



## Guelph Police Services Board

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### PUBLIC MEETING

### MINUTES – MAY 19, 2016

A Public meeting of the Guelph Police Services Board was held on May 19, 2016 in Meeting Room C, Guelph City Hall, 1 Carden Street, commencing at 2:30 p.m.

**Present:** J. Sorbara, Chair  
L. Griffiths, Vice-Chair  
C. Guthrie, Member  
L. Piper, Member  
C. Polonenko, Executive Assistant  
J. DeRuyter, Chief of Police  
P. Martin, Deputy Chief of Police  
J. Sidlofsky Stoffman, Legal Services

**Regrets:** D. Drone, Member  
K. Hand, Finance Manager  
T. Harris, Human Resources Manager

**Guests:** Guelph Police Service: Sergeant Dave Begin, Jenna Francone

#### 1. WELCOME

Chair Sorbara welcomed all and called the meeting to order at 2:38 p.m.

#### 2. APPROVAL OF AGENDA

J. Sorbara added two financial requests to the agenda. Big Brothers Big Sisters was added as Item 8.4.3 and Victim Services Wellington was added as Item 8.4.4, both decision items.

**Moved by** L. Griffiths

**Seconded by** L. Piper

**THAT** the Agenda be approved as amended.

**- CARRIED –**

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

There were no declarations of conflict or pecuniary interest.

**4. APPROVAL OF MINUTES**

**4.1 Minutes of the Public Meeting, Thursday, April 21, 2016**

**Moved by L. Griffiths**

**Seconded by L. Piper**

**THAT** the Minutes of the Public Meeting held Thursday, April 21, 2016 be approved as presented.

**- CARRIED –**

**5. DELEGATIONS/PRESENTATIONS**

**5.1 GPS Recruiting Report – Professional Development and Recruiting**

Chief DeRuyter introduced Sergeant Dave Begin, and stated that he is proud of the quality of individuals brought into the Guelph Police Service. Sergeant Begin presented the work of the Professional Development and Recruiting Unit, providing an overview of the rigorous process candidates must go through to become members of the Guelph Police Service. The Constable Selection Service, designed by the Ontario Association of Chiefs of Police in 1998, is a comprehensive set of assessment tools used to determine suitability of police constable applicants

The process includes:

- 1) A comprehensive application.
- 2) Initial screening, which looks at things such as work history, education, community involvement, ties to Guelph, applications to other Services, and other factors.
- 3) Pre-background questionnaire, to find out information on habits, school, work, drugs/alcohol or criminal involvement, driving, or social media habits.
- 4) Local focus assessment and interview discovers why they have chosen Guelph and provides an opportunity to get to know the applicant.
- 5) The Essential Competency Interview is based on eight competencies, and explores the applicant's ability to think analytically, exercise self-control, and the ability to build relationships.
- 6) Psychological/Job suitability is tested and an interview with a psychologist conducted.
- 7) Background investigation is conducted through various means, i.e. records checks, social media, home visit, references from work, school and neighbours.
- 8) Conditional offer of employment is given along with a medical and driving simulator exam.
- 9) The candidate is hired, attends Pre-Ontario Police College (OPC) training, OPC for 12 weeks, Post-OPC training, and works with a Coach Officer for at least 60 days.

Discussion followed and the following matters were discussed:

- 1) There is value in going through the university or college process as it builds character and provides life experience that contributes to a successful competency interview. Taking the Police Foundations course limits the direction an applicant can take if not successful in the police officer application process.
- 2) Anything that might show up on the background check must be disclosed, regardless of when it took place. A background check will uncover issues. Willful omission constitutes deceit and will disqualify a candidate.
- 3) Many candidates are disqualified because of what is discovered through Facebook and other social media.

J. Sorbara thanked Sergeant Begin for the excellent and informative presentation.

Sergeant D. Begin left the meeting at 3:20 p.m.

