

**MINUTES**  
**CHATHAM-KENT POLICE SERVICES BOARD MEETING**  
**(REGULAR)**

**Boardroom**  
**Chatham-Kent Police Headquarters**

**September 16, 2014**  
**Time: 11:00 A.M.**

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**PRESENT:**

Motion #

Mrs. Pat Bélanger, Chair  
Mrs. Diane Daly, Vice Chair  
Mayor Randy Hope  
Councillor Art Stirling  
Mrs. Kathryn Biondi  
Chief Dennis Poole  
Deputy Chief Gary Conn  
Mr. Uly Bondy Board Advisor

**1. Call to Order**

**2. a) Declaration of Conflict of Interest**

None declared

**b) Approval of Agenda**

Moved by Councillor Stirling and seconded by Mrs. Biondi,

**“MOTION TO APPROVE THE AGENDA”**

Carried

**c) Approval of Minutes of July 8, 2014**

Moved by Mayor Hope and seconded by Mrs. Biondi,

**“MOTION TO APPROVE THE MINUTES OF JULY 8, 2014.”**

Carried.

**3. Health and Safety Report**

The Chief advised that a Health and Safety Meeting was held this past week and the minutes are now being drafted. They will be ready for next month's agenda.

4. **Reports from Chief of Police:**

4.1 Reclassifications/Promotions/Elevation/New Hire/Retirement

Moved by Mrs. Daly and seconded by Mrs. Biondi

**“MOTION TO APPROVE THE FOLLOWING RECLASSIFICATIONS/PROMOTIONS/  
ELEVATION/NEW HIRE/RETIREMENT:**

**Reclassifications:**

- Cst. Lisa Rodger to Second Class Cst. effective Aug. 9/14
- Cst. Chad Murphy effective Aug. 9/14
- Cst. Nicole Letourneau to First Class effective Aug. 22/14

**Promotions:**

- Cadets Kyle Blommers and Douglas Littlewood to Fourth Class effective Aug. 21/14

**Elevation:**

- PT Data Entry Clerk Michael Cox to Level 2 effective June 30/14

**New Hire:**

- Ian Scoyne as Cadet, Level 4 effective August 18/14

**Retirement:**

- Cst. Eric Doran effective Sept. 30/14.”

#2054

Carried.

Mr. Bondy suggested that letters be sent to Cst. Nicole Letourneau and Cst. Eric Doran.

4.2 2013 Budget Variance Report (Final)

The Chief advised the final budget variance report has not been finalized through Municipal Finance for public distribution but the Police Service will be in a budget surplus position of approximately \$250,000.00.

Moved by Mrs. Daly and seconded by Mayor Hope,

**“MOTION TO RECEIVE.”**

#2055

Carried.

4.3 Crime Stats Report 2013 (StatsCan)

This report was released this summer. The Chief advised that the police reported crime rate has reached one of its lowest points since 1969. In Chatham-Kent our statistics reflect this trend. We had no murders or attempted murders and overall crime rate was reduced by 23% from the previous year with a couple of exceptions. There was a decrease also in the residential break and enter rate which is down 28%, commercial down 22% and other B&E down 48%. Our actual overall crime severity index was 71.22 which is 30 points lower than 2012.

Moved by Councillor Stirling and Mrs. Biondi

**“MOTION TO RECEIVE THE REPORT DATED SEPTEMBER 3, 2014 FOR INFORMATION.”**

#2056

Carried.

5. **Reports from Deputy Chief:**

5.1 Police Performance Appraisals

Deputy Chief Conn advised over the past few years the Service has been working in collaboration with the Municipality (People Plan) in developing the current performance appraisals. Although working with the Municipality has been beneficial in some instances (development of a new performance appraisal template), in general it has resulted in the creation of performance appraisal systems with competencies that are too generic as it relates to our profession. The individual competencies are not job specific and do not coincide with the philosophy and principles of Community Policing. The Service has now developed 62 Performance Appraisals which have been added to the “G: drive” under Forms and the Performance Appraisal folders which are specific to the jobs. Our members when completing their annual performance appraisals can now select the performance appraisal directly related to their job description. He said that our Service is the only PoliceService in Southwestern Ontario that has developed and implemented 62 performance appraisals directly related to the member’s particular job description with the organization. On behalf of the Senior Staff Deputy Chief Conn thanked all members who had provided comments and certainly Constables Nelson DasNeves and Mike Currie for their hard work and commitment to this project.

Chief Poole also thanked Deputy Chief Conn for leading this project. It has been two years in its creation and performance management is something which is taken very

seriously. Every year officers receive a performance appraisal and subject to their feedback because there are so many varied jobs, it is very advantageous for us to now have specific performance appraisals for specific jobs, because some jobs are much more complex and very different than other jobs and the generic performance appraisals did not fit the bill. This was one of the items identified in our People Plan survey. Officers can complete their own performance appraisals and e/mail it through to the supervisors.

Moved by Councillor Stirling and seconded by Mrs. Daly,

**“MOTION TO RECEIVE THE REPORT DATED AUGUST 15, 2014.”**

#2057

Carried

5.2 Three New Leaves of Absence added to Employments Standards Act

Moved by Mayor Hope and seconded by Mrs. Biondi

**“MOTION TO RECEIVE THE REPORT DATED AUGUST 18, 2014.”**

#2058

Carried.

