

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

**Boardroom**

**May 14, 2019**

**Chatham-Kent Police Headquarters**

**Time: 10: 07 A.M.**

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**PRESENT:**

Motion #

Mr. Pat Weaver, Chair  
Councillor Marjorie Crew, Vice-Chair  
Mayor Darren Canniff  
Chief Gary Conn

**ABSENT:**

Deputy Chief Littlewood

**GUEST:**

Mr. David Taylor, Manager, Legal Services

1. **Call to Order**

Welcome everyone and Guests

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

None declared

b) **Approval of Agenda**

Moved by Councillor Crew and seconded by Mayor Canniff  
**"MOTION TO APPROVE THE AGENDA"**

#2613

Carried

c) **Approval of Minutes of April 9, 2019**

Moved by Councillor Crew and seconded by Mayor Canniff  
**"MOTION TO APPROVE THE MINUTES OF APRIL 9, 2019"**

#2614

Carried

3. **Business Arising from Previous Minutes:** None

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

4.1 **Insurance Coverage and Claims Costs for 2018**

-Report by Mr. David Taylor, Manager, Legal Services.

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Mr. David Taylor, Legal Officer, Municipality of Chatham-Kent-Community Development-Legal Services presented the report. Mr. Taylor gave an in-depth view relating to Insurance Coverage for the CKPSB together with the two main areas of litigation risk being general liability and fleet auto insurance. He detailed the Claims Costs paid out in 2018 with included Insurance Premiums paid to the Insurance Company, Insurance Reserve Allocations (liability and fleet claims), Liability related claim payments (includes payments for deductible insured claims and payments for uninsured claims) and related vehicle claims (includes at-fault claims and not-at-fault claims). In addition to funds recovered in relation to not-at-fault fleet related claims in the amount of \$60,446.29  
The combined total of the Liability and Vehicle amount equaled \$73,089.32.  
2018 Reserve \$138,326.60 - \$73,089.32=Surplus Reserve\$65,237.28 + Recovered Funds \$60,446.29=\$125,683.57 Based on a net overpayment of claims costs for 2018.

It is recommended that \$125,683.57 be transferred to the CKPSB Reserve from the Municipal Insurance Reserve for claims that occurred in 2018.

Moved by Mayor Canniff and seconded by Councillor Crew

**“MOTION TO ACCEPT THE REPORT AND AUTHORIZE THE RECEIPT OF \$125,683.57 FROM THE MUNICIPAL INSURANCE RESERVE TO THE CHATHAM-KENT POLICE SERVICES BOARD BASED ON A NET OVERPAYMENT OF CLAIMS COSTS OCCURRING IN 2018”**

#2615

Carried

The Chief requested that the funds be Transferred in to Police Litigation Reserve.

Moved by Mayor Canniff and seconded by Councillor Crew

**“MOTION THAT THE NET OVERPAYMENT OF COSTS FUNDS BE TRANSFERRED IN TO THE POLICE LITIGATION RESERVE”**

#2616

Carried

Thank you Mr. Taylor

#### 4.2 Retirements, New Hire and Reappointment

The Chief presented the report on the Retirements, New Hire and Reappointment

Moved by Councillor Crew and seconded by Mayor Canniff

**“MOTION TO APPROVE THE FOLLOWING RETIREMENTS:**

- THAT DATA ENTRY CLERK BONNIE MORGAN RETIREMENT NOTICE BE EFFECTIVE APRIL 30, 2019;**
- THAT RECORDS MANAGER BEV EVANS RETIREMENT NOTICE BE EFEFCTIVE JULY 31, 2019;**
- THAT CRIMINAL INVESTIGATIONS BRANCH ADMINISTRATIVE ASSISTANT DIANNA BRANTON RETIREMENT NOTICE BE EFEFCTIVE NOVEMBER 13, 2019;**
- THAT ADMINISTRATIVE CLERK, CRIMINAL RECORDS CHECK SUSAN HEWINGS RETIREMENT NOTICE BE EFFECTIVE OCTOBER 31, 2019.**

#2617

Carried

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Moved by Mayor Canniff and seconded by Councillor Crew  
**“MOTION TO APPROVE THE NEW HIRE THAT KALEY VELDBOOM BE HIRED AS THE FINANCIAL CLERK,  
GRADE 6 LEVEL 1 EEFECTIVE TUESDAY MAY 21, 2019.**

#2618

Carried

**Moved by Councillor Crew and seconded by Mayor Canniff  
MOTION TO APPROVE THE FOLLOWING REAPPOINTMENTS  
-THAT SPECIAL CONSTABLE KIM BROWN’S MINISTRY OF COMMUNITY SAFETY & CORRECTIONAL  
SERVICES APPOINTMENT BE APPROVED FOR REAPPOINTMENT AS OF MAY 15, 2019;  
-THAT SPECIAL CONSTABLE TERRY KIVELL’S MINISTRY OF COMMUNITY SAFETY & CORRECTIONAL  
SERVICES APPOINTMENT BE APPROVED FOR REAPPOINTMENT AS OF MAY 15, 2019;**

#2619

Carried

#### 4.3 2018 Year End Report-Administration Support Branch

The administration support portfolio is comprised of Quartermaster/Drug Exhibits, Property Coordinator, Information Technology Services, Building and Fleet Logistics, Firearms/property, Records Management, Court Services and the Communication Centre.

