



The Corporation of the Township of Huron-Kinloss

Police Services Board Meeting Minutes

Council Chambers

November 28th, 2016

3:00 p.m.

Mitch Twolan, Mayor	Present
Sarah Martyn, Citizen Representative	Present
<u>Vacant</u> , Provincial Representative	.
Dana Earley, South Bruce OPP Detachment Commander	Present
Sonya Watson, Clerk/Board Secretary	Present

Others Present: Paul Richardson-OPP, Heather Falconer-By-Law Enforcement Officer

Police Services Board Meeting

1. Call to Order

The Secretary called the first meeting to order at 3:00 p.m.

1.1 Oath of Office

The Secretary will administer the Oath of Office as per O. Reg. 421/97

Mitch Twolan- Completed the Oath of Office

Sarah Martyn- Completed the Oath of Office

2. Disclosure of Pecuniary Interest

Name: n/a Item: n/a Nature of Interest: n/a

2.1 Election of Chair

According to section 28. (1) The members of a *Police Services Board* (PSB) shall elect a chair at the board's first meeting in each year.

We will elect a Chair for this inaugural meeting and that person will also act for 2017. The Secretary will request nominations for Chair.

Action: Sarah Martyn nominated Mitch Twolan as Chair. The following motion was passed.

Motion No: 1

Moved by: Martyn Seconded by: Twolan

That the Township of Huron-Kinloss Police Services Board hereby appoints Mitch Twolan for the position of Chair.

Carried.

2.2 Election of Vice-Chair

According to section 28. (2) The members of a board may also elect a vice-chair at the first meeting in each year, and the vice-chair shall act as the chair if the chair is absent or if the chair's position is vacant.

We will elect a Vice-Chair. The new Chair will request nominations.

Action: Mitch Twolan nominated Sarah Martyn as Vice Chair. The following motion was passed.

Motion No: 2

Moved by: Twolan Seconded by: Martyn

That the Township of Huron-Kinloss Police Services Board hereby appoints Sarah Martyn for the position of Vice-Chair.

Carried.

3. Adoption of the Minutes

3.1 n/a

4. Delegations or Presentations

4.1 n/a

5. Reports

5.1 Police Service Board Member Training

Members of the PSB received training from Police Services Advisor, Duanne Sprague on October 11th, 2016. A follow up document as a result of that training was provided for Board Members review. It has been attached for information purposes.

[Ontario Association of Police Services Boards \(OAPSB\)–Role of Police Board Responsibilities](#)

Action: Received and filed.

5.2 [By-Law 2016-01](#)

[Police Services Board Governance By-Law](#)

On December 21st, 2015 Council passed By-Law 2015-112 establishing a Police Service Board (PSB) for the Township. They also passed By-Law 2015-113 which set out the governing of proceedings for the PSB, the conduct of the members and the calling of the meetings.

The Police Services Board Governance By-Law has been attached for consideration and adoption by the Board.

Motion No: 3

Moved by: Martyn Seconded by: Twolan

That By-Law 2016-01 being the Township of Huron-Kinloss Police Services Board Governance By-Law be read a first, second and third time and passed this 28st day of November 2016.

Carried.

5.3 Members of a Police Services Board -Code of Conduct

[Ontario Regulation 421/97](#)

We have provided Ontario Regulation 421/97 for Board Members Review as per our training on October 11th, 2016. This is an important document that should guide Board Members conduct and is also an Appendix to the Governance By-Law.

Action: Noted.

5.4 [2016/2017 PSB Meeting Schedule](#)

We have provided a proposed meeting schedule for PSB approval. All meeting dates will be posted on the Township of Huron-Kinloss website.

Motion No: 4

Moved by: Martyn Seconded by: Twolan

That the Township of Huron-Kinloss Police Services Board hereby approves the 2016 / 2017 Police Services Board Meeting Schedule as prepared.

Carried.

5.5 Police Service Board Members Insurance Coverage

I have inquired with the Treasurer regarding Insurance Coverage for Members of the Board. The Township's general liability automatically extends to the Police Service Board. The Township's Insurer has been notified that we now have a Police Services Board.

