



COBOURG POLICE SERVICE BOARD REPORT

Report to:	Cobourg Police Services Board (CPSB)	
Submitted by:	Chief Paul VandeGraaf	Meeting Type: Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
Meeting Date:	March 20, 2023	
Report Type:	Information Only Report <input type="checkbox"/> Action Required Report <input checked="" type="checkbox"/>	
Previous Related Reports:		
Subject/Title:	Capital Expenditure – Furniture for Records and Case Management Unit (RCMU)	

RECOMMENDED MOTION:

THAT the Board approve the purchase of office furniture for the Records and Case Management Unit (RCMU).

And further that the purchase of this furniture be obtained with three quotes in lieu of an RFP or RFQ as is consistent with the Financial Policy.

Background

The Records and Case Management Unit (RCMU) has been reconstituted after a continuous improvement exercise with two different consultants. As a result of this effort several recommendations were made that included where and how the unit was situated in the space. This included all staff working in the same office location instead of multiple locations.

Secondly, because of another matter, it has become very apparent that the Supervisor role in the unit is situated in the same space. This provides overall oversight and assistance at times of increased work volume.

Report

The current furniture in RCMU are desks that were repurposed from the Communications Centre when it was disbanded in 2015. At present, there are two very large desks, and no position for a supervisor. Although they are still sound in construction, and can be re-purposed in alternate situations, they are not the best solution for staff whose entire job is spent managing computer files and electronic submissions to courts. The nature of this work is principally spent working on a variety of computer applications.

There are no specific ergonomics regulations, although the Occupational Safety and Health Act (OSHA) will continue to cite ergonomic injuries under the General Duty Clause, Section 5. All employees are covered by OSHA under this section. Hazards related to poor ergonomics must be treated the same as any other workplace hazard. This means they need to be:

- recognized and identified
- assessed
- eliminated or controlled

Employers who are covered by the Occupational Health and Safety Act (OHSA), and its regulations, have legal obligations to protect workers from hazards due to poor ergonomics, such as:

- musculoskeletal disorder
- visibility
- fall

The ergonomic situations that arise with the current desks are the inability to modify the structure to assist with better posture, the ability to sit/stand as desired by the employee and wasted space due to creating a workspace around desks, instead of building desks in the workspace.

At present we have not had any related health and safety complaints associated to this work environment. However, when we examine the nature of the workspace at the Business Centre, all those workstations meet the current standard, where these do not.

Within each budget year, we have allotted some funding towards office furniture, chairs, etc. This could have been presented in the capital budget request for 2023, however, the entire set up of the unit was unknown at that time. Given the reconstitution of this unit with new business processes and a new supervision model, the purchase of this necessary office equipment is required. The request for consideration is that these desks be purchased, and they be considered a capital expense for 2023. In our terms, that would mean the recovery for this expense would come from the net revenue from 2022 and would be listed on the capital expense sheets as an addendum of this budget. Presently there is one quote that pushes us into an expanded process. The Financial Policy requires an RFP or RFQ for this purchase. It is not reasonable that we would receive three sealed bids for such a small project from their point of view. As such, the request is that we proceed with three quotes. The one quote we have received is from our regular supplier. As such, we would use this quote as what could be determined as the top end of the expenses. This top end would not exceed \$35,000.00.

Should this purchase be approved in this sense, we would obtain 3 quotes. As these orders can take up to 5 – 7 weeks, we would proceed with the order, and advise the Board of the outcomes at the April Board meeting.