 that have been budgeted but have not been assigned a specific capital project number with an exclusive description that clearly defines the scope of procurement or a specific operating budget business unit and object code.
4. For Inspectors completing acting assignments for other Inspectors or the Deputy Chief of Police - Administration or the Deputy Chief of Police - Operations, that their signing authority also include the cost centers for the police member for whom they are covering.



Digitally signed by Gordon Cobey GF (M)
Date: 2025.01.09 11:11:23 -05'00'

Chief of Police

Date



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, January 16, 2025

SUBJECT: **Appointment of Acting Chief and Acting Deputy Chief of Police**

PREPARED BY: Gord Cobey, Chief of Police

APPROVED BY: Peter McSherry, Chair, Guelph Police Services Board

RECOMMENDATION

THAT the Guelph Police Services Board approve the recommended lists for 2025 as presented for the appointments of Acting Chief and Acting Deputy Chief of Police.

SUMMARY:

Pursuant to Police Services Board Policy, BD 02-004, which provides direction related to the appointment of an Acting Chief of Police and an Acting Deputy Chief of Police as the needs of the Service arise.

REPORT:

In compliance with Article 1 of Board Policy, BD 02-004, the following is a recommended list of candidates who possess the knowledge, skills, and abilities to act in the capacity of Acting Chief of Police and Acting Deputy Chief of Police if so required due to organizational exigencies.

Acting Chief of Police

- Deputy Chief Daryl Goetz
- Deputy Chief Steve Gill

Acting Deputy Chief of Police

- Inspector Andrea Ninacs
- Inspector Scott Grover
- Inspector David Doxey
- Inspector Andrew Goody
- Inspector Jeimy Karavelus

CORPORATE BUSINESS PLAN:

Support adequate and effective police services.

FINANCIAL IMPLICATIONS: Nil.

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, January 16, 2025

SUBJECT: Professional Standards Fourth Quarter Report 2024

PREPARED BY: Lester Tang, Sergeant, Professional Standards

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

RECOMMENDATION:

Information only.

SUMMARY:

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

REPORT - FOURTH QUARTER:

PUBLIC COMPLAINTS UPDATE:

In the fourth quarter of 2024 the Guelph Police Service received **17** new public complaints, filed pursuant to Part X of the Community Safety and Policing Act, from the Law Enforcement Complaints Agency (LECA), as the Office of the Independent Police Review Director (O.I.P.R.D.) is now known since April 1, 2024, of which **3** were referred to Professional Standards by LECA to proceed by investigation. **2** of **3** public complaints from this quarter remain ongoing. **2** of **3** public complaints carried into this quarter remain ongoing.

S.I.U. NOTIFICATIONS UPDATE:

3 notifications were made to the Special Investigations Unit (S.I.U.) in the fourth quarter of 2024 causing the SIU to invoke on **2** matters which remain ongoing.

INTERNAL INVESTIGATIONS UPDATE:

0 internal investigations were initiated in the fourth quarter of 2024. 6 internal investigations were carried into this quarter. 3 were concluded this quarter while 3 are either ongoing investigations or pending disposition. 1 hearing resulting from an internal investigation originally commenced in the first quarter of 2018 remains ongoing.

LOCAL CONCERNS:

In the fourth quarter of 2024, the Guelph Police Service Professional Standards Branch managed 5 Local Concerns. Local Concerns are in addition to public complaints referred by LECA and may be resolved at an early juncture without the matter becoming a formal public complaint filed through LECA.

REQUEST FOR REVIEW:

There was 1 new request made to LECA this quarter to review a complaint investigated by Professional Standards which remains ongoing. 1 Request for Review carried into this quarter has concluded with the Chief's decision confirmed.

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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CHAIR'S OFFICE, GUELPH POLICE SERVICES BOARD

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

DATE: Thursday, January 16, 2025

SUBJECT: GUELPH POLICE SERVICES BOARD COMMITTEE STRUCTURE FOR 2025

PREPARED BY: Leslie LaCelle, Executive Assistant

APPROVED BY: Peter McSherry, Chair

RECOMMENDATION:

THAT the Guelph Police Services Board approve the following recommendations to the Board standing committees for the 2025 calendar year.

SUMMARY:

The purpose of this report is to assist the Board in determining membership of the standing committees for 2025 pursuant to section 9 of By-Law 136 (2009).

