



Guelph Police Services Board

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OPEN MEETING

MINUTES – MAY 21, 2020

An Open meeting of the Guelph Police Services Board was held by teleconference call, pursuant to Guelph Police Services Board By-Law 164 (2020), on May 21, 2020 commencing at 2:30 p.m.

Present:

R. Carter, Chair	G. Cobey, Chief of Police
R. Curran, Member	P. Martin, Deputy Chief of Police
P. McSherry, Member	J. Sidlofsky Stoffman, Legal Services
C. Guthrie, Member	L. Pelton, Financial Services Supervisor
C. Billings, Member	T. Harris, Human Resources Manager
C. Polonenko, Executive Assistant	

Guests: Guelph Police Service: Cst. Matt Jotham, Cst. Kyle Grant

1. WELCOME AND INTRODUCTIONS

Chair R. Carter welcomed Peter McSherry, the new Provincial Appointee, to the Board.

2. MEETING CALLED TO ORDER

Chair R. Carter called the meeting to order at 2:37 p.m. via teleconference call between the attendees.

3. DECLARATION OF CONFLICT OR PECUNIARY INTEREST

There were no declarations of conflict or pecuniary interest.

4. CLOSED SESSION RESOLUTIONS

The following Closed session resolution was reported in open session:

Moved by C. Guthrie

Seconded by C. Billings

THAT the Guelph Police Services Board support the Big Brothers Big Sisters of Guelph Wellington in the amount of \$500.00, with funds to be paid from the Community Account.

-CARRIED-

5. **PRESENTATIONS/DELEGATIONS** - None

6. **APPROVAL OF MINUTES**

Moved by C. Billings

Seconded by R. Curran

THAT the Minutes of the Open Meeting held Thursday, April 16, 2020 be approved as presented.

- CARRIED –

7. **APPROVAL OF AGENDA**

Moved by C. Guthrie

Seconded by C. Billings

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

- CARRIED –

C. Billings requested that Item 7.5 Budget Calendar, be extracted from the Consent Agenda.

Moved by C. Billings

Seconded by R. Curran

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

- CARRIED –

7.1 Headquarter Renovation and Expansion Report

That the Reports titled “Police Headquarters Renovation and Expansion Project” and dated May 21, 2020, be received for information.

7.2 Human Resources Report – Member Appointments

THAT Christian Godin, Geoffrey Hiebert, Frazer McCrindle, Nathaniel McIntyre, Matthew Simpson, Taylor Vajushi-Cooper and Samantha Worthington be appointed as a full-time members of this Service effective April 23, 2020; and

THAT Laurette Legacy be appointed as a part-time civilian member of this Service effective May 4, 2020.

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 Payment of Tonin & Co. Invoice 34494, dated April 28, 2020

THAT the Guelph Police Services Board approve payment of Tonin & Co. invoice Number 34494, dated April 28, 2020 in the amount of \$847.50 for the Review Engagement of the Community Account to be paid from the tax supported budget.

7.6 Board Correspondence Report

That the report titled “Open Meeting – May 21, 2020 Board Correspondence Report” be received for information.

