



## **Guelph Police Services Board**

PO Box 31038, Willow West Postal Outlet, Guelph, Ontario N1H 8K1  
Telephone: (519) 824-1212 #7213 Fax: (519) 824-8360  
TTY (519)824-1466 Email: board@guelphpolice.ca

### **OPEN MEETING**

### **MINUTES – APRIL 16, 2020**

An Open meeting of the Guelph Police Services Board was held by teleconference call on April 16, 2020, pursuant to Guelph Police Services Board By-Law 164 (2020), on April 16, 2020 commencing at 2:30 p.m.

**Present:** D. Drone, Chair  
R. Carter, Member  
C. Guthrie, Member  
C. Billings, Member  
R. Curran, Member  
C. Polonenko, Executive Assistant  
G. Cobey, Chief of Police  
P. Martin, Deputy Chief of Police  
J. Sidlofsky Stoffman, Legal Services  
L. Pelton, Financial Services

**Guests:** Peter Tonin and Greg Kloefer of Tonin & Co., Constable Kyle Grant, Constable Matt Jotham, Jessica Abra, Judy Sorbara (former board member)

#### **1. WELCOME AND INTRODUCTIONS**

D. Drone noted that the Board did not meet in March due to the COVID-19 crisis and welcomed everyone to this meeting.

#### **2. MEETING CALLED TO ORDER**

Chair D. Drone called the meeting to order at 2:34 p.m. via teleconference call between the attendees in the City of Guelph.

#### **3. DECLARATION OF CONFLICT OR PECUNIARY INTEREST**

Although not stated at this point in the meeting, at Item 7.15, Selection of Chair of the Board, Robert Carter declared a conflict as his name had been put forward as Chair.

#### **4. CLOSED SESSION RESOLUTIONS**

The following three Closed session resolutions were reported in open session:

**Moved by R. Curran**  
**Seconded by C. Guthrie**

**THAT** the Guelph Police Services Board support the Guelph Neighbourhood Support Coalition in the amount of \$ 4,000.00, the KidsAbility Foundation in the amount of \$2,500.00, and Torchlight Services in the amount of \$300.00, with funds to be paid from the Community Account. *(From March 19, 2020); and*

**THAT** the Guelph Police Services Board ratifies the tentative five-year agreements (January 1, 2019 - December 31, 2023) reached between the Guelph Police Services Board and the Guelph Police Association for the Uniform and Civilian Collective Agreements as negotiated by the Board's Negotiating Committee. *(From April 9, 2020); and*

**THAT** the Guelph Police Services Board support the Julien Project in the amount of \$250.00 with funds to be paid from the Community Account and subject to their ability to reopen and meet after the COVID-19 crisis. *(From April 16, 2020)*

**-CARRIED-**

## **5. PRESENTATIONS/DELEGATIONS**

### **5.1 Review Engagement of the Community Account for 2019 Tonin & Co. LLP – Peter Tonin, Greg Kloepfer**

Peter Tonin and Greg Kloepfer from Tonin & Co. provided a review of the Financial Statements of the Guelph Police Services Board Community Account for 2019. After a review of the Community Account Financials, they stated that the representation of the account was accurate. D. Drone thanked them for being thorough and for taking time to attend and thanked Cheryl Polonenko, Executive Assistant, for administering the account. He also stated that it is important to invest back into the community.

**Moved by R. Carter**

**Seconded by C. Billings**

**THAT** the Guelph Police Services Board receive the Financial Statements of the 2019 Community Account presented by Tonin & Co. LLP.

**-CARRIED-**

Peter Tonin and Greg Kloepfer left the meeting at 2:52 p.m.