The following presenters presented sections of the Administrative Report:

- Inspector Kirk Earley-Branch Commander provided an overview of the Administrative Support Branch.
- Quartermaster-Katie Eagen responsible as the Quartermaster-managing and purchasing all equipment and clothing for the Service, together with Processing and management of drug seizures.
- Communications-Jenn Rush presented the report on behalf of Team Lead Sheri Somerville on the Emergency Communications Centre 2018 Annual Report. She gave a brief overview of up and coming on Next Generation 911-NG911web-based system by June 2022 and working well by June of 2023.
- Record Management Team-Team Lead: Staff Sergeant Tetrault presented the report-Involves record management, include collection of crime stats, CPIC maintenance, FOI requests, court preparation through SCOPE, Court information, briefs and purging of records according to Ministry Standards.
- Court Services-Team Lead: Acting Sergeant Ken Lauzon presented the report- the Court Services Staff is a dedicated group that ensure the safe and effective management of all courthouse proceedings.
- Firearms/Property-Rob Tobin presented the report-ensures all needs in respect to seized weapons meet storage and safety needs. Expert in testimony relating to firearm offences and assist in training and mentoring our officers. He had brought a

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few examples of non-prohibited and prohibited guns and ammo which was entered into evidence.

The Report also highlighted the following sections for which the presenters were unable to attend due to scheduling.

-Property Coordinator-Coleen Stonehouse- responsible for storing, retention and destruction of property that is either recovered, seized or found by members in the course of their duties

-Information Technology Services (ITS)-Anita Scott, Quentin Sprik and Michael Cox- ITS is responsible for all computer related issues as well as software management, equipment upgrades and project management.

-Building & Fleet Logistics-Keith Cooper-jack of all trades and manages all the service fleet requirements and building requirements are met in a timely manner.

**Please refer to the Annual Report which will be posted on the Chatham-Kent Police website.**

Moved by Councillor Crew and seconded by Mayor Canniff

**“MOTION TO RECEIVE THE REPORT FOR INFORMATION”**

#2620

Carried

Thank you to all the presenters!

5. **Reports from Deputy Chief:** None

6. **Acknowledgement Letters:**

6.1 Thank you Letter-Holiday with a Hero Committee.

6.2 Letter dated April 11<sup>th</sup>, 2019 from Alzheimer Society of Chatham-Kent to Chief Gary Conn to take on the role of the 2019 ASCK Ambassador for IG Wealth Management Walk for Alzheimer being held on Saturday June 8, 2019.

6.3 Letter dated April 30, 2019 from Jeff McGuire, Executive Director of Ontario Association of Chief of Police recognizing Staff Sergeant Mike Domony as a successful candidate from the 2018 Police Leadership Program (PLP) and a recent recipient of the 2018 PLP Scholarship from the graduating class.

**CONGRATULATIONS Staff Sergeant Mike Domony!**

Moved by Mayor Canniff and seconded by Councillor Crew

**“MOTION TO RECEIVE THE CORRESPONDENCE”**

#2621

Carried

Moved Councillor Crew and seconded by Mayor Canniff

**“MOTION TO ALLOW CHIEF GARY CONN TO TAKE ON THE ROLE OF THE 2019 ASCK AMBASSADOR”**

#2622

Carried

7. **Consent Agenda:** None

8. **Non-agenda items:**

The Mayor wanted to say Thank you to Jason Chickowski for doing a ride along last Saturday he was most impressed with the technology in the patrol cars. It was a very eye opening experience. Councillor Crew commented that all Councilors and leaders in our community should experience it once and each call to call is different and you get a clearer picture of what an officer faces each day. The Mayor will suggest to all Councilors that wish to do a ride-along that they contact the Chief

9. **Date and time of next meeting tentatively scheduled for June 11, 2019**

The date and time of the next regular meeting is scheduled for June 11, 2019 at 10:00 A.M.

**Board Resolution re: Next Closed Session Meeting-MOTION**

**THE BOARD WILL CONVENE IN CLOSED SESSION TO DISCUSS MATTERS THAT IT IS OF THE OPINION FALLS UNDER SECTION 35 (A) OR (B) OF THE POLICE SERVICES ACT AND THAT THE NEXT CLOSED SESSION MEETING WILL BE HELD TUESDAY, JUNE 11, 2019.**

Moved by Councillor Crew seconded by Mayor Canniff

#2623

Carried

10. **Adjournment**

Moved by Mayor Canniff

**“MOTION TO ADJOURN”**

Carried

Time: 11:19 a.m.