

MEETING MINUTES for February 15, 2017 – 1300 hrs
Town of Petawawa Municipal Office, Petawawa, Ontario

Present: Treena Lemay, Pauline Wilson, Sharon Dainty, Dawn Recoskie, Acting Staff Sergeant Dean Duchrow, Sergeant John McDonald, Detective Constable Cosmo Longo


ITEM	ISSUE
1. Call To Order	a) T. Lemay called the meeting to order at 1300 hrs.
2. Adoption of Agenda	a) Moved by S. Dainty and seconded by P. Wilson that the agenda be adopted. Motion carried.
3. Pecuniary Interests	a) There were no disclosures of pecuniary interest.
4. Presentations	<p>a) <u>Street Checks/Carding</u> – Detective Constable Longo provided a presentation outlining the Ontario Provincial Police policy in accordance with <i>Ontario Regulation 58/16</i>, Collection of Identifying Information in Certain Circumstances-Prohibition and Duties.</p> <p>A copy of the street check fact sheet produced by the Province of Ontario is attached to the minutes for reference.</p> <p>At this point Detective Constable Longo left the meeting.</p> <p>b) <u>Introduction of Community Services Officer</u> – Sergeant McDonald explained that Constable Janice Harrison is the new Community Mobilization Officer who will be taking on some of recently retired Constable Beth Ethier’s duties. Unfortunately Constable Harrison was not able to attend today’s meeting.</p>
10. Det. Commander’s Report	<p>The agenda was altered to hear the Detachment Commander’s Report next.</p> <p>a) <u>Updates and review of policing activities in Petawawa for December 2016 and January 2017</u> – Acting Staff Sergeant Duchrow provided an overview of the policing activities in Petawawa.</p> <p>b) <u>Quarterly report</u> – Acting Staff Sergeant Duchrow provided an overview of the quarterly report (September to December 2016). He reported that property crime statistics are down, as are drug crimes, and calls for service.</p> <p>c) <u>Festive Ride programme</u> – Acting Staff Sergeant Duchrow reported that 61 ride check events were conducted in 2016. There was only one impaired charge in 2016 compared to 3 impaired charges in 2015.</p>

	<p>d) <u>Community Safety</u> – Acting Staff Sergeant Duchrow reported that Constable Harrison will continue with the Distracted Driving campaign in the local schools that Constable Ethier had started in 2016. Constable Shawn Peever is conducting the Knowledge, Issues, Decisions, Supports (KIDS) program for grade 6 students at Our Lady of Sorrows and Valour schools.</p> <p>e) <u>Detachment events</u> – Acting Staff Sergeant Duchrow explained that focused patrols for speeding were being conducted on Highway 17 from Greenwood Road to Chalk River, and that the local snowmobile trails in Petawawa were being focused on for speeding as well.</p> <p>At this point Acting Staff Sergeant Duchrow and Sergeant McDonald left the meeting.</p>
5. Adoption of Minutes	a) <u>Adoption of the minutes of meeting held January 18, 2017</u> – Moved by S. Dainty and seconded by P. Wilson that the minutes previously circulated be adopted as presented. Motion carried.
6. Correspondence	a) <u>Various items of correspondence were circulated electronically to members prior to the meeting</u> – received for information.
7. Financial	<p>a) <u>Detailed Budget Trial Balance to January 31, 2017</u> – Moved by P. Wilson and seconded by S. Dainty that the detailed trial balance to January 31, 2017, which was provided by the Town Treasurer, be approved. Motion carried.</p> <p>b) <u>Gallant Media-Spring Showcase Booth Rental</u> – Moved by S. Dainty and seconded by P. Wilson that the invoice from Gallant Media in the amount of \$402.05 + HST be paid. Motion carried.</p> <p>c) <u>Drivewise-DriveSim Driver Safety Awareness Program Simulator</u> – Moved by P. Wilson and seconded by S. Dainty that the invoice from Drivewise in the amount of \$9,051.00 + HST be paid. Motion carried.</p> <p>d) <u>Constant Contact Invoice – Monthly Billing – February</u> – Moved by S. Dainty and seconded by P. Wilson that the invoice for Constant Contact be approved for payment and that T. Lemay be reimbursed for this payment in the amount of \$15.00. Motion carried.</p> <p>e) <u>Constant Contact – 6 month prepay option</u> – Moved by P. Wilson and seconded by S. Dainty that the Town’s Treasurer be authorized to submit an application to have the Constant Contact invoice prepaid for a 6 month period to allow for significant savings on the monthly invoice fee. Motion carried.</p>

