

ITEM	ISSUE
1. Election of Board Chair	1:02 p.m. C. Mitchell, Executive Assistant, called for nominations for the Chair of the Police Services Board. P. Wilson nominated T. Lemay. T. Lemay accepted the nomination. No other nominations were put forward. T. Lemay accepted the Chair. Election closed at 1:04 p.m. by C. Mitchell.
2. Call To Order	T. Lemay called the meeting to order at 1:05 p.m.
3. Adoption of Agenda	Additions or Deletions g) Road Safety Challenge Grant Application h) Authorize payment of 2016 OAPSB membership i) Authorize payment of 2016 OAPSB Zone 2 membership
4. Pecuniary Interests	No pecuniary interests were declared.
5. Presentations	There were no presentations
6. Adoption of Minutes	a) Adoption of minutes of meeting held January 20, 2016. Moved by P. Wilson and seconded by T. Lemay that the draft minutes previous circulated be adopted as presented. Motion carried.
7. Correspondence	a) Various items of correspondence were circulated electronically to members prior to the meeting. – received for information
8. Financial	a) Detailed Budget Trial Balance to March, 2016. Moved by T. Lemay and seconded by P. Wilson that the detailed trial balance provided by the Municipal Treasurer to end of February, 2016, be approved. Motion carried. b) Detailed 2015 Financial Summary. Moved by T. Lemay and seconded by P. Wilson that the 2015 year-end financial balance, provided by the Municipal Treasurer, be approved. Motion carried. c) Approval of Draft Budget to Town of Petawawa. Moved by P. Wilson and seconded by T. Lemay that the draft 2016 budget of \$18,051.00 be approved. Motion carried. d) Invoice for web hosting of PSB web site – Brian Cook (attached). Moved by P. Wilson and seconded by T. Lemay that invoice of \$175.00 from B. Cook for the domain renewal of the PSB website is approved. Motion carried. e) Invoices from ComBEtek – Safe on 17 & FB invoice. (attached) Moved by P. Wilson and seconded by T. Lemay to pay the invoice from ComBEtek multimedia in the amount of \$812.69 for the Safe

Moved by T. Lemay and P. Wilson to pay the monthly fees of \$125.00 to ComBEtek for the Safe on 17 campaign, until the campaign draws to a termination, date to be determined at a later time. Motion carried.

- f) Invoice for Showcase booth. Moved by T. Lemay and seconded by P. Wilson that PSB rent an 8x8 booth, totaling \$423.68, at the 2016 Petawawa Spring Showcase, April 29 to May 1st. Motion carried.
- g) MTO Grant Application – Road Safety Challenge. T. Lemay reported that she had applied for a grant through the MTO for aid with the distracted driving campaign. T. Lemay received confirmation that the PSB was awarded \$750.00. The funds cannot be used for food or prizes, but can be used for school materials. Moved by P. Wilson and seconded by T. Lemay to sign the necessary paperwork with MTO to receive the funds. Motion carried.
- h) Authorize payment of 2016 OAPSB membership. Moved by T. Lemay and seconded by P. Wilson to pay the membership in the amount of \$1075.00. Motion carried.
- i) Authorize payment of 2016 OAPSB Zone 2 membership. Moved by P. Wilson and seconded by T. Lemay to pay the membership in the amount of \$75.00. Motion carried.

9. Business Arising

- a) Provincial appointee. T. Lemay reported that S. Dainty had been appointed as the provincial representative to the Petawawa PSB board on March 9, 2016 for a term equivalent to 2 years. S. Dainty will take the oath and we will have a photo opportunity at the next meeting on April 20th.
- b) Update on Safe on 17 Survey and Facebook. T. Lemay reported that as of the 14th of March, there had been 38 000 visits to the Safe on 17 Facebook. T. Lemay indicated that a majority of comments and responses were supportive of 4-laning. The duration of the campaign will depend on results of the Renfrew County delegation.
- c) Spring Showcase (April 29-May 1) preparation. P. Wilson discussed having the OPP participate in the booth. A. Insp M. Wolfe agreed that it would be a great opportunity and requested that P. Wilson send a written request to him so that he could work with the schedule. Distracted Driving, E-cop website, Safe on 17 will all be items that can be promoted at the booth. P. Wilson reviewed the potential set up and discussed the pledge cards, thumb rings, magnets and various other assorted materials that would be distributed.

- d) Responses to solicitation fund letters to businesses – in support for the distracted driving campaign. – P. Wilson reported that she had been contacted by a number of businesses who were requesting further information. C. Mitchell reported that one business had sent a cheque, addressed to the PSB, to the Town. Cheques need to be made to the Town of Petawawa as the PSB does not have their own bank account. P. Wilson will contact the business.