## **6. STRATEGIC ITEMS**

### **6.1 Headquarter Renovation and Expansion Report**

Deputy Martin reported that construction fencing is now in place around the facility and demolition has begun. City of Guelph Communications staff have attended door to door in the neighbourhood to obtain contact information for the purposes of keeping them updated on the project. It is expected that Guelph Hydro will have the overhead wires removed so demolition on the west side of the building can commence by May 17<sup>th</sup>. Parking is a challenge now that the fleet is moved to the Fountain Street parking lot. A webcam will be set up to record the development of the project for public viewing of time lapse pictures as opposed to live pictures, due to privacy concerns. Biweekly construction team meetings continue and internal communications keep staff informed. The Project Charter has been finalized and the Project Implementation and Communication Plans are in the final draft stages.

### **6.2 2016 Special Olympics Spring Games**

Chief DeRuyter stated that he was very proud of how our community has responded. Deputy Martin commended Detective Constable Probst for doing such a fantastic job organizing the Games. All major pieces for the event are in place. Transportation plans are complete. The final leg of the Law Enforcement Torch Run appears to be large in numbers, with in excess of 25 police vehicles from various Services involved. Chief DeRuyter will receive the Torch in Waterloo. Approximately 1,200 parents/guardians are registered to date, where typically there has been 350 to 400. A financial surplus is projected, which will go back to the community. All computer equipment will be donated to community groups, such as Community Living. The Spring Games team has initiated some events that can be run every year as a source of income for local Special Olympic committees, such as the Polar Plunge and the Muddy Grape Run, the latter of which raised \$34,000. The Adopt-An-Athlete event is doing well; however, there was a shortfall in the school related sponsorship. Challenges with volunteers continue as close to 100

have withdrawn as the games draw near. However, schedules have been rearranged and some of the gaps have been filled. The Volunteer Appreciation Lunch will be held on Sunday, May 29, 2016 at the Italian Canadian Club. Chief DeRuyter thanked the Guelph Police Services Board and Mayor Guthrie for their strong support.

### **6.3 Policy Review Committee**

#### **6.3.1 Minutes of the Policy Review Committee dated April 20, 2016**

L. Griffiths, Chair of the Policy Review Committee, thanked C. Polonenko, J. Robinson and K. Hand for their assistance. He presented the Minutes of the Policy Review Committee meeting on April 20, 2016 and highlighted the following:

- Provisions were incorporated into the Financial policy to ensure consistency with the City of Guelph procurement policy.
- In response to the issue of Board Member and Board Executive Assistant mileage and parking reimbursement raised, new sections were written into policy BD-01-005. Board members were advised of the mileage log on Sharepoint, which they will complete quarterly and submit to the Executive Assistant for submission to Finance.

C. Guthrie recommended that the matter of providing an annual report to the Board be referred to the Progress Review Committee. L. Piper suggested that the Committee consider context when discussing the report, such as the fact that new Board members will attend more training initially.

#### **6.3.2 Policies for Board Approval**

L. Griffiths reported that eleven policies were reviewed by the Committee.

The recommended changes to policies BD-01-001 Financial Policy; BD 01-005 Board Member and Board Staff Reimbursement of Expenses; BD 01-002 Long Service Recognition Program; BD 04-005 Court Security and Prisoner Care and Control; BD 04-023 Search of Premises; BD04-026 Safe Storage of Police Service Firearms; BD 04-028 General Marked Patrol Vehicles; BD 04-030 Use of Volunteers; and BD 04-034 Use of Force, were approved by the Board. The Board approved no changes to policies BD 02-006 Employment of Civilian Members and BD 04-012 Public Order Maintenance as recommended by the Committee.

**Moved by C. Guthrie**

**Seconded by L. Piper**

**THAT** the Minutes of the Policy Review Committee Meeting held April 20, 2016 be received as presented;

**-CARRIED-**

**Moved by L. Piper**

**Seconded by C. Guthrie**

**THAT** the recommended changes to the identified policies be approved and implemented, effective immediately.

**-CARRIED-**

## **7. OPERATIONAL ITEMS**

### **7.1 Capital and Operating Budget Quarterly Report**

Chief DeRuyter introduced Jenna Francone, who reported that the Service's March 2016 operating surplus was \$1,243,209 and represents a positive 3.3% variance to the full year budget, partially attributable to position vacancies as a result of member retirement, and the fact that Guelph Police Association and Senior Officers Association collective agreements expired December 31, 2014 and new contracts have not yet been ratified. Overtime is currently over budget by \$73K. Travel and Training has a yellow status due to an increase in prices on ammunition due to the US dollar. Revenues are higher than planned by \$68,000 due to the timing of grant revenues and unused youth program revenues carried over from 2015, which will be offset by program expenses this year. At this time, it is forecasted that the Guelph Police Service will remain within the 2016 Operating budget. Risks to this forecast include the level or severity of crime which may impact overtime and project expenses, the high US dollar which increases prices for uniforms, equipment and ammunition, and thirdly, an elevated level of member accommodations and high recruitment requirements to fill position vacancies.

