

## **PUBLIC MEETING**

### **MINUTES – July 15, 2010**

A Public meeting of the Guelph Police Services Board was held on July 15, 2010 in the Board Room 3<sup>rd</sup> Floor of the Guelph Police Services commencing at 2:30 p.m.

Present: D. Clark, Chair  
P. Giles, Member  
G. Kovach, Member  
K. Farbridge, Member  
J. Sorbara, Member  
C. Parton, Executive Assistant  
B. Eden, Deputy Chief, Neighbourhood Services  
S. Morris, Director, Corporate Services  
K. Pagnan, Finance Manager

Regrets: R. Davis, Police Chief  
H. Perets, Legal Counsel  
T. Harris, Human Resource Manager

Guests: Inspector G. Male and Thana Dharmarajah

#### **13. WELCOME**

The Chair called the meeting to order at 2:30 p.m. and welcomed Inspector G. Male and Thana Dharmarajah from the Guelph Mercury to the meeting. A special introduction and welcome of the Guelph Police Services Board's newest member J. Sorbara followed. D. Clark also congratulated Kendra Pagan on her upcoming retirement on August 31, 2010.

#### **14. APPROVAL OF AGENDA**

Additional Items added to the agenda:  
21.7 911 Memorandum of Understanding  
21.8 Police Recognition

Moved by G. Kovach  
Seconded by K. Farbridge  
**THAT** the Agenda be approved as amended.  
- CARRIED -

#### **15. DECLARATION OF CONFLICT OR PECUNIARY INTEREST**

There were no declarations of conflict or pecuniary interest.

**16. ELECTION OF VICE CHAIR**

Moved by K. Farbridge

Seconded by G. Kovach

**THAT** P. Giles be appointed to the position of Vice Chair for the Guelph Police Services Board for the remaining portion of 2010.

CARRIED -

**17. APPROVAL MINUTES OF PUBLIC MEETING OF MAY 20, 2010**

Moved by G. Kovach

Seconded by P. Giles

**THAT** the Minutes of the Public Meeting held Thursday, May 20, 2010 be approved as presented.

- CARRIED -

**18. APPROVAL OF MINUTES OF SPECIAL EMAIL PUBLIC MEETING JUNE 15, 2010**

Moved by G. Kovach

Seconded by P. Giles

**THAT** the Minutes of the Special Email Public Meeting held June 15, 2010 be approved as presented.

- CARRIED -

**19. CHAIR'S REPORT**

**19.1 Correspondence Received**

- a) Invoice from Weiler and Company (to be dealt with under item 21.1)
- b) Email from Guelph/Wellington Crime Stoppers
- c) Thank you letter from Victim Services Wellington for support of golf tournament
- d) Thank you from Big Brothers Big Sisters donation to Bowl for Kids Sake
- e) Email from Canadian Association of Police Boards – sponsorship of golf tournament (*to be dealt with under item 21.2*)
- f) Sponsorship request from the 120 Air Cadets Red Arrow Squadron (*to be dealt with under Item 21.3*)
- g) Letter from Junior Citizen Awards Committee - (*to be dealt with under Item 21.4*)

## **19.2 Correspondence Issued**

- a) Congratulatory letters to 2010 Guelph Police Service award recipients
- b) Thank you letters to Police Ball Committee members
- c) Letter to new President of the Ontario Association of Police Boards Dr. Amok Mukherjee
- d) Letters to new hires
- e) Letter and cheque to Victim Services regarding support of annual golf tournament support
- f) Letter and cheque to Special Olympics Committee
- g) Letters to Taxi companies regarding rate increase
- h) Letter to Guelph/Wellington Crime Stoppers
- i) Press Release – newly appointed Board member Judy Sorbara

## **20. CHIEF'S REPORT**

### **20.1 Taxi Licenses**

Moved by P. Giles

Seconded by G. Kovach

**THAT** the Guelph Police Services Board approve the taxi driver license applications of Kenneth Dickert, Kevan Chernoff, Michael Schnurr, Denis Reilly and Rajesh Kapoor.

- CARRIED -

### **20.2 Human Resources Report**

Two full-time equivalent officer vacancies and 1 civilian vacancy are still Outstanding.

#### Retirements

Staff Sergeant Greg Zinger has submitted his notice of retirement effective June 30, 2010 and Kendra Pagan, Finance Manager has submitted her retirement effective August 31, 2010.

