



**MEETING MINUTES for May 18, 2016 – 1300 hrs.  
Town of Petawawa Municipal Office, Petawawa, Ontario**

**Treena Lemay, Pauline Wilson, Sharon Dainty, Christine Mitchell**    **Regrets: A/Insp. M. Wolfe**

ITEM	ISSUE
1. Call To Order	T. Lemay called the meeting to order at 1:05 p.m.
2. Adoption of Agenda	<p>Additions or Deletions</p> <p>T. Lemay noted that she would speak about the issue of carding during the report on the OAPSB Conference.</p> <p>Moved by P. Wilson and seconded by S. Dainty that the agenda be adopted as presented. Motion carried.</p>
3. Pecuniary Interests	No pecuniary interests were declared.
4. Presentations	There were no presentations
5. Adoption of Minutes	a) <u>Adoption of minutes of meeting held April 20, 2016.</u> Moved by S. Dainty and seconded by P. Wilson that the draft minutes previously circulated be adopted as presented. Motion carried.
6. Correspondence	a) Various items of correspondence were circulated electronically to members prior to the meeting. – received for information
7. Financial	<p>a. <u>Detailed Budget Trial Balance to April, 2016.</u> Moved by P. Wilson and seconded by S. Dainty that the detailed trial balance provided by the Municipal Treasurer, be approved. Motion carried.</p> <p>b. <u>Report on Town Budget and PSB Budget Request.</u> T. Lemay reported that the Town budget was adopted on May 2, 2016 and that the requested PSB budget of \$18,051 was approved.</p> <p>c. <u>Invoice from ComBEtek – Safe on 17 &amp; FB invoice. (April)</u> Moved by S. Dainty and seconded by P. Wilson to pay the invoice from ComBEtek multimedia in the amount of \$141.25 for the Safe on 17 Facebook campaign. Motion carried.</p>
8. Business Arising	<p>a) <u>Spring Showcase (April 29-May 1) review.</u> P. Wilson provided perspective on the success of the weekend. Overall the event provided awareness of the Distracted Driving campaign and a number of visitors to the booth signed the banner and engaged in discussions with members of the PSB. It was noted that the booth was too small to be shared with the OPP and that there was no distinction between OPP and PSB.</p> <p>Public relations and consultation is an important aspect of what the PSB is mandated to do, as a result, Showcase offers a great forum</p>

for this type of community interaction. For the next time, the following items should be considered:

- Identification of the PSB board members and booth recognition.
- Maintain the same size of booth but do not share – have OPP in an adjacent location.
- Begin planning in February for the event to ensure that all the materials are available.
- Interactive portion is key to engagement.

b) Report on meeting with OPP Detachment Representatives and Health Unit re: Road Safety Challenge grants. T. Lemay reported that she attended a meeting with the OPP detachment and health unit representatives. T. Lemay indicated that they were seeking input on how to Petawawa anticipated spending MTO grant monies.

Activity books need to be modified with PSB sponsors, Petawawa Electric, Hyundai Pembroke and EGM insurance. The pledge portion should read “My family and I discussed Distracted Driving”. T. Lemay requested that the OPP conduct the focused classroom programs to grades 4-6 and offered to provide each classroom with a gift certificate to a local establishment as incentive to return the cut out signed pledge card.

c) “Leave the Phone Alone” road signs – are more required? T. Lemay inquired if there were enough “Leave the Phone Alone” signs. P. Wilson felt that one additional sign entering into Petawawa would be sufficient, stating that too many signs would cause clutter and dilute the message. Moved by P. Wilson and seconded by S. Dainty to purchase and install one additional “Leave the Phone Alone” sign. Motion carried.

d) Date to review web site. The date of Wednesday, June 8<sup>th</sup> at 10 am was suggested as a date to meet with B. Cooke and review the options for website redesign. C. Mitchell will contact B. Cooke to confirm his availability.

e) Report from OAPSB Spring Conference. P. Wilson reported that the focus of the conference seemed to be geared towards urban centres and subsequently issues affecting urban PSB’s. T. Lemay agreed with P. Wilson’s assessment. T. Lemay did note that “Carding” was an interesting topic addressed and that PSB’s have a responsibility to ensure that a policy on “Carding” is in place and that the detachment Commander is ensuring it is followed. T. Lemay will need to discuss this matter with A/Insp. M. Wolfe.

f) Ideas for the process for the solicitation of community input into new 2017 OPP Action Plan – specific to Petawawa. T. Lemay

noted that she would like to ensure that the PSB have input into the OPP Action Plan. T. Lemay will review past consultations and provide a condensed summary to bring forward to the Board.