CURRENT COMMITTEE STRUCTURE

Collective Bargaining:

P. McSherry (Chair)
J. Armstrong

Finance:

P. Allt (Chair)
C. Guthrie
P. McSherry

Policy Review:

J. Armstrong (Chair)

A. Sharma

P. McSherry

Performance Appraisal:

P. McSherry

C. Guthrie

P. Allt

J. Armstrong

A. Sharma

ATTACHMENT: Section 9 of By-Law 135 (2009)

BY-LAW 136 (2009)

9. COMMITTEES OF THE BOARD [amended by By-Law 154 (2014)]

- 9.1 The Board will appoint by motion at its December meeting one or more Members to the Committees of the Board.
- 9.2 The Guelph Police Service Board has the following Standing Committees: Collective Bargaining, Policy, Performance Appraisal, and Finance.
- 9.3 From time to time the Board may determine a need for other Ad Hoc Committees to inquire into any manner within the jurisdiction of the Board, and will appoint by motion at that time one or more Members to the Ad Hoc Committee of the Board.
- 9.4 Membership, statutory authority and responsibility of the Committees are determined in the Terms of Reference of the Committee as set out by the Board.
- 9.5 Committee members shall deal directly with the Chief of Police or a designated person, or in their absence, the Deputy Chief or a designated person, when services are required from a member of the Guelph Police Service to assist the Committee.
- 9.6 The Committee shall report upon its work to the Board at the meeting of the Board next following the date of the Committee meeting.



GUELPH POLICE SERVICES BOARD

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CHAIR'S OFFICE, GUELPH POLICE SERVICES BOARD

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

DATE: Thursday, January 16, 2025

SUBJECT: Membership Renewals for 2025 – Ontario Association of Police Services Boards and Canadian Association of Police Governance

PREPARED BY: Leslie LaCelle, Executive Assistant

APPROVED BY: Peter McSherry, Chair

RECOMMENDATION:

THAT the Guelph Police Services Board renew its membership for 2025 in the Ontario Association of Police Services Boards at a cost of \$11,865.00, and the Canadian Association of Police Governance at a cost of \$2,220.00, to be paid from the tax supported budget.

SUMMARY:

For 2025, the fee for the OAPSB (Ontario Association of Police Services Boards) has increased by \$4,523.48. It should be noted that the OAPSB has implemented significant increases to their membership fees. In the past, the OAPSB was not funded as a working organization. In 2022, the OAPSB Board decided to hire a full-time Executive Director, and with funding help from the Ministry of the Solicitor General, expanded its services into supports for training for Boards, with the introduction and enforcement of the CSPA. Along with the transition to OPP Detachment Boards, the OAPSB needed to ensure membership pricing was not only reflective of these changes, but also fair. As a result, the membership fees now reflect a price per property, much like the cost model for OPP services. The increase in fees is to help the OAPSB remain committed to supporting police service board activities while providing expanded tools and training.

Pursuant to the resolution passed at the January, 2014 OAPSB Board of Director's Meeting, to be a member of Zone 5, the Guelph Police Services Board must maintain membership in the OAPSB.

Note that the invoice for membership in Zone 5 will arrive in late January/February of this year. Typically, the annual fee for membership in Zone 5 is approximately \$250.00.

The membership fee for the CAPG (Canadian Association of Police Governance) has increased by \$87.18.

CORPORATE BUSINESS PLAN: N/A

FINANCIAL IMPLICATIONS: \$14,805.00

ATTACHMENTS: 2025 membership dues for OAPSB and CAPG

Ontario Association of Police Services Boards
 PO Box 43058
 London RPO Highland, ON N6J 0A7
Tel 1-800-831-7727
E-Mail oapsb@oapsb.ca



Ontario
 Association of
 Police Services
 Boards

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BILL TO

MESSAGE

Guelph Police Service Board
 Leslie LaCelle
 15 Wyndham Street South
 Guelph, ON N1H 4C6

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Force Size Over 300 Annual	10,500.00	10,500.00

SUBTOTAL	10,500.00
SALES TAX	1,365.00
SHIPPING & HANDLING	0.00
TOTAL	11,865.00

PAYMENT/CREDIT/WRITE OFF/DISCOUNTS APPLIED	(0.00)
TOTAL DUE BY 2024-10-21	11,865.00

Thank you for your business!

