

## Strathroy-Caradoc Police Services Board

**Minutes of Meeting  
Tuesday, March 19, 2019  
4:30 p.m.  
In the Council Chamber**

**52 Frank Street, Strathroy**

### 1. Roll Call:

Chair Steve Pelkman, Chair  
Vice Chair Kim Merklinger  
Mayor Joanne Vanderheyden  
Member Dave Cameron

### Also Present:

Mark Campbell, Chief, Strathroy-Caradoc Police Service  
Paul Landers, Deputy Chief, Strathroy-Caradoc Police Service  
Fred Tranquilli, Director of Legal & Legislative Services/Police Board Secretary  
Brianna Hammer-Keidel, Deputy Clerk (Recorder)  
Bill Dakin, Director of Finance/Treasurer  
Doug Payne, Manager of Human Resources