



Guelph Police Services Board

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OPEN MEETING

MINUTES – SEPTEMBER 17, 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 September 17, 2020 commencing at 2:30 p.m.

Present: R. Carter, Chair
R. Curran, Member
P. McSherry, Member
C. Guthrie, Member
C. Billings, Member
C. Polonenko, Executive Assistant
G. Cobey, Chief of Police
D. Goetz, Deputy Chief of Police
J. Sidlofsky Stoffman, Legal Services
K. McKeown, Human Resource Services Manager
L. Pelton, Financial Services Manager

Guests: Anthea Millikin, Executive Director of the Legal Clinic of Guelph and Wellington County; Jillian Watkins, Executive Director of ARCH Guelph

Guelph Police Service: Insp. S. Grover, S/Sgt. M. Davis, S. Odorico, J. Abra

1. WELCOME AND INTRODUCTIONS

Chair Carter welcomed everyone to the meeting.

2. MEETING CALLED TO ORDER

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

3. DECLARATION OF CONFLICT OR PECUNIARY INTEREST

There were no declarations of conflict or pecuniary interest.

4. CLOSED SESSION RESOLUTIONS

Moved by C. Guthrie

Seconded by P. McSherry

THAT the Guelph Police Services Board ratify the 2019-2023 Senior Officers Association Uniform and Civilian Collective Agreements.

-CARRIED-

5. DELEGATIONS/PRESENTATIONS

5.1 Guelph Police Service Promotions

The report, Guelph Police Service Promotions, was provided to the Board for information. Chief Cobey recognized and congratulated the following staff on their promotions and thanked them on behalf of the Senior Leadership Team for taking on these leadership opportunities.

- 1) Human Resources Manager, Kelley McKeown effective August 10, 2020
- 2) To the rank of Staff Sergeant Jason Guardiero effective September 1, 2020
- 3) To the rank of Staff Sergeant Carrie Gale effective September 6, 2020
- 4) Finance Manager, Lisa Pelton, effective September 13, 2020

5.2 Delegation: Anthea Millikin, Executive Director of the Legal Clinic of Guelph and Wellington County; Jillian Watkins, Executive Director of ARCH Guelph re: GPS Access to the Provincial First Responders COVID-19 Risk Look-Up Web Portal

Ms. Millikin introduced herself and her colleague, delegating on behalf of the Coalition of Legal Justice Centres comprised of the Canadian Civil Liberties Association, the Black Legal Action Center, the HIV Legal Clinic of Ontario and Aboriginal Legal Services. She referenced the correspondence received by the Board expressing concern about the GPS access to the database. She acknowledged that the report prepared by the Guelph Police Service for this meeting was comprehensive and outlined the limitations of the data, however, the report needs further review to ensure that the community's questions are answered. R. Carter thanked her for her time and invited her to remain online for the presentation of the report to the Board.

6. APPROVAL OF MINUTES

Moved by C. Guthrie

Seconded by C. Billings

THAT the Minutes of the Open Meeting held Thursday, September 17, 2020 be approved as presented.

- CARRIED –

7. APPROVAL OF AGENDA

Moved by C. Guthrie

Seconded by P. McSherry

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

- CARRIED –

Moved by C. Billings

Seconded by C. Guthrie

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

- CARRIED –

7.1 Headquarter Renovation and Expansion

That the Report titled “Police Headquarters Renovation and Expansion Project” and dated July 6, 2020, be received for information.

7.2 Human Resources Report

THAT Melissa Anthony, Ryan Horvat and Emily Richardson be appointed as a full-time member of this Service effective August 24, 2020; and

THAT Victoria van Breda be appointed as a full-time member of this Service effective September 6, 2020; and

THAT Kerri Hall be appointed as a full-time civilian member of this Service effective September 21, 2020; and

THAT Alanna Tees be appointed as a temporary civilian member of this Service effective September 8, 2020.

