

**REPORT OF THE POLICE SERVICE**  
**TO**  
**THE CHATHAM-KENT POLICE SERVICES BOARD**

**Board Report Number:** 4.1 (Regular)

**Date of Report:** June 12, 2024

**Date of Board Meeting:** June 19, 2024

**Reference:**

**Re-classifications**

It is recommended that Fourth Class Constable Avery Wilson be elevated to Third Class Constable effective April 21, 2024. They have successfully obtained their 2024 fitness pin and their immediate supervisor supports this elevation.

It is recommended that Second Class Constable Andrew Brown be elevated to First Class Constable effective May 12, 2024. They have successfully obtained their 2024 fitness pin, passed the First-Class Constable Exam and their immediate supervisor supports this elevation.

It is recommended that Third Class Constables Levi Tetrault, Dan Steveley and Alexis Suprenant-Masse be elevated to Second Class Constables effective June 1, 2024. They have successfully obtained their 2024 fitness pin and their immediate supervisor supports this elevation.

**Elevations**

It is recommended that Data Entry Clerk, Caitlyn Weaver, be elevated from Grade 6 Level 2, to Grade 6 Level 3, effective June 15, 2024.

It is recommended that Special Constables, Grace Hyatt, Nolan Hakr, Brent Boundy and Chris Durocher, be elevated from Grade 7 Level 1, to Grade 7 Level 2, effective July 31, 2024.

It is recommended that Full-Time ECO, McKenna Ladd, be elevated from Grade 7b Level 3, to Grade 7b Level 4, effective August 1, 2024.

It is recommended that Full-Time ECO, Jamie Charleton, be elevated from Grade 7b Level 2, to Grade 7b Level 3, effective August 13, 2024.

It is recommended that Part-Time Permanent ECOs, Danielle Bird-Evans and Brooklyn Phelan, be elevated from Grade 7b Level 1, to Grade 7b Level 2, effective August 17, 2024.

It is recommended that Part-Time Permanent Data Entry Clerk, Melissa Daigneau, be elevated from Grade 7b Level 1, to Grade 7b Level 2, effective August 21, 2024.

**Resignations**

As a result of a rescinded resignation notice, it is recommended that Constable Scott Nevills' previously submitted resignation notice be rescinded (presented to the Board on April 10, 2024).

**Promotions**

As a result of Board approval, Deputy Kirk Earley will be assigned as Chief Designate, effective June 14, 2024. Effective June 19, 2024, Chief Designate Earley will be sworn-in as Chief of Police.

**Retirements**

Constable Rob Tobin has tenured his resignation with CKPS, effective August 31, 2024. Rob has completed over 26 years of service with CKPS.

Constable Stan Blonde has tenured his resignation with CKPS, effective July 5, 2024. Stan has completed over 25 years of service with CKPS.

Constable Steve Hubley has tenured his resignation with CKPS, effective December 31, 2024. Steve has completed over 26 years of service with CKPS.

Constable Jim Lynds has tenured his resignation with CKPS, effective July 31, 2025. Jim has completed over 26 years of service with CKPS.

**Chaplains**

It is recommended that Pastor Tim Luimes be assigned to the CKPS Chaplaincy Unit effective June 19, 2024.

**Recommendation:**

A Board resolution approving the above mentioned re-classifications, elevations, resignations, promotions and retirements.

Prepared by:



Executive HR Coordinator, Emily Murphy

Recommended by:



Chief of Police (Designate), Kirk Earley

**REPORT OF THE POLICE SERVICE  
TO  
THE CHATHAM-KENT POLICE SERVICES BOARD**

**Board Report Number:** 4.2 (Regular)

**Date of Report:** May 21, 2024

**Date of Board Meeting:** June 19, 2024

**Reference:** Community Safety Policing Act Section 83  
Chatham-Kent Police Service Police Officer  
Appointment Form.

**Recommendations:** Receive and Approve the Report

The Community and Safety Policing Act (CSPA) came into effect April 1, 2024. Section 83 of the Act requires police services boards to appoint police officers working within their organization. Previously under the old Police Services Act, there was no requirement to provide a certificate of appointment.

