



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, January 21, 2019**

MEMBERS OF THE CITY OF KAWARTHA LAKES POLICE SERVICES BOARD PRESENT

Mr. D. Thomas
Mr. D. Blackburn
Mr. A. Letham
Mr. P. O'Reilly
Mr. S. Polito
Mrs. C. English

MEMBERS OF THE MUNICIPAL POLICE SERVICE PRESENT

Chief M. Mitchell
Insp. W. Herbert

CALL TO ORDER

Mr. Thomas 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.

ELECTION OF CHAIR/VICE CHAIR

Mr. Thomas noted that as per the Police Services Act, (Regulation 123/98, Section 28 (1) and (2)) the annual election of a Chair and Vice Chair of the Police Services Board takes place at the January meeting. Thereafter he withdrew from the Chair and turned the meeting over to Chief Mitchell. Chief Mitchell asked for nominations for the position of Chairperson of the City of Kawartha Lakes Police Services Board for the year 2019

MOVED BY: Mr. Polito, SECONDED BY: Mr. O'Reilly

Resolved that Mr. Don Thomas serve as Chairperson of the City of Kawartha Lakes Police Services Board for the year 2019.

CARRIED

Mr. Thomas accepted the nomination. Chief Mitchell asked for further nominations. There being none, it was

MOVED BY: Mr. Blackburn, SECONDED BY Mr. Polito

Resolved that nominations for the position of Chair of the Kawartha Lakes Police Services Board be closed.

CARRIED.

Mr. Thomas was congratulated on his appointment.

Chief Mitchell asked for nominations for the position of Vice-Chairperson of the City of Kawartha Lakes Police Services Board for the year 2019.

MOVED BY: Mr. O'Reilly, SECONDED BY: Mr. Polito

Resolved that Mr. David Blackburn serve as Vice-Chairperson of the City of Kawartha Lakes Police Services Board for the year 2019. **CARRIED**

Mr. Blackburn accepted the nomination. Chief Mitchell asked for further nominations. There being none, it was

MOVED BY: Mr. O'Reilly, SECONDED BY Mr. Polito

Resolved that nominations for the position of Vice-Chair of the Kawartha Lakes Police Services Board be closed. **CARRIED.**

Mr. Blackburn was congratulated on his appointment.

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.

APPROVAL OF AGENDA

The agenda was reviewed and approved on motion of Mr. O'Reilly, seconded by Mr. Blackburn.

PRESENTATIONS/DEPUTATIONS:

There were no Deputations/Presentations in the Open Meeting.

1. MINUTES OF PREVIOUS MEETING

Copies of the minutes of the (Open) Meeting of the City of Kawartha Lakes Police Services Board held on December 17th, 2018 were previously circulated.

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

Resolved that the minutes of the Open Meeting of the City of Kawartha Lakes Police Services Board, December 17th, 2018 be adopted as printed and circulated. **CARRIED.**

2. CONSENT AGENDA:

There were no items on the Consent Agenda.

3. STATISTICAL REPORTS - December 2018

Copies of the Statistical Report for the Municipal Police Service for December 2018 were provided (copy attached to official minutes). Chief Mitchell noted an increase in the number of incidents year over year, largely related to a change in the way the incidents are tracked. Also noted was the number of assault related occurrences at the Central East Correctional Centre, i.e. 54 for the month of December.

MOVED By: Mr. Blackburn, SECONDED By: Mr. O'Reilly

Resolved that the Municipal Police Service Statistical Report for December 2018 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 December 2018 were previously distributed (copy attached to official minutes). Brief

discussion took place during which Chief Mitchell confirmed legal fees of almost \$12,000 relate to the SIU investigation of a drowning incident in Lindsay last fall.

MOVED BY: Mr. Blackburn, SECONDED BY: Mr. Letham

Resolved that the Municipal Police Services accounts for the period December 2018 be approved as paid. **CARRIED**

5. OLD BUSINESS/STANDING ITEMS:

5.1 **OAPSB Zone 3** – Update (S. Polito) –Mr. Polito provided a brief update from the Zone 3 meeting held on January 18th in Lindsay. He expressed his opinion that it had been a productive meeting, and advised that he had been re-appointed as Chair of Zone 3. He also confirmed that Zone membership dues of \$50 were now due.

MOVED BY: Mr. Polito, SECONDED BY: Mr. Blackburn

Resolved that the CKL Police Services Board renew its annual (2019) membership in OAPSB Zone 3, at a cost of \$50. **CARRIED.**

MOVED BY: Mr. Blackburn, SECONDED BY: Mr. Letham

Resolved that the verbal report on OAPSB Zone 3 be received. **CARRIED**

6 NEW BUSINESS:

6.1 **Proposed Meeting Dates** – A list of proposed CKL Police Services Board meeting dates for 2019 was previously provided (copy attached to official minutes). It was noted that the Board generally meets on the third Monday of the month, however, the dates may be revised at the discretion of the Board.

MOVED BY: Mr. Letham, SECONDED BY: Mr. O'Reilly

Resolved that the meeting dates as proposed be confirmed. **CARRIED.**

5.2 **Board Per Diem and Expense Rates** – Copies of a document entitled “Board Remuneration” were previously provided (copy attached to official minutes). Mr. Thomas provided an overview, noting the remuneration paid to Board members has been in effect since 2010. Discussion followed during which it was noted that the rates as indicated in the report were included in the 2019 budget which was approved in September 2018. Further discussion took place regarding an increase to regular meeting per diems, and it was

MOVED BY: Mr. Blackburn, SECONDED BY: Mr. O'Reilly.