5.3 Application for Extension in Relation to OIPRD Albert Covemaker Complaint

Deputy Chief Conn advised that this item is in reference to the application for extension in relation to OIPRD complaint filed by Mr. Albert Covemaker. This report was screened and on February 14 the C-K Police Service received formal notification from the OIPRD that they were retaining the complaint for investigative purposes. The report alleges that there is potential misconduct in the course of the investigation by the involved officers, Cst. Kelly Helbin and her supervisors Sgt. Steve Misik and Staff Sgt Keith Myers. Upon conclusion of the investigation Director Gerry McNeilly concluded that there was sufficient evidence to determine that there were reasonable grounds to believe that Kelly Helbin failed to conduct a proper investigation and that Staff Sgt. Myers and Sgt. Misik failed to properly supervise Cst. Helbin's investigation. He said that Mr. McNeilly's final investigative report was signed by him to be sent to the Chatham-Kent Police Service on July 28<sup>th</sup> this date was 10 days before the 6 month time limit. He provided the Board with a chronology of the time line and unfortunately by the time the notification was retrieved it was one day over the legislated time limit and as a result a delay application pursuant to section 83.17 of the Police Service Act must be brought before the C-K Police Service Board in order that a notice of hearing may be served on Cst. Helbin, Sgt. Misik and Staff Sgt. Myers.

Moved by Mrs. Biondi and seconded by Councillor Stirling

**"MOTION TO AUTHORIZE THE DELAY APPLICATION ."**

#2059

Carried.

5.4 Police Motorcycle Skills Training

In May 2014 Constables Todd Trahan and Scott Renders attended the Music City Police Motorcycle Skills and Training Competition in Nashville, Tennessee. At the conclusion of the competition Constable Trahan placed 22<sup>nd</sup> overall and Constable Renders placed 30<sup>th</sup> overall. In August they attended the Great Lakes Police Motorcycle Training Seminar in Vaughan, Ontario at which they competed at the expert level. They also competed in various other motorcycle events. They both represented our Service in a stellar fashion and are to be commended.

Moved by Mayor Hope and seconded by Mrs. Daly,

**"MOTION TO RECEIVE THE REPORT DATED SEPTEMBER 3, 2014."**

#2060

Carried

The Mayor commented that the Special Olympic Torch Ride is being held this weekend and there will be motorcycles participating in this event. He said that anyone who is able to attend is welcome to do so.

6. Acknowledgement Letters

Moved by Mayor Hope and seconded by Mrs. Biondi

**"MOTION TO RECEIVE THE ACKNOWLEDGEMENT LETTERS"**

#2061

Carried

7. Consent Agenda

- a) Correspondence from the Ontario Civilian Police Commission re: Section 78(1) Police Services Act Proposed Procedural Policy
- b) Correspondence from the Ministry of Community Safety and Correctional Services re Police Services Board Members and Elections
- c) London Free Press Article re: Police Boards appeal to Wynne to keep lid on Officers' wages

Moved by Mrs. Daly and seconded by Mrs. Biondi,

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**“MOTION TO APPROVE THE CONSENT AGENDA”**

#2062

Carried.

8. **Notice of the OAPSB , Zone 6 Meeting to be held Wed., October 15, 2014 in St. Thomas and Agenda**

Members who are able to attend should advise the Chief and be at the Headquarters at 7:45 a.m.

9. **Resolutions adopted at the 109<sup>th</sup> Annual Conference of the Canadian Association of Chiefs of Police**

Chief Poole reviewed the resolutions with the Board for their information following which the Mayor commented that with regard to Resolution #04-2014 and improving outcomes: Police Interactions with persons experiencing mental health issues and the CACP supporting the continuing advancement of the Canadian Mental Health, that he would like a resolution forwarded to the local LHIN regarding this issue. He said he would like to make a motion to submit the resolution to the Local LHIN for serious consideration. Chief Poole advised that he would have this done.

Moved by Mrs. Daly and seconded by Mrs. Biondi

**“MOTION TO RECEIVE THE INFORMATION.”**

#2063

Carried.

10. **Invitation to the 2014 Annual Awards Banquet**

The Banquet is scheduled to take place October 24<sup>th</sup> at the St. Clair St. Legion. Those interested in attending should notify Denise.

11. **Memo from Jason Chickowski re: Online Police Background Check Service – Update**

Moved by Mrs. Biondi and seconded by Mayor Hope,

**“MOTION TO RECEIVE.”**

#2064

Carried

12. **Request for financial support for the Torch Ride**

The Chief advised that we are hosting the first Torch Ride for Special Olympics taking place this Saturday. Everyone was encouraged to participate in the event.

Moved by Mrs. Daly and seconded by Mrs. Biondi

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**“MOTION TO AUTHORIZE A \$500.00 DONATION TO THE TORCH RIDE FROM THE AUCTION ACCOUNT.”**

#2065

Carried.

13. **Memorandum re: CKPS Chief Poole Order of Merit**

The Board was advised that Chief Dennis Poole was invested in the Order of Merit of the Police Forces by the Governor General of Canada during a ceremony which was held at Rideau Hall in Ottawa.

On behalf of the Board, Chair Bélanger extended congratulations to Chief Poole and commented that it was very well deserved.

14. **Non-Agenda Items**

15. **Date and time of next meeting**

16. **Adjournment**

Moved by Mrs. Daly,

**“MOTION TO ADJOURN”**

Carried

Time: 12 Noon