

**MINUTES  
OF  
THE CORPORATION OF THE COUNTY OF PRINCE EDWARD  
POLICE SERVICES BOARD  
held  
September 21, 2011 @ 1:30pm.  
In the Committee Room at Shire Hall**

Present: Mr. Robert Quaiff, Chair  
Mrs. Peggy Burris, Vice-Chair  
Mayor Peter Mertens  
Mrs. Maureen Finnegan, Member  
Ms. Vicki Ryckman, Member

In Attendance: Ms. Cathy Stanfield, Board Secretary/Executive Assistant  
Staff Sgt. Barry Freeburn  
Sgt. Pete Donahoe, Prince Edward Detachment

**1.0 CALL TO ORDER**

The meeting was called to order at 1:35pm. by Robert Quaiff

**2.0 DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof.**

None forthcoming at this time.

**3.0 Minutes of Meeting**

**3.0 Minutes of Regular meeting of June 15, 2011**

**MOVED** by Mrs. Burris, **SECONDED** by Mrs. Finnegan

**THAT** the minutes of the regular meeting of the Prince Edward Police Services Board held June 15, 2011 be received and adopted as presented.

**Carried.**

**4.0 Correspondence**

**Correspondence:**

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**4.1** Email dated June 16, 2011 from Izabella Pyz, Public Safety Division re:  
Proclamation of Bill 163

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- 4.2 Email dated June 20, 2011 from Izabella Pyz, Public Safety Division re: Evaluation of the Police Extranet Portal
- 4.3 Email dated July 8, 2011 from Amanda Carter, Prince Edward County re: June Financial Statements
- 4.4 Email dated July 19, 2011 from Izabella Pyz, Public Safety Division re: Freedom of Information Police Network FOIPN Fall training
- 4.5 Email dated July 21, 2011 from Izabella Pyz, Public Safety Division re: Restructuring of the Canadian Police Information Centre (CPIC) Advisory Committee
- 4.6 Email dated July 21, 2011 from Kathy Wallace, OAPSB re: Guelph Data Centre Transition Project
- 4.7 Email dated July 22, 2011 from Kathy Wallace re: OAPSB Blast re: Changes to OMERS Contribution Rates
- 4.8 Email dated July 28, 2011 from Izabella Pyz, Public Safety Division re: Special Constable Training Requirements
- 4.9 Email dated August 12, 2011 from C. Stanfield re: OAPSB 2011 Fall Seminar
- 4.10 Email dated August 22 from Amanda Carter re: July Financial Statements
- 4.11 Email dated August 25, 2011 from Kathy Wallace OAPSB re: Appointment for Henry Jensen
- 4.12 Email dated August 29, 2011 from Diane Smithson re: Amended Agenda for OAPSB Zone 2 meeting in Ottawa
- 4.13 Email dated September 6, 2011 from Diane Smithson re: Map and request of written description of different zones
- 4.14 Memo to Wanda Thissen, Deputy Treasurer re: Registration for Fall Semester
- 4.15 Email dated Sept. 7, 2011 from Izabella Pyz, Public Safety Division re: Minimum System Requirements for Server-Initiated Automated Alcohol Dispensing Systems
- 4.16 Email dated September 9, 2011 from Kathy Wallace, OAPSB re: Election Advocacy: Rising Cost of Policing

**MOVED** by Mayor Mertens, **SECONDED** by Mrs. Burris

**THAT** correspondence listed as Items 4.1, through to and including 4.16 be accepted as received.

**Re: Item 4.1**

**Carried.**

Mrs. Finnegan inquired as to who was responsible for "arranging suitable training" and whether there was anyone at the local Detachment that required this training.

Sergeant Freeburn advised that the OPP were responsible for arranging this training.

**Re: Item 4.8**

Mrs. Finnegan inquired whether the local Detachment had special Constables that they use re: Special Constable Training Requirements or if the Detachment used retired Constables. Staff Sergeant Freeburn advised that they use 4 retired Officers, who have to meet the legislative requirements of a full time Officer and, offers a cost savings.

Ms. Ryckman asked who is responsible for people held in cells. Staff Sergeant Freeburn advised that they have civilian guards that are called in and, are covered under the cost per officer in the contract.

