

**CORPORATION OF TAY VALLEY TOWNSHIP
POLICE SERVICES BOARD**

MINUTES OF MEETING

DATE: June 2nd, 2011

TIME: 9:30 a.m.

LOCATION: 217 Harper Rd., Fall River Room

Chair – Maureen Towaij (Provincial Appointee)	Robert Haller, CAO
Member – Keith Kerr (Council Appointee)	Secretary – Rob Tremblay
Member – John Wilson (Municipal Appointee)	

1. CALL TO ORDER AND OATH OF OFFICE

The meeting was called to order at 4:07 p.m. with Vice-Chair John Wilson presiding. The Clerk/Board Secretary presided over the Oath of Office for all members of the Board.

2. APPROVAL OF AGENDA

MOTION: Moved by: M. Towaij / Seconded by: K. Kerr
That the agenda be approved as presented.
Carried

3. DECLARATION OF PECUNIARY INTEREST

None

4. APPROVAL OF MINUTES

MOTION: Moved by: K. Kerr / Seconded by: M. Towaij
That the minutes of the regular meeting of April 21, 2011 be approved as presented.
Carried

MOTION: Moved by: K. Kerr / Seconded by: M. Towaij
That the closed session minutes of April 21, 2011 be approved as presented.
Carried

5. DELEGATIONS

Robert Haller, CAO discussed "Tay Valley Tomorrow ... Make It Yours", the Township's strategic planning exercise. He noted that a working group was formed comprised of members of Council and community representatives from various sectors. In addition, four public sessions are planned in July and August, and a facebook page will be created to help solicit feedback. It was concluded that the strategic planning exercise is high level, while the Board's consultation on its business plan is quite specific.

The CAO then discussed the Public Meeting attended by more than 100 persons to solicit feedback on allowing ATVs on township roads. A by-law will be coming forward at Council's direction to allow ATVs on township roads with certain limitations, including no studs or chains on wheels, a 20 km/h speed limit, and reflective markings on all sides. Provisions requiring mandatory training and a curfew were not supported. The Province could be asked to undertake mandatory training, as it does with boating. The CAO confirmed that discussion has occurred with the Detachment Commander, who was a resource to the task force, about enforcement. He advised that a review will be undertaken after one year.

6. OPP BUSINESS AND REPORTS

a) Municipal Performance Measures – 2010
J. Wilson circulated his analysis of statistical data grouped by detachment. Of note, the clearance rate for property crime is lower compared to other regions.

ACTION: The Detachment Commander will be asked to comment on this data at the next meeting.

b) Contract Statistics – April 2011

J. Wilson indicated that the statistics were added to the annual spread sheet. For the year to date, he advised that overtime seems within the allotted amount, but contract hours are more than required.

ACTION: J. Wilson will provide a trend analysis for the year to date at the next meeting.

c) Traffic File Control Register – January-March 2011

The register was received for information.

ACTION: The Board Secretary was asked to confirm if the Public Works Superintendent is receiving OPP accident reports involving damage to public property.

7. BUSINESS ARISING FROM MINUTES

a) Business Plan Updates

It was agreed that the public consultation session would be held on Wednesday, August 31, 2011. A work session was scheduled for Tuesday, June 28, 2011 at 5 p.m. to discuss the logistics and plan ahead.

ACTION: The Board Secretary will reserve the Council Chambers for the session. A list of previous attendees will be circulated, along with suggestions for this go around. Letter to attendees to be drafted by the Chair.

b) Action Register

The Business Plan action item will be updated based on discussions of the previous item. The Secretary will forward the reconciled 2010 policing costs memo from John Wilson to the CAO and Treasurer. The Electronic Speed Schedule action item was closed.

MOTION: Moved by: M. Towajj / Second by: K. Kerr

That the Action Register be approved as amended.

Carried

c) Electronic Speed Sign Schedule (update)

The Vice-Chair presented an updated schedule in keeping with previously identified priorities. It was agreed to add Maberly-Elphin Road and Christie Lake North Shore Road, a location for which the Township recently received a request to lower the speed limit.

ACTION: J. Wilson will update the schedule and send to the CAO for follow up with the Public Works Department. The CAO will confirm with the County if there are any construction issues with those roads identified.

d) Appointment Process

Discussion occurred on the report and attachments prepared by M. Towajj. K. Kerr commented that the appointment of a citizen member remains the responsibility of Council. Members Towajj and Wilson reiterated the significant time requirement and the need for specific skills. Councillor Wilson noted that some of the work being done by members could fall to staff. It was agreed that the suggested qualifications, including computer skills, would be passed along to Council for their consideration. It will be up to Council's Striking Committee to determine if an interview process and application form are necessary. It was recommended that a copy of the Code of Conduct for Police Services Boards be circulated to the appointee as contained in Police Services Act Regulation 421/97.