As part of this new responsibility for police services boards, an appointment form containing all the necessary information is required. Attached is the proposed Police Officer Appointment Form for the Chatham-Kent Police Services Board. Contained within the appointment form are all the necessary items needed for the Board to approve the appointment of a police officer under the CSPA. The items found on the document include; name of the employee and the fulfilled requirements as per the appointment.


If approved, this form shall be used as of April 1, 2024, for all police officer appointments. All current police officers employed prior to April 1, 2024 with the Chatham-Kent Police Service remain appointed. Appointment forms will remain with personnel files, for review as required.

Prepared by:



Inspector Matt Stezycki

Recommended by:



Chief Designate Kirk Earley





CHATHAM-KENT POLICE SERVICE

24 Third Street  
Chatham, Ontario, N7M 5K5

TEL: (519) 436-6600  
ckpolice.com

June 19, 2024

**To:** Officer's Name

**Re: Appointment as Police Officer**

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The Chatham-Kent Police Services Board appoints the above named as a Police Officer under section 83(4) of the Community Safety and Policing Act (CSPA) effective April 12, 2024. The officer has met all of the listed requirements as set out under section 83(1) & 83(2) of the CSPA.

Furthermore, in accordance with section 85(1) of the CSPA, the Chatham-Kent Police Services Board is satisfied that the officer has signed the necessary oaths or affirmations of office and secrecy.

On behalf of the Chatham-Kent Police Service and the Chatham-Kent Police Services Board, we congratulate you on this achievement and wish you much success as you embark on your policing career.

Respectfully,

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Chair, Chatham-Kent Police Services Board

cc: HR/Personnel file



**REPORT OF THE POLICE SERVICE  
TO  
THE CHATHAM-KENT POLICE SERVICES BOARD**

**Board Report Number:** 4.3 (Regular)

**Date of Report:** May 21, 2024

**Date of Board Meeting:** June 19, 2024

**Reference:** Appointment of Sworn Officer Chatham-Kent Police Service Sworn Officer Appointments'.

**Recommendations:** Receive and Approve the Report

The Community and Safety Policing Act (CSPA) came into effect April 1, 2024. Section 83 of the Act requires Police Services Boards to appoint police officers working within their organization. As part of this new responsibility Police Services Boards may appointment all newly hired police officers for their respective police services if they meet the prescribed requirements and shall issue a certificate of appointment to that person at the time of their appointment.


On April 12, 2024, four cadets were sworn-in as police officers, and therefore we respectfully request that the Chatham-Kent Police Services Board review and consider approval for their appointment as police officers effective as of that date.

The following individuals are requested to be appointed as police officers by the Chatham-Kent Police Services Board:

Trey Kameka, #107417  
Jay Ritchie, #107423  
Cole Brigley, #107424  
Robert Small, #107425

Police officer appointment forms are attached for all individuals listed above. If appointed, the Chatham-Kent Police Service shall retain each appointment in their personnel file, for review as required.

Prepared by:

  
Inspector Stezycki

Recommended by:

  
Chief Designate Kirk Earley







CHATHAM-KENT POLICE SERVICE

24 Third Street  
Chatham, Ontario, N7M 5K5

TEL: (519) 436-6600  
ckpolice.com

June 19, 2024

**To:** Trey Kameka #107417

**Re: Appointment as Police Officer**

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The Chatham-Kent Police Services Board appoints the above named as a Police Officer under section 83(4) of the Community Safety and Policing Act (CSPA) effective April 12, 2024. The officer has met all of the listed requirements as set out under section 83(1) & 83(2) of the CSPA.

Furthermore, in accordance with section 85(1) of the CSPA, the Chatham-Kent Police Services Board is satisfied that the officer has signed the necessary oaths or affirmations of office and secrecy.

On behalf of the Chatham-Kent Police Service and the Chatham-Kent Police Services Board, we congratulate you on this achievement and wish you much success as you embark on your policing career.