## **6. APPROVAL OF MINUTES**

### **6.1 Open Meeting of February 20, 2020**

**Moved by C. Billings**

**Seconded by R. Curran**

**THAT** the Minutes of the Open Meeting held Thursday, February 20, 2020 be approved as presented.

**- CARRIED –**

### **6.2 Special Open Meeting of April 9, 2020**

**Moved by R. Carter**

**Seconded by C. Guthrie**

**THAT** the Minutes of the Special Open Meeting held Thursday, April 9, 2020 be approved as presented.

**- CARRIED –**

**7. APPROVAL OF AGENDA**

**Moved by C. Billings**

**Seconded by R. Curran**

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

**- CARRIED –**

**Moved by C. Billings**

**Seconded by R. Curran**

**THAT** the Guelph Police Services Board adopt **Part 1 – Consent Agenda**, as identified below.

**- CARRIED –**

**7.1 Headquarter Renovation and Expansion Report**

That the Reports titled “Police Headquarters Renovation and Expansion Project” and dated March 19, 2020 and April 16, 2020, be received for information.

**7.2 Freedom of Information Annual Report (2019)**

That the report titled “2019 Freedom of Information Statistics” and dated March 19, 2020 be received for information.

**7.3 Public Salary Disclosure Annual Report (2019)**

That the report titled “Public Sector Salary Disclosure for 2019” and dated March 19, 2020 be received for information.

**7.4 Use of Force Annual Report (2019) and Quarterly Use of Force Report 2020**

That the report titled “2019 Annual Use of Force Report” and dated March 19, 2020 and the report entitled “Quarterly Use of Force Report – Jan 1 – Mar 31, 2020” and dated April 16, 2020 be received for information.

**7.5 Professional Standards Annual Report (2019) and First Quarter Report 2020**

That the report titled “Professional Standards 2019 Year End Report” and dated March 19, 2020 and the report titled “Professional Standards First Quarter Report 2020” and dated April 16, 2020 be received for information.

**7.6 Disability Management Services Report – Ratification of Motion from March 19, 2020**

**THAT** the Guelph Police Services Board enter into a new agreement with TRAC Group for disability management services, effective May 1, 2020 to the end of April 2021, following a successful pilot program ending April 30, 2020. The services will be reviewed annually and where meeting the objectives of the Service, the terms of the agreement will be renewed.

**7.7 Human Resources Report**

**THAT** Erin White be appointed as a full-time civilian member of this Service effective March 9, 2020; and

**THAT** Shannon Britton and Jeff Reid be appointed as a full-time members of this Service effective March 16, 2020; and

**THAT** Lynn Hellinga be appointed as a full-time civilian member of this Service effective March 23, 2020; and

**THAT** Samantha Franken be appointed as a full-time civilian member of this Service effective March 30, 2020.

**7.8 Board Correspondence Report**

That the report titled “Open Meeting – April 16, 2020 Board Correspondence Report” be received for information.

**7.9 Guelph Police Service Charity Gala Update**

That the report titled “Chief’s Gala” and dated March 6, 2020 be received for information.

**7.10 Community Account Quarterly Report**

That the report titled “Community Account Quarterly Report – January 1 – March 31, 2020” and dated April 16, 2020 be received for information.

**Part 2 – Discussion Agenda**

**7.11 Crime, Calls and Public Order Semi-Annual Report**

Chief Cobey acknowledged Jessica Abra who prepared the report. He provided the following highlights of the report.

- Call volume has increased for the fourth consecutive year, and this year by 3.4% with 73,908 calls for service in 2019.
- Calls to check well-being or compassion to locate, where someone is concerned about the status of another person, were the largest volume of calls, a great proportion being mental health issues or substance abuse. This indicates a growing pressure of mental health on the resources of the Service.
- Suspicious people is the second highest in number of calls. There was a significant increase in fraud calls, and a significant decrease in indecent acts.
- As call volumes increase, so have the response times, and this trend continued in 2019. It is anticipated that the staffing increases approved during the budget will slow or reverse those trends.
- Break and enters decreased last year contrary to general perception. This could be due to the BEAT team pilot project in 2019. However theft from vehicles increased.
- Administrative calls increased in 2019 with 3,050 more calls. The major factor

behind this growth was a 90% increase in unintentional mistakes calling 9-1-1 made by adults, up by 2,082 calls to 4,393 in 2019. Chief G. Cobey explained that all 911 calls have to be followed up. If the person hangs up, dispatch must check to see if it is a true emergency and will involve a response. The issue of mistaken 911 calls is often messaged to the community through the media office. It is difficult and time consuming to extract data that would indicate how many are followed up by police presence, so going forward, the Board request that if possible, an operational change be made to start collecting that data for the future.