7.3 Quarterly Capital & Operating Financial Variance Report

That the Report titled “June 2020 Financial Variance Report” and dated September 17, 2020, be received for information.

7.4 2019 Final Financial Variance Report

That the Report titled “2019 Final Financial Variance Report” and dated September 17, 2020, be received for information.

7.5 Board Correspondence Report

That the report titled “Open Meeting – September 17, 2020 Board Correspondence Report” be received for information.

7.6 Ratification of Motions Approved by Electronic Vote

THAT the Guelph Police Services Board support the Michael House Golf Tournament in the amount of \$500.00 with funds to be paid from the Community Account; and

THAT the Guelph Police Services Board approve the establishment of the Finance Committee, a standing committee of the Board; and

THAT Robert Carter, Cam Guthrie and Christine Billings be appointed as committee members; and

THAT Christine Billings moves from being a member of the Policy Review Committee to being a member of the Finance Committee; and

THAT the Progress Review Committee, a standing committee of the Board, be disbanded; and

THAT Section 9.2 of Bylaw 136 (2009) be amended to read: “The Guelph Police Services Board has the following Standing Committees: Collective Bargaining, Policy, Performance Appraisal and Finance; and

THAT the Guelph Police Services Board support the Big Brothers Big Sisters Golf Fore Kids’ Sake in the amount of \$500.00 with funds to be paid from the Community Account.

-CARRIED-

Part 2 – Discussion Agenda

7.7. Guelph Police Service Access to Provincial First Responders COVID-19 Risk Look-Up Web Portal Report

The report was provided to the Board for information. J. Sidlofsky Stoffman provided the history of the use of the portal and information on those authorized to use it. The purpose of the portal was to ensure that communication and dispatch centres had information to support first responders regarding precautions they would need to take to prevent the spread of COVID-19 when responding to calls. There were several problems with the portal. The Ministry initiated an auditing system with checks and balances to ensure that there was no inappropriate use of the portal. On July 22, 2020, it was closed down due to a court challenge by the Canadian Civil Liberties Association (CCLA).

When the Ministry audit revealed two searches of concern, the circumstances were immediately reviewed and a report was sent to the Ministry noting that the searches were inadvertently undertaken in error. There has been no follow up by the Ministry which would indicate that the Ministry was satisfied with the response. J. Sidlofsky Stoffman reported that there was significant double counting, as a typographical error would cause the user to access the portal with other information. No data was stored by the Service. The portal was provided by the Province and used as intended as a prudent way to protect first responders from contacting COVID-19 in the most extreme circumstances that we have ever faced.

7.8 Chief's Report: Response to June 18, 2020 Board Motions (BIPOC)

The Board received the report of the Chief in an initial response to the Board motions of June 18, 2020. Chief Cobey noted that preparing the response has been an important opportunity for the Service and the community to acknowledge and begin to understand that systematic racism, prejudice and bias exist. The Police Service is committed to listening to, working with, learning from, and engaging our diverse community. Our goal is to work with our community for real and lasting change and to become an example for other communities.

One aspect not included in the report is that the Service is embarking on the next promotional process for Senior Officers. The panel will now include a member of our community, and for this year, Ms. Marva Wisdom, Senior Fellow, Munk School of Global Affairs and Public Policy and Founder and Principal of Wisdom Consulting, has been appointed as that community member. Chief Cobey provided the highlights of Ms. Wisdom's extraordinary bio.

Highlights of Chief Cobey's Report addressing the eleven motions include:

- 1) Integrated Mobile Police and Crisis Team (IMPACT) – The Guelph Police Service and the Canadian Mental Health Association have been leaders together in the area of providing innovative services to those with mental health crises. IMPACT workers share our space and there is incredible collaboration. The goal

is to increase the number of workers so that 100 percent of mental health calls can be attended. but this will require many levels of engagement to secure funding and develop a new system.