Respectfully,

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Chair, Chatham-Kent Police Services Board

cc: HR/Personnel file





CHATHAM-KENT POLICE SERVICE

24 Third Street  
Chatham, Ontario, N7M 5K5

TEL: (519) 436-6600  
ckpolice.com

June 19, 2024

**To:** Jay Ritchie #107423

**Re: Appointment as Police Officer**

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The Chatham-Kent Police Services Board appoints the above named as a Police Officer under section 83(4) of the Community Safety and Policing Act (CSPA) effective April 12, 2024. The officer has met all of the listed requirements as set out under section 83(1) & 83(2) of the CSPA.

Furthermore, in accordance with section 85(1) of the CSPA, the Chatham-Kent Police Services Board is satisfied that the officer has signed the necessary oaths or affirmations of office and secrecy.

On behalf of the Chatham-Kent Police Service and the Chatham-Kent Police Services Board, we congratulate you on this achievement and wish you much success as you embark on your policing career.

Respectfully,

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Chair, Chatham-Kent Police Services Board

cc: HR/Personnel file





CHATHAM-KENT POLICE SERVICE

24 Third Street  
Chatham, Ontario, N7M 5K5

TEL: (519) 436-6600  
ckpolice.com

June 19, 2024

**To:** Cole Brigley #107424

**Re: Appointment as Police Officer**

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The Chatham-Kent Police Services Board appoints the above named as a Police Officer under section 83(4) of the Community Safety and Policing Act (CSPA) effective April 12, 2024. The officer has met all of the listed requirements as set out under section 83(1) & 83(2) of the CSPA.

Furthermore, in accordance with section 85(1) of the CSPA, the Chatham-Kent Police Services Board is satisfied that the officer has signed the necessary oaths or affirmations of office and secrecy.

On behalf of the Chatham-Kent Police Service and the Chatham-Kent Police Services Board, we congratulate you on this achievement and wish you much success as you embark on your policing career.

Respectfully,

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Chair, Chatham-Kent Police Services Board

cc: HR/Personnel file





CHATHAM-KENT POLICE SERVICE

24 Third Street  
Chatham, Ontario, N7M 5K5

TEL: (519) 436-6600  
ckpolice.com

June 19, 2024

To: Robert Small #107425

**Re: Appointment as Police Officer**

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The Chatham-Kent Police Services Board appoints the above named as a Police Officer under section 83(4) of the Community Safety and Policing Act (CSPA) effective April 12, 2024. The officer has met all of the listed requirements as set out under section 83(1) & 83(2) of the CSPA.

Furthermore, in accordance with section 85(1) of the CSPA, the Chatham-Kent Police Services Board is satisfied that the officer has signed the necessary oaths or affirmations of office and secrecy.

On behalf of the Chatham-Kent Police Service and the Chatham-Kent Police Services Board, we congratulate you on this achievement and wish you much success as you embark on your policing career.

Respectfully,

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Chair, Chatham-Kent Police Services Board

cc: HR/Personnel file





## Municipality Of Chatham-Kent

### Legal Services

**To:** Chatham-Kent Police Services Board  
**From:** Emily S. Crawford, Solicitor, Legal Services  
**Date:** April 3, 2024  
**Subject:** Insurance Coverage and Claims Costs – 2023

### Recommendation

It is recommended that:

1. \$128,837.67 be transferred from the Municipal Insurance Reserve to the Chatham-Kent Police Litigation Reserve for claims occurring in 2023.

### Background

As of April 2023, the Municipality's insurer is Marsh. The Municipality's former insurer is Intact Public Entities.

Legal Services manages the insurance and claims reserve for the Municipality, including all boards and committees of Council. This includes the Chatham-Kent Police Services Board ("CKPSB").

Legal Services manages the relationships with external legal counsel assigned to defend CKPSB in litigation. CKPSB's usual litigation defence counsel is Shillington McCall (formerly McCall Dawson Osterberg Handler LLP), based out of London. This law firm has extensive experience handling civil police claims. Their hourly billing rates are considered reasonable and are monitored by Legal Services.