There was discussion regarding the increase of calls in Neighbourhood 1 and how many of those calls were close to the border of Neighbourhoods 1 and 4, which is the downtown. Chief Cobey noted that N4 is the smallest geographical area but has relatively the most calls, but the fastest response time due to the proximity to headquarters. Investigation clearance rates will also be included in future reports.

D. Drone thanked the Chief and J. Abra for the excellent work.

#### **7.12 Major Case Management Annual Report**

Chief Cobey noted that it is a high level report that the Service is required to submit each year. In 2019, there was one attempted homicide, and a total of 101 sexual assaults investigated. Overall, trends were similar to last year and no large increases.

Deputy Chief Martin reported that the recommendations that were made during the Major Case Management audit last year were followed up and resolved by Investigative Services.

#### **7.13 2019 Year End Preliminary Financial Variance Report**

Lisa Pelton, Supervisor, Financial Services, reported that the preliminary year-end financial variance report for 2019 indicated a surplus of \$12,547. The final results will be presented in July. The surplus represents a positive 0.03% variance to the full year operating budget and is primarily due to higher than budgeted revenues and surpluses recorded in Internal Charges/Recoveries.

In consultation with City Finance staff, GPS staff are recommending that the 2019 year-end operating surplus be allocated to a Police Operating Contingency Reserve in order to offset budget deficits arising from unforeseen events or extraordinary expenditure and fund one-time operating budget impacts that would otherwise cause a tax rate fluctuation. Additionally, from a forward-looking perspective, operating contingency reserves will become more critical as the City moves towards a multi-year budget methodology in the years to come.

In past consultation with the City Treasurer, it was recommended that a target reserve balance of up to a maximum of 1% of Guelph Police Service's annual operating budget would be established. In 2020, this would make the target reserve balance equal to \$456,415. The recommendation is that the 2019 year-end surplus

be allocated to the Police Operating Contingency Reserve and should surpluses arise in future years, a recommendation would be made to continue contributing to this reserve until the target balance is met.

In 2019, \$6.7M was spent on capital expenditures. Approximately 80% of the spending was on the Headquarters renovation and expansion project. The next largest area of expenditure was the Information Technology (9%) followed by Vehicle Replacement (6%).

Vehicle Based Equipment ended the year with a \$109K surplus. This capital project includes life cycle replacement of vehicle equipment such as light bars, prisoner partitions as well as outfitting costs to ready a vehicle for the road, which includes installation of parts, and striping. The surplus is attributable to the delay in the hybrid vehicles as well as extending the other planned replacements to 2020. 25 vehicles were budgeted for, but only 15 were needing replacement. Three hybrid vehicles were due in 2019 and were just received in 2020. Any surplus will be utilized in the Hybrid conversion to keep the project within budget.

D. Drone thanked Lisa Pelton for the excellent report.

**Moved by R. Carter**

**Seconded by R. Curran**

**THAT** the Guelph Police Services Board forward a request to City Council that 2019 year-end surplus, estimated to be in the amount of \$12,547, be transferred to the Police Operating Contingency Reserve.

**-CARRIED-**

#### **7.14 Approval of Policy Statement BD-4T-001 Accessing and Managing COVID-19 Status Information**

Chief G. Cobey introduced the new temporary Policy Statement, effective April 3, 2020, relating to accessing COVID-19 status information of individuals for frontline emergency services personnel. J. Sidlofsky Stoffman provided the background information; more specifically, that an All Chiefs Memo had been issued by the Ministry of the Solicitor General, requiring Police Services Boards to enact a temporary policy that allowed for disclosure to frontline first responders information about persons with COVID results, for the safety of personnel. The Service will also prepare Procedures governing how and to whom this information is disseminated. A list of individuals in the communications room who would be accessing this information was provided and approved. It was also required that the Service ensure that this information does not get put into the CPIC system and there is an obligation to remove the information within 6 months after the declaration of the ceasing of state of emergency. It was noted that in Guelph, currently there were only 69 positive cases, and many were in long term care facilities; therefore, the number of individuals that this relates to would be very small.

