City of
KAWARTHA LAKES
POLICE SERVICES BOARD

Minutes of the **OPEN MEETING** of the **CITY OF KAWARTHA LAKES POLICE SERVICES BOARD** held at the **CITY OF KAWARTHA LAKES POLICE SERVICES BOARD ROOM** on **Monday, April 15th, 2013**

MEMBERS OF THE CITY OF KAWARTHA LAKES POLICE SERVICES BOARD PRESENT

Mr. G. James, Chair
Mr. S. Polito, Vice Chair
Mr. R. McGee
Mr. M. Radiff
Mr. D. Thomas
Mrs. C. Moses, Board Secretary

MEMBERS OF THE MUNICIPAL POLICE SERVICE PRESENT

Chief J. Hagarty
Insp. W. Herbert

CALL TO ORDER

Mr. James called the Open meeting of the City of Kawartha Lakes Police Services Board to order at 0930 hours.

CONFIRMATION OF QUORUM

Thereafter a quorum was confirmed.

APPROVAL OF AGENDA

The agenda was reviewed and it was proposed that item 5.1 be moved to item 6.2
Thereafter the agenda was approved as revised on motion of Mr. Thomas, seconded by Mr. Radiff.

DECLARATION OF PECUNIARY INTEREST

There were no Declarations of Pecuniary Interest. With regard to review of the accounts, Mr. Polito requested that the minutes reflect that he is not affiliated with the vehicle maintenance service provider, i.e. Polito Ford.

PRESENTATIONS/DEPUTATIONS:

D. Page attended the meeting and provided Board members with information pertaining to a Team Assessment Survey which he is undertaking. Following a power point presentation related to 'teams' versus 'groups', members were provided with a copy of the Survey and asked to complete it and return to Mr. Page by Wednesday, April 17th.

1. MINUTES OF PREVIOUS MEETING

Copies of the minutes of the Meetings of the City of Kawartha Lakes Police Services Board held on March 18th, 2013 were previously circulated. Discussion took place regarding the section in the minutes pertaining to Report PSB 2013-06 (Budget Estimates) and two

changes were proposed, i.e. in the second sentence in the first paragraph wherein it states "(excluding Council approved capital of $226,645)", add the words "as it impacts the operating budget" and in the second paragraph, first sentence, add the word "Most" to the sentence which starts with "Board members were in agreement ….."

MOVED By: Mr. Radiff, SECONDED By: Mr. Thomas
Resolved that the minutes of the (Open) Meeting of the City of Kawartha Lakes Police Services Board, March 18th, 2013 as amended be adopted. **CARRIED.**

2 CONSENT AGENDA:

2.1 Ontario Association of Police Service Boards –

2.1.1 2013 Spring Conference and Annual General Meeting

2.1.2 Email re Letters regarding Proposed Public Sector Capacity to Pay Act 2013

2.2 **Ministry of Community Safety and Corrections Services** – memo re Police Week Theme – May 12-18, 2013

2.3 **Ontario Provincial Police** – Letter dated March 10, 2013 re Framework Agreement

MOVED BY: Mr. Radiff, SECONDED BY: Mr. Thomas
Resolved that Consent agenda items 2.1, 2.2 and 2.3 be received. **CARRIED.**

2.4 **Ontario Association of Chiefs of Police – Letter dated March 20th, 2013 re Queen Elizabeth II Diamond Jubilee Medal Award –** Copies of a letter from S. Tanner, President of the Ontario Association of Chiefs of Police (OACP) advising of the awarding of the Queen Elizabeth II Diamond Jubilee Medal to Chief John Hagarty. On behalf of the Board, Mr. James extended sincere congratulations to Chief Hagarty for his receipt of this award. Chief Hagarty advised he will be presented with the Medal at an upcoming OACP meeting in June.

MOVED BY: Mr. Radiff, SECONDED BY: Mr. Polito
Resolved that Consent Agenda 2.4 be received. **CARRIED.**

3. STATISTICAL REPORTS – March 2013.

Copies of the Statistical Report for the Municipal Police Service for March 2013 were provided (copy attached to official minutes). Chief Hagarty noted the increase in assaults during the month, and advised that the increased number is in large part due to a total of 32 assaults occurring at the Central East Correctional Centre (CECC) Discussion took place regarding the impact of the CECC facility on the Service's monthly statistics. Chief Hagarty agreed to provide CECC statistics as a sub-category commencing with the statistical report provided in May.

