

INFORMATION ITEMS

Week Ending October 21, 2016

REPORTS

1. Wilson Street Parking Structure – Contract # 16-135 Update

INTERGOVERNMENTAL CONSULTATIONS

1. Help Develop Ontario's Long-Term Energy Plan
2. Ontario Municipal Board Reform

CORRESPONDENCE

1. Union Gas re: 2017 Natural Gas Rates

BOARDS & COMMITTEES

1. Accessibility Advisory Committee – Resignation from Ruth Russell
2. Guelph Police Services Board Meeting Minutes – September 15, 2016

ITEMS AVAILABLE IN THE CLERK'S OFFICE

1. None

Information Report

Service Area Infrastructure, Development & Enterprise Services

Date Friday, October 21, 2016

Subject Wilson Street Parking Structure – Contract # 16-135 Update

Report Number IDE-BDE-16-135

Executive Summary

Purpose of Report

The purpose of this report is:

1. To provide an update to Council with respect to Contract #16-135, the construction of the Wilson Street Parking Structure and the reconstruction of the Norfolk Street Pedestrian Bridge.

Key Findings

1. Council approved funds in the 2016 Capital Budget for the construction of the Wilson Street Parking Structure of \$13,370,000 and the reconstruction of the Norfolk Street Pedestrian Bridge of \$250,000, for the total amount of \$13,620,000. To date \$178,850 of these funds have been spent or committed leaving \$13,441,150.

2. The construction period for the parking structure will result in a loss of annual revenue, estimated to be \$97k. This lost revenue will be charged to the Wilson Street Parking Structure Capital Budget.

3. In June 2016 Council received report IDE-BDE-1610, which provided information on the scope of the Wilson Street Parking Structure/Norfolk Street Pedestrian Bridge program scope. Council provided direction to staff to proceed with, and present the results and recommendations of a design/build Request for Proposal (RFP).

4. Contract #16-135 was initiated with a Request for Proposals (RFP), with a closing date of August 31, 2016.

5. Four proposals were received in response to the RFP and evaluated by City staff and WalterFedy (the City's consultant).

6. The cost estimates received through the RFP significantly exceed the approved budget for the contract.

7. As a result of the cost estimates received, Contract 16-135 will be canceled and a new RFP be re-scoped and re-issued to better reflect the approved capital budget.

Financial Implications

1. The four proposals received through the RFP significantly exceed the approved budget.
2. In consultation with Finance, the one option to address this matter would be to increase the budget through the issuance of debt, which would negatively impact the overall economics of the Parking Master Plan and would not be feasible.
3. As a result the financially prudent decision to cancel RFP 16-135 and re-issue a new RFP was made. As such there are no financial implications.

Report

In November 2015, Guelph City Council received report IDE-BDE-1510 – 'Downtown Parking Master Plan (2016 to 2035) and provided the following direction to staff:

'That staff be directed to explore and report back by Q2 2016 on current and alternative opportunities to maximize economies of scale/staging of downtown enterprise projects, beginning with the Wilson Street parkade and including analysis of available procurement methods that might advance innovative ways in delivery and quality designed and built structure(s).'

Report IDE-BDE-1510 can be viewed in its entirety at the following link: <http://Guelph.ca/parking-master-plan>.

At its meeting of June 7th, 2016, Guelph City Council received report IDE-BDE-1610 – 'Parking Master Plan, Wilson Street Reconstruction and Parking Structure Project Update' and provided the following direction to staff:

'That Staff be directed to present the results and recommendation for the Wilson Parking Structure design-build RFP to Council for approval and award.'

Report IDE-BDE-1610 also provided the following scope for the program, which in summary included:

- 350 parking spaces minimum,
- Electrical Vehicle integration and support,
- Facility support facilities (custodial, technology),
- Secure bicycle parking facilities,
- Planning for the potential for Public Washrooms,
- Replacing and integrating a renewed pedestrian crossing over Norfolk that provides better accessibility and cycling access.

Consistent with Council's expressed desire for an attractive structure that would complement the downtown; the scope of the proposal call considered the Downtown Streetscape and Built Form Manuals, approved in 2014. The Built Form manual contains direction on urban parking structures as well as general massing

and façade articulation for the downtown. Staff held public meetings on April 21, 2016 to receive feedback on the proposed design guidelines and program which also informed the proposal call and Council report.

Report IDE-BDE-1610 can be viewed in its entirety at the following link: http://guelph.ca/wp-content/uploads/IDE-consolidated-agenda_060716.pdf.

In July 2016 a Request for Prequalification (RFQ) for the delivery of the Wilson Street Parkade Design-Build project was issued and evaluated. Five Design-Build teams were qualified to participate in the next stage.

Contract No 16-135 was initiated with the issuance of the Request for Proposals (RFP) for Design-Build proposals relating to the construction of the Wilson Street Parking Structure and associated reconstruction works relating to the Norfolk Pedestrian Bridge, with a closing date of August 31st, 2016. Four proposals were received and evaluated by City staff and WalterFedy (the City's consultant). The overall assessment criteria used for the RFP "design build" submissions are as follows:

- Project design and the proponents response to described design principles;
- Technical submission as described within the RFP;
- Project schedule and statement of approach and methodology;
- Proponents response to integrated art requirement;
- Response to life cycle cost analysis requirement; and
- Quoted Price.

As stated earlier in this report, all proposals received exceeded the approved budget. WalterFedy advised that due to the nature of the site (three visible sides, adjacent rail lands, constraint site dimensions) combined with the desire for enhanced urban design standards, these factors have contributed to the costing of the proposals received.

In consultation with WalterFedy, staff have thoroughly reviewed the proposals and considered funding options and is of the opinion:

1. That Contract 16-135 not be awarded.
2. That staff re-scope, re-structure and re-issue a Request for Proposal for a 350+/- unit parking structure which will:
 - a. reflect the current available uncommitted budget; and
 - b. include more detailed costing, project value analysis, specifications and urban design information, which will assist with the evaluation of proposals.

While these actions will result in a slight delay with the timing to commence construction, staff will make reasonable efforts to mitigate the impact on the overall construction schedule.

Staff from Business Development and Enterprise, Finance, Facilities Management, Engineering and Procurement have been consulted. There is general staff

agreement that this direction is the most fiscally responsible approach for the Parking Master Plan and the City of Guelph.

Financial Implications

1. The four proposals received through the RFP significantly exceed the approved budget.
2. In consultation with Finance, the one option to address this matter would be to increase the budget through the issuance of debt, which would negatively impact the overall economics of the Parking Master Plan and would not be feasible.
3. As a result the financially prudent decision to cancel RFP 16-135 and re-issue a new RFP was made. As such there are no financial implications.
4. The Design-Build RFP provided for a \$10,000 honorarium to each team that submitted a complete bid. The honorariums will be provided to the four teams who submitted to RFP 16-135 for a total of \$40,000 from the project budget.

Corporate Administrative Plan

- **Service excellence**
Achieving quality and showing results
- **Financial stability**
Managing our resources to achieve maximum public value

Communications

The proponents who have responded to the RFP for Contract 16-135 will be contacted and advised of this direction.

Attachments

There are no attachments provided.

Report Author

Peter J. Cartwright



Approved By

Peter J. Cartwright, PLE, RPP, MCIP
General Manager
Business Development & Enterprise
519-822-1260, ext. 2820
Peter.cartwright@guelph.ca



Recommended By

Scott Stewart, C.E.T.
Deputy CAO
Infrastructure, Development and Enterprise
519-822-1260, ext. 3445
scott.stewart@guelph.ca

Provincial/Federal Consultation Alert							
Title	Ministry	Consultation Deadline	Summary	Proposed Form of Input	Rationale	Lead	Link to Ministry Website
Help Develop Ontario's Long-Term Energy Plan	Ministry of Energy	December 17, 2016	Ontario is seeking public input to help develop the province's next Long-Term Energy Plan (LTEP) to maintain a reliable supply of clean, affordable electricity.	<p>The province has scheduled a series of town halls and invitation only meetings, including one in Guelph on November 21, 2016.</p> <p>Communications will promote the consultation session through social media channels, under the auspices of the CEI Update process.</p> <p>Staff will attend the Guelph area consultation events.</p> <p>Staff will consult with, and contribute to submissions from other Ontario communities engaged in Community Energy Planning, through representative organizations such as AMO, QUEST Ontario Caucus, and Ontario Sustainable Energy Association</p>	<p>Given the interest in this matter, Council input/participation is anticipated.</p> <p>Upon the review/analysis of the Consultation Document, attendance at the Guelph area consultation session and input to the submissions of identified partners, staff will prepare a recommended response for Council consideration via a staff report.</p>	Business Development and Enterprise	https://news.ontario.ca/mei/en/2016/10/help-develop-ontarios-long-term-energy-plan.html?utm_source=ondemand&utm_medium=email&utm_campaign=p

				<p>(OSEA).</p> <p>Furthermore, staff will develop key messages for the City of Guelph submission and communicate the identified messages for Council consideration in advance of the December 17 deadline.</p>			
--	--	--	--	--	--	--	--

Provincial/Federal Consultation Alert							
Title	Ministry	Consultation Deadline	Summary	Proposed Form of Input	Rationale	Lead	Link to Ministry Website
OMB Reform	Municipal Affairs	December 19, 2016	<p>The Ministry of Municipal Affairs is reviewing the scope and effectiveness of the Ontario Municipal Board (OMB), an important part of the province's land use planning system.</p> <p>Through the OMB Review, the government will consider the OMB's scope (what it deals with) and effectiveness (how it operates) to determine improvements with respect to how the Board works within Ontario's broader land use planning system,</p>	<p>The province has scheduled a series of town halls, including one in Guelph on November 1, 2016. An RSVP is requested by October 28, 2016. Communications will promote the consultation session through social media channels.</p> <p>Staff will also be preparing a report to Council for the December 12 planning meeting.</p>	<p>Given the interest in this matter, Council input/participation is recommended.</p> <p>Upon the review/analysis of the Consultation Document, staff will prepare a recommended response for Council review at the December 12 Council meeting.</p>	Planning	http://www.mah.gov.on.ca/Page15027.aspx

ONTARIO ENERGY BOARD NOTICE
TO CUSTOMERS OF UNION GAS LIMITED

Union Gas Limited applied to change its natural gas rates effective January 1, 2017.

Learn more. Have your say.

Union Gas Limited applied to the Ontario Energy Board to change its natural gas rates effective January 1, 2017.

A portion of the change is set using a formula previously approved by the Ontario Energy Board for the period 2014-2018. The formula is tied to inflation and other factors intended to promote efficiency.

Some customers are also impacted by Union Gas Limited’s proposal for a new Customer Managed Service for new and existing Union South Rate T2 customers. Union Gas Limited’s application also includes the implementation of the Union North Cost Allocation and Rate Design and the Parkway Delivery Commitment Incentive, both of which were previously approved by the Ontario Energy Board.

If the application is approved, an average residential customer of Union Gas Limited would see the following service areas changes and annual impacts.

Previous Service Area	New Service Area	Annual Change
South	South	\$13.35
Fort Frances	North West	-\$8.05
Northwestern	North West	\$17.55
Northern (Union SSMDA)	North West	-\$28.75
Northern (Union NDA)	North East	-\$11.17
Eastern	North East	-\$50.33

THE ONTARIO ENERGY BOARD WILL HOLD A PUBLIC HEARING

The Ontario Energy Board (OEB) will hold a public hearing to consider Union Gas’ request. We will question the company on its case for a rate change. We will also hear questions and arguments from individual customers and from groups that represent Union Gas’ customers. At the end of this hearing, the OEB will decide what, if any, rate changes will be allowed.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process.

- You can review Union Gas’ application on the OEB’s website now.
- You can file a letter with your comments, which will be considered during the hearing.
- You can become an active participant (called an intervenor). Apply by **October 24, 2016** or the hearing will go ahead without you and you will not receive any further notice of the proceeding.
- At the end of the process, you can review the OEB’s decision and its reasons on our website.

The OEB intends to consider cost awards in this proceeding that are in accordance with the *Practice Direction on Cost Awards* and only in relation to Union Gas’ proposals on the Rate T2 Customer Managed Service, the Union North Cost Allocation and Rate Design Implementation and the Parkway Delivery Commitment Incentive.

LEARN MORE

Our file number for this case is **EB-2016-0245**. To learn more about this hearing, find instructions on how to file letters or become an intervenor, or to access any document related to this case, please enter the file number **EB-2016-0245** on the OEB website: www.ontarioenergyboard.ca/participate. You can also phone our Consumer Relations Centre at 1-877-632-2727 with any questions.

ORAL VS. WRITTEN HEARINGS

There are two types of OEB hearings – oral and written. The OEB will determine at a later date whether to proceed by way of a written or oral hearing. If you think an oral hearing is needed, you can write to the OEB to explain why by **October 24, 2016**.

PRIVACY

If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and email address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.

This rate hearing will be held under section 36 of the Ontario Energy Board Act, S.O. 1998 c.15 (Schedule B).





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

PUBLIC MEETING

MINUTES – SEPTEMBER 15, 2016

A Public meeting of the Guelph Police Services Board was held on September 15, 2016 in Meeting Room C, Guelph City Hall, 1 Carden Street, commencing at 2:30 p.m.

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

Regrets: D. Drone, Member
T. Harris, Human Resources Manager

Guests: Guelph Police Service: Inspector G. Male, Inspector S. Green, Inspector P. Milligan, Sandra Odorico, J. Green, J. Abra, Chaplain J. Borthwick.

1. WELCOME

Chair Sorbara welcomed all and called the meeting to order at 2:40 p.m.

2. APPROVAL OF AGENDA

Moved by L. Griffiths

Seconded by C. Guthrie

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. APPROVAL OF MINUTES

4.1 Minutes of the Public Meeting, Thursday, July 21, 2016

Moved by L. Piper

Seconded by L. Griffiths

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

- CARRIED –

5. DELEGATIONS/PRESENTATIONS - None

6. STRATEGIC ITEMS

6.1 Headquarter Renovation and Expansion Report

Deputy Martin provided a status report of the significant progress that has been made on site since July. The project continues to progress within the allotted budget. The Steering Committee reported that David Thompson has been named by CS&P to replace Adrian Phillips, project architect. The Project Manager and CS&P have negotiated with Jasper Construction a daily cost for any owner initiated delays. A Change Order Authorization Responsibility Matrix has been created and approved by the Steering Committee. The project is advancing consistent with the proposed schedule and a substantial completion date in the spring of 2019.

6.2 Collection of Identifying Information Board Policy Report

The draft Board policy BD-04-040, Collection of Identifying Information Policy Statement, based on the work of the OACP Special Working Group and the Police Legal Advisors, was provided to the Board at the June meeting. As additional information was received from the Ministry of Community Safety and Correctional Services just prior to the meeting, approval of the policy was deferred to allow further time to review the documents. This review has now been completed.

Moved by L. Griffiths

Seconded by L. Piper

THAT the Guelph Police Services Board adopt Guelph Police Services Board Policy BD-04-040, Collection of Identifying Information Policy Statement.

-CARRIED-

6.3 Guelph Police Service 2015 Annual Report

Chief DeRuyter thanked Inspector Pringle, Jessica Abra, Nadia Nassar and senior staff for producing an informative Annual Report for 2015. Highlights include:

Criminal Offences – *Criminal Code* occurrences increased by 5.6 percent between 2014 and 2015. Guelph had two homicides in 2015. There were fewer sexual violations but more assaults and a significant increase in forcible confinements. Although citizens are concerned that break and enters are increasing, the statistics indicate that they were down in 2015. Motor vehicle thefts related to organized crime increased, as well as fraud and identity theft. *Youth Criminal Justice Act* offences were down 40.2 percent, partially due to diversion.

Traffic Offences – There was a slight reduction in motor vehicle collisions and a reduction of 12.4 percent in *Highway Traffic Act* violations, an indication of good enforcement initiatives undertaken in 2015. Driving while using a hand-held device decreased; however, it continues to be an ongoing problem.

Ten Year Trends – Sick time decreased in 2015 to the lowest average seen in the last seven years but injured on duty hours doubled. Overtime increased dramatically to the highest it has been since 2010. The number of authorized police officers employed decreased by one, thereby increasing the officer to population ratio, as the population has continued to grow.

Calls for Service – Calls for service, which include criminal and non-criminal activity, and can be initiated by a community member or an officer, were down by 3.7 percent. Not included in this statistic are occurrences reported through the online reporting system, CopLogic. 2015 saw an increase in priority 1 to 4 calls, which include possession of weapons, disturbances, suspicious persons and vehicles, unwanted persons, domestic disputes, theft under \$5,000 and check wellbeing. These are mainly initiated by citizens. Guelph continues to see a rise in mental health calls for service, a rise of 17.4 percent.

Service Activity and Quality Indicators – The Service's response time to Priority One calls for service remained virtually unchanged between 2014 and 2015. Use of Force incidents rose 34.8 percent and officers are seeing a rise in citizens using weapons and combative behaviour. Public complaints increased from nine to nineteen; however, Chief DeRuyter gave context to that number by reporting that there were 61,356 calls for service and hundreds of thousands of interactions with citizens. There is a complaint system and internal investigation process to ensure integrity in dealing with all complaints.

Assistance to Victims of Crime – Chief DeRuyter highlighted the Victim Services Lifesaver Project with 35 clients. Technology is used to locate these clients if they wander. The longest search has been 26 minutes to locate the person and return them to safety, which has also contributed to cost savings.

J. Sorbara thanked Chief DeRuyter for the excellent Annual Report and L. Griffiths thanked the staff for the level of detail in the report.

6.4 2017 Operating Budget Presentation

The 2017 operating budget estimate was presented to the Board by K. Hand for review and approval. The City of Guelph Operating Budget Process Guideline of 0.75 percent has been provided to internal City departments excluding corporate pressures that have been factored in, such as compensation and utility expenses. Overall, the net change year over year will not exceed 3.27 percent for the tax supported budget.

An extensive review of the initially proposed budget was undertaken by the senior leadership and executive teams, which identified reductions of \$174,700 or a 0.44

percent decrease. Balanced expansions or staff growth were included in order to ensure that the budget increase was mitigated while ensuring that the Business Plan objectives could be realized and service levels maintained. Apportionment from the City's assessment growth has not been factored into the budget increase and would reduce the overall budget impact to approximately 2.1% once incorporated.

The proposed 2017 operating budget is \$39,092,900 and represents an increase of 3.31 percent over the 2016 budget. There are three main factors that drove the 2017 budget increase:

- 1) Base Budget Adjustments (1.32%): The majority are driven by compensation impacts, including impacts from the Guelph Police Association and the Senior Officers' Association collective agreements expired December 31, 2014. A conservative estimate has been included in the 2017 to account for the estimated settlements.
- 2) Expansions (2.15%): A new model for prisoner care and control will be implemented at a cost of \$353,000. A civilian supervisor model in the Communication Unit will be implemented at a cost of \$22,800. Since domestic violence and elder abuse calls for service have risen in 2015 by 12.3% and 9.1% respectively, a Domestic Violence Investigator position will be added at a cost of \$69,700. A backlog of fraud offences requires the addition of a Fraud Investigator at a cost of \$69,600. The large Data Services department requires an additional Supervisor at a cost of \$80,600 to allow the current Manager to focus on strategic and senior level responsibilities which are necessary given the large amount of organizational and procedural changes being implemented. An Information Systems Services Co-op student is completing an 8-month placement at a cost of \$13,100. Radio Infrastructure will cost \$76,200 due to the expiry of the radio system contract with Bell. Shared Service Agreements at a cost of \$40,000 will include funding community crime prevention programs such as Project Lifesaver and the Guelph Enterprise Connectivity Table.
- 3) Headquarter Project Costs (0.16%): Some staff were moved to an offsite location and to Clair Road Emergency Services Centre (CRESC). A placeholder was assumed for some expenses and for the office location in the 2016 budget and was further refined in the 2017 budget which resulted in savings.

The budget schedule is as follows:

- August 19, 2016 –Capital budget information to be submitted to the City
- September 2, 2016 – Draft operating budget information to be submitted to the city
- November 3, 2016 – Capital presentation to City Council
- November 16, 2016 – Local Boards operating budget presentation to City Council
- November 30, 2016 – Public Delegation to City Council
- December 7 & 8, 2016 – City Council budget approval

Discussion followed the presentation regarding the 28 percent increase in the budget for overtime, which continues to increase yearly. Chief DeRuyter explained some of the challenges in policing with emergent situations, and noted that supervision and approvals are required before overtime is granted. Overtime has been underfunded for a number of years; this year was a correction to that trend. It

was noted by the Board that historically planned variances that exceed the amount in overtime may warrant hiring more staff.

J. Sorbara thanked K. Hand for providing a detailed operating budget estimate.

Moved by L. Griffiths

Seconded by L. Piper

WHEREAS the Guelph Police Services Board is committed to the corporate goals from the 2016-2018 business 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 2017 operating budget as prepared by the Chief and Guelph Police Service staff; and

WHEREAS the Guelph Police Services Board has reviewed the proposed 2017 operating budget in consideration of the City of Guelph's 2017 budget process guideline; and

WHEREAS the Guelph Police Services Board has received the 2018-2019 operating forecast as information; and

WHEREAS the Guelph Police Services Board presented its budget to the public on September 15, 2016 and provided an opportunity for feedback; therefore,

BE IT RESOLVED that the Guelph Police Services Board approves the Guelph Police Service 2017 Operating Budget in the amount of \$39,092,900 including 4.94 Full Time Equivalents growth; and

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

-CARRIED UNANIMOUSLY-

Moved by L. Griffiths

Seconded by C. Guthrie

THAT the Chief provide a report to the Guelph Police Services Board on Overtime trends and the 2017 budget request.

-CARRIED-

L. Piper left the meeting at 3:45 p.m.

7. OPERATIONAL ITEMS

7.1 Capital and Operating Budget Quarterly Report

K. Hand reported that the Guelph Police Service June 2016 operating surplus was \$1,727,000 and represents a positive 4.6 percent variance to the full year budget, partially attributable to position vacancies as a result of member retirement, resignation and maternity leaves, as well as no salary increases have been realized for the Guelph Police Association and the Senior Officers Association since the contracts expired December 31, 2014; therefore, no salary increases have been realized in the 2016 year to date actuals. An accrual for this will be done at year end. Overtime is currently over budget by \$231,000 due to position vacancies and member accommodation. Revenues are higher than planned by \$85,000 due to the timing of grant revenues and there are unused youth program revenues carried over

from 2015 which will be offset by program expenses this year. At this point, the Guelph Police Service is forecasting a \$400,000 surplus to year end.

The majority of capital projects are for police vehicle or equipment lifecycle replacements. All of the capital projects for lifecycle replacement with the exception of the Body Armour account is in a surplus position. The lifecycle replacement of vehicles has been completed for 2016 with fourteen vehicles purchased. At this time, all lifecycle capital projects, with the exception of body armour, are projected to remain within budget for 2016.

The E-Ticketing project has been implemented. The last phase will be to automate the transfer of the ticket information from the police to the courts. This project also funded the purchase of the automated license plate reader. Other projects include procuring Information Technology equipment for the Headquarter renovation project, outfitting the additional Traffic vehicle added to the fleet, and extending existing fibre from the Sleeman Centre to the Crown Attorney's office. Due to the expiry of the radio system contract with Bell in 2016, \$1M has been budgeted to fund the radio system infrastructure. Replacement of the telecom equipment has been budgeted at \$400,000, as it will reach end of life in 2016 and will no longer be supported by Bell for 911.

The Board took the opportunity to congratulate Kirsten Hand on her new position at Waterloo Regional Police Services and thanked her for her excellent work and dedication to the Guelph Police Service over the past several years.

Inspector P. Milligan and Sandra Odorico left the meeting at 3:56 p.m.

7.2 Crime, Calls and Public Order Semi-Annual Report

Chief DeRuyter reported the trends analysis for Guelph Police Service calls for service for January to June, 2015 and 2016. Data collected from Computer Aided Dispatch (CAD) and NICHE (records management system) was analyzed in several ways using various limiting factors. Examining the source of calls for service indicate that 74% of calls were initiated over the phone, 22% were initiated via call phone/internet, 2% was initiated by an officer, 1.5% by an unknown/unrecorded source and a negligible amount by walk-in or an alarm. For each month of 2016, there was an increase from 2015.

Data was also analyzed by selected call types, CopLogic calls, top ten calls for service in each neighbourhood zone of Guelph, and call types with the most year to year change in volume.

Chief DeRuyter noted several facts as gleaned from the analyses.

- The only calls that decreased in number were intoxicated person, impaired driver, and property damage motor vehicle collisions.
- Mental health and attempt suicide calls increased, as well as residential break and enters, theft from motor vehicles, stolen and attempted stolen vehicles, drug calls and violent calls.

- Of the top ten calls for service, compassionate to locate calls are the top type of call; the majority of these are to “check well-being”, followed equally by dropped 911 calls.
- The use of CopLogic, online reporting, is increasing. Consequently, it may be that the Service is becoming aware of occurrences that may have previously gone unreported.
- The type of call with the greatest decrease in volume was fraud and the greatest increase was human trafficking.
- The increases in several areas indicates that citizens are alerting the police to situations. A large increase of 32.3 percent in break and enters is a concern.

Chief DeRuyter thanked Jessica Abra for the detailed report. L. Griffiths expressed appreciation at the level of detail and suggested that the next step would be to determine the reason for some of the trends.

Jessica Abra left the meeting at 4:05 p.m.

7.3 Human Resources Report

Moved by C. Guthrie

Seconded by L. Griffiths

THAT Taylor Vsetula and Shelley Gill be appointed as temporary part-time civilian members of the Guelph Police Service effective August 10, 2016 and August 22, 2016 respectively; and

THAT Karrie Oliver be appointed as a full time member of the Guelph Police Service effective August 23, 2016.

- CARRIED -

7.4 Safe Semester/Homecoming Report

Chief DeRuyter reported that Safe Semester started last weekend with road closures downtown, noting that the success of Safe Semester is attributed to the partnership with the Downtown Nightlife Taskforce, Downtown Business Association, the City of Guelph and Guelph Transit, University of Guelph and the Student Association. The first weekend saw increased enforcement in the south end. Community Volunteer Patrols notified citizens downtown of the parking restrictions. He thanked Inspector P. Milligan and Inspector G. Male for their leadership to ensure a safe environment. A full plan is in place for Homecoming on September 24th to ensure resources are in place for safety and enjoyment of activities of the community. J. Sorbara thanked Chief DeRuyter for the report.

Inspector G. Male and Inspector S. Green left the meeting at 4:09 p.m.

8. ADMINISTRATIVE ITEMS

8.1 Chief's Monthly Report

Chief DeRuyter provided his schedule of upcoming internal and external community events and meetings and invited the Board to attend. He noted the 11th Field Regiment activities downtown on September 24th. Give the Kids a Brake Campaign of enforcement in school zones has resulted in 141 provincial offence notices since school started.

8.2 Board Correspondence Reports

Correspondence Received

- July 7, 2016 Copy of correspondence of appreciation from the Guelph Multicultural Festival to Chief DeRuyter
- August 10, 2016 Copy of correspondence from Hanover Police Services Board to the Minister of Community Safety and Correctional Services and Premier re: Provincial Appointments
- Royal Bank of Canada: Community Account Statement July 4 – Aug. 3, 2016
- Duncan Mackenzie – August 23, 2016 response letter

Correspondence Issued

- Guelph Police Service
 - New Hires: Adrianna Vanos, Alexander Tout, Iman Aziz (YIPI), Eugene Ritz, Bill Le, Cst. Joshua Dills, Tiffany Godsworthy, Jordan Witkowski,
 - Resignation: Constable Dustin Fear (to O.P.P.)
 - Guelph Police Service Award Recipients (72)
 - Junior Citizen Award Recipients – Joel Lillycrop, Jack Taylor, Elias Wright
 - Congratulations: Sergeant David Doxey (Kids and Cops Fishing Days Ambassador Award), Sergeant Douglas Pflug (Mayor's Award of Excellence), Staff Sergeant Marino Gazzola (President of the Canadian Catholic School Trustees' Association)
 - Volunteer activities: Tim Horton's Camp Day (11), Kids and Cops Fishing Days (8), Hope in the City (6), Big Brothers Big Sisters Bowl for Kids Sake (9); Onward Willow KICKZ Soccer Program (21)
 - Letters to Detective Constable Chris Probst and Guelph Police Service members on the Special Olympics Games Organizing Committee (21)
- Crimestoppers: Ms. Sarah Bowers-Peter, Mr. Ray Tout, June 28, 2016 re: presentation
- Dave Preston, Police Services Advisor – July 19, 2016 congratulatory letter on retirement
- Mayor Cam Guthrie – July 21, 2016 letter re: the GPA 2017 Capital Budget Estimate
- Duncan MacKenzie – August 8, 2016 response to Board delegation on motorcycles

8.3 Information Items

- 8.4.1 Next Meeting – Thursday, October 20, 2016, City Hall Meeting Room C.
- 8.4.2 Ontario Association of Police Boards Labour Conference – **October 20-21, 2016**, Toronto (\$598.90 registration)
- 8.4.3 Ontario Association of Police Services Boards Spring Conference – June 21-24, 2017, Blue Mountain Resort
- 8.3.4 Canadian Association of Police Governance – July 13-16, 2017, Montreal, Quebec

9. ADJOURNMENT

Moved by C. Guthrie

Seconded by L. Griffiths

THAT the public meeting of the Guelph Police Services Board adjourn as at 4:17 p.m.

- CARRIED -

The minutes of this meeting were adopted this 20th day of October, 2016.

"J. Sorbara"

J. Sorbara, Chair

"C. Polonenko"

C. Polonenko, Executive Assistant