

Council Chambers  
Pembroke, ON  
November 28, 2013  
3:00 p.m.

The regular meeting of the Pembroke Police Services Board was held in the Council Chambers – City Hall on **Thursday, November 28, 2013 at 3:00 p.m.** with Mike LeMay, Chair presiding. Also in attendance were Board Members Mayor Jacyno, Deputy Mayor Ron Gervais, Terry Harkins, Pauline Edmonds, Inspector Jeff Smith, O.P.P; and Heidi Martin, recording secretary.

**1. Approval of Agenda**

**MOTION:** Moved by Deputy Mayor Gervais  
Seconded by Terry Harkins  
**THAT** the agenda of the regular meeting of November 28, 2013 be approved.

CARRIED

**2. Minutes**

**(i) Minutes of Previous Meeting**

**MOTION:** Moved by Terry Harkins  
Seconded by Mayor Jacyno  
**THAT** the minutes of October 24, 2013 regular meeting be approved.

CARRIED

**(ii) Business Arising**

Nil

**3. Declaration of Conflict**

Nil

**4. Presentation and/or Delegations**

Nil

**5. Reports**

**(i) Chair Mike LeMay**

Mr. LeMay congratulated Mr. Harkins on his re-appointment to the Pembroke Police Services Board by the Ministry of Community Safety & Correctional Services.

Mr. LeMay stated that following a request to appear before Council on November 12, 2013, he met with Council and spoke to the 2013 Police Services Budget. He indicated that there were no questions and his

comments have been posted on the Police Services Board website. Mr. LeMay stated that he recently attended a meeting in Kemptville and will speak to that under New Business 7(iii).

- (ii) **Inspector Jeff Smith**  
Nil

6. **Old Business**  
Nil

7. **New Business**

(i) **Draft Protocol for the Reporting to City Council**

Mr. LeMay presented a draft protocol for reporting between the Board and City Council. He indicated that he will meet with Inspector Smith to work on the protocol and guidelines and hopes to bring a final copy to the January meeting. Mayor Jacyno asked if the draft policy is based on the Police Services Act to which Mr. LeMay stated that it was. He also mentioned that Council will probably want to provide input into the Business Plan. Deputy Mayor Gervais asked if the Business Plan was the report where individuals could ask for an increase in service i.e. foot patrol. Mayor Jacyno asked if local associations such as the PBIA will have input into the Business Plan. Mr. LeMay stated that all stakeholders will be able to provide input into the Business Plan. Inspector Smith stated that the O.P.P. has implemented a new Business Plan process. He indicated that the consultations with stakeholders and partners will not change however the goals and objectives will change significantly. Mr. Harkins asked if items such as funeral escorts would be included in the guidelines to enable local citizens to know the process. Inspector Smith indicated that that issue would be dealt with separately and he was sure that all of the funeral homes have been contacted to inform them that the police will not lead a funeral, but on a one to one basis, will try to have people at the major intersections to direct traffic. Mr. LeMay stated that the protocol will be worked on and brought back to the January meeting.

(ii) **Draft Protocol for monitoring performance of Detachment Commander**

Mr. LeMay presented a draft protocol for the monitoring of the performance of the Detachment Commander. He indicated that the wording came from the Ontario Association of Police Service Boards and he just changed some items to refer to the City of Pembroke. Mr. LeMay indicated that this protocol will be presented again to the Board at the January meeting. Mr. LeMay stated that the Detachment Commander is monitored and inspected by the O.P.P. however the Police Services Board is responsible to monitor the services provided to the community. Mr. Harkins asked if there was a process for situations when there is a disagreement with the performance of the Detachment Commander. Inspector Smith stated that the O.P.P. has a

process that is followed and if there is an issue, the Regional Commander could move the Detachment Commander to another area.

**(iii) O.P.P. Municipal Policing – Billing Preview Overview**

Mr. LeMay indicated that the O.P.P. Municipal Policing Billing Review Overview that he received at the meeting in Kemptville, was an excellent document that he hoped Council had also received. He stated that December 13<sup>th</sup> is the deadline for municipal input.

**8. Correspondence**

**(i) OIPRD Letter**

Mr. LeMay stated that any member of the public with a complaint against the police should use the Office of the Independent Police Review Director. He indicated that he has ordered some pamphlets that will be available at City Hall for the general public. Mr. LeMay also encouraged the general public to use the OIPRD website.

Deputy Mayor Gervais asked how the Board recognizes officers that go beyond the call of duty. Inspector Smith stated that he has been working on a local protocol and he will bring a report to the January meeting. Mr. LeMay asked Inspector Smith if there were Section 10 Boards that had recognition programs. Inspector Smith replied that it would be up to the individual board and Council.

**(ii) Ministry of Community Safety & Correctional Services Letter**

Mr. LeMay referred to a letter from Glenn Murray, Assistant Deputy Minister Public Safety Division, that indicated that effective December 1, 2013, Paul Thompson will be the Zone 2 Police Service Advisor.

**9. Information Items**

**(i) O.P.P. Municipal Policing Billing Review Overview**

Mr. LeMay referred board members to the OAPSB Zone 2 agenda for the fall meeting being held on December 6, 2013. He indicated that he will be attending and invited any interested Board members to travel with him.

**10. Move to Caucus/Adjournment**

**MOTION:** Moved by Pauline Edmonds  
 Seconded by Terry Harkins  
**THAT** the meeting proceed in caucus to discuss certain personnel and legal matters.

CARRIED

The meeting adjourned at 3:20 p.m. on a motion by Mayor Jacyno and seconded by Pauline Edmonds.

---

Chair

---

Recording Secretary