- 2) Community Policing: This has been identified a priority as set out in the 2019-2021 Strategic Plan. A method of collecting data of our members providing community service is being implemented to provide visibility and to build strong relationships within our community.
- 3) Technology: The Body Camera pilot project is in cooperation with an academic expert who works with North American police agencies and privacy officials at the federal level. Other areas of technology include Evidence.com for managing video evidence, Axon for submitting video evidence, and Coplogic for reporting online.
- 4) Training: The Service is looking for ways to increase knowledge and competencies in the area of diversity and cultural sensitivity. All civilian and sworn members will be participating in a 3-hour mandatory bias training which will be delivered by various members of the community and will include the perspective of the BIPOC community. The Board expressed an interest in attending the training and requested information when it becomes available.
- 5) Public Complaints: The process of making a complaint is well-established and readily accessible by the public. This promotes accountability and professional and ethical conduct by members of the Service.
- 6) Regulated Interactions: Carding happens rarely in Guelph so there is no statistical means to determine if there is a racial bias in street checks. Chief Cobey reported that the few checks that have been conducted since 2017 when legislation came into effect were not on people of colour.
- 7) Data Collection and Calls for Service relating to the BIPOC community: According to legislation, the Service only records and reports race of persons involved in strip searches, street checks, use of force by police and individuals who are arrested, but not for other non-criminal interactions. Expanded data collection will be implemented if viable and/or desirable. The issue must be examined from the privacy and legislative perspective. Chief Cobey undertook to keep the Board apprised of advocacy with the Province and guidance from the Ontario Association of Chiefs of Police to allow for race-based data collection on community interactions, so that the Board can debate and support this issue from a Board's perspective.
- 8) Ontario Association of Chiefs of Police (OACP): Several senior members participate on various committees of the OACP and are regularly reporting any policing reforms and relevant information to the Senior Leadership Team.
- 9) Community Diversity Advisory Committee: There have been many conversations with the community, and Chief Cobey requests that the Board

endorse the Service's participation in the Community Diversity Advisory Committee, but not to lead it or chair it to ensure a wider range of perspectives are considered. This needs a collaborative community approach. The Service has created an internal Diversity, Equity and Inclusion Committee, and many members are eager to be part of it. There will be a new normal as to how we interact with the community.

- 10) Independent Third Party Process: At this point, no Board direction will be given to the Chief about engaging a third party to conduct surveys as these are community- led discussions and solutions to these issues. Through collaborations that have been made with other groups, feedback can be provided to the Board, and if after that, the Board decides that an outside service should be engaged, it can be done at that point.
- 11) Immigration Partnerships and Initiatives: There are ongoing initiatives such as the Kickz Soccer program, which was started by one of our members and over 800 youth have participated since 2008. We look to expand these kind of relationships.

C. Guthrie thanked the Board for supporting these motions and thanked the Chief and Deputy, the Staff and Chair for leading through these last few months to prepare this detailed "living" report that addresses many of the issues that were raised by the community. The Chief's aspirational goal to be a leading city in regard to dealing with these issues and the desire to build a new normal for the Service is extremely commendable.

It was recommended that the Board consider using social media to proactively provide important key information to the community to further transparency and improve interaction with the community. This will be brought back to the Board for discussion at a later date.

R. Carter thanked the Chief for the excellent report and asked him to pass the Board's appreciation on to everyone in the Service. Chief Cobey thanked the leaders in the community for engaging with the Service and for being part of this collaborative effort.

7.9 2019 Guelph Police Service Annual Report

The 2019 Annual Report was provided to the Board for information. There was discussion regarding the marked increase in 911 misdials and public education. The Research Department will do a survey of other Services to determine if they had similar increases or if the problem is unique to Guelph.

Chief Cobey noted that total crime decreased last year for the first time in 7 years, down by 5.1%. Break and Enters decreased by 28%, which was a result of the BEAT Team. Cybercrime increased by 19% with significant increases in the production and distribution of child pornography.