CURRENT	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	TOTAL OPEN INVOICE
11,865.00	0.00	0.00	0.00	11,865.00

[Submit payment online here](#)

**Canadian Association of Police
Governance**
78 GEORGE STREET, SUITE 204
Ottawa ON K1N 5W1
GST/HST Registration No.: 87551 3467
RT0001



BILL TO

Guelph Police Services Board
P.O. Box 31038, Willow West
Postal Outlet
15 Wyndham Street South
Guelph Ontario N1H 8K1

INVOICE 4918

DATE 09-01-2025 TERMS Net 30

DUE DATE 08-02-2025

ACTIVITY	AMOUNT
Membership Dues:2025/2026 CAPG Membership - Police Boards & RCMP/Municipal Advisory Committees -Service size 251-400	2,220.00
2025/2026 CAPG Membership - Police Boards & RCMP/Municipal Advisory Committees - Service size 251-400	

SUBTOTAL 2,220.00

TOTAL 2,220.00

TOTAL DUE \$2,220.00



Guelph Police Services Board

Open Meeting – January 16, 2025 Board Correspondence Report

Incoming Correspondence

December 12, 2024

- Michael Tavares, Dealer Partner/General Manager of Guelph Toyota – support of initiatives taken by the Guelph Police Service, particularly through the Community Safety Operations Centre (attached).

December 19, 2024

- Brendan Johnson, Executive Director, Guelph Neighbourhood Support Coalition – thank you for Board's support of Summer Camps program and snapshot report (attached).

Outgoing Correspondence

December 12, 2024

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

Michael Tavares
Dealer Partner | General Manager of Guelph Toyota
Guelph Auto Mall Dealers
Guelph, Ontario, N1K 1E9
Date: December 12, 2024

To: Mr. Peter McSherry Chair of the Guelph Police Service Board,
Guelph Police Service Chief Gordon Cobey

Dear Mr. Peter McSherry,

On behalf of the Guelph Auto Mall Group, I am pleased to express our collective support for the initiatives undertaken by the Guelph Police Service, particularly through the Community Safety Operations Centre (CSOC).

The Guelph Auto Mall Dealers Group, consisting of Guelph Toyota, Guelph VW, Barry Cullens Chevrolet Cadillac, Wayne Pitman Ford Lincoln, Robinsons Buick GMC, Pfaff Subaru, Guelph Kia and Guelph Hyundai is a collaborative community-focused organization. We were recently made aware of the CSOC initiative and had the privilege of receiving a presentation on its objectives, operations, and the potential impact it can have on enhancing safety and well-being within our community from Sgt. Chris Probst.

As a group, we are enthusiastic about the opportunity to work with the Guelph Police Service as a Community Partner. We recognize the value of aligning our efforts with the goals of CSOC and are committed to supporting the program. One aspect of this partnership includes providing access to video feeds from our properties when needed, furthering the collaborative efforts to maintain community safety.

Our group is genuinely excited to be part of CSOC in its early stages and to contribute to its success. This is not merely a business decision but a shared commitment to improving the community as a whole. By fostering a safer environment, we believe we can help build a stronger and more resilient Guelph for everyone.

We look forward to working closely with the Guelph Police Service and exploring additional opportunities to support this vital initiative. Please do not hesitate to reach out to discuss next steps or any specific ways we can assist in advancing the goals of CSOC.

Thank you for your dedication to our community.

Sincerely,
Michael Tavares
Dealer Partner | General Manager of Guelph Toyota
Guelph Auto Mall Dealers

From: [Brendan Johnson](#)
To: [Leslie LaCelle](#); Phil.Allt@guelph.ca; [Gord Cobey](#)
Subject: Summer Camps
Date: Thursday, December 19, 2024 5:33:47 PM
Attachments: [2024 GNSC Summer Camp Snapshot and Thank you.pdf](#)

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

Hello Leslie, Phil and Gord,

Wanted to thank you again for your continued support of our summer camps! It makes a huge difference in the lives of so many kids in our community.

Please find attached a snapshot report.

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



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



guelph neighbour
hood
SUPPORT
COALITION



2024 Neighbourhood Summer Camps Report

Guelph Neighbourhood Support Coalition



Introduction

Dear Friends,

Looking back at 2024, we want to celebrate another great year of amazing campers, staff, volunteers, and partnerships that made the Guelph Neighbourhood Support Coalition's Summer Camps so special. Your love, kindness, and supports helped us provide:

- **More affordable and accessible** camp and recreation opportunities;
- **More employment opportunities** for youth in our neighbourhoods; and,
- **More opportunities for kids** to connect, play, and have fun together!

This year, we were also able to bring back our **All Camps Day**. We bused all the camps - over 200 campers - to a central location for a day of fun, food, and connection. And, in addition, Guelph Fringe Festival was there to offer interactive theatre performances for all the kids.

Neighbourhood Camps happen in the local parks and schools where kids live; we keep camp affordable and we hire youth who live in these communities to care for the campers. **Thank you** for helping make camp possible for kids and families in our community!

We want you to see how your support makes a **huge difference** in the lives of so many youth and families. The following snapshot shares key highlights from Summer Camp 2024.

