

INFORMATION ITEMS

Week Ending May 23, 2014

REPORTS

1. Clean Air Day June 4, 2014

CORRESPONDENCE

1. None

BOARDS & COMMITTEES

1. Guelph Police Services Board – April 17, 2014 Meeting

ITEMS AVAILABLE IN THE CLERK'S OFFICE

1. None

INFORMATION REPORT



TO City Council

SERVICE AREA Guelph Transit

DATE May 21, 2014

SUBJECT Clean Air Day June 4, 2014

REPORT NUMBER OTES051428

EXECUTIVE SUMMARY

SUMMARY OF REPORT

Guelph Transit will provide free transit service on Clean Air Day, Wednesday, June 4. Guelph Transit staff will also be promoting transit use at an interactive demonstration at Guelph Central Station; educating the public on the transit system, bike racks and the accessibility features of conventional transit.

KEY FINDINGS

The City of Guelph has received positive feedback and support from the public for this one-day free transit promotion in support of Clean Air Day.

Over 10,700 rides were provided on Guelph Transit on Clean Air Day in 2013.

Free transit service on Clean Air Day has been offered every year since 2001, with the exception of 2005.

Free transit service will be provided on Clean Air Day, Wednesday, June 4, 2014.

Active promotion for free transit on Clean Air Day will include social media and website promotion, a media release, two City News advertisements and posters on transit vehicles and at Guelph Central Station.

FINANCIAL IMPLICATIONS

The financial impact on revenue of this initiative was included in the 2013 revenue estimates. The estimated cost to provide this service free of charge for one day is \$8,600, based on average daily ticket and cash revenue in June.

The cost to communicate free transit on Clean Air Day and the event at Guelph Central Station is estimated at \$1,000, funded through the approved 2014 transit promotions budget.

INFORMATION REPORT



BACKGROUND

The City of Guelph has offered free transit service on Clean Air Day since 2001, with the exception of 2005. This initiative has been very well received by the community. Over 10,700 rides were provided on Guelph Transit on Clean Air Day in 2013.

Clean Air Day is national program that is scheduled for the first Wednesday in June each year. The intent of this program is to raise community awareness and encourage positive actions relating to clean air and climate change issues. The City of Guelph supports this program each year through its continuing participation in Clean Air Day initiatives such as free transit.

REPORT

Guelph Transit will provide free transit service on Clean Air Day, Wednesday, June 4, 2014. The intent of this program is to encourage our residents, who live and travel locally, to contribute to a healthier environment by leaving their cars at home and trying public transit. With the 2013 service changes, Guelph Transit will take this opportunity to reacquaint itself with those passengers who may not have used the service recently. It is anticipated that Guelph Transit's one-day free transit strategy will encourage first-time or casual users to discover the benefits of transit as an alternative mode of transportation.

In 2013 Guelph Transit set up an interactive transit display at Guelph Central Station on Clean Air Day – this event was successful and will be repeated in 2014. Staff will be educating the public on the transit system, bike racks and the accessibility features of conventional transit.

Through successful promotions such as free transit on Clean Air Day and interactive transit demonstrations, Guelph Transit hopes to move a step closer to its objective of improving transit modal share and creating a more engaged transit user group.

Guelph Transit Quick Facts:

- In 2013, Guelph Transit had over 6.9 million boardings. Boardings include fare-paying and transfer passengers.
- Guelph Transit conventional buses are equipped with an easy-to-use bike rack which allow passengers to bike and bus to their destination
- All Guelph Transit conventional buses are low-floor, providing fully accessible service to all bus routes

CORPORATE STRATEGIC PLAN

2.2 Deliver public services better

3.1 Ensure a well designed, safe, inclusive, appealing and sustainable city

3.3 Strengthen citizen and stakeholder engagement and communications

INFORMATION REPORT



DEPARTMENTAL CONSULTATION

Corporate Communications

Engineering – Transportation Demand Management

COMMUNICATIONS

Efforts will be made to promote this initiative within the community prior to Clean Air Day. It is expected that the media will provide valuable exposure to the public. A variety of communication channels will be used in the promotion of this initiative:

- Social media and website promotion
- Media release
- City News advertisement, May 22 and 29
- Posters on transit vehicles and at Guelph Central Station
- 2014 Conservation Calendar

ATTACHMENTS

None

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Recommended & Approved By

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PUBLIC MEETING

MINUTES – APRIL 17, 2014

A Public meeting of the Guelph Police Services Board was held on April 17, 2014 in the Board Room, 3rd Floor of the Guelph Police Service commencing at 2:30 p.m.

Present: J. Sorbara, Chair
L. Griffiths, Vice-Chair
L. Piper, Member
P. Giles, Member
C. Polonenko, Executive Assistant
J. DeRuyter, Deputy Chief of Police
J. Sidlofsky-Stoffman, Legal Services
K. Hand, Finance Manager

Guests: Constable James Dawe, Guelph Police Service and his wife, Christine Dawe
Inspector Scott Green, Guelph Police Service

Regrets: K. Farbridge, Member
B. Larkin, Chief of Police

1. **WELCOME**

The Chair welcomed all and called the meeting to order at 2:32 p.m.