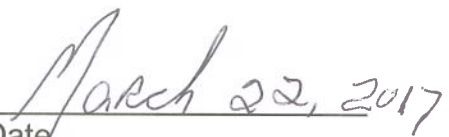
	<p>f) <u>Outstanding – Renfrew Printing Company invoice – activity booklets for Distracted Driving Programme in elementary schools</u> – T. Lemay reported that this invoice has not been received yet.</p>
<p>8. Business Arising</p>	<p>a) <u>Board Input into OPP Action Plan – specific to Petawawa</u> – Suggested input, specific to Petawawa, into action plan approved. To be discussed with Inspector M. Wolfe at next meeting.</p> <p>b) <u>Update on grant application – Supporting Police Response to Sexual Violence and Harassment Grant, making a difference when it really matters, best practices for supporting an effective response</u> – T. Lemay reported that the grant funds will be used to pay the salary of a part time counsellor, create billboards, signs, and educational materials. A meeting will be held on Friday with OPP representatives to arrange the responsibilities for reporting and submitting receipts etc.</p> <p>c) <u>Showcase 2017 – preparation for (budget, table cover, signing banner, photo booth, vests, giveaways)</u> – P. Wilson and S. Dainty to coordinate. Budget not to exceed \$1,500 unless grant funds are received from the Ministry of Transportation.</p> <p>d) <u>Decision on/approval of Community Survey questions</u> – T. Lemay, S. Dainty, and P. Wilson narrowed down the survey questions to be used. T. Lemay to provide to D. Recoskie to compile and to insert into the tax bill mail out.</p> <p>e) <u>Approval of Detachment Commander evaluation form contents for discussion with Det. Commander</u> – This item is ongoing. To be reviewed again at next meeting.</p> <p>f) <u>Approval of Board 2017 Goals and posting to web page</u> – 2017 goals approved. D. Recoskie directed to post to Police Services Board website.</p> <p>g) <u>Approval of Board’s 2017 input into the shared local “Action Plan” for discussion with the Det. Commander</u> – Discussed under item #8 a).</p> <p>h) <u>New/Revised policies to be circulated for March meeting</u> – To be discussed at next meeting.</p> <p>i) <u>Website update – Board member in charge</u> – S. Dainty to review the Police Services Board website for content to ensure the site is up-to-date. Comments to be provided to D. Recoskie if items need to be updated.</p> <p>j) <u>Board 2016 Year End report to Council – February 21, 2017</u> – T. Lemay to provide report to D. Recoskie once completed.</p>

	<p>k) <u>Drivewise project – report – March meeting</u> – T. Lemay reported that a representative from the Renfrew County and District Health Unit will provide a report at the March meeting.</p> <p>l) <u>Leave the Phone Alone – road signs from the County</u> – T. Lemay reported that the County of Renfrew has produced 40 signs; due to weather conditions the signs cannot be installed yet. 34 signs will be distributed to the 17 municipalities in the County; the remaining 6 signs will be installed on County roads.</p>
9. New Business	<p>a) <u>Year End Report to Council – Tuesday, February 21, 2017</u> – T. Lemay will present report to Council.</p> <p>b) <u>Visit of East Region Commander – Tuesday, February 21, 2017</u> – T. Lemay reported that Chief Superintendent Chris Harkins, East Region Commander, has confirmed his attendance at the February 21, 2017 Council meeting.</p>
11. Board Member Input	No additional input.
12. Date of Next Meeting	Wednesday, March 22, 2017 at 1300 hrs.
13. Adjournment	Moved by S. Dainty and seconded by P. Wilson that the meeting adjourn at 1624 hrs. Motion carried.

Minutes recorded and respectfully completed for presentation by D. Recoskie.



 Signature – Chair



 Date