

City of
KAWARTHA LAKES
POLICE SERVICES BOARD



Minutes of the **OPEN MEETING** of the **CITY OF KAWARTHA LAKES POLICE SERVICES BOARD** held on February 16th, 2023

MEMBERS OF THE CITY OF KAWARTHA LAKES POLICE SERVICES BOARD

PRESENT

Mr. D. Blackburn
Mr. D. Elmslie
Ms. W. Percival
Mr. E. Smeaton
Ms. K. Chiasson

MEMBERS OF THE MUNICIPAL POLICE SERVICE PRESENT

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

CALL TO ORDER

Ms. W. Percival called the Open Meeting of the City of Kawartha Lakes Police Services Board to order at 0928 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 was approved on motion of Mr. Blackburn, seconded by Mr. Elmslie.

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 January 19th, 2023 were previously circulated.

MOVED BY: Mr. Smeaton, SECONDED BY: Mr. Elmslie

*Resolved that the minutes of the Open Meeting of the City of Kawartha Lakes Police Services Board, January 19th, 2023 be adopted as printed and circulated. **CARRIED***

2. **STATISTICAL REPORTS – January 2023**

Copies of the *Statistical Report for the Municipal Police Service* for January 2023 were provided (copy attached to official minutes). Chief Mitchell provided a brief overview, noting that the number of criminal charges and theft under are a little higher than normal for this time of year, but there is no specific reason. The elevated number of fraud arrests are due to concerted efforts of the Police Force to interdict and prevent further victimization of a grandfather-type scam. There was further discussion on the complexities of cybercrime investigations which are often international in scope. Ms. Percival thanked Chief Mitchell for providing that information.

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

Resolved that the Municipal Police Services Statistical Report for January 2023 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 January 2023 were previously distributed (copy attached to official minutes). Chief Mitchell noted that the rationale for leasing the server, adopted a couple of years ago, was to evergreen the system, which is updated on a three-year cycle, having determined that leasing was the most economical method. He also assured the Board that they do have complete autonomy over their server. Chief Mitchell also pointed out that the payments for Health IM and Avtec were both annual fees. He also assured the Board that all VISA purchases are approved by him and that Ms. Rea, Executive Assistant and Financial Manager, verifies that all purchases are in accordance with the current policy.

MOVED BY: Mr. Elmslie, SECONDED BY: Mr. Smeaton

Resolved that the Municipal Police Services Accounts for the period January 2023 be approved as paid. **CARRIED**

4. **CONSENT AGENDA**

4.1 Thank You Card re: Dave Murray

A thank you card from the family of Dave Murray was shared. Mr. Murray was a former Chair of the City of Kawartha Lakes Police Services Board, as well as Reeve of Fenelon Township, and a local business owner (NAHMA Lodge). He leaves behind a legacy of accomplishments.

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

Resolved that the correspondence from the Murray family be received. **CARRIED**

5. **OLD BUSINESS/STANDING ITEMS**

5.1 OAPSB/Zone 3 – Update

Dan Besso, Vice Chair of Police Services Board in Cobourg, invited members of the Kawartha Lakes Police Services Board to attend a Zone 3 meeting in Baltimore, Ontario from 9:00 am – 1:30 pm on February 24th, 2023. Ms. Percival and Mr. Blackburn will attend.

6. **NEW BUSINESS**

There was no new business.

7. **REPORT OF THE CHIEF**

7.1 PSB 2023-005 Media Policy – Copies of PSB 2023-005, *Media Policy*, were previously provided (copy attached to official minutes). Following discussion at the January meeting, Chief Mitchell developed a draft Media Policy and asked that the Board endorse it. With approval, Chief Mitchell will update the City of Kawartha Lakes Police Services Board policy.

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

Resolved that Report PSB 2023-005, Media Policy, be received and approved.

CARRIED

7.2 PSB 2023-007 Board Member Ride-a-Longs – Copies of PSB 2023-007, *Board Member Ride-a-Longs*, were previously provided (copy attached to official minutes). Chief Mitchell encourages new Board members to participate in ride-a-longs to improve their knowledge and their ability to carry out their function as Board members. He checked with neighbouring Police Services regarding their practices and determined that theirs are similar to the recommendations in this policy: that Board members not be required to sign a waiver in order to participate in ride-a-longs. Timing, number and length of ride-a-longs can be flexible.

MOVED BY: Mr. Smeaton, SECONDED BY: Mr. Elmslie

Resolved that PSB 2023-007, Board Member Ride-a-Longs, be approved. **CARRIED**

7.3 Chief's Verbal Report – Chief Mitchell presented a brief verbal report on a number of matters, including:

- (1) Community Safety and Policing Grant – The second instalment payment of \$30 000 for the Community Safety and Policing Grant was received. This grant support part of the Community Response Unit team costs.
- (2) Procedural By-Law – Following the Police Services Board orientation session in January, Chief Mitchell reviewed the procedural by-law, updated in 2020, to allow for virtual attendance at virtual meetings. As some of the orientation packages may have the outdated version, Chief Mitchell will send the updated policy to everyone for reference.
- (3) Strategic Planning Session(s) – Strategic Planning Session to be in in March or April and a committee of the Board will participate in that process.

8. **MOTION TO MOVE INTO IN-CAMERA MEETING**

MOVED BY: Mr. Elmslie; 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 3594 of the Police Services Act.

CARRIED

9. **REPORT FROM CLOSED MEETING**

MOVED BY: Mr. Elmslie; SECONDED BY: Mr. Smeaton

Resolved that a redacted version of the Section 31 Report, SIU Case #22-OCI-210, from the Closed Meeting, be released in the Open Meeting of the City of Kawartha Lakes Police Services Board.

CARRIED

10. **CONFIRMATION BY-LAW**

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

Resolved that any motions passed in Closed portion of the City of Kawartha Lakes Police Services Board meeting be approved.

CARRIED

11. **ADJOURNMENT**

MOVED BY: Mr. Blackburn

Resolved that the meeting adjourn.

Meeting adjourned at 1039 hours.

READ AND ADOPTED THIS _____ DAY OF _____, 2023

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