

**HANOVER POLICE SERVICES BOARD
MINUTES OF MEETING
Monday, April 19, 2021
By Videoconference**

Present: Chair Don Smith
Vice-Chair Rick Hopkins
Police Services Board Member Selwyn Hicks
Police Services Board Member Sue Paterson

Chief Chris Knoll
Secretary Catherine McKay

Absent: None

No conflict or pecuniary interest declared

OPENING OF MEETING

The Chair declared the meeting open at 10.02 a.m.. The Chair acknowledged receipt of the resignation of Board Member Mike Dunlop and thanked him for his positive contributions to the Board.

AGENDA

Motion # 2021-04-024

Moved by: S. Paterson

Seconded by: R. Hopkins

That the agenda for April 19, 2021 be accepted as circulated.

Carried

Motion # 2021-04-025

Moved by: S. Hicks

Seconded by: R. Hopkins

That the Board deviate from the agenda for April 19, 2021 if required.

Carried

MINUTES OF PREVIOUS MEETING

The Chief updated the information provided in the March 15, 2021 minutes by noting that in fact two staff members of the Hanover Police Service had opted out of receiving the COVID-19 vaccination.

Motion # 2021-04-026

Moved by: S. Paterson

Seconded by: R. Hopkins

That the Minutes of the March 15, 2021 meeting be adopted as circulated.

Carried

BUSINESS FROM MINUTES

A. Emergency Services Facilities Options Committee

The Chair informed the Board that the Committee has submitted its draft report to Council for comments. Its next meeting is scheduled for April 22, 2021 and the final report will be presented to Council on May 3, 2021.

B. 2020 Budget Surplus Amount

The Chief advised the Board that the exact amount of the surplus returned to the Town of Hanover was \$ 338,676.51

C. OAPSB Spring Conference, May 26 – 28, 2021

It was decided that no representatives from the Board would attend.

D. Retention By-law and Schedule

Wendy Donaldson, Records Manager, Hanover Police Service, joined the meeting and provided an overview of the development of the records management system, including its history. She added that the retention

These minutes are considered to be in draft form until signed by the Chair and the Secretary.

periods were reviewed by both legal and police experts. The Board discussed the retention schedule, noting in particular that some retention periods seem short given the nature of some documents such as those related to judicial review and legal proceedings. Ms. Donaldson and Chief Knoll will attend training on the system in late June and it was agreed to defer consideration of the by-law and schedule to the Board's July meeting.

ACCOUNTS & QUARTERLY YEAR-TO-DATE BUDGET**A. March 2021 Cheque Register****Motion # 2021-04-027****Moved by:** S. Hicks**Seconded by:** S. Paterson

That the Board approve payment of accounts dated March 2021 in the amount of \$ 121,525.26 and accept for information the quarterly year-to-date balance sheet and budget.

Carried

The Chief advised the Board that the Service is on track with its budget and clarified that the amount paid to West Grey Police is for Court Case Management, a service shared with Saugeen Shores, West Grey and Hanover Police Services since each service does not have enough demand to devote a full-time staff member to the court case management function. Each service pays one-third of the annual cost of the service.

CORRESPONDENCE

- A. Town of Hanover and Budget Surplus
- B. Digital Version of the Request for Drivers Licence Review Form
- C. 2021 Promotional Exams
- D. Reduced Suspension with Ignition Interlock Conduct Review Program and Measures as a Result of COVID-19
- E. Amendments to Orders under the ROA
- F. Administrative Forfeiture
- G. Migration of MTO Collision Application to Cloud
- H. Amendments to ROA Orders
- I. TELUS Communications Inc and VoLTE Call Detail Records
- J. Resuming On-site Training at OPC
- K. Declaration of Provincial Emergency under the EMCPA and Amendments to the ROA
- L. Police Week 2021 – May 9-15, 2021 Provincial Theme “Working Together to Keep our Communities Safe”
- M. Enhanced Enforcement and New Order under the EMCPA

Motion # 2021-04-028**Moved by:** R. Hopkins**Seconded by:** S. Hicks

That the Board accept the correspondence and actions required.

Carried**NEW BUSINESS**

There was no new business.

CHIEF'S REPORT & OPERATIONAL REPORT FOR Q1**Motion # 2021-04-029****Moved by:** S. Hicks**Seconded by:** S. Paterson

That the Board accept the Chief's Report for the period March 12 – April 17, 2021, including the Operational Report for Q1, as presented.

Carried**Motion # 2021-04-030****Moved by:** R. Hopkins**Seconded by:** S. Hicks

That the Board approve the hiring of Brandon Manes to the Hanover Police Service as an Auxiliary Constable effective May 3, 2021.

Carried

The Chief advised the Board that the 28 incidents listed as “COVID Complaint” in the Operational Report were mostly inquiries rather than complaints.

He further explained that the number shown as “Warrants” has increased significantly due to a change in approach by prosecutors. As a result, charges are not laid if an individual fails to appear in court. Rather a warrant is issued, the person is arrested and given a new court date, but no charge is laid. This can result in the same person being arrested multiple times for failing to appear, leading to multiple warrants. The Chief noted that this will be the subject of discussions with the Crown.

The Chief also advised the Board on the protest against public health restrictions that took place on Saturday, April 17, 2021. He noted that the service received a number of complaints about people coming into the community, and that the protest was peaceful, although the protesters were not wearing masks. Officers did not engage those involved and charges are pending.

IN CAMERA SESSION**Motion # 2021-001-031****Moved by:** S. Paterson**Seconded by:** S. Hicks

That the Board convene in closed session to discuss matters that it is of the opinion fall under Section 35 (4) (a) or (b) of the Police Services Act at 11:25 a.m..

Carried**RECONVENE IN OPEN SESSION****Motion # 2021-001-032****Moved by:** S. Hicks**Seconded by:** S. Paterson

That the Board reconvene in open session at noon. The Chair confirmed that the Hanover Police Services Board had gone in closed session and discussed matters that it is of the opinion fall under Section 35 (4) (a) or (b) of the Police Services Act.

Carried**Motion # 2021-04-033****Moved by:** S. Hicks**Seconded by:** R. Hopkins

That the hourly rate paid to the Secretary for work over and above the usual duties of Secretary be increased to \$20.00 per hour effective April 19, 2021, and that further discussions take place at a later date concerning other aspects of the Secretary’s compensation.

Carried**ADJOURNMENT & NEXT MEETING****Motion # 2021-04-034****Moved by:** R. Hopkins**Seconded by:** S. Hicks

That the Board adjourn at 12:02 p.m. to meet again on Monday, April 19, 2021 at 10:00 a.m. at a location to be determined, or at the call of the Chair.

Carried

Chair

Secretary