7.10 Calls for Service Semi-Annual Report

Chief Cobey reported that in the first 6 months of this year, call volume was greater in 2020 than 2019 (1.3% increase), which is surprising due to COVID-19. Response time for priority calls 1, 2 and 3 were faster. Due to COVID-19, there were fewer traffic related calls, break and enters, and motor vehicle accidents but more motor vehicle thefts, calls for mental health crises, domestic violence cases and child custody and access calls. It will be difficult to compare 2020 to other years. The Board requested that the Chief provide the Board with a report on violence against seniors.

The Board also requested a detailed report regarding research on Priority 9 calls, which increased by 5.8% last year. In 2020 so far, almost 6000 of those calls were errors using the 911 system.

7.11 2021 – 2030 Capital Budget Approval

Moved by C. Billings

Seconded by R. Curran

WHEREAS the Guelph Police Services Board is committed to the priorities from the 2019-2021 Strategic Plan and to its responsibility for the provision of adequate and effective policing for the City of Guelph; and

WHEREAS the Guelph Police Services Board has conducted a comprehensive review of the 2021-2030 Capital forecast prepared by the Chief and Guelph Police Service staff; and

WHEREAS the Guelph Police Services Board presented its Capital budget to the public on July 16, 2020 and provided an opportunity for feedback; therefore,

BE IT RESOLVED that the Guelph Police Services Board approves the Guelph Police Service 2021 Capital Budget in the amount of \$1,561,900; and

THAT the Guelph Police Services Board receives the Guelph Police Service 2022 to 2030 Capital Forecast in the amount of \$1,961,400 in 2022, \$2,294,300 in 2023, \$4,316,800 in 2024, \$2,499,400 in 2025, \$1,738,400 in 2026, \$6,686,200 in 2027, \$2,582,800 in 2028, \$2,165,600 in 2029, and \$2,784,900 in 2030 for information and planning purposes; and

THAT the Board forward this information to the City of Guelph Council.

- CARRIED UNANIMOUSLY–

7.12 Finance Committee Report

Moved by C. Billings

Seconded by C. Guthrie

THAT the Guelph Police Services Board approve the Finance Committee Terms of Reference as amended by the Committee; and

THAT Section 9.6 of Guelph Police Services Board By-law 136 (2009) be amended to read: *“The Committee shall report upon its work to the Board at the next meeting of the Board where delegations are permitted.”*; and

THAT the Guelph Police Services Board receive the preliminary 2021 Operating Budget for information; and

THAT the Guelph Police Services Board make the request of the City of Guelph to properly identify cost allocations as determined by dispatch calls, recognizing that approximately 50 percent is allocated to Fire and Emergency Medical Services and that this allocation be recognized by the City of Guelph; and that the Police Board request an updated policy to reflect the correct use of dispatch calls.

-CARRIED-

Chief Cobey reported that in the late 1990s, there was an agreement between the City and the Service whereby the City would fund 2.75 FTEs to intake 911 calls. This number has never been adjusted. There are discussions taking place to modernize the agreement but the data needs to be collected to determine what the FTE allotment should be.

2021 Operating Budget Presentation:

Chief Cobey presented the 2021 Operating Budget. The budget planning process required all managers to develop budgets based on actual costs over the last four years in order to be mindful of the economic impacts of COVID-19 on the community. A number of initiatives for internal governance have also be instituted, such as an overtime reduction strategy. The expectation is to be within budget. The Strategic Plan is the foundation of the budget is consistent with the community plan. The population continues to grow and calls for service grew last year by 3.4%.