A discussion about sponsor recognition included opportunities to create stickers that would be placed on the back of the student workbooks, signage at the Petawawa showcase and plaque recognition on the Leave the Phone alone road signs. A discussion about rollout of the campaign and OPP focused patrol occurred. It was determined that a presentation would be made at Petawawa Council on April 25th, the campaign would be launched at the Petawawa Showcase and the OPP focused patrol would occur the week of May 2-8.

Classroom education on distracted driving for grades 4-6 students would be part of the OPP programs, facilitated by Beth Ethier and Shawn Peever. T. Lemay discussed another MTO grant due to be announced in April that may be applied to. This fund is for larger sums and may be used for the high school portion of the campaign to cover the distract driver simulator costs. A photo frame selfie and some other giveaway ideas were discussed as opportunities to educate this age sector.

e) Adoption of 2016 Goals/Objectives/Strategies

- ❖ ensuring governance responsibilities are met.
(T. Lemay discussed that this item may be revised as part of the review of the Police Services Act)
- ❖ strategy for 2017 business plan creation in consultation
- ❖ focused educational programs on discouraging distracted driving
- ❖ revision of PPSB web-site to ensure its effectiveness as a communication tool
- ❖ use of e-cop and other strategies/programs to provide educational data to help decrease calls for service
- ❖ participate in consultation process regarding the proposed update of the Police Services Act
- ❖ update on PIP project (Anti-bullying- Social Inclusion)
- ❖ location for placement of Leave the Phone Alone signs within the Town
(T. Lemay discussed the change from entrances into the Town to placing all five signs along Petawawa boulevard. T. Lemay will discussion with T. Renaud, Supervisor of Public Works)

Moved by T. Lemay and seconded by P. Wilson to adopt the 2016 goals, objectives and strategies as presented. Motion carried.

e) Training Manuals from OAPSB. T. Lemay requested if C. Mitchell

could look for the hard copy of these manuals to give to S. Dainty.

10. New Business

a) Request from MCSCS for input into the reformation and updating of the Police Services Act – online survey and public consultations – closest April 2 Ottawa T. Lemay spoke of the opportunity and advised P. Wilson that the online input was required prior to April 8, 2016.

P. Wilson noted that there was a Zone 2 meeting in Perth on April 15th. T. Lemay moved that P. Wilson and S. Dainty attend if interested, seconded by P. Wilson. Motion carried.

b) Request to OPP for ID of any road safety concerns within the Town. T. Lemay discussed the concern of Black Bay and Petawawa Boulevard (N) and informed the PSB that she had requested the County to install an oversized stop sign and flashing red light. T. Lemay also noted that a request was made to the County to install flashing yellow lights in both directions at the intersection of Herman and Woodland Streets.

c) Year-end report to be placed on the website. C Mitchell is requested to ask B. Cook to take care of this.

d) Request for proposal from Brian Cook to re-vamp the PPSB web site. C. Mitchell has been asked to obtain more information on the changes that B. Cooke proposes along with data on the use of the website and analytics.

e) Status of the creation of a policy regarding release of PPSB data. T. Lemay indicated that she had discussion with R. Gervais of Pembroke PSB. R. Gervais indicated that they were considering drafting a policy. A. Insp. M. Wolfe reported that he had discussions with R. Gervais also and that at this time it had been decided no policy was needed. All information sent to the PSB, including reports becomes the property of the PSB and is at their discretion to disseminate.

11. Det. Commander's Report

a) Updates and review of policing activities in Petawawa. T. Lemay requested dates for the OPP release of their 2017 Action Plan. A. Insp. M. Wolfe did not know the dates, but will make the request. T. Lemay indicated that advance notice is required so that a community survey can be conducted and input from the PSB can occur.

b) Reporting format – frequency and explanatory legend (attached to minutes) A. Insp. M. Wolfe will bring forward his reports quarterly as indicated in the January minutes.

A. Insp. M. Wolfe verbally reported that the calls for service for the first quarter, comparatively last year to this year, were 391 and to 231. A.

	<p>Insp. M. Wolfe noted that Victim Services is notified following each crime so that victim services can conduct a follow up with the individual and provide additional support if necessary. Thus far 80 such follow ups have occurred. A. Insp. M. Wolfe indicated that stats on home invasion were reflective of criminal on criminal events.</p> <p>c) Criminal Record check schedule in effect in April. A. Insp. M. Wolfe reported that the public could drop off criminal reference check requests on Tuesdays and Thursdays between 8 am to 4 pm.</p>
12. Board Member Input	P. Wilson congratulated T. Lemay on an excellent PSB 2015 year-end report, delivered to Petawawa Council on Monday, March 21, 2016.
13. Date of Next Meeting	Wednesday April 20, 2016 at 1 pm
14. Adjournment	Moved by P. Wilson and seconded by T. Lemay that the meeting adjourn at 3:30 hrs. Motion carried.

Minutes recorded and respectfully completed for presentation by C. Mitchell.


 Signature - Chair


 Date