

City of
KAWARTHA LAKES
POLICE SERVICES BOARD



Minutes of the **OPEN MEETING** of the **CITY OF KAWARTHA LAKES POLICE SERVICES BOARD** held on May 16th, 2024.

MEMBERS OF THE CITY OF KAWARTHA LAKES POLICE SERVICES BOARD

PRESENT

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

MEMBERS OF THE MUNICIPAL POLICE SERVICE PRESENT

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

CALL TO ORDER

Ms. Percival called the Open Meeting of the City of Kawartha Lakes Police Services Board to Order at 0930 hours.

Ms. Percival welcomed Kirk Robertson as Chief designate of the City of Kawartha Lakes Police Service.

CONFIRMATION OF QUORUM

Thereafter a quorum was confirmed.

DECLARATION OF INTEREST

There were no declarations of Interest.

APPROVAL OF AGENDA

The agenda was reviewed and was approved on motion of Mr. Elmslie, seconded by Mr. Smeaton.

CARRIED

PSB2024-012 – Transition to New Chief – Copies of PSB2024-012, *Transition to New Chief* were previously distributed (copy attached to official minutes). Chief Mitchell expressed sincere thanks to the Board for their support during for his 6-year tenure, along with his appreciation for the partnership and focus on safety of the community. Chief Mitchell was pleased to turn the position of Chief to Kirk Robertson, noting that this is an opportune time with new Act coming into force, and that Chief designate Robertson will bring stability and positivity to the organization.

As of today, May 16th, 2024, Chief designate Kirk Robertson will have complete control of the organization; Chief Mitchell will have no decision-making authority over day-to-day operations.

On behalf of the Board, Ms. Percival recognized Chief Mitchell's commitment and leadership for the Police Service, as well as his outstanding support for the community as a member of the Service, as well as a member of the community.

Ms. Percival welcomed Chief designate Kirk Robertson, who will become Chief at the end of August 2024.

Chief designate Robertson thanked the Board, noting that he is ready to take next step with a great team. He thanked Insp Hickey and Chief Mitchell for their help over the last 5 years to help prepare him for this new role.

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

Resolved that Board receive the Verbal Report from Chief Mitchell acknowledging the new Designate Police Chief Kirk Robertson taking command and control of the City of Kawartha Lakes. **CARRIED**

PRESENTATIONS/DEPUTATIONS

There were no presentations or deputations.

1. MINUTES OF PREVIOUS MEETING

Copies of the minutes of the (Open) Meeting of the City of Kawartha Lakes Police Services Board held on April 18th, 2024 were previously circulated.

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

Resolved that the minutes of the Open Meeting of the City of Kawartha Lakes Police Services Board, April 18th, 2024 be adopted as printed and circulated. **CARRIED**

2. STATISTICAL REPORTS – April 2024

Copies of the *Statistical Reports for the Municipal Police Service* for April 2024 were provided (copy attached to official minutes). Chief designate Robertson provided a brief overview, noting Incidents, Break and Enters, and Theft Under continue to trend on the high side.

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

Resolved that the Municipal Police Services Statistical Reports for April 2024 be received. **CARRIED**

3. ACCOUNTS TO BE APPROVED AS PAID

Copies of the *Municipal Police Services Accounts* for the period April 2024 were previously distributed (copy attached to official minutes). Chief designate Robertson noted that the Optic charge is the annual fee for the records and computer dispatch

system. As previously noted, this is the increase in fees. Payments to Minister of Finance include quarterly fees, licensing fees, etc.

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

Resolved that the Municipal Police Service Accounts for the period April 2024 be approved as paid.

CARRIED

4. **CONSENT AGENDA**

There were no items for the Consent Agenda.

5. **OLD BUSINESS/STANDING ITEMS**

5.1 **OAPSB/Zone 3 Updates** – The September meeting is in Penetang, and agenda items will include re-election of the director and chair. The Spring Conference is June 3rd - 5th at Blue Mountain.

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

Resolved that the Board receive the verbal report on Zone 3.

CARRIED

6. **NEW BUSINESS**

7. **REPORT OF THE CHIEF**

7.1 **Waterhouse Executive Search** – Copies of the invoice from *Waterhouse Executive Search* were previously distributed (copy attached to official minutes). The invoice is for Executive Recruitment for a Chief of Police has been received. Carolyn Daines from the City will advise regarding the correct account for payment.

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

Resolved that the Board approve the payment of the invoice; discussion will occur with Carolyn Daines, Treasurer, City of Kawartha Lakes.

CARRIED

7.2 **Letter from the Solicitor General** – Copies of the *Letter from the Solicitor General* were previously distributed (copy attached to official minutes). The letter congratulated Chief Mitchell on his retirement and recognized his service as Chief of Police for the City of Kawartha Lakes Police Service.

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

Resolved that the Board receive the correspondence from the Solicitor General.

CARRIED

8. **VERBAL REPORT OF THE CHIEF**

(1) **New Appointments** – Sgt Deb Hagarty was successful in the Inspector competition and will take over as the Inspector of Operations starting May 18th, 2024.

- Parker Cunday was the successful candidate for the Digital Evidence Management position. He is currently a part time records clerk and prisoner monitor and will start his new duties June 1st, 2024.
- (2) Police Week is taking place this week with many activities planned. So far, the events have been well attended with positive feedback.
- (3) Recruiting Process – The Police Service is in the process of hiring a new recruit. The background stage is underway and the Service is planning to send one person to the Ontario Police College for the June intake.
- (4) Renovations – The new Identification Lab is complete and equipment is moving into the new space from the old space today (May 16th, 2024). Work in the Communication Centre is ongoing and it is anticipated that it will be completed by the end of the week. Insp Hickey is overseeing the project. Insp Hickey acknowledged the support of City staff, especially Carrie Kish.
- (5) Community Events – The following community events were well-attended and very successful:
- Boys & Girls Club Basketball game
 - McHappy Day (May 8th, 2024) – numerous staff attended, participated, and helped raise over \$17 000 for Ronald McDonald children’s charities

MOVED BY: Mr. Blackburn, SECONDED BY: Mr. Smeaton
Resolved that the Verbal Report of the Chief be received.

CARRIED

9. **MOTION TO MOVED INTO CLOSED MEETING**

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

10. **REPORT FROM CLOSED MEETING**

11. **CONFIRMATION BY-LAW**

MOVED BY: Mr. Elmslie, SECONDED BY: Mr. Smeaton
Resolved that any motions passed in the Closed portion of the City of Kawartha Lakes Police Services Board meeting be approved.

CARRIED

12. **ADJOURNMENT**

MOVED BY: Mr. Smeaton
Resolved that the meeting adjourn.

Meeting adjourned at 1130 hours.

READ AND ADOPTED THIS _____ DAY OF _____, 2024.

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