2. **APPROVAL OF AGENDA**

Moved by L. Piper

Seconded by L. Griffiths

THAT the Agenda be approved as presented.

- CARRIED –

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

There were no declarations of conflict or pecuniary interest.

4. **MINUTES OF THE PUBLIC MEETING – MARCH 20, 2014**

Moved by L. Griffiths

Seconded by L. Piper

THAT the Minutes of the Public Meeting held Thursday, March 20, 2014 be approved as presented.

- CARRIED –

5. DELEGATIONS/PRESENTATIONS

5.1 Retirement – Constable James Dawe

Deputy DeRuyter introduced retired Constable James Dawe and his wife Christine. Constable Dawe entered the Guelph Police Service on June 28, 1981 and retired on March 31, 2014, fulfilling a long term goal to serve the community in which he was raised. He spent many years in the Traffic and Patrol units, and since then, has worked in the Case Management office at the Crown's office as a liaison, and in the Major Case Unit in records management. Retired Constable Dawe is a highly respected member of the Service. On behalf of the Chief and the organization, Deputy DeRuyter congratulated him, presented the Retiree badge, and wished him the best for his retirement years. The Board offered personal congratulations.

James and Christine Dawe, and Inspector Green left meeting and J. Sidlofsky-Stoffman entered the meeting at 2:40 p.m.

6. STRATEGIC ITEMS - None

7. OPERATIONAL ITEMS

7.1 2013 Operating and Capital Budget Variance Report

K. Hand presented the Guelph Police Service 2013 preliminary Operating and Capital Variance Report and noted that the final report will be presented at the June 2014 meeting after the City auditors have completed their audit. The operating budget surplus is \$153,314 and represents a positive 0.4 percent variance to the full year operating budget. Five measures tracked by the Senior Leadership Team monthly closed within budget or with a surplus: position vacancy, operating variance, overtime, travel and training, and full time equivalent. Position vacancy target was put into the budget for the first time in 2013. The surplus is attributable to higher revenues and lower direct operating results offset by benefit pressures from a six month delay in the tendering of the benefit package and an increase in the banked hour liability which captures time banked by members for time not used. Revenues were favourable due to various factors and spending was under budget.

With respect to the efficiency target of \$500,000 within the City's overall 2013 budget, in 2013, the Guelph Police Service put a number of projects into place which resulted in \$1.3M in cost avoidance and direct cost savings of \$76,829.

Two capital projects, body armour and vehicle replacement, had a small deficit. Two new capital projects, crime mapping and e-messaging, were added as a result of obtaining the Proceeds of Crime Grant from the Ministry of Community Safety and Correctional Services. These projects will be closed in first quarter results.

The Guelph Police Service makes contributions to City reserves; for example, \$190,531 was contributed to the benefit reserve and \$342,475 to the police sick leave reserve.

The City of Guelph approved a Year End Operating Surplus Policy on March 31, 2014 which identified the process whereby year-end operating surpluses are handled, that being a letter to the City's Chief Financial Officer to request allocation of the surplus. In that regard, the Guelph Police Services Board was requested to send a letter to the City, asking that the surplus be allocated to fund the consultant hired to do the business case for the Headquarters Renovation process, and the remaining funds be transferred to fund the Headquarters Renovation and Expansion project.

Moved by L. Griffiths

Seconded by P. Giles

THAT the Guelph Police Services Board forward a request to City Council that the projected Police Operating Surplus of \$153,314 be utilized to fund the Headquarters Expansion and Renovation consultant fees to complete a business case as per the 2014 City Council Budget Motion; and

THAT any remaining funds be transferred to the Police Headquarters Renovation reserve to fund the Headquarter Expansion and Renovation project.

- **CARRIED** -.

7.2 Use of Force Quarterly Report

Deputy DeRuyter reported that from January 1 to March 31, 2014, Guelph Police officers attended to five incidents involving presented weapons where seventeen levels of force were required to bring the situation that they were faced with to a peaceful and successful resolution. All reports submitted were reviewed and in all of the incidents, the officers were justified in using the force outlined in the report, which highlights the fact that the officers are performing at a very high standard.

7.3 Professional Standards Quarterly Report

Deputy DeRuyter reported that for the period of January 1 to March 31, 2014, there were five new public complaints, three of which were assigned by the Office of the Independent Review Director (OIPRD) to the Guelph Police Service for investigation, and two were retained by the OIPRD. There were two new internal investigations, both resolved with a Disposition without a Hearing for minor *Police Service Act* offences, and four new Special Investigations Unit (SIU) investigations, which remain ongoing. Carried over from 2013 were four public complaints (two concluded as unsubstantiated, two ongoing), two internal investigations (both concluded as unsubstantiated) and two SIU investigations (ongoing).

7.4 Suspect Apprehension Pursuit Quarterly Report

Deputy DeRuyter reported one suspect apprehension pursuit from January 1 to March 31, 2014 involving an impaired person driving erratically at a lower speed, not stopping for the police. In the first quarters of 2013 and 2012, there were one and three respectively. Quality assurance is in place to ensure compliance with the legislation, policy and training. All officers requalified in 2012.