Chief Cobey provided an update on the Service's response to the COVID-19 pandemic and on organizational accomplishments of 2020, including:

- Success of the Downtown Resource Officer pilot project – Since April 1st, 2,640 hours of time have been dedicated to downtown, with 250 hours of foot patrol and over 180 arrests.
- Body Worn Camera pilot project – Data will be available for the Board next year.
- 2020 Expansion – of the 30.5 FTEs approved in the 2020 budget, to date 27.5 have been hired and the 3 FTEs remaining are in the process.
- Diversity Committee - This has been established with S/Sgt. Carrie Gale as Chair.

Initiatives for 2021 will include:

- Formation of a Community Response Unit – This will be comprised of Community Resource Officers, a Downtown Resource Officer Unit and a Community Liaison/Diversity Officer.
- New training initiatives - Bias awareness training and diversity training delivered by members of our BIPOC community.
- Overtime reduction strategies.
- Continuation of Downtown Resource Officer Unit

Chief Cobey asked the Board to consider a 2021 budget of \$48,335,450, a 4.75% increase over 2020 budget.

L. Pelton explained the increase as follows:

- Base budget adjustments: 0.00%
- Annualization for new hires approved in 2020 budget: 2.05%
- New growth requests: 0.00%
- Board approved (PRIDE and Collective Agreements): 3.38%
- Items budgeted at City level: 0.13%
- Impact from Capital: -0.81%

Although this budget is a 4.75% increase over 2020, it is due to uncontrollable budget items such as hydro, a shared agreement with PRIDE, salaries and benefits negotiated in collective bargaining. Everything has been done to reduce what is controllable, such as requesting zero new hires.

Moved by C. Billings

Seconded by C. Guthrie

THAT the Guelph Police Services Board receive the Guelph Police Service 2021 Operating Budget in the amount of \$48,335,450 for consideration and approval at the October 16, 2020 Board Meeting; and

THAT the Guelph Police Services Board receives the Guelph Police Service 2022 to 2024 Operating Forecast in the amount of \$50,890,950 in 2022, \$52,998,550 in 2023, \$54,731,050 in 2024 for information and planning purposes; and

THAT the Guelph Police Service Board carry-over the request from 2020 to recommend that \$50,000 be transferred from reserve #115 Police Contingency; and **THAT** the Board forwards this information to the City of Guelph Council upon approval.

-CARRIED-

L. Pelton noted that included in the budget is a change to the Fee schedule of By-law 136 (2009), to incorporate a charge of \$35 for volunteer record checks with a valid PIN number. The Service incurs expenses for staff time and costs with Equifax that are not being recovered. The Board discussed this change and recommended that this be discussed with the People and Information Network (PIN) prior to making a decision to start charging for this record check. L. Pelton noted that if this is not approved, the budget will increase from 4.75%.

Moved by C. Guthrie

Seconded by C. Billings

THAT the Guelph Police Services Board refer the matter of a change in the User Fee for Police Clearance Reports for Volunteers with a valid authorization number from the current \$0.00 to \$35.00, effective January 1, 2021 to the October 15, 2020 meeting.

-CARRIED-

7.13 Chief's Monthly Report

Chief Cobey advised that he is open to attending any town halls or virtual meetings with the Mayor and City Councillors.

7.14 New Business - There was no new business reported.

8. INFORMATION ITEMS

- Next Open Meeting: Thursday, **October 15, 2020**, 2:30 p.m.
- Canadian Association of Police Governance Virtual Conference and Annual Meeting – Oct. 31 – Nov. 2, 2020
- Law of Policing Virtual Conference – Nov. 4-5, 2020
- Ontario Association of Police Services Boards Fall Labour Conference – Nov. 12-13, 2020
- Ontario Association of Police Services Boards Spring Conference – May 26-29, 2021

9. ADJOURNMENT

Moved by C. Billings

Seconded by C. Guthrie

THAT the Open meeting of the Guelph Police Services Board adjourn as at 5:15 p.m.

- CARRIED –

The minutes of this meeting were adopted this 15th day of October, 2020.

“R. Carter”

R. Carter, Chair

“C. Polonenko”

C. Polonenko, Executive Assistant