

**MINUTES OF THE WEST NIPISSING POLICE SERVICES BOARD  
MEETING HELD IN THE STURGEON FALLS LIBRARY AUDITORIUM  
ON THURSDAY, SEPTEMBER 20<sup>th</sup>, 2018 AT 5:30 P.M.**

**Members present:** Barry Bertrand (Chair)  
Celeste Auger Proulx  
Paul Finley

**Regrets:** Jamie Restoule

**Staff Present:** Chief Ray St Pierre  
Diane Lagacé (Secretary)

Meeting called to order at 17:29 HR

1. Declaration of Pecuniary Interest: Nil

2. Adoption of the Consent Agenda:

**No. 2018/111 Moved by: C. Auger Proulx Seconded by: Paul Finley**  
**BE IT RESOLVED THAT** the consent agenda for the meeting of September 20<sup>th</sup>, 2018 be adopted as amended. **CARRIED**

3. **No. 2018/112 Moved by: C. Auger Proulx Seconded by: Paul Finley**  
**BE IT RESOLVED THAT** the agenda for the meeting of September 20<sup>th</sup>, 2018 be adopted as amended. **CARRIED**

4. **No. 2018/113 Moved by: Paul Finley Seconded by: C. Auger Proulx**  
**BE IT RESOLVED THAT** the accounts payables disbursements sheet be received in the amount of: \$30,374.91 **CARRIED**

5. Business Arising Out the Minutes

a) Educational Reimbursement: As requested at the last meeting, the Chief provided the Board with further information regarding the request from an officer for educational reimbursement. As the courses being taken on-line do go towards a restorative program, the Board consensus was to approve educational reimbursement upon successful completion of the two courses..

6. Outstanding Business

a) Disposal of Assets 2 Ford Explorers and Boat Trailer: The Chief advised the Board that the Public Works Department has acquired one SUV and that transfer of funds between departments would take place once all administrative functions were complete. The Chief advised that the second SUV would likely be purchased by the Community Services Department and that the boat trailer would be added to GovDeals.com. When asked how the price for the vehicle was determined, the Chief

explained that his predecessor had researched fair market value for the vehicles and that's how price was determined.

- b) Awards & Recognition: – The ceremony will be held on September 24<sup>th</sup>, 2018 in the Sports Hall of Fame Room with the ceremony beginning at 7:00 p.m.
- c) Chief's Performance Appraisal: – Having had the chance to review the Chief's Performance Appraisal template, the Board consensus was to adopt the document. The Chair explained that through Graham Wight, Ministry Advisor, other services were contacting the Board requesting a copy of the appraisal as Mr. Wight advised that West Nipissing had an excellent document for this purpose.
- d) Zone 1A Meeting: - The Chief and the Chair provided a brief synopsis of the sessions that took place during the Zone 1A meeting including marijuana in the workplace, hiring private industries to help police and a presentation from the North Bay service on gangs in North Bay. North Bay and surrounding areas have an anti-fortification policy and perhaps this is something that West Nipissing council should look into.

7. Monthly Budget Report

The Chief provided the Board with the monthly financial statement for the month of August 2018.

8. Public Complaints

As per reporting requirements, the Chief provided the Board with the quarterly report on Public Complaints.

9. Chief's Expenses

As per reporting requirements, the Chief provided the Board with the quarterly report pertaining to the Chief's Expenses.

10. Records Management

The Chief requested that the Board address the issue of records management and revise certain policies. Currently, some policies have the retention of materials indefinitely but retention of 20 to 25 years would be sufficient for some records. The Board requested that the Chief provide information and recommendation for the October meeting.

11. Correspondence:

- a) Letter of Thanks: A Card of Thanks from a resident for the assistance of police with the passing of a family member.

12. Power Point Presentation

The Board invited every candidate running in the municipal election to attend the meeting where the Chair made a presentation on roles and responsibilities of the Police Board as a Governance Board. He spoke about the various sections of the *Police Services Act* that the Board and its Members must abide include a Code of Conduct.

13. Other  
 a) Minutes of the August 15<sup>th</sup>, 2018 meeting (removed from consent agenda): Board Member Finley questioned if a new letter had been sent to the Minister of the MCSCS since the election. The Chair advised that the letter had been sent.
- No. 2018/114 Moved by: C. Auger Proulx      Seconded by: Paul Finley**  
**BE IT RESOLVED THAT** the minutes of the meeting held on August 15<sup>th</sup>, 2018 be adopted as presented. **CARRIED**
- b) Overtime Tracking (removed from the consent agenda): Board Member Finley questioned the amount of overtime. The Chair explained that some of the overtime had to do with costing with some officers taking the time off allotted to them prior to the OPP taking over. The Chief explained that recent incidents also resulted in overtime but he managed to work the schedule and not affect the annual leave. Board Member Finley commended the Chief for his work in handling the situation.
- c) Foot patrols (removed from the consent agenda): Board Member Finley questioned the reduction of total specialty and foot patrols. The Chief explained that although the issue could not be completely attributed to major incidents it definitely made an impact. Board Member Finley did note that community events were still attended by officers and again commended the Chief.
14. **No. 2018/115 Moved by: Paul Finley      Seconded by: C. Auger Proulx**  
**BE IT RESOLVED THAT** we proceed into closed meeting at 19:10 HR to discuss the following:  
 1) Personal matters about an identifiable individual, including board employee  
 2) Labour relations or employee negotiations **CARRIED**
15. Board Summary  
 - It was a good meeting
16. Next meeting  
 The next regular meeting is scheduled for Thursday, October 18<sup>th</sup>, 2018 beginning at 17h30 in the Sturgeon Falls Library Auditorium.
17. Direction on Municipal Council  
 None.
18. **No. 2018/119 Moved by: Paul Finley      Seconded by: C. Auger Proulx**  
**BE IT RESOLVED THAT** this meeting be adjourned at 19:55 HR. **CARRIED**

Original signed October 18<sup>th</sup>, 2018

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 Barry Bertrand - Chair

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 Diane Lagacé - Secretary