



Cobourg Police Services Board

MINUTES

April 18, 2023, 9:00 a.m.

CPS Corporate Services Board Room, 2nd Floor, Venture 13
739 D'Arcy Street, Cobourg

Members Present: Ron Kerr, Chair of the Board
Dean Pepper, Vice-Chair of the Board
Sean Graham, Member
Adam Bureau, Councillor

Staff Present: Paul VandeGraaf, Chief of Police
Jeff Haskins, Deputy Chief of Police
Roger Ramkissoon, Chief Financial Officer
Lisa Munday, Communications Coordinator
Sue Bernardi, Executive Assistant

Staff Absent: Jackie Steacy, Manager of Administrative Services
Nicole Beatty, Deputy Mayor

1. **CALL TO ORDER**

038-2023

Moved by Adam Bureau, Councillor

Seconded by Sean Graham, Member

Call to Order 9:00 a.m.

Carried

2. **TRADITIONAL LAND ACKNOWLEDGEMENT**

3. **DISCLOSURE OF PECUNIARY INTEREST**

None

4. **CHAIR'S MONTHLY BRIEF**

Welcome to the April Cobourg Police Services Board Meeting.

Over the last few weeks, we have had significant engagement and discussion on safety in the Town of Cobourg - how we can increase the feeling of safety and support the needs of every community member.

Community Safety is the Police Services Board's priority, and we continue to work with the Service to achieve the objectives outlined in our strategic plan.

At the Community Meeting hosted by the Cobourg Police Service, we heard from a caring and concerned community. Now, as Chief VandeGraaf and his team address concerns, take meaningful actions, and work with community partners to support our most vulnerable, we as a Board, will continue our work. Reflecting on the themes and ideas brought forward through correspondence and at the community meeting to see where we can apply them to the governance role that the Board holds.

To close, I invite you to join me in remembering Sergeant Maureen Breau of the Sûreté du Québec and Strathcona County RCMP officer, Const. Harvinder Singh Dhami who both died on duty while protecting their communities.

Please join me in observing a moment of silence in honour of the fallen officers.

Thank you.

5. PRESENTATIONS

5.1 Lynda A. Bordeleau - Perley- Robertson, Hill & McDougall LLP/s.r.l.

039-2023

Moved by Sean Graham, Member

Seconded by Adam Bureau, Councillor

Receive for information.

Carried

6. APPROVAL OF PREVIOUS MINUTES

040-2023

Moved by Dean Pepper, Vice-Chair of the Board

Seconded by Adam Bureau, Councillor

Be it resolved that the Cobourg Police Services Board minutes dated March 21, 2023 be approved as amended/presented.

Carried

7. BUSINESS ARISING FROM THE MINUTES

7.1 CPSB Operational Budget 2022 Update

Roger Ramkissoon, CAO spoke to the CPSB operational over budget motion carried at the previous meeting, and since the last meeting, the reconciliation between the Town of Cobourg and the Police Service budget reporting has occurred and now accurately reflects the Service as being on budget and not over spent.

041-2023

Moved by Sean Graham, Member

Seconded by Adam Bureau, Councillor

Receive for information.

Carried

8. ADDITIONS TO THE AGENDA

Dean Pepper requested an addition as Item - 8.1 – Retirement Recognition Ceremony

The Vice Chair provided an update on the employee retirement recognition reception to be hosted by jointly by the Board and the Service. The Board is working with the Association and moving the event to the fall. A further update will be provided to the Board at the June regularly scheduled meeting.

042-2023

Moved by Sean Graham, Member

Seconded by Adam Bureau, Councillor

Receive for information.

Carried

9. COMMUNICATIONS / CORRESPONDENCE

9.1 B. Junkin - Follow-up on Public Meeting of April 4th

Chief VandeGraaf will respond directly to the writer for Item 9.1.

Chair Kerr will respond to the writer for Item 9.2.

9.2 C. Carisse - Open Letter to CPSB for Incident on March 15 Green Wood Coalition Event

Chair Kerr to respond directly to this correspondence.

