

LAKEHEAD POLICE SERVICES BOARD

MINUTES OF THE INAUGURAL MEETING OF THE BOARD

Held at the Township of O'Connor Municipal Office
On Tuesday, December 5, 2017

PRESENT: Mayor Ziggy Polkowski, Municipality of Neebing
Mayor Kevin Holland, Township of Conmee
Councillor Jerry Loan, Township of O'Connor

Rosalie A. Evans, Solicitor-Clerk for the Municipality of Neebing and Board Secretary

Inspector Jim Graham, O.P.P. Thunder Bay Detachment Commander
Acting Staff Sergeant John Reppard, O.P.P. Thunder Bay Detachment

REGRETS: Councillor Bill Groenheide, Township of Gillies

1. PRELIMINARY MATTERS:

- (a) Administration of Oaths of Office: Those assembled commenced the meeting at 6:10 p.m. Each of the members present, who had been duly appointed by their respective municipalities, being Mayor Holland (Conmee), Mayor Polkowski (Neebing) and Councillor Loan (O'Connor) were read the Oath of Office by the Board Secretary, who then duly commissioned each signature.
- (b) Selection of Chair for the Meeting: It was noted that formal selection of the Chair for the year 2018 would need to be undertaken at the January meeting. Today's appointment would be for the purposes of this meeting, together with the opening of the first meeting in January, to be known as "Interim Chair".

Mayor Holland was asked by other members if he would consent to act in this capacity. He agreed. No other members present wished to stand for chair. Mayor Holland assumed the Chair of the assembly.
- (c) Call to Order: Having been duly selected, Mayor Holland formally called the meeting to order at 6:20 p.m.
- (d) Attendance: Attendance was recorded by the Board Secretary.
- (c) Request/Receive Declarations of Interest: Chair Holland called for any declarations under the Municipal Conflict of Interest Act. No declarations were received.

2. REPORTS REQUIRING DIRECTION:

2.1 Report from Board Secretary Regarding Board Composition/Request to Province

Members present reviewed the report prepared by the Board Secretary. It was noted that the New Police Services Act would take effect January 1st, 2018, and it calls for detachment-wide Police Services Boards.

Organized Municipalities within the Thunder Bay District (not policed by Thunder Bay Police Services) include the four involved in the Lakehead Police Services Board, plus Shuniah (which has its own Police Services Board in operation for some time) and Dorion.

Details of the compositions of the new Police Services Boards will not be known until the Regulations come out.

Discussion ensued about accountability and transparency to constituents, and the desire of each organized municipality to have representation by an elected official on the Board.

Chair Holland noted that the Township of Conmee's request to meet with the Minister of Community Safety and Correctional Services at the upcoming Rural Ontario Municipal Association ("ROMA") had been accepted, and that any other representatives of impacted Townships who are attending the ROMA Conference are welcome to attend. The issue of Board representation will be discussed.

On consensus, members present asked the Board Secretary to prepare a letter to the Clerks of the Lakehead Police Services Board municipal members with a suggested resolution in support of the position that all organized municipalities included in a police services board should have one council member appointee on the Board.

2.2 Report from Board Secretary Regarding Board Funding and Member Remuneration

Before determining the level of remuneration payable to Board members, it was necessary to determine the frequency of meetings. Members present agreed that quarterly meetings would be appropriate.

There was discussion about levels of compensation paid by the member municipalities to their council members sitting on various boards and committees.

Res. No. 2017-001

Moved by: Member Loan
Seconded by: Member Polkowski

BE IT RESOLVED THAT each member of the Lakehead Police Services Board be paid equally for attendance at Board meetings;

AND THAT the fee paid would be \$150.00 per Board meeting attended, regardless of the length of time of the meeting.

CARRIED ✓

Discussion turned to training requirements and costs. Inspector Graham noted that the Board would need to become a member of the Ontario Association of Police Services Boards. This Association has a conference once annually, in Southern Ontario, with a significant training component. Many sessions are offered concurrently, and it would likely be wise to send more than one member to that conference. In addition, Zone meetings occur twice per year. These are held throughout the District, including Thunder Bay, Dryden, Fort Frances, etc.

The Board Secretary was requested to research the costs of membership and training and report back to the next meeting.

In terms of cost sharing arrangements among the four member municipalities, it was agreed that such discussion should take place when all member municipalities' representatives are present. That portion of the report would be tabled, to be lifted from the table at the January meeting.

2.3 Report from Board Secretary Regarding Decisions for the Procedural By-law

Members present discussed a proposed calendar for the quarterly meetings to be held in 2018. The following was agreed upon, on consensus:

Wednesday, January 24th
Wednesday, April 25th
Wednesday, June 27th and
Wednesday, October 24th.

The schedule for 2019 would be set at the October 24th meeting.

All meetings will take place commencing at 6:00 p.m. at the Township of O'Connor municipal office.

The deadline for presenting matters to the Board Secretary to include on the agenda (including deputation requests) will be noon on the Thursday prior to the meeting date. Agendas will be prepared and distributed to members on the Friday prior to the meeting date. Agendas will be made available to the public on the Monday prior to the meeting date.

Meeting curfew time was agreed upon as 9:00 p.m.

Members present were satisfied with Section 4.4 of the draft procedural by-law, in terms of the provision of secretarial service to the Board.

Discussion ensued about attendance at Board meetings. The legislation does not provide for alternates, however, it was agreed that, whenever a member cannot be present, he or she should be required to have another member of the Council he or she represents attend in his or her stead. While that person would not be entitled to vote, he or she would be able to provide that community's perspective so that the voting members would be able to take that into consideration when voting on any matters on the agenda. This will be added to the procedural by-law.

The Board Secretary was also requested to add a section dealing with perpetual non-attendance. In a similar manner to the provisions in each member municipality's Council procedural by-laws, it was suggested that missing 3 sequential meetings be cause for concern.

It was further noted that the By-law should require any member who cannot attend to so advise the Board Secretary in advance of the meeting (if possible).

The Board's office for purposes of address on letterhead, records storage, etc. will be the Neening Municipal Office.

2.4 Report from Board Secretary Regarding Recruitment/Selection Practices

As it was not known whether the new Board structure will involve the appointment of one or more non-council community members, it was agreed that this item should be tabled, to be lifted from the table at such time as further information in this regard is known.

2.5 Discussion with Detachment Commander Regarding Activities, Etc.

Staff Sargeant Graham distributed samples of the types of reports that he would bring to the Board meetings for discussion and review. There was discussion that the reports would represent a collection of all of the statistics from all four of the member municipalities. Individual statistics will remain available, presented to each municipality (as they are now) with the invoices for services.

Members present discussed with Staff Sargeant Graham issues of potential concern, including pending cannabis legalization.

3. BY-LAWS:

3.1 By-law 2017-001 of the Board – Procedural Rules

Members present agreed, on consensus, to table the by-law to the January meeting to allow the Board Secretary to incorporate the matters discussed under Item 2.* of the agenda this evening.

4. ADJOURN THE MEETING:

There being no further business to attend to, Chair Holland adjourned the meeting at 7:40 p.m.

INAUGURAL MEETING OF THE BOARD

Kevin Holland
INTERIM BOARD CHAIR

Rosalie A. Evans
BOARD SECRETARY