Part 2 – Discussion Agenda

7.7 Human Resources Services Annual Report for 2019 – Tracey Harris, Human Resources Manager

T. Harris provided an overview in each of the six key performance indicators.

- 1) **Recruitment, Selection and Outreach Initiatives:** In 2019, a number of positions were vacated due to retirements and resignations, and 8 maternity/paternity leaves created gaps that cannot be backfilled. The Ministry made a change to the Constable Selection System and assessments moved to the basic constable training at the college and to the employer. This gave an opportunity to improve the system and create efficiencies internally. In 2019, there were 42 outreach initiatives for recruiting. One area of focus was diversity. Despite these initiatives, the number of applications received are low. Whereas over 600 used to apply each year, in 2019, only 150 were received. The recruitment Sergeant spent many hours with several candidates that were not ready to move forward and mentored them. 6 new recruits, 1 Special Constable and 1 experienced officer within the diversity spectrum in Ontario Human Rights were hired.
- 2) **Career Development Transfer Opportunities:** In 2019, there was significant internal movement with 62 transfers, which included secondments, mentoring and training assignments, and promotions.
- 3) **Professional Development and Training:** The centralized training model is used to strategize and prioritize legislated training. E-learning through online courses continues to be the choice of delivery. The Service continues to invest in employee development and focus on building a pool of qualified candidates for critical positions to ensure the delivery of sustainable and quality police services.
- 4) **Current Staffing Including Accommodations and Leaves:** Over the last 8 years, accommodations and increased leaves have been putting continuous pressures on the Service, as many cannot be backfilled.
- 5) **Commitment to Member Safeguard Programs and Wellness Initiatives:** The Service is coordinating with other organizations to develop and adopt best practices for safeguarding our members. A Wellness Coordinator position was recently posted as part of the 2020 budget.
- 6) **Attrition Rates and Retirement Projections for 2020-2024:** 12% of our people will retire in the next 5 years – 16 civilian and 25 police, creating a need to continue to focus on career development for members to move into the specialized positions.

R. Carter thanked Tracey for the comprehensive report.

7.5 Budget Calendar (extracted from Consent Agenda)

The Board requested that the Budget Calendar be amended so that the Operating Budget would be presented at the Board's September meeting, and would approve it at the October meeting. This would allow time for the Board to review the Operating Budget before making a decision. L. Pelton will amend the schedule accordingly.

7.8 Operating and Capital Budget Quarterly Variance Report

L. Pelton reported that the March 2020 operating surplus was \$12,487 and represents a positive 0.1% variance to the full year budget due to several factors, mainly related to salary and employee benefits in the first quarter. Other factors affecting the budget included unbudgeted COVID-19 expenses of \$6,000, cancellation of training and travel due to the pandemic, and timing of grant revenues. At this time, the Service is forecasting no year-end operating variance. The majority of capital spending in this quarter related to the Headquarter Renovation and Expansion project and the Vehicle Replacement project.

7.9 Chief's Monthly Report

- Chief Cobey reported that since March 18th, the Service has responded to over 11,000 calls for service. He thanked the membership for their resiliency.
- He has a daily meeting with the City's Chief Administrative Officer regarding the COVID-19 measures. To date, the Service has had no confirmed positive cases. We continue to work with public health, our city colleagues, and health and safety representatives. Social distancing within the work environment has been important to keep our people healthy.
- He has participated in many virtual meetings, internal leadership meetings and some external meetings and looks forward to attending virtual town halls or meetings.
- The Guelph Mercury Tribune featured Cst. Stewart Robinson and Cst. James Nightingale for a new program they started where they reach out to High School students to talk about mental health and addictions.

R. Carter thanked the Chief and Deputy Chief on behalf of the Board for excellent work over the last few months dealing with the COVID-19 crisis.

7.10 New Business

There was no new business noted.

8 INFORMATION ITEMS

- Next Open Meeting: Thursday, June 18, 2020, 2:30 p.m., via teleconference call (all bookings at City facilities are cancelled through July 5, 2020)

- OAPSB Annual General Meeting – May 29, 2020, 3:00 p.m. via Zoom meeting
- Law of Policing Workshops and Conference – June 8, 9 and 10, 2020 via Zoom
- CAPG Annual Conference: Postponed to October 29 – November 1, 2020, Victoria, B.C.

9 ADJOURNMENT

Moved by C. Billings

Seconded by P. McSherry

THAT the Open meeting of the Guelph Police Services Board adjourn as at 3:16 p.m.

- CARRIED –

The Minutes of this meeting were adopted this 18th day of June, 2020

“R. Carter”

R. Carter, Chair

“C. Polonenko”

C. Polonenko, Executive Assistant