

MINUTES

BRADFORD WEST GWILLIMBURY / INNISFIL POLICE SERVICES BOARD

REGULAR MEETING

June 20, 2011

The regular meeting of the Bradford West Gwillimbury / Innisfil Police Services Board was held on Monday, June 20, 2011, commencing at 7:00 p.m. in the South Division Station.

In Attendance: Ms Patti Vanderdonk, Chair
Ms Lori Boudreau, Vice-Chair
Mayor Doug White, Bradford West Gwillimbury Representative
Mayor Barb Baguley, Innisfil Representative
Ms. Sharon Villani, Provincial Representative
Chief Bruce J. Davis
Deputy Chief Allan Cheesman
Andrea Drover, Manager - Finance
Julie Kumar, Human Resources Manager
Maria Gucciardi, Executive Assistant to the Chief
Judi Meyntz, Executive Assistant to the Board

Guests: Chris Pauze, Grant Thornton

1. Call to Order

11.039 Moved – Mayor Doug White
Seconded – Mayor Barb Baguley

The Regular Meeting called to order at 7:10 p.m.

Carried

2. Approval of Agenda

11.040 Moved – Mayor Doug White
Seconded – Mayor Barb Baguley

The Agenda approved as amended.

Carried

3. Approval of Minutes

**11.041 Moved – Mayor Barb Baguley
 Seconded – Mayor Doug White**

The Minutes of the Bradford West Gwillimbury/Innisfil Police Services Board regular meeting on May 16, 2011 be approved as circulated.

Carried

4. Public Inquiries

None.

5. Presentation by Grant Thornton – 2010 Audited Financial Statements

Chris Pauze from Grant Thornton presented the 2010 Financial Statement audit results for the Bradford West Gwillimbury/Innisfil Police Services Board dated December 31, 2010. He then presented the Report to the Board – Communication of Audit Results.

One of the concerns presented from the audit indicated that we should have more controls on processing of payments. Member Sharon Villiani asked if they were suggesting that we hire more staff, and Chris Pauze indicated this was not what they were suggesting, just that more people should be part of the process of oversight of the payment process. Andrea Drover, Manager of Finance indicated that we now have this with our new Financial Assistant. The Assistant inputs the payments and the Manager oversees and reviews the summary.

6. Police Service Bureau Reports

Chief Davis asked for clarification on locations for Police Services Board meetings until the end of the year. It was clarified for all that June-August would be at South Division, and then September to the end of the year will be in Innisfil at the Town Hall.

Chief Davis reported on his PSA Hearing. Evidence has now been completed and Victim Impact Statement submitted by OLIVER, has been ruled inadmissible.

Financially, the budget is currently tracking approximately \$138,457 under budget.

Vice-Chair Lori Boudreau inquired about the funding for the in car License Plate Scanner as it was not a budgeted item. Chief Davis indicated that it is here on a trial basis and the cost is about \$11,000.

**11.042 Moved – Mayor Barb Baguley
 Seconded – Mayor Doug White**

To receive all Police Service Bureau Reports as presented.

Carried

6. Old Business

(a) Strategic Plan 2011-2013 Update

Member Sharon Villani presented the draft Strategic Plan for 2011-2013. The Board has been asked to review the document and provide comments to Member Villani. The goal is to have the document finalized by the next Board Meeting which is scheduled for July 18, 2011.

Chief Davis complimented both Member Villani and Staff Sergeant Lisa Hunt for an excellent job and for completing the project in such a timely manner.

(b) Update on Autism Registry

Deputy Chief Allan Cheesman would like to suggest to the Board that the Autism Registry be renamed the Vulnerable Sector Registry to encompass more individuals within our community. Deputy Chief Cheesman informed the Board that his estimate is that the cost of the implementation of the Vulnerable Sector Registry will be about \$3,000.00.

The Board would like to see a soft launch of the plan in September, 2011 with Deputy Chief Cheesman presenting the whole plan at the August meeting. Judith Meyntz, Executive Assistant to the Board is to contact other police services in Ontario to see who is already doing this type of registry.

It was suggested that emphasis be placed on making applicants aware that each application entered into the registry expires after one year, in order to ensure that the information is always current. The Board will advertise this registry on the Police Service and Town webpages and also in the newspapers. The emphasis being that the onus on is the applicants.

(c) Alarm Report

Deferred to July, 2011.

(d) BWG – DCA Charges

Mayor Doug White circulated the DCA Charges as information to the members of the Board.

Mayor Baguley also suggested that any correspondence from the Board should be addressed to the Mayor and Town Council and sent to the Clerk's office to ensure that the information from the Board is put in public record.

7. New Business

(a) Motion put forward

A notice of motion was presented by Member Villani in the form of:

“WHEREAS as per the Police Services Act R.S.O., 1990 Chapter P.15, Section 31 (1), it is Police Services Board responsibility to establish policies for the effective management of the police force;

WHEREAS as part of the development of 2011-2013 South Simcoe Police Service Strategic Plan, the Bradford West Gwillimbury/Innisfil Police Services Board will continue to seek improvements to the budget estimate process, financial practices and funding in consultation with the Towns of Bradford West Gwillimbury and Innisfil;

WHEREAS only the format of the budget estimates, the period that they cover and the timetable for their submission shall be as determined by the Councils as per the Police Services Act and that the creation of advisory, ad-hoc and sub-committees to the Police Services Board is at the sole discretion of the Police Services Board;

WHEREAS upon review of the effectiveness of the “Financial Oversight Committee” as an advisory committee to the Board, it has been determined that the Board has not derived any added benefit to current budget practices from said committee;

NOW THEREFORE BE IT RESOLVED that the “Financial Oversight Advisory Committee” be abolished as an advisory committee of the “Board”;

AND FURTHERMORE should the Town of Bradford West Gwillimbury and the Town of Innisfil Councils choose to maintain the said committee or create any new committees of Council by way of the Police Services Agreement, the Bradford West Gwillimbury/Town of Innisfil Police Services Board will cooperate and participate in an advisory capacity and in good faith to the best of their ability within the parameters of the Police Services Act.”

This motion will be considered for approval at the next regularly scheduled meeting in July.

(b) Hiring Policy around non-uniform officers

Mayor Baguley inquired as to the hiring practices.

Chief Davis confirmed to the Board that there is currently no written policy/procedure around the hiring practices of non-uniform staff. The current practices are that the position is posted (qualifications and requirements are included), best candidates are chosen for interviews, complete background checks,

computer checks, the selection group makes their decision and recommendation to the Chief, Chief has ultimate say once the selection group makes their decision.

(c) **Bradford Tow Truck Drivers**

Several local tow truck companies have asked about the practice of Police Authority Tows and why only certain companies are being contacted for these tows. It was decided that the Chief and Mayor Doug White will set up a meeting with the local companies and Staff Sergeant Wilson to clarify the process of selection of companies.

8. In Camera

**11.044 Moved – Mayor Barb Baguley
Seconded – Mayor Doug White**

We go In-Camera.

Carried

**11.045 Moved – Mayor Barb Baguley
Seconded – Mayor Doug White**

We rise and report progress.

Carried

8. Next Meeting

Regular Meeting – Monday July 18, 2011 at 7:00 pm at the South Division Station in Bradford West Gwillimbury.

9. Adjournment

**11.046 Moved – Vice-Chair Lori Boudreau
Seconded – Member Sharon Villani**

The meeting adjourned at 9:56 p.m. until the next regular meeting of the Board or at the call of the Chairperson.

Carried

Chairperson

Secretary

Date and signed _____