

City of

KAWARTHA LAKES

POLICE SERVICES BOARD



Minutes of the **(hybrid) OPEN MEETING** of the **CITY OF KAWARTHA LAKES POLICE SERVICES BOARD** held on **March 17th, 2022**.

MEMBERS OF THE CITY OF KAWARTHA LAKES POLICE SERVICES BOARD

PRESENT

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

*Participated via Microsoft Teams

MEMBERS OF THE MUNICIPAL POLICE SERVICE PRESENT

Chief M. Mitchell
Insp. T. Hickey

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.

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 presentations/deputations 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 February 17th, 2022 were previously circulated. It was
MOVED BY: Mr. Letham, SECONDED BY: Mrs. Barkey
Resolved that the minutes of the Open Meeting of the City of Kawartha Lakes Police Services Board, February 17th, 2022 be adopted as printed and circulated. CARRIED.

2. STATISTICAL REPORTS – February 2022

Copies of the Statistical Report for the Municipal Police Service for February 2022 were provided (copy attached to official minutes). It was noted that the report indicates a return to more normal levels of activity during the month of February.

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

Resolved that the Municipal Police Service Statistical Report for February 2022 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 February 2022 were previously distributed (copy attached to official minutes).

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

Resolved that the Municipal Police Services accounts for the period February 2022 be approved as paid. **CARRIED**

4. CONSENT AGENDA

4.1 E-Mail from W. Clark – Copies of an e-mail from W. Clark, Principal, St. Thomas Aquinas Catholic Secondary School, were previously provided (copy attached to official minutes). Mr. Thomas confirmed that in his e-mail, Mr. Clark conveys his respect for Const. Paul Hatton, KLPS Community Officer, and his gratefulness for the program, as well as the positive interactions he has had with other officers of the Kawartha Lakes Police Service.

Board members expressed appreciation for the positive comments, and noted the value of the Community Officer role.

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

Resolved that Consent Agenda Item 4.1, E-Mail from W. Clark, be received.

CARRIED.

5. OLD BUSINESS/STANDING ITEMS:

5.1 OAPBS/Zone 3 Updates –Mr. Thomas reported there was nothing new to report with regard to the OAPSB or Zone 3.

5.1.1 Nominations for OAPSB Executive Positions – Copies of an email related to nominations for executive positions within Zone 3 of the OAPSB were previously provided (copy attached to official minutes). Mr. Thomas reported that he had advised Zone 3 that with impending changes to the Kawartha Lakes Police Services Board (due to Council retirements), it was unlikely the KLPS Board would have any member interested in serving on the regional Board's Executive at this time, although he would ensure KLPS Board members were aware of the opportunity.

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

Resolved that the email and the Chair's verbal report related to nominations for the OAPSB Zone 3 Executive be received. **CARRIED.**

6. **NEW BUSINESS:**

6.1 **CAPG Membership – 2022 Renewal** – Information pertaining to the renewal of the CKL Police Services Board’s membership in the Canadian Association of Police Governance was previously provided (copy attached to official minutes). The benefits of belonging to this national police governance organization were noted.

MOVED BY: Mrs. Barkey, SECONDED BY: Ms. Percival

RESOLVED that the Kawartha Lakes Police Services Board renew its annual (2022) membership in the Canadian Association of Police Governance. **CARRIED.**

7. **REPORT OF THE CHIEF**

7.1 **Annual Missing Persons Report** – Copies of Form 7, Annual Report Template, Missing Persons Act 2018, were previously provided (copy attached to official minutes). Chief Mitchell confirmed that police services are required to report by April 1st annually on their use of urgent demands for records under the Missing Persons Act. The Ministry of the Solicitor General is required to make the Service’s annual report data publicly available by June 1st of each year. He noted that for 2021, *records of telecommunications or report that contain other electronic communications information, including information about signals related to a person’s location*, were requested 4 times.

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

Resolved that Form 7, Annual Missing Persons Report Template, be received.

CARRIED

7.2 **Report PSB 2022-008 -Police Record Checks Reform Act** - Copies of PSB2022-008, *Police Record Checks Reform Act*, were previously provided (copy attached to official minutes). Chief Mitchell provided an overview, noting the Kawartha Lakes Police Service completes roughly 1,000 record checks each year for individuals requiring documentation for employment, volunteer or schooling purposes. Vulnerable Sector Checks are the most labour intensive, and are reserved for those situations where an employee or volunteer has direct contact with youth, disabled or other vulnerable individuals. He confirmed that in 2010 the Service and Board amended the records check policy to waive any fees for a Criminal Records Check for individuals who were volunteering for an approved agency. In 2020, the Service entered into a partnership with Forrest Green to automate the application process for all levels of record checks. The Service does not charge any fee for volunteer CRCs, but Forrest Green does charge a \$10 administrative fee.

Chief Mitchell noted that as of April 1, 2022, the Police Records Checks Reform Act comes into force, which includes a provision that Criminal Records Checks and Judicial Matters Checks for volunteers are to be completed at no charge. Forrest Green has advised that they are waiving their administrative fee for volunteers CRCs for the remainder of 2022 but will be looking at alternative options moving forward.

Chief Mitchell confirmed that while there are no financial implications at this time, if the Service were to absorb the administrative fee for volunteer CRCs, the cost is estimated at

approximately \$700 annually. He also confirmed that the Service is in compliance with the provisions of the new Act.

Board members expressed appreciation for this update, noting the importance of these records checks for agencies utilizing volunteers.

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

Resolved that Report PSB 2022-008, Police Record Checks Reform Act, be received.
CARRIED.

7.3 ***Chief's Verbal Report – Chief Mitchell provided a brief verbal report, advising:***

(1) in response to a request from the Chair, he has estimated additional fuel expenses (should gas prices average \$1.80 per litre for the year) will impact the fuel budget by up to 50% (has currently been budgeted at \$50,000, which is consistent with previous years)

(2) the decision by the MTO to remove fees for renewal of license plates, and no longer issue validation stickers will have an impact on enforcement issues, as police officers will be unable to see if a license permit has expired. The province has announced a new Automated License Plate Recognition grant to assist Ontario police services with the purchase of automated license plate readers, however, these exterior cameras can experience weather related issues.

(3) two recent shooting incidents and the presence of handguns in the community is of some concern to the Service, as well as members of the community. The Service is continuing to work proactively with a number of partners to address some of the underlying causes of these incidents.

Board members thanked Chief Mitchell for his report and with regard to the latter concern, expressed appreciation for the work being done to respond to these complex social issues.

MOVED BY: Mrs. Barkey, SECONDED BY: Ms. Percival

Resolved that the Chief's Verbal Report be received.

CARRIED.

8. **QUESTION PERIOD** – There were no questions in the open meeting.

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

MOVED By: Mrs. Barkey, Letham, SECONDED By: Mr. O'Reilly

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 confirmed there was nothing to report from the Closed meeting.

11. **CONFIRMATION BY LAW**

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

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

CARRIED

12. **ADJOURNMENT**

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

Resolved that the meeting adjourn.

CARRIED.

Meeting adjourned at 10:40 hours.

READ AND ADOPTED THIS _____ DAY OF _____, 2022

**CHAIRPERSON,
City of Kawartha Lakes Police Services Board**