In Love and Kindness,



Brendan Johnson, Executive Director
Guelph Neighbourhood Support Coalition



Numbers at a Glance...

35 weeks of camp programming were offered across six Neighbourhood Groups!

Over 800 youth attended

Over 40 camp staff were hired



Over 130 Leaders in Training supported camps

Over 100 bursaries provided to support families in sending their kids to camp

The Neighbourhood Groups were most proud of...

- Creating fun camp memories for so many children.
- Having families/kids love the camp.
- Having returning families year after year.
- Having over 100 kids participate in an affordable camp experience.
- Having exceptional camp counsellors and dedicated LITs.
- Providing great and creative programming.
- Supporting some families going through a hard time.





We couldn't run summer camps without our **amazing summer camp staff and leaders!**

It is an important part of our programming to offer jobs to youth who will grow, develop, and lead in their own neighbourhoods.

Over the course of a week, before camp started, the GNSC and partners brought youth leaders together to bond and learn about becoming good camp leaders through workshops and trainings on:

- Program and activity planning;
- Adapting for differences;
- Early childhood development;
- Adverse Childhood Experiences;
- Trauma informed care work;
- First Aid; and,
- Holding space for fun, connection, and meaningful relationships!



Overall, 30 hours of leadership training were provided to 42 youth



After summer, we asked **summer camp staff** what they were most proud about and key skills/lessons they learned in their role that may help them in their future. Here is what they had to say:

Leading Activities with More Confidence



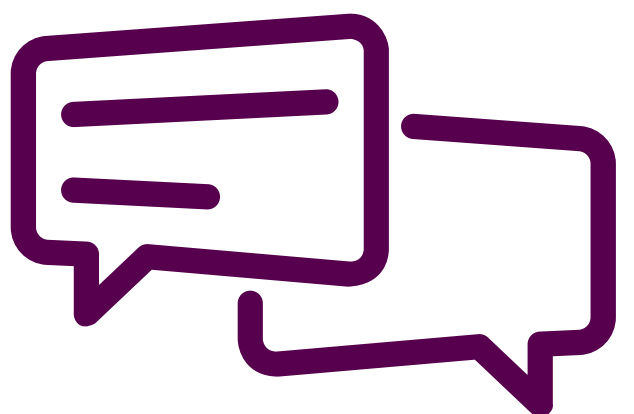
I am quite happy with the role that I took on this summer, and the leadership skills I developed over time. I was constantly...running activities and making quick decisions, as well as just managing conflict within the camp. I was apprehensive about my capabilities for this role, but I really enjoyed it and I think I adapted to the role well. (Camp Staff, 2024)

I am proud of being able to run more games and feel more confident doing so. (Camp Staff, 2024)

This year I feel like I have gotten a lot better and more comfortable addressing the whole group and leading more activities. I have always been comfortable talking to people and crowds but this year I feel like I've gotten much more confident just going with it. (Camp Staff, 2024)

I felt I learned a lot of leadership skills such as how to capture a larger group of people's attention. This may help me in the future because with the line of work I am hoping to go into I will need to learn how to get a large group's attention. (Camp Staff, 2024)

Keeping Campers Safe



Something that I am proud of about my work this summer was being able to keep all the kids safe and ensuring that they had an enjoyable experience as campers. (Camp Staff, 2024)

I was proud of myself being able to deal with our special needs campers. It can be difficult for a teenager without much training in more advanced special needs and I feel I did a really good job in helping these campers, catering to what they need and still keeping them safe. (Camp Staff, 2024)

Becoming More Adaptable and Flexible



I learned how to be more adaptable when activities didn't go as planned and to find alternatives quickly. (Camp Staff, 2024)

One important skill that I learned is working well under pressure. A lot of the times camp can be a quite high stress situation, as many people may be asking things of you at the same time, and this is something I had to learn to cope with in order to avoid burnout and successfully complete all the tasks that needed to be done. Functioning under pressure is an important skill for just about all aspects of life, such as university and future work environments. (Camp Staff, 2024)

I learned to put myself in the camper's shoes, especially with those who struggled to participate. Understanding their feelings helped me connect better with them. (Camp Staff, 2024)

Learning About Importance of Communication and Teamwork



Working closely with my fellow counsellors taught me the importance of teamwork. We were able to support each other and make decisions together for the best interest of the campers. (Camp Staff, 2024)

I have learned the importance of strong communication and teamwork. These skills are valuable as they help in collaborating with others, problem solving, and more. (Camp Staff, 2024)

I realized how important it is to communicate clearly with both campers and staff, especially when resolving conflicts. (Camp Staff, 2024)



Thank you!!