In most instances, in order to provide better service and at no cost to CKPSB, Legal Services will defend claims on behalf of CKPSB rather than send claims out to external legal counsel.

### Insurance Coverage

Insurance is the transfer of risk from one entity to another. CKPSB transfers the risk of future unknown litigation to its insurance company. The cost of purchasing this transfer of risk is the insurance premium that is paid annually to the insurance company.

Not all risk is covered by insurance. Some claims against CKPSB, such as punitive damages or Human Rights complaints, are not covered by the insurance policy. Insurance for these types of claims cannot be purchased in the marketplace. These types of claims remain the risk of CKPSB but can be handled internally by Legal

## Insurance Coverage and Claims Costs -2023

Services on behalf of CKPSB. This is similar to the service provided by Legal Services to the Municipal Corporation.

The two main areas of litigation risk for CKPSB are (i) general liability and (ii) fleet auto. These areas of risk are protected through the purchase of insurance, within limits. Building fire insurance is provided through the Municipality's property insurance program.

CKPSB transfers the liability risk for claims above \$250,000 and below \$50 million to the insurance company, through the payment of the insurance premium. The risk for the first \$250,000 and above \$50 million belongs to CKPSB.

CKPSB transfers the fleet property risk to the insurer subject to two levels of deductibles. If fault of the collision is due to another driver, the deductible is \$1,000. If the fault of the collision from the police driver, the deductible is \$100,000, (which essentially makes the cost of repairs and write-offs for vehicles a self-insured expense for almost all vehicles).

CKPSB also carries a further form of insurance, aviation insurance, to cover drones. Coverage is provided by Canadian Aircraft Insurance Group (CAIG) for the policy term beginning January 1, 2023. The policy provides coverage for up to \$10,000,000 per occurrence. There is no physical damage protection provided by this policy and the annual premium is \$3,711.96 including tax.

### **Claims**

Claims against CKPSB are paid from one of two sources.

The first source for paying claims is the insurance company, which pays all claims covered under the insurance policy for liability between \$250,000 and \$50 million. Insurance also currently pays all fleet property claims for damage to police vehicles above \$1,000 which are the fault of another driver.

The second source for paying claims is the insurance reserve, which pays all liability claims as follows: (a) below \$250,000 or the first \$250,000 on claims above that amount and (b) all claims which are not covered by the insurance policy.

### **Current Claims**

Legal Services maintains a database wherein it tracks all claims and litigation files. Legal Services will summarize some of the major claims that CKPS faces in a closed session with the Board.

### **Claims and Insurance Expenses 2023**

In 2023, CKPSB paid \$172,496.72 in insurance premiums. This consists of Liability and Property (\$76,525.04) as well as Fleet premiums (\$92,259.75) and Drone premiums (\$3,711.96).

## Insurance Coverage and Claims Costs -2023

In 2023, an allocation of \$133,949.21 was paid into the Municipal Insurance Reserve from CKPSB. This consists of allocations for liability claims (\$50,120.45) and fleet claims (\$83,828.76).

In 2023, \$5,111.54 was paid out of the Municipal Insurance Reserve on behalf of CKPSB for all claims (\$582.00 in liability claims and \$4,529.54 in fleet claims). As a result there is an overage of \$128,837.67. Therefore it is recommended that \$128,837.67 be transferred from the Municipal Insurance Reserve to Police Litigation Reserve for 2023. The approval in this report is to effect this transfer of funds.

### **Consultation**

Financial Services was consulted in the preparation of this report.

Prepared by:

Emily Crawford  
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Crawford  
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Emily S. Crawford  
Solicitor, Legal Services

Consulted and confirmed the content of  
the consultation section of the report by:

Michael St. Denis  
Digitally signed by Michael St.  
Denis  
Date: 2024.04.22 15:14:27 -04'00'

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Michael St. Denis  
Financial Analyst

c Police Chief Gary Conn