MOVED By: Mr. McGee, SECONDED By: Mr. Thomas
Resolved that the Municipal Police Service Statistical Report for March 2013 be received. **CARRIED.**

4. ACCOUNTS TO BE APPROVED AS PAID

Copies of the *Municipal Police Services Accounts* to be approved as paid for the period

March 2013 were previously distributed (copy attached to official minutes). Discussion regarding a payment to Brelyn Enterprise took place. It was confirmed this payment relates to advertising in the 2013 publication "Exploring Lindsay". It was noted that the City no longer advertises in this publication. Chief Hagarty agreed to review the need for the Service to continue advertising in future editions (e.g. for 2014).

MOVED BY: Mr. Radiff, SECONDED BY: Mr. Polito
***Resolved that the Municipal Police Services accounts for the period March 2013 be approved as paid*.** **CARRIED**

5. OLD BUSINESS:

5.1 Board Budget Preparation Policy (*Moved to New Business, Agenda Item 6.2*)

5.2 RFP for Towing Services - Update – It was confirmed that the deadline for the submission of proposals for the provision of towing services was today, i.e. April 15th at 0900 hours. It was confirmed that three submissions had been received. Mr. James, Board Chair, opened the submissions.

MOVED BY: Mr. Polito, SECONDED BY: Mr. McGee
Resolved that the towing services tenders from Gaynors' Towing, John's Quality Auto and Ken's Towing be received and that the Chair appoint a Committee to review the tenders and make a recommendation to the Board at its next meeting. **CARRIED.**

Thereafter Mr. James appointed Messrs. Polito and Thomas to the Tender Review Committee.

6. NEW BUSINESS:

6.1 **Report SB 2013-007 – 1st Quarter Budget Update –**Copies of Report PSB 2013-007 (*1st Quarter Budget Update*) were previously provided (copy attached to official minutes). In response to a question, Chief Hagarty confirmed that all budget line items are trending appropriately at this time, based on the Board approved estimates.

MOVED BY. Mr. Thomas, SECONDED BY: Mr. Radiff
Resolved that Report PSB 2013-007 be received. **CARRIED.**

6.2 **Board Budget Preparation Policy** ***(Moved from Old Business, Agenda Item 5.1)*** - Copies of a memo from Mr. McGee dated April 15th, 2013 related to the previously approved Board Budget Policy # 4000-013 were previously provided (copy attached to official minutes). Mr. McGee noted his concerns with the policy as approved, i.e. (1) use of the word 'estimates; (2) number of Budget Committee members; (3) presentation of draft estimates in Closed sessions as opposed to Open: and (4) timelines for submitting estimates to the municipality. Thereafter he reviewed a number of revisions to the policy as referenced in his memo.

MOVED BY: Mr. Thomas, SECONDED BY: Mr. Polito
Resolved that the memo dated April 15th, 2013, from Mr. R. McGee be received.
CARRIED.

Discussion followed regarding the changes as proposed in the memo, following which it was

MOVED BY: Mr. Thomas, SECONDED BY: Mr. McGee

Resolved that Policy #4000-013, Policy for the Preparation of Annual Operating and Capital Estimates, be amended to reflect that the Budget Committee is comprised of two members. **CARRIED**.

Further, it was

MOVED BY: Mr. Polito: SECONDED BY: Mr. McGee

Resolved that Policy #4000-013, Policy for the Preparation of Annual Operating and Capital Estimates, be amended as follows:

Under Section A, Financial Planning:

#2 to read " The format of the estimates, the period that they cover and the timetable for their submission shall be as determined by the Council."

CARRIED.

It was recommended that the Budget Committee be established at the next meeting, and it was suggested that the matter of presentation of estimates in open or closed sessions be referred to this Committee.

7. REPORT OF THE CHIEF

7.1 **Question Period** – There were no questions in the Open Meeting.

8. MOTION TO MOVE IN TO IN-CAMERA SESSION

MOVED By: Mr. Thomas, SECONDED By: Mr. McGee

Resolved that the Board adjourn the public portion of its meeting to move IN CAMERA to discuss confidential items pertaining to legal and personnel matters, in accordance with Section 35(4)(b) of the Police Services Act. **CARRIED**

9. MOTION TO RISE AND REPORT

Moved by: Mr. Thomas: Seconded by: Mr. Radiff

Resolved that the Board rise from the in-camera session. **CARRIED.**

PUBLIC:

There were no items in the Closed Session requiring reporting to the Open Session.

10. CONFIRMATION BY LAW

MOVED By: Mr. Polito, SECONDED By: Mr. Thomas

Resolved that all motions passed in the Closed Session be ratified. **CARRIED**

11. ADJOURNMENT

MOVED By: Mr. Radiff, SECONDED BY: Mr. Thomas

Resolved that the meeting adjourn. **CARRIED**.

Meeting adjourned at 1120 hours.

READ AND ADOPTED THIS _____ DAY OF _____, 2013

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CHAIRPERSON,
City of Kawartha Lakes Police Services Board