



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 **May 21<sup>st</sup>, 2020**.

**MEMBERS OF THE CITY OF KAWARTHA LAKES POLICE SERVICES BOARD PRESENT**

Mr. D. Thomas\*  
Mrs. V. Barkey\*  
Mr. A. Letham\*  
Mr. P. O'Reilly\*  
Ms. W. Percival\*  
Mrs. C. English\*

**MEMBERS OF THE MUNICIPAL POLICE SERVICE PRESENT**

Chief M. Mitchell  
Insp. K. Robertson  
Insp. T. Hickey

\*Due to COVID-19 restrictions, participated by teleconference.

**CALL TO ORDER**

Mr. Thomas called the Open meeting of the City of Kawartha Lakes Police Services Board to order at 0930 hours. Mr. Thomas welcomed Mrs. Valmay Barkey, newly appointed provincial representative to the Board.

**CONFIRMATION OF QUORUM**

Thereafter a quorum was confirmed.

**DECLARATION OF PECUNIARY INTEREST**

There were no Declarations of Pecuniary Interest.

**APPROVAL OF AGENDA**

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

**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 March 19<sup>th</sup>, 2020 were previously circulated. It was  
MOVED By: Mr. Letham, SECONDED By: Ms. Percival

*Resolved that the minutes of the Open Meeting of the City of Kawartha Lakes Police Services Board, March 19<sup>th</sup>, 2020 be adopted as printed and circulated.* **CARRIED.**

2. **STATISTICAL REPORTS – March/April 2020**

Copies of the Statistical Report for the Municipal Police Service for March/April 2020 were provided (copy attached to official minutes). Chief Mitchell noted positive decreases in Motor Vehicle Accidents, and Tickets, and slight increases in Drug charges. Discussion took place regarding the number of charges involving drug impairment in comparison to alcohol impairment. Chief Mitchell agreed to provide a report at the next meeting related to drug impairment charges, including the number that go forward to trial. It was

MOVED By: Mr. Letham, SECONDED By: Ms. Percival

*Resolved that the Municipal Police Service Statistical Report for March/April 2020 be received.* **CARRIED.**

3. **ACCOUNTS TO BE APPROVED AS PAID**

Copies of the *Municipal Police Services Accounts* to be approved as paid for the period March/April 2020 were previously distributed (copy attached to official minutes). It was

MOVED BY: Mr. O'Reilly, SECONDED BY: Ms. Percival

*Resolved that the Municipal Police Services accounts for the period March/April 2020 be approved as paid.* **CARRIED**

4. **CONSENT AGENDA**

4.1 **Special Investigations Unit – Letter dated April 9, 2020 re SIU Case # 19-OCI-163** – Copies of a letter from the Special Investigations Unit pertaining to SIU Case #19-OCI-163 related to a custody incident were previously provided (copy attached to official minutes). Chief Mitchell confirmed the SIU's findings that there were no grounds to proceed with criminal charges, and therefore the file has been closed and no further action is required. It was

MOVED BY: Ms. Percival, SECONDED BY: Mr. O'Reilly

*Resolved that Consent Agenda Item 4.1, Letter from SIU, be received.* **CARRIED.**

4.2 **Ontario Sex Offender Registry (OSOR) – Letter dated May 12, 2020** – Copies of a letter from the Ontario Sex Offender Registry pertaining to the annual site assessment of the Kawartha Lakes Police Service were previously provided (copy attached to official minutes). Chief Mitchell provided a brief overview, noting the Service's OSOR compliance rate of 97.9 percent, which is above the provincial compliance rate of 95.5 percent. Any follow up work highlighted by the OSOR has been completed well within the usual 60-day follow up period, and Kawartha Lakes' OSOR Registrar D/Cst. Amy Farr and civilian member Linda Rutherford have been commended for their diligence and commitment to the OSOR portfolio.

Board members expressed their appreciation for the excellent work done by D/Cst. Farr and Ms. Rutherford. It was

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

*Resolved that Consent Agenda Item 4.2, Letter from OSOR, be received.* **CARRIED.**

Further, it was

MOVED BY: Mr. Letham, SECONDED BY: Ms. Percival

***Resolved that the Board Chair, on behalf of the Board, provide letters of appreciation to D/Cst. Farr and Ms. Rutherford for their efforts related to the OSOR Registry.***

**CARRIED.**

**5. OLD BUSINESS/STANDING ITEMS:**

5.1 **OAPSB/Zone 3 Update** – Mr. Thomas reported that there had been no recent updates from Zone 3, however, the Ontario Association of Police Services Board’s Annual General Meeting was scheduled to take place (virtually) on Friday, May 29<sup>th</sup>. He confirmed his attention to participate and provide a report back to the Board at its next meeting.

**6. NEW BUSINESS:**

6.1 **Vice Chair Vacancy** – Mr. Thomas noted that a vacancy for the position of Vice Chair of the Board has occurred as a result of the conclusion of Mr. Blackburn’s term as a member of the Board. He sought nominations for the position of Vice Chair. It was

MOVED BY: Mr. Letham, SECONDED BY: Ms. Percival

***Resolved that Mr. Patrick O’Reilly serve as Vice-Chairperson of the City of Kawartha Lakes Police Services Board for the year 2020.***

**CARRIED**

There being no further nominations for the position, Mr. O’Reilly accepted the nomination and was acclaimed Vice Chairperson.

**7. REPORT OF THE CHIEF**

7.1 **PSB 2020-008 – Preferred Towing Contract** - Copies of Report PSB 2020-008, *Preferred Towing Contract*, were previously provided (copy attached to official minutes). Chief Mitchell provided a brief overview, noting the Board had tendered its preferred towing contract in March. One submission was received by the Police Service and it was opened by the Chair at the Board meeting on March 19<sup>th</sup>. The lone submission was from Tow-All Inc., the Service’s current towing provider. Following review of the submission and a site visit, it is being recommended that Tow-All Inc. be awarded the Kawartha Lakes Police Service preferred towing contract.