9.3 ADDENDUM - Gladys and William Ryan Inquest

Chief VandeGraaf spoke to the matter of the corners' inquest.

043-2023

Moved by Adam Bureau, Councillor

Seconded by Sean Graham, Member

That the correspondence be received for information.

Carried
044-2023

044-2023

Moved by Dean Pepper, Vice-Chair of the Board

Seconded by Adam Bureau, Councillor

THAT the Board support Staff recommendation to use Lynda Bordeleau to represent both the Cobourg Police Service Board and the Police Service for this inquest; and further, that the Board acknowledge it shall be responsible to fund such representation as per CBA, Article 32.01(c).

Carried

10. CHIEF'S UPDATE

Chief VandeGraaf made his monthly presentation and update on police service activities.

11. REPORTS FOR INFORMATION

11.1 2022 Missing Persons Annual Report

11.2 2023 Monitoring Report - Risk Abatement

11.3 March 2023 - CPS Monthly Operational Report

11.4 Police Tech Accelerator Quarterly Report

Joe Miller provided the quarterly update on the Police Tech Accelerator program.

045-2023

Moved by Adam Bureau, Councillor

Seconded by Dean Pepper, Vice-Chair of the Board

THAT the Cobourg Police Service Board receive items 11.1 through 11.4 for information.

Carried

12. REPORTS FOR DECISION

12.1 Human Resources and Administration to March 2023

Chief spoke to the HR Admin report regarding the Tech System Support Analyst position explaining the report and request to the Board.

046-2023

Moved by Adam Bureau, Councillor

Seconded by Sean Graham, Member

THAT the report be received for information; and further, That the Chief of Police be given authority to enter into conversations with the Association to allow for negotiating a starting salary for the role of “Server and Network Administrator” above the “probationary” rate identified within the established pay band 4. A Memorandum of Understanding as attached for review (Appendix B).

Carried

CHIEF will report back in May to the Board.

12.2 ADDENDUM - Human Resources and Administration to March 2023 (RFP)

R. Ramkissoon, CAO spoke to the Request For Proposal report.

047-2023

Moved by Dean Pepper, Vice-Chair of the Board

Seconded by Sean Graham, Member

THAT the Cobourg Police Service Board approve the recommended action:

"Following a review of each application using the elements listed in the report, the committee is recommending that we award the RFP to RPL Architects Inc. to prepare facility assessment. This comes at a cost of \$89,473.40. This cost will be funded from the existing “Building Reserve”.

Carried

13. **NEW BUSINESS**
14. **DONATIONS**
15. **BOARD MEMBER REPORTS**
16. **OTHER BUSINESS**
17. **DATE OF NEXT MEETING**
18. **CLOSED SESSION**

Recess public
session at 11:09 a.m.

048-2023

Moved by Adam Bureau, Councillor

Seconded by Dean Pepper, Vice-Chair of the Board

BE IT RESOLVED THAT the Board meet in Closed Session, pursuant to Section 35(4)(a) of the Police Services Act, R.S.O. 1990, c. P.15

Matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

Section 35(4)(b) Police Services Act, R.S.O. 1990, c. P.15

Intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

Litigation matters

Financial matters

Personal matter

Carried

18.1 DECLARATION OF CONFLICT OF PECUNIARY INTEREST

18.2 APPROVAL OF PREVIOUS MINUTES

18.3 REPORTS FOR INFORMATION

18.3.1 Financial Matter - Business Centre Report March '23

18.4 REPORTS FOR DECISION

18.4.1 Finance Matter

18.5 ADJOURNMENT

19. ADJOURNMENT

049-2023

Moved by Ron Kerr, Chair of the Board

Seconded by Sean Graham, Member

BE IT RESOLVED THAT the Cobourg Police Services Board return to Open Session; and further, BE IT RESOLVED that the Cobourg Police Services Board approves all matters agreed upon in Closed Session.

CARRIED

Carried

DRAFT