Action: Noted.

5.6 Ontario Association for Police Service Boards [Spring Conference](#)

Is scheduled for June 21st – June 24th, 2017 at the Blue Mountains Resort. There is also a Fall Conference held in October. No dates have been set at this time.

Action: Noted. Discussed further during item 5.9.

5.7 Zone Meetings

There is an upcoming Zone 5 meeting in Orangeville on December 13th, 2016 starting at 9:30 a.m.

Action: Sarah Martyn is available to attend and Mayor Twolan will also try. The Clerk/Secretary will respond on their behalf.

5.8 Provincial Representative Update

There are no further updates at this time from the Public Appointments Secretariat. Contact was made again last week and I have had no response on the Provincial Appointee.

Action: The Clerk will contact Duanne Sprague and Jasminder Kalsi to see if either can provide some insight into the status of the Provincial Representative.

5.9 [Report Number PSB2016-01](#)

2017 Police Services Board Budget Estimates Report

This report outlines considerations for the Board for the 2017 Budget.

Action: The Committee discussed the budget options presented. Mayor Twolan felt the conferences were important and representation from Huron-Kinloss should be in attendance between PSB Members and the Clerk/Secretary. It was acknowledge that Council would have to approve the conference attendance for the Mayor and Clerk should they wish to attend as per the Township's Policies. The Provincial Representative also needs to be accounted for. Once the Provincial Representative is appointed they may wish to attend a conference. It was felt that registration for four attendees should be budgeted for between the spring and fall conferences. This would increase the mileage and travel expenses proposed. The summary of budgeted expenses proposed is as follows:

Revised Summary:

Honorariums:	\$500
PSB Mileage:	\$750
PSB Conference	\$2400.00 (4 x \$600 per attendee)
PSB accommodations	\$2400.00 (4 attendees)
PSB Seminars	\$400.00
OAPSB Membership	\$521.00
Total 2017 Budget Estimate	\$6971.00

Motion No: 5

Moved by: Martyn Seconded by: Twolan

That the Township of Huron-Kinloss Police Services Board hereby authorizes a budget estimate of \$7000.00 be submitted to the Township of Huron-Kinloss Council for consideration in the 2017 budget.

Carried.

6. Detachment Commander's Report

6.1 [2014-2016 Action Plan/ 2015 Progress Report](#)

We have received a copy of the noted report. Council received the report in October. We bring the report forward to the PSB for information purposes.

Action: Received and filed.

6.2 [O.P.P. Annual Billing Statement 2017](#)

We have provided the 2017 O.P.P. Annual Billing Statement for the PSB review.

Action: Received and filed.

6.3 [October 2016 Detachment Commander's Report](#)

Inspector D. Earley will present an overview of Violent, Property and Drug Crime as well as Traffic Statistics and highlight some of the Detachment updates since the beginning of the year. She has also provided the [Calls for Service Billing Summary Report](#).

Action: Inspector D. Earley detailed the reports presented for the Board. There was further discussion regarding certain items in the report. The Clerk/Secretary questioned if a R.I.D.E grant was available since the Board was now functioning. Earley clarified this is now available and she would have Sergeant Stewart contact the Clerk/Secretary regarding the paperwork to obtain this grant for 2017.

Motion No: 6

Moved by: Martyn Seconded by: Twolan

That the Township of Huron-Kinloss Police Services Board hereby receives for information all items provided in Section 6.

Carried.

7. Correspondence

7.1 no items scheduled.

8. New/Unfinished Business

8.1 No items raised.

9. Closed Session

9.1 Motion to go into Closed Session-n/a

9.2 Motion to rise from Closed Session- n/a

10. Business Arising from Closed Session

10.1 n/a

11. Next Meeting

11.1 The next Police Service Board meeting is scheduled for March 27th, 2017

12. Adjournment

12.1 Motion to Adjourn

Motion No: 7

Moved by: Martyn Seconded by: Twolan

That the Township of Huron-Kinloss Police Services Board hereby adjourns.

Original Signed by Mitch Twolan

Mayor Mitch Twolan, Chair

Original Signed by Sonya Watson

Sonya Watson, Secretary

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