J. Francone presented the Capital status dashboard, which indicated that the majority of the capital projects are for vehicle or equipment lifecycle replacements, which are projected to remain within budget for 2016. Fourteen vehicles have been budgeted to be replaced in 2016. E-Ticketing has been rolled out across the organization. The last phase will be to automate the transfer of the ticket information from police to City courts. This project will also fund the pilot of an automated license plate reader to detect such things as potential suspended drivers and expired validation tags. Due to the expiry of the current radio system contract with Bell in 2016, \$1M has been budgeted to fund radio system infrastructure, which is shared with Fire and City Bylaw. The telecom equipment will reach end of life in 2016 and will no longer be supported by Bell for 911. This equipment has been budgeted to be replaced in 2016 at a cost of \$400,000. The Headquarter renovation project of \$34.1M is forecasted to remain in budget.

L. Griffiths inquired regarding tracking of the cost of hosting the Special Olympics. Chief DeRuyter will report back to the Board.

### **7.2 2017 Budget Calendar Report**

J. Francone presented a draft 2017 Budget schedule for Board discussion, indicating that the Board Capital Presentation and Approval would be July 21, 2016 and the Board Operating Presentation and Approval on September 15, 2016. Budget

guidelines will be provided by the City in the near future. A budget kick off meeting is scheduled for June 23 whereby important dates will be shared as well as direction from the City Finance and Executive team regarding budget guidance. The Board expressed interest in attending a Budget Workshop again this year.

**Moved by L. Griffiths**

**Seconded by C. Guthrie**

**THAT** the Guelph Police Services Board requests that a budget workshop be conducted for members of the Board when the 2017 budget is presented.

**-CARRIED-**

### **7.3 Property and Surplus Goods Annual Report (2015)**

J. Francone reported that the auction sites GovDeals is currently in use for the sale of surplus goods such as information technology equipment or furniture. Revenue collected is recorded in the operating budget. In 2015, \$14,212 was collected (\$5,000 budgeted). Surplus vehicles are also auctioned by M.R. Jutzi & Co. and Adesa. Fifteen vehicles were sold and \$71,509 was received (\$128,000 budgeted). The variance is due to the fact that some vehicles were used in other areas of the Service rather than being sold. Found and Seized Property is auctioned by Police Auctions Canada Inc. and the proceeds are deposited into the Board's Community Account to be used to support community events, wellness and safety or benefit the operations of the Guelph Police Service. In 2015, \$4,789 was received.

### **7.4 Human Resources Report**

Chief DeRuyter presented the Human Resources Report. Madlyn Jacobi commenced her summer student position in Data Services on May 2, 2016.

**Moved by C. Guthrie**

**Seconded by L. Piper**

**THAT** Madlyn Jacobi be appointed as a temporary civilian member of this Service effective May 2, 2016.

**-CARRIED -**

## **8. ADMINISTRATIVE ITEMS**

### **8.1 Chief's Monthly Report**

Chief DeRuyter provided his schedule of upcoming internal and external community events and meetings and highlighted the following:

- Board members were invited to celebrate Guelph Police Service members for years of service and recognition for extraordinary work at Awards Night on June 8, 2016 at Cutten Fields.
- The Multicultural Festival, June 10-12, 2016, is a good opportunity for the police to form relationships with citizens in the community.

- The Ontario Association of Police Services Boards Zone 5 meeting is June 7, 2016 and Board members were invited to attend.
- He commended the Traffic Unit, which in conjunction with Halton, the OPP and Waterloo, conducted large motor vehicle inspections and laid charges in an effort to keep our roads safe.
- Bicycle thefts continue to be a problem in Guelph, often due to the drug culture. He encouraged the public to record the serial number.
- He requested the community's assistance in the disappearance of Cody Thompson, as he has not been located to date.