- g) Billboards in storage (status of) C. Mitchell reported that Bernadette McCann House was contacted and agreed to collect their billboard. Public Works will collect the remaining billboards and store them at a trailer in the yard.
- h) Travel insurance coverage policy for Board members. C. Mitchell provided the summary of coverage as reported by our insurance providers. Since it appears that no additional coverage has been acquired for committee and board members, T. Lemay has requested that S.Dainty and P.Wilson review their automobile insurance policies and report on any coverage deficiencies.
- i) MTO Grant – Planned spending. T. Lemay noted that the grant monies will be spent on the activity books, pledge banner, pledge cards and picture frame for selfies as approved expenses under the funding criteria.
- j) Soliciting input into expectations of the Police Services provided – identifying expectation to allow evaluating services. This item was covered in as subsection f.
- k) “picture frame” for high school students – T. Lemay circulated a sample of the selfie picture frame that PSB would like to order as part of the Distracted Driving campaign outreach to the high schools. B. Ethier reported that the students enjoy florescent colors and that also makes the frames gender neutral. The students suggest that the frame be large enough for three faces. T. Lemay also reported that the students wanted lanyards as take a ways, however, the expense for these items is too great at this point.
- l) Need for a new banner? T. Lemay wondered if PSB should obtain a new banner since the other banner was full. Moved by S. Dainty and seconded by P. Wilson to order a new banner. Motion carried.

It was requested that the Library would be a great location to showcase the banner. C. Mitchell will arrange to make the enquiry.

- m) Safe on 17 – analytics report – Shawn Behnke’s report to Council on May 16<sup>th</sup>. T. Lemay reviewed S. Behnke’s report for Council. A copy of the presentation will be sent to the Board.

9. New Business

- a) SAM placement suggestions – criteria – best use C. Mitchell noted that community complaints have been received regarding speeding and vehicle safety concerns on Winston Ave., Limestone Trail, Dutch Drive and the intersection of Doran and Mohns. T. Lemay suggested that the SAM board be placed in each direction

	<p>of Limestone Trail for a week, in each direction, followed by placement at Pine View School and then circulated through the other areas that have reported issues. C. Mitchell will discuss with T. Renaud of Public Works.</p> <p>b) <u>OPP &amp; partner PSB meeting to discuss Fall MTO gran application – June 30</u> (computer simulator rental for County High Schools) T. Lemay led the discussion that the collective PSB's will be seeking to complete a joint funding application that will provide funds to rent the Distracted Driving simulator.</p>
11. Det. Commander's Report	<p>a) <u>Updates and review of Policing activities in Petawawa</u></p> <p>A/Insp. was not in attendance at the meeting and therefore no report was made.</p> <p>b) <u>Report on Distracted Driving Focused Patrols</u> - A. Insp. M. Wolfe submitted a report for review. During the week long focus, May 2<sup>nd</sup> – 7<sup>th</sup> a total of 74.75 hours were spent on focused distracted driving patrols. A total of 22 distracted driving charges were laid, 13 other Highway Traffic Act violations, 3 CAIA and 18 warnings.</p>
12. Board Member Input	<p>P.Wilson had nothing.</p> <p>S.Dainty requested clarification on what area comprises Zone 2. T. Lemay reported that Zone 2 of the Ontario Association of Police Services Boards includes the areas of Hawkesbury, Brockville, Lanark and Perth. There are a total of 13 zones.</p> <p>S.Dainty also requested clarification on the Upper Ottawa Valley Detachment area. T. Lemay reported this included Petawawa, Pembroke, Laurentian Valley, Laurentian Hills, Whitewater and part of Admaston Bromley. T. Lemay explained that the OPP billing process is a base charge plus calls for service fees. This new billing allows greater control by the local regions as targeted patrols or campaigns can be waged to address specific area concerns.</p>
13. Date of Next Meeting	Wednesday June 22, 2016 at 1 pm
14. Adjournment	Moved by P. Wilson and seconded by S. Dainty that the meeting adjourn at 3:15 hrs. Motion carried.

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

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Signature – Chair

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Date