MOVED BY: Mr. O’Reilly, SECONDED BY: Ms. Percival

***Resolved that Report PSB 2020-008, Preferred Towing Contract, be received and that the recommendation contained therein, i.e. that the Preferred Towing Contract be awarded to Tow-All Inc. for the two year period starting on May 1, 2020, and ending on April 30, 2022, and that at the conclusion of the two-year term, the Board may exercise its option to extend the contract for an additional year, be approved.***

**CARRIED.**

7.2 **PSB 2020-009- New Officer Hire** – Copies of Report PSB 2020-009, *New Officer Hire*, were previously provided (copy attached to official minutes). Chief Mitchell provided a brief overview, noting Const. Amy Chilton has completed her Ontario Police College training, and is currently completing her field training. He noted the requirement under the Police Services Act for new officers to be appointed by the Board. He confirmed this is a budgeted hire. It was

MOVED BY: Mrs. Barkey, SECONDED BY: Mr. Letham

***Resolved that Report PSB 2020-009, New Officer Hire, be received and that the recommendation therein, i.e. that the Board appoint Amy Chilton as a constable for the City Of Kawartha Lakes Police Service, be approved.*** **CARRIED.**

**7.3 PSB 2020-010 – KLPS Response to COVID-19 Pandemic** – Copies of Report PSB 2020-010, *KLPS Response to COVID-19 Pandemic*, were previously provided (copy attached to official minutes). Chief Mitchell provided an overview of the report which provides details of the Service’s actions and responses to the current COVID-19 pandemic. He confirmed the municipal Emergency Control Group is meeting regularly to ensure all public health and public safety agencies are coordinated and supportive. He also advised that, on the provincial level, the Service is reporting regularly on enforcement, PPE supplies and staffing as all police agencies are striving to ensure a standardized approach.

Chief Mitchell reported that there are currently sufficient levels of PPE supplies and that staffing levels have remained strong thus far. He confirmed that all COVID-19 related expenses, including supplies and staff hours, are being tracked and a full expense report will be prepared at the conclusion of the pandemic. Further, it is his intention to conduct an after-action review and evaluate all aspects of the Service’s pandemic response, once the state of emergency is lifted. It was

MOVED BY: Mr. Letham, SECONDED BY: Mrs. Barkey

***Resolved that Report PSB 2020-010, KLPS Response to COVID-19 Pandemic, be received.*** **CARRIED.**

**7.4 PSB 2020-011 - Organizational Review Budget Allocation** – Copies of Report PSB 2020-011, *Organizational Review Budget Allocation*, were previously provided (copy attached to official minutes). Chief Mitchell reported that funds for an organizational review of all aspects of the Kawartha Lakes Police Service’s operations were included in the Service’s 2020 operations budget. The City Treasurer has advised that this should be a capital budget expense, and the aforementioned funds should be moved to the Service’s reserve fund.

MOVED BY: Mrs. Barkey, SECONDED BY: Mr. O’Reilly

***Resolved that Report PSB 2020-011 be received, and that the recommendation therein, i.e. that the Board approve the transfer of \$50,000 from the operations budget into the Police Service reserve for the purpose of funding the organizational review and facility master plan project, be approved.*** **CARRIED.**

**7.5 Retirement Letter** – Const. D. Brown – Copies of a letter from Const. D. Brown, advising of her intention to retire as of June 30, 2020, were previously provided (copy attached to official minutes). Chief Mitchell advised that Board members would be apprised if a retirement event is being held once pandemic restrictions are lifted.

MOVED BY: Mr. Letham, SECONDED BY: Ms. Percival

***Resolved that the letter from Const. D. Brown, dated April 1, 2020, advising of her intention to retire, be received.*** **CARRIED.**

**7.6 Verbal Update** - Chief Mitchell provided a brief update, advising the Service’s

Annual Report is ready to be sent out, and copies will be forwarded to Board members. He also noted the recreation of a staff only website, and the implementation of an electronic barcoding system for all physical evidence and property that comes into possession of the KLPS. As well the Service has entered into an agreement with AXON for DEM which provides better means to collect digital evidence.

MOVED BY: Mr. O'Reilly, SECONDED BY: Ms. Barkey

*Resolved that the Chief's Verbal Report be received.*

**CARRIED.**

8. **QUESTION PERIOD** – In response to a question, Chief Mitchell confirmed that annual training requirements are being met as necessary, in spite of COVID-19 restrictions. Discussion also took place regarding the Community Survey, which is currently on hold due to the pandemic. It was noted that Mr. Blackburn had been a member of the sub-committee working on the survey and as he is no longer a member of the Police Board, a replacement from the Board is needed. It was suggested, and Mrs. Barkey agreed, that she would join Ms. Percival in serving on this sub-committee.

9. **MOTION TO MOVE INTO IN-CAMERA SESSION**

MOVED By: Ms. Percival, SECONDED By: Mr. Blackburn

*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**

10. **REPORT FROM CLOSED MEETING:**

The Chair noted there was nothing to report from the Closed Meeting.

11. **CONFIRMATION BY LAW**

MOVED By: Mr. O'Reilly, SECONDED By: Ms. Percival

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

**CARRIED**

12. **ADJOURNMENT**

MOVED By: Ms. Percival, SECONDED BY: Mr. O'Reilly

*Resolved that the meeting adjourn.*

**CARRIED.**

The meeting adjourned at 10:59 hours.

READ AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020

\_\_\_\_\_  
CHAIRPERSON,  
City of Kawartha Lakes Police Services Board