Our summer camps are supported and made possible through the following organizations and Canada Summer Jobs grant program through Employment Services Development Canada (ESDC).



Neighbourhood Groups





Guelph Police Services Board

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

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

TTY (519) 824-1466 Email: board@police.guelph.on.ca

December 12, 2024

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

Your Worship,

At its meeting on December 12, 2024, the Guelph Police Services Board passed the following motions with respect to the confirmation of its 2024 to 2027 Operating and Capital budgets:

THAT the Guelph Police Services Board confirms the 2024-2027 operating budget as submitted in Appendix D with net spending of \$67,222,764 in 2025, \$71,758,192 in 2026 and \$76,173,999 in 2027 noting the adjusted estimates reflect the increase of six sworn constables required to address crimes relating to Human Trafficking and Intimate Partner Violence;

AND THAT the Guelph Police Services Board amends the Capital Budget submitted at its September 19, 2024, meeting to increase the 2025 estimate by \$154,200 to include the capital costs associated with the additional six sworn constables required to address crimes relating to Human Trafficking and Intimate Partner Violence;

FURTHER THAT the Guelph Police Services Board confirms the 2024-2027 Capital Budget as approved on October 19, 2023, including amended amounts of \$6,584,900 for 2024, \$3,899,308 for 2025, \$4,434,300 for 2026 and \$6,547,100 for 2027 for the approved budget years;

AND THAT the Guelph Police Services Board confirms the 2028-2033 capital forecast including amended amounts of \$5,140,800 in 2028, \$4,508,100 in 2029, \$5,762,200 in 2030, \$4,056,700 in 2031, \$4,909,300 in 2032, and \$7,481,400 in 2033 for information and planning purposes;

FURTHER THAT the Board forward this information to the City of Guelph for their information and planning purposes.

- CARRIED UNANIMOUSLY -

Kindly distribute this information to members of City Council.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter McSherry', with a long horizontal flourish extending to the right.

Peter McSherry, Chair
Guelph Police Services Board

cc. Tara Baker, CAO, City of Guelph
Shanna O'Dwyer, Acting General Manager/City Treasurer, City of Guelph
Gordon Cobey, Chief of Police, Guelph Police Service
Shaun Hewitt, Finance Manager, Guelph Police Service



GUELPH POLICE SERVICES BOARD

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CHAIR'S OFFICE, GUELPH POLICE SERVICE BOARD

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

DATE: Thursday, January 16, 2025

SUBJECT: Guelph Police Services Board Name Change

PREPARED BY: Leslie LaCelle, Executive Assistant

APPROVED BY: Peter McSherry, Chair

RECOMMENDATION:

THAT per the *Community Safety and Policing Act – Part IV, section 31 (1)*, the Board shall now be known as the Guelph Police Service Board.

SUMMARY:

The *Community Safety and Policing Act (CSPA) 2019 – Part IV, section (1)* states that "a municipal board shall be known as (name of municipality) Police Service Board".

In order to comply with the direction set out in the Act, a motion is required to approve the name change from Guelph Police Services Board to Guelph Police Service Board.

FINANCIAL IMPLICATIONS: Nil.

ATTACHMENTS: Nil.



GUELPH POLICE SERVICES BOARD

Pride • Service • Trust •

OFFICE OF THE CHIEF OF POLICE

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

DATE: Thursday, January 16, 2025

SUBJECT: Report On Aggregate Disciplinary Measures In 2024

PREPARED BY: Lester Tang, Sergeant, Professional Standards

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

RECOMMENDATION:

Information only.

REPORT:

This report has been prepared pursuant to section 215 of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, henceforth "the Act" for the period from April 1st to October 31st, 2024. This is a new reporting requirement in the Act that had no prior precedent. Going forward, there will be two reports prepared on a semi-annual basis (for the period of November 1 to April 30 and then for the period of May 1 to October 31) in accordance with section 9(1) of O.Reg.90/24.

Aggregated Information on Disciplinary Measures	April 1 to Dec 31, 2024
Sections under the Code of Conduct for Police Officers O.Reg.407/23 for which penalty was imposed	sec.27
Sections under the Code of Conduct for Special Constables O.Reg.410/23 for which penalty was imposed	0
Average penalty imposed (in hours)	34
Total penalties imposed (in hours)	34
Disciplinary measures imposed without a hearing	1

Disciplinary measures imposed following a hearing under section 200 of the Act	0
Disciplinary measures imposed following a hearing under section 202 of the Act	0
Disciplinary measures imposed that were varied or overturned following a hearing	0
Disciplinary measures imposed without a hearing that were upheld at a hearing	0