#### Promotions

Acting Sergeant David Doxey was confirmed in the rank of Sergeant effective July 1, 2010. Acting Staff Sergeant Tom Gill was confirmed in the rank of Staff Sergeant effective July 1, 2010.

### Transfers

A number of internal transfers with the effective dates were shared for 2010.

### Youth in Policing Initiative (Y.I.P.I)

There were over 80 applications for the two summer student positions at the Service. The successful external candidates for 2010 are Jonathan La and Keyosha Lewis. They are Guelph residents and grade ten students at local high schools. They will report the Facilities Coordinator on July 5, 2010 for an eight-week period.

### Bill 168

A policy has been drafted and finalized further to review by the Senior Management Team and the Health and Safety Committee. In addition, the Senior Management Team and the Health and Safety Committee are currently reviewing the risk assessment completed by the external company, HR Proactive. Overall, this was a very good assessment and the findings identified issues that were minor in nature which will be addressed by management as part of the process.

### Civilian Recognition Program

After conducting some background research, a civilian survey and coupled with other parameters, the HR Manager and a Research Analyst have prepared a business plan to be reviewed by the Executive Management with a recommendation for a pilot program for consideration.

### Accommodation

A summary of Guelph Police Service staff currently *off duty* due to work-related (WSIB) injuries or non work-related injuries/maternity leave or on *modified duty* due to work-related (WSIB) injuries or non-work related injuries/maternity leave was presented as information.

## **20.3 Financial reports including quarterly variance report**

The Police Variance Report for the six months ending June 30, 2010 was presented. The actual expenditures are below the projected year-to-date budgeted figures. Based upon assumptions at this time a variance of 0.8% is projected to year end.

#### **20.4 Fees and Charges By-law – Fee for Volunteer Reference Check**

A check of current data indicates that volunteer reference checks for the past few years have increased from 3,977 to 4,948 in 2009. This is equivalent to approximately 20 minutes per request to meet, complete all data checks, prepare paperwork and meet with applicant to disclose final documents. This would be equivalent to between 1,250 hours and 2,500 hours annually. A fulltime equivalent works 2,080 hours per year. Therefore additional staff is required due to the volume of work. Further, in review of comparative police services, it appears most are charging a nominal fee of \$10.00 or \$15.00 to complete these checks. This \$10.00 will help offset the costs of providing this service and bring the Guelph Police Service in line with other Police Services in the Province.

Moved by G. Kovach

Seconded by K. Farbridge

**THAT** the Guelph Police Services Board approves the fee of \$10.00 for Volunteer Reference Checks.

- CARRIED -

#### **20.5 Quarterly professional standards report**

In the second quarter of this year the Guelph Police Service received three public complaints, two of which are ongoing. The other complaint was not dealt with as it was from June 2009. Two public complaints which were carried over from the first quarter of 2010 have been concluded and deemed unsubstantiated. One new internal investigation was initiated in the second quarter and is on-going. Two internal investigations from the first quarter were carried over. One of these was concluded as unsubstantiated and the other is on-going. One internal investigation is outstanding from 2008, and is on hold pending the resolution of a criminal charge against the officer. The administrative review on the S.I.U. investigation from the first quarter determined no misconduct on the part of the officers.

#### **20.6 Quarterly use of force report**

During the second quarter of 2010 (April 1<sup>st</sup> to June 30<sup>th</sup>), the Guelph Police officers attended to 19 incidents where either one or more levels of force were required to bring the situation that they were faced with to a peaceful and successful resolution. Members of the Guelph Police Service used 49 levels of force during these 19 incidents. All the Use of Force reports that were submitted have been reviewed and in all of the incidents the officers were justified in using the force that was outlined in their report. In all cases the officers continuously assessed the situation, planned, selected the most reasonable use of force option relative to the circumstances and then acted accordingly.

### **20.7 Financial Statement for 2010 Police Ball for payment**

The financial statement for the 2010 Police Ball was reviewed. The Board at its meeting on February 19, 2010 passed a motion to provide financial assistance to a maximum of \$9,000.00 to be paid from the Community Account.

Moved by P. Giles

Seconded by J. Sorbara

**THAT** the Guelph Police Services Board receive the Financial Report on the Guelph Police Ball, and;

**THAT** the Guelph Police Services Board authorize payment from the Community Account to the Guelph Police Service in the amount of \$5,164.28 to cover additional expenses not covered by monies generated through ticket sales for the annual Police Ball.