8 ADMINISTRATIVE ITEMS

8.1 Chief's Monthly Report

Deputy DeRuyter presented the Chief's Monthly Report. Chief Larkin provided his schedule of upcoming internal and external community events and meetings.

- 8.1.1 The Guelph Police Service will hold an open house on May 10th from 10:00 a.m. to 3:00 p.m. for Police Week, with Tactical and Canine demonstrations.
- 8.1.2 The new Guelph Police Service website will be launched on April 25, 2014 and will update the community on police operations and events.
- 8.1.3 The Controlled Energy Weapon town hall meeting date has not been set yet; however, plans are well underway. The date will be announced to the public well in advance.
- 8.1.4 Deputy DeRuyter anticipates receipt of KPMG's final report on the Headquarters Renovation/Expansion soon for Board approval prior to City Council's May meeting. The Board will hold a special public meeting to review the final report on a date to be arranged by the Executive Assistant in collaboration with Deputy DeRuyter. The City is very interested in receiving this report as soon as possible.
- 8.1.5 On May 2, 2014, the Ontario Police Memorial will be attended by members of the Guelph Police Service. A Toronto police member will be added to the wall. The members of the Board were invited to attend.

8.2 Board Correspondence Reports

Correspondence Received

- Ministry of Community Safety and Correctional Services: March 20, 2014 Police Services Advisors – Zone Assignment Changes
- Michael House: March 12, 2014 – Thank you letter for financial support
- Ontario Association of Police Boards: April 1, 2014 Police Board sponsorship opportunities
- Guelph Police Services Board Community Account Financial Statements for the year ended December 31, 2013
- Royal Bank of Canada: April 1, 2014 Notice of Investment of funds on behalf of the Guelph Police Association and Senior Officers Association
- John Howard Society: April 7, 2014 Letter of request for funding from Community Account
- Weiler & Company: March 29, 2014 invoice re: community account audit
- Ministry of Community Safety and Correctional Services: April 7, 2014 RIDE grant cheque

Correspondence Issued

- Peter Osinga, Police Services Advisor: March 25, 2014 Letter of appreciation

- Michael Kerr, Auditor: April 1, 2014
- Dave Preston, Police Services Advisor: April 1, 2014 Letter of welcome as Zone 5 Advisor
- Chief Larkin: April 2, 2014 Letter of appreciation for Business Plan Annual Report
- Sergeant Melanie Clark: April 2, 2014 Letter of congratulations for promotion
- Thank you letters for participation re: Big Brothers Big Sisters Bowl for Kids Sake (16)
- Thank you letters for participation re: OHL Big Ticket Night, Special Olympics (17)
- Thank you letters for participation re: 4 Corners Youth Basketball Special Olympics (16)
- Guelph Police Association re: cheque from Community Account (Thompson Estate)
- Youth Crime Prevention Unit re: cheque from Community Account
- Guelph Police Association and Senior Officers Association: April 8, 2014 Notice of Investment of Funds re: Thompson Estate

8.3 Community Account Quarterly Report

From January 1 to March 31, 2014, the Community account receipts were \$959.56 from proceeds of seized property and police auctions, and interest; disbursements were \$7,532.75 to community and/or police groups, to the Guelph Police Association/Senior Officers Association from funds being held in trust, and bank service charges; and the remaining funds in trust for the Associations in the amount of \$4,426.35 was placed into an two-year investment.

8.4 Sponsorship of OAPSB 2014 Conference

Moved by L. Piper

Seconded by L. Griffiths

THAT the Guelph Police Services Board take no action on the request of the Ontario Association of Police Service Board to sponsor the 2014 Conference.

-CARRIED-

8.5 Financial Assistance Request – John Howard Society

Moved by L. Griffiths

Seconded by L. Piper

THAT the Guelph Police Services Board support the John Howard Society Golf Tournament in the amount of \$500.00 with funds to be paid from the Community Account.

-CARRIED-

8.6 Date of Next Meeting – May 15, 2014 unless a special meeting is arranged prior regarding the KPMG report.

8.7 Weiler & Company Invoice 120948

Moved by L. Piper

Seconded by P. Giles

THAT the Guelph Police Services Board approve payment of the Weiler & Company Invoice No. 120948 dated March 29, 2014 in the amount of \$1,582.00 to be paid from the Community Account.

-CARRIED-

9 ADJOURNMENT

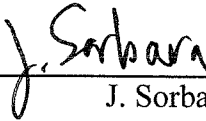
Moved by L. Piper

Seconded by P. Giles

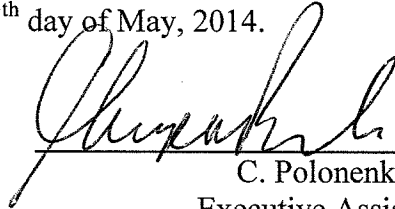
THAT the in camera meeting adjourn as at 3:03 p.m.

- CARRIED -

The minutes of this meeting were adopted this 15th day of May, 2014.



J. Sorbara
Chair



C. Polonenko
Executive Assistant