**Re: Item 4.9** Email dated August 12, 2011 from C. Stanfield re: OAPSB 2011 Fall Seminar OAPSB 2011 Fall Seminar

**MOVED by Mayor Mertens, SECONDED by Ms. Ryckman**

**THAT** Board members Maureen Finnegan and Peggy Burris be sponsored in attending this Conference.

**Carried.**

**Item 16.1** Email dated September 9, 2011 from Kathy Wallace, OAPSB re: Election Advocacy: Rising Cost of Policing

**MOVED BY Mrs. Burris, SECONDED BY Mrs. Finnegan,**

**THAT** the Board send a copy of the letter regarding Election Advocacy: Rising Cost of Policing to all local candidates and to the organizers of the All Candidates meeting, sponsored by the Agricultural Board and the Chamber of Commerce.

**Carried.**

**5.0 Report of Detachment Commander related to Section 49 of the Ontario Police Services Act (Complaints) for June, July & August, 2011.**

Staff Sergeant Freeburn advised that there was only one outstanding complaint at the moment that deals with an individual arrested, charged and convicted for domestic assault. The basis of the complaint was that they should not have been charged. The matter was put to ORPID and then will be forwarded back for investigation.

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**6.0 Report of Detachment Commander related to Part V of the Ontario Police Services Act (secondary employment) for June, July & August, 2011.**

Staff Sergeant Freeburn advised that there were no new secondary employment requests during June, July and August, 2011.

**7.0 Staff Reports**

Staff Sergeant Freeburn advised the Board that he has asked for a Leave of Absence for 14 months. Staff Sergeant Freeburn will be seconded to the RCMP and expects to return in late December, 2011 or early January, 2013. In Staff Sergeant's absence Sergeant Pete Donahoe and Sergeant Terry Pennington will split their time performing the Staff Sergeant's duties.

A number of members expressed concern that matters of this nature be addressed to the entire Board, prior to approval.

Staff Sergeant Freeburn reported a busy summer. Discussion was held regarding the court trials and associated Detachment details.

Staff Sergeant Freeburn presented a proposal to the Board with regards to Kim Guthrie requesting a pop up booth and board to assist in presentations to various groups, fairs or community schools or agencies associated with OPP. She attends to use the display units at such events as local fairs, community groups and schools. The total costs would be \$2,192.00. A handout was provided. Discussion was held.

Mrs. Burris requested that proposals be circulated prior to the meeting for review.

**MOVED BY** Mrs. Finnegan, **SECONDED BY** Mayor Mertens.

**THAT** the Board sponsor the purchase the board and pop up booth at a total cost of \$2,192.00.

**Carried.**

**8.0 Old Business**

**8.1 2010 Police Services Board Review**

**MOVED BY** Mrs. Burris, **SECONDED BY** Ms. Ryckman,

**THAT** the Draft 2010 Police Services Board Review be accepted.

**Carried.**

**8.2 Staff Sergeant Freeburn's Performance Appraisal.**

Discussion was held regarding conducting a six-month performance appraisal, rather than the traditional one year appraisal for Staff Sergeant Freeburn, as a result of his upcoming secondment. The Board and Staff Sergeant Freeburn agreed that this was a good idea. Board members were asked to have their evaluations in to Ms. Stanfield by the end of the month.

**8.3 Balance of Reserve funds**

Ms. Stanfield reported that the balance in the Reserve fund as of the end of July, 2011 was: \$46,537.00.

**8.4 Update on Auxiliary Police Proposal**

Staff Sergeant Freeburn updated the Board on the Auxiliary Policing in Prince Edward County.

**8.5 Board's Computer**

Ms. Stanfield advised the Board that the Board's computer needs to be replaced and updated.

**MOVED BY** Mrs. Burris, **SECONDED BY** Ms. Ryckman

**THAT** the Board support the purchase of a new computer. Ms. Stanfield will contact Shire Hall in this regard.

**Carried.**

**9.0 Next Meeting Date**

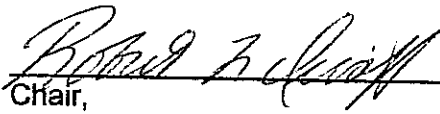
The Prince Edward Police Services Board next meeting is scheduled for Wednesday October 19, 2011 @ 1:30pm. at Shire Hall Committee Room.


**10.0 ADJOURNMENT**

**MOVED** by Mrs. Burris, **Seconded** by Mayor Mertens

**THAT** the Prince Edward Police Services Board meeting of September 21, 2011 be adjourned at 3:05 pm.

**Carried.**

  
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Chair,  
Robert Quaiff

  
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Secretary to the Board,  
Cathy Stanfield