Resolved that the per diem rate for regular meetings be increased by \$25. **CARRIED.**

7. REPORT OF THE CHIEF

7.1 **PSB 2019-001 – 2018 Public Complaints Against Police Report** – Copies of Report PSB 2019-001, *2018 Public Complaints Against Police Report*, were previously provided (copy attached to official minutes). Inspector Herbert provided an overview, noting that Adequacy Standards Regulations Section 31 requires the preparation of an annual report for the Board relating to public complaints. He noted that the Office of the Independent Police Review Director received a total of 7 public complaints during 2018, three of which were screened out by the OIPRD, one was found to be unsubstantiated, one was withdrawn and two are pending screening.

Board members expressed their satisfaction with the low number of complaints, particularly when considering the number of incidents the Service deals with on an annual basis (for 2018, it was noted that this number was 12,946).

MOVED BY: Mr. Blackburn, SECONDED BY: Mr. O'Reilly

Resolved that PSB 2019-001, 2018 Public Complaints Against Police Report, be received. CARRIED.

7.2 PSB 2019 -002 - 2018 Use of Force Report – Copies of Report PSB 2019-002, *Use of Force Report*, were previously provided (copy attached to official minutes). Chief Mitchell provided an overview, noting that all police officers are required to submit a “Use of Force” Report, when a member draws a handgun, discharges a firearm, when a weapon other than a firearm is used on a member of the public, or when any force is used that results in an injury that requires medical attention. He briefly reviewed the information contained therein, noting that a total of 31 reports had been submitted during 2018. He noted that all Use of Force reports submitted by KLPS officers are reviewed to ensure compliance with Provincial legislation and the Service’s own policies on the use of force.

MOVED BY: Mr. Blackburn, SECONDED BY: Mr. O'Reilly

Resolved that Report PSB 2019-002, Use of Force Report, be received. CARRIED

7.3 PSB 2019-003 – Facilities Annual Report - – Copies of PSB Report 2019-003 *2018 Facilities Annual Report*, were previously provided (copy attached to official minutes). Chief Mitchell noted the requirement to undertake a facilities review, and provide a report of same, on an annual basis. He confirmed that there are no facility changes required or deficiencies needing to be addressed at this time, and that the Service is working with the City’s planning department to address future expansion needs.

MOVED BY: Mr. Letham; SECONDED BY: Mr. O'Reilly

Resolved that the 2018 Annual Facilities Audit Report be received. CARRIED.

7.4 PSB Report 2019-004 – AVAIL – Copies of Report PSB 2019-004, Avail Pilot Project, were previously provided (copy attached to official minutes). Chief Mitchell provided a brief overview, noting the Service’s partnership in October 2018 with Avail to launch a pilot project to assist with member health and wellness. He confirmed KLPS member feedback has been positive about the pilot and he was seeking the Board’s support to continue use of Avail in 2019. He advised that the peer support team will assume responsibility for monitoring the pilot and that a further evaluation would be done at the end of the year.

MOVED BY: Mr. Blackburn, SECONDED BY: Mr. Polito

Resolved that Report PSB 2019-004 be received and that the Board supports the continued use of the AVAIL platform for KLPS members in 2019. CARRIED.

7.5 VERBAL REPORT & PERSONNEL MATTERS

Chief Mitchell provided a verbal update on a number of other matters, including:

- (1) the new amendment to the Police Services Act which requires municipalities to develop a Community Safety and Well Being Plan within two years. He advised there are a number of different stakeholders groups that will be required to develop the plan, and it is a council driven initiative;

- (2) the Service has implemented a new Awards and Commendations Policy and developed an awards committee which will review reports of meritorious service and decide on awards. A Chief's Award (for members) and PSB award (for members of the public) will be jointly presented by the Chief and the Board Chair.
- (3) the Service is proceeding with its restructuring plan with the addition of a full-time property clerk to replace the current part-time position.
- (4) the Chief has decided not to go ahead with purchase of one ADSE device currently approved for police use.

MOVED BY: Mr. Blackburn, SECONDED BY: Mr. Polito
Resolved that the Chief's verbal report be received.

CARRIED.

8. **MOTION TO MOVE IN TO IN-CAMERA SESSION**

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

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. **REPORT FROM CLOSED MEETING:**

The Chair reported that the Board had approved the re-appointment of the CKL Police Services Board Secretary; as per the following motion:

MOVED BY: Mr. Letham, SECONDED BY: Mr. O'Reilly

Resolved that Christina English be reappointed as Board Secretary for 2019 at the same rate as the previous year.

CARRIED.

10. **CONFIRMATION BY LAW**

MOVED By: Mr. O'Reilly, SECONDED By: Mr. Blackburn

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

CARRIED

11. **ADJOURNMENT**

MOVED By: Mr. Blackburn, SECONDED BY: Mr. O'Reilly

Resolved that the meeting adjourn.

CARRIED.

Meeting adjourned at 10:40 hours.

READ AND ADOPTED THIS _____ DAY OF _____, 2019

CHAIRPERSON,
City of Kawartha Lakes Police Services Board