ACTION: The Secretary will pass along the recommended qualifications and draft advertisement to members of the Striking Committee and save on file.

e) Resignation of Clerk/Board Secretary

Mr. Tremblay noted that the new Secretary will begin work on August 2, 2011.

8. CORRESPONDENCE

MOTION: Moved by: K. Kerr / Seconded by: J. Wilson

That the Correspondence Log dated May 30, 2011, 2011 be accepted as presented.

Carried

9. NEW BUSINESS

a) Election of Chair and Vice-Chair

The Secretary called for nominations for the position of Chair. K. Kerr and J. Wilson recommended M. Towaj, who accepted.

MOTION: Moved by: K. Kerr / Seconded by: J. Wilson

That Maureen Towaj be elected as Chair for the period ending January 2012.

Carried

The Secretary called for nominations for the position of Vice-Chair. K. Kerr and M. Towaj recommended J. Wilson, who accepted.

MOTION: Moved by: K. Kerr / Seconded by: M. Dillon

That John Wilson be elected as Vice-Chair for the period ending January 2012.

Carried

M. Towaj assumed the Chair.

b) Meeting Schedule 2011

Discussion continued on holding monthly meetings when warranted. Additional Board meetings will take place the last Thursday of each month but to be called at the discretion of the Chair dependent on sufficient agenda. The July 28th, 2011 meeting was rescheduled to August 18, 2011. The other quarterly meetings were confirmed as October 27, 2011 and January 26, 2012. The time for meetings is set for 4 p.m. A special working group meeting was planned for June 28, 2011 at 5 p.m. to prepare for the business plan consultative session.

c) Records Management Update

The Secretary reviewed his memo, noting that a detailed file structure is in place for electronic and hardcopy files.

ACTION: The new Clerk/Secretary will report back on progress on the records management project being undertaken by the Township.

d) Policies and Protocols Update

The Board reviewed the Secretary's memo. It was recommended that the Policy on Remuneration and Personal Expenditure be reviewed at the August meeting, as the language is not Board specific. In addition, the Protocol for Reporting major Incidents and the Protocol for the Monitoring of the Performance of the Detachment Commander will also come forward at that time for review. The Legal Indemnification By-law and Procedure By-law will be reviewed in October 2011 and January 2012. The Secretary will confirm that the Policy on PSB Business Plans and Annuals Reports, as well as the Policy on Participation in OPP Business Plans were previously rescinded.

ACTION: The Secretary will bring forward the policies and protocols for review at upcoming meetings and will circulate copies of three policies/protocols being reviewed by Lanark Highlands, but not previously adopted by our Board.

e) Impacts of Toronto Tentative Agreement

A letter from the Toronto Police Services Board was received.

ACTION: The Board Chair will confirm with George Braithwaite to determine if a motion is forthcoming on this matter. This item will be placed on the next Agenda for further discussion.

MOTION: Moved by K. Kerr / Seconded by J. Wilson

Whereas in 2010, the Ontario Government approved a contract with the OPP resulting in a 5.07% increase for 2011, with no increase in 2012 and 2013, but an increase in 2014, which would make OPP members the highest paid police officers in the province in 2014, regardless of cost.

Therefore be it resolved that the Tay Valley Police Services Board recommend Council establish reserves in advance of 2014 to offset the large increase expected in the final year of the approved contract.

Carried

f) OAPSB Conference Report

M. Towaj reviewed her written conference report. She suggested she and the Reeve take the on-line training component being offered.

ACTION: The Secretary will approach the OAPSB to get a copy of the "Human Resources and Policing" presentation and data from Linda Duxbury, a Carleton University Professor, on her 2011 National Work Life Balance study, once available.

g) Annual Report Follow Up

J. Wilson reported on four items resulting from the presentation to Council. Robert Haller earlier in the meeting touched on the strategic planning process. In addition, a request to step up traffic enforcement near the Fallbrook ball diamond had already been brought to the attention of Rob Croth.

ACTION: M. Towaj will speak with the Detachment Commander with respect to OPP participation on the Perth/Tay Valley/DNE Municipal Drug Strategy Committee. The Secretary will pass along speed sign data from county roads with Steve Allan, Public Works Superintendent.

10. CONSIDERATION OF IN-CAMERA ITEMS

A motion to move in-camera was not presented.

11. MEETING ANNOUNCEMENTS

- a) Next Board – Thursday, July 28, 2011 at 4 p.m.
- b) Lanark County JPSB – Wednesday, June 22, 2011 at 10 am (Carleton Place)
- c) OAPSB Zone 2 – Friday, September 23, 2011 at 9:30 a.m. (Ottawa)

12. ADJOURNEMENT

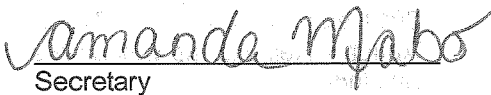
MOTION: Moved by: K. Kerr / Seconded by: J. Wilson

That the meeting be adjourned at 7:30 p.m.

Carried



Chair



Secretary