**Moved by R. Curran**

**Seconded by C. Billings**

**THAT** the Guelph Police Services Board adopt Policy Statement BD-4T-001, Accessing and Managing COVID-19 Status Information, be approved and implemented, effective April 3, 2020.

**-CARRIED-**

## **7.15 Selection of Chair of the Board**

D. Drone reported that his term is concluding on April 25, 2020 and the Board is required to appoint a new Chair of the Board. R. Carter declared a conflict of interest and will not participate in the discussion or vote.

**Moved by C. Billings**

**Seconded by R. Curran**

**THAT** the Guelph Police Services Board nominate R. Carter as the Board Chair and that nominations be closed.

**-CARRIED-**

**Moved by C. Billings**

**Seconded by R. Curran**

**THAT** the Guelph Police Services Board appoints Robert Carter as the Board Chair, effective April 25, 2020, when the appointment of the current Chair, Don Drone, expires.

**-CARRIED-**

The Board made the decision not to appoint a new Vice-Chair until a new Provincial board member is appointed.

## **7.16 Chief's Monthly Report**

- Chief Cobey thanked our frontline workers, police service members, and essential workers for their work during this COVID-19 pandemic. He and Senior Leaders meet daily with the City CAO, and work with Public Health regarding implementing measures to ensure the health of our people. Call volumes decreased at the beginning of the pandemic, but slowly, are returning to more normal. He reported that Headquarters has been closed for non-emergency matters, but the Service is open and available 24/7. Citizens should call 9-1-1 in emergencies but for other matters, citizens can call the administrative line or report online. Despite the COVID-19 crisis, the Drug Unit, Intelligence Unit and the High Enforcement Action Team continue to make a lot of arrests and seizures.
- The Downtown Resource Unit began operations on April 1<sup>st</sup>. They are making inroads with businesses and individuals, while maintaining physical distancing.
- Public engagements have decreased but he is finding ways to remain connected and engaged while managing operations during the COVID-19 crisis.

### **7.17 New Business**

With this being the last meeting that Don Drone would be acting as Chair of the Board, Robert Carter, incoming Chair, thanked Mr. Drone for his committed leadership as Chair. He noted that Mr. Drone had led the Selection Committee for the new Chief, led the cause for an increase to the police service budget, and has been championing a project to have an art object funded by donations installed at the entrance to the newly renovated and expanded Headquarters. He wished Mr. Drone all the best in his future endeavours. Mayor Cam Guthrie, Chief Gord Cobey and Deputy Chief Paul Martin each expressed their appreciation to Mr. Drone for his leadership with integrity, dignity, a cool head, professionalism and commitment to his responsibilities. He was wished all the best for his future endeavours.

Mr. Drone thanked everyone for the kind words, stating that he constantly learned from them. He expressed his confidence in Mr. Carter as incoming Chair and also thanked Cheryl Polonenko, the Executive Assistant, for her support for him as Chair.

### **8. INFORMATION ITEMS**

- Next Open Meeting: Thursday, May 21, 2020, 2:30 p.m., via teleconference call (all bookings at City facilities are cancelled through July 5, 2020)
- Inaugural Guelph Police Service Charity Gala: Postponed, date to be determined
- OAPSB Annual General Meeting – Conference was cancelled, but a virtual meeting is being set up to conduct the AGM – details coming.
- CAPG Annual Conference: Postponed to October 29 – November 1, 2020, Victoria, B.C.

### **9. ADJOURNMENT**

**Moved by C. Billings**

**Seconded by C. Guthrie**

**THAT** the Open meeting of the Guelph Police Services Board adjourn as at 3:41 p.m.

**- CARRIED -**

The minutes of this meeting were adopted this 21<sup>st</sup> day of May, 2020.

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*“R. Carter”*

R. Carter, Chair

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*“C. Polonenko”*

C. Polonenko, Executive Assistant