## 8.2 Board Correspondence Reports

### Correspondence Received

- Weiler & Company: May 3, 2016 Invoice for Community Account Audit
- Ray Scapinello Foundation Fund: April 1, 2016 Thank you for Community Account funding.
- Royal Bank of Canada:
  - Community Account Statement April 1 – May 3, 2016
  - GIC Maturity Notice: April 29, 2016

### Correspondence Issued

- Mayor Cam Guthrie: April 21, 2016 regarding Operating Budget Surplus
- Community Account Funding Letters:
  - Bracelet of Hope
  - Guelph-Wellington Women in Crisis
  - Michael House Pregnancy Care Centre
- Guelph Police Service
  - New Hires: Margaret Pickard, Alexander Nagrodski, Steven Ladouceur, Jagdeep Atwal, Holly Yurek, Brooklyn Hall, Jacob Kurtz
  - Appreciation: Sergeant Corey Sherratt, Constable Dustin Howe

## 8.3 Payment of Weiler & Company Invoice No. 124795 dated March 31, 2016

**Moved by** C. Guthrie

**Seconded by** L. Piper

**THAT** the Guelph Police Services Board approve payment of Weiler & Company invoice number 124795 dated March 31, 2016 in the amount of \$1,582.00 to be paid from the Community Account.

**-CARRIED-**

## 8.4 Community Account Financial Requests

In consideration of the various requests, C. Guthrie requested that the Board consider raising the amount of assistance to Big Brothers, Big Sisters. The members were in agreement.

#### **8.4.1 Guelph Wellington Seniors Association, Rose Days Project**

**Moved by C. Guthrie**

**Seconded by L. Griffiths**

**THAT** the Guelph Police Services Board support the Guelph Wellington Seniors Association Rose Days event in the amount of \$500.00 with funds to be paid from the Community Account.

- **CARRIED** –

#### **8.3.2 Julien Project, Youth Entrepreneurship with Local Produce Project**

**Moved by C. Guthrie**

**Seconded by L. Griffiths**

**THAT** the Guelph Police Services Board support the Julien Project Youth Entrepreneurship with Local Produce project in the amount of \$500.00 with funds to be paid from the Community Account.

- **CARRIED** –

#### **8.3.3 Big Brothers Big Sisters of Guelph, Golf FORE Kids' Sake**

**Moved by C. Guthrie**

**Seconded by L. Griffiths**

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

- **CARRIED** –

#### **8.3.4 Victim Services Wellington, Paul J. Smith Memorial Golf Tournament**

**Moved by C. Guthrie**

**Seconded by L. Griffiths**

**THAT** the Guelph Police Services Board support the Victim Services Wellington Paul J. Smith Memorial Golf Tournament fundraiser in the amount of \$250.00 with funds to be paid from the Community Account.

- **CARRIED** –

#### **8.4 Information Items**

**8.4.1** Next Meeting – Thursday, June 16, 2016 at City Hall Meeting Room A

**8.4.2** Special Olympics Spring Games 2016 – May 26-28, 2016 Guelph, ON

**8.4.3** Ontario Association of Police Services Boards Zone 5 meeting – Tuesday, June 7, 2016, 9:00 a.m. at Durham Legion Branch 308, Bruce Street (Hwy. 4), Durham, ON

**8.4.4** Progress Review Committee Meeting – June 22, 2016, 1:00 p.m., GPS 2<sup>nd</sup> Floor Boardroom

**8.4.5** Canadian Association of Police Governance Annual Conference – August 12-14, 2016 Ottawa, ON. D. Drone will attend.



**9. ADJOURNMENT**

**Moved by** L. Griffiths

**Seconded by** L. Piper

**THAT** the public meeting of the Guelph Police Services Board adjourn as at 4:15 p.m.

**- CARRIED -**

The minutes of this meeting were adopted this 16<sup>th</sup> day of June, 2016.

*“J. Sorbara”*

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J. Sorbara, Chair

*“C. Polonenko”*

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C. Polonenko, Executive Assistant