- CARRIED -

### **20.8 Crime Stoppers semi-annual report**

There were a total of 294 calls up to the end of May this year, with 197 calls resulting in the creation of new codes for new tip information. Tip information relative criminal/drug activity in Guelph averages between 45% and 64% of total call received per month. There were 11 arrests attributed to tips received from Crime Stoppers and over \$20,000 in stolen property and \$110,000 in seized drugs.

D. Clark expressed appreciation on behalf of the Guelph Police Services Boards for the work of Crime Stoppers and advised that we would continue our support of their services.

### **20.9 “Freeman on the Land” correspondence received**

A letter addressed to the Chief, from Mr. Wilfred Keith Thompson, a local resident and similar correspondence which was received by the Mayor which was redirected to the Chief. Mr. Thompson provided an overview of his interpretation of what a “Freeman on the Land” is; what rights they have within society; what laws they do or do not have to follow; and, claiming that he is in fact, a “Freeman on the Land”.

Further background was gathered on these individuals. Legal advice was sought and correspondence was delivered to Mr. Thompson.

**21. NEW BUSINESS**

**21.1 Invoices from Weiler and Company**

Moved by P. Giles

Seconded by G. Kovach

**THAT** the Guelph Police Services Board approve payment of the Weiler & Company invoice from the Community Account in the amount of \$735.00 for conducting the annual audit of the Community Account.

CARRIED -

**21.2 Email from Canadian Association of Police Boards – sponsorship of golf tournament**

Moved by G. Kovach

Seconded by K. Farbridge

**THAT** no action be taken on this item.

- CARRIED -

**21.3 Sponsorship request from the 121 Air Cadets Red Arrow Squadron**

Moved by G. Kovach

Seconded by K. Farbridge

**THAT** the Guelph Police Services Board support the request from the 121 Air Cadets Red Arrow Squadron in the amount of \$150.00 and that the money be paid from the Community Account.

CARRIED -

**21.4 Letter from Junior Citizen Awards Committee**

A report from the Junior Citizen Awards Committee was received.

**21.5 Community Account quarterly report**

The Community Account quarterly report was reviewed.

**21.6 P.R.I.D.E. Update – (Police Regionalized Information and Data Entry system)**

This is a regionalized information system which provides backup systems to Waterloo, Brantford, Stratford and Guelph. The system is managed by Waterloo with shared costs from the above noted cities. The cost of this program has increased slightly due to enhancements to the process and the addition of two additional staff.

### **21.7 911 Memorandum of Understanding**

Moved by G. Kovach

Seconded by P. Giles

**THAT** the Guelph Police Services Board enter into a Memorandum of Understanding (“MOU”) with the Waterloo Regional Police Services Board regarding the provision of joint 911 call answering backup facilities, through the respective Communication Centre, during times when one is not able to answer their respective 9-1-1 phone calls and

**THAT** Chair D. Clark sign it on behalf of the Guelph Police Services Board.

CARRIED –

### **21.8 Plaque from the Toronto Police Service**

Deputy Chief B. Eden circulated a plaque presented to the Guelph Police Service Tactical Unit by the Toronto Police Services and the Emergency Task Force for their support during the G20.

## **22. OLD BUSINESS**

### **22.1 2011 Budget Board Priorities**

Board members shared their priorities with the Deputy Chief for consideration during the development of the 2011 operating and capital budgets. The items listed are not in priority order.

- South end joint facility scheduled to open late fall requires additional staffing to make it functional and efficient
- Drugs – work with partners to reduce drug use and drug related activity
- Support of 2010 – 2012 Business Plan
- Reviewing the success of previous initiatives
- Enhanced pedestrian/traffic and road safety
- Support effective policing and member satisfaction through operational efficiencies and career development opportunities
- Increase the feeling of safety within the community and with a focus on downtown

## **23. ADJOURNMENT**

Moved by P. Giles

Seconded by K. Farbridge

**THAT** the meeting be adjourned at 3:34p.m.

- CARRIED –

Chair D. Clark invited all those present to stay for the presentation to Marty Fairbairn past member on the Guelph Police Services Board, and to say their farewells and best wishes to Marty Fairbairn and Kendra Pagnan and to welcome new board member Judy Sorbara.

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Dave Clark  
Chair

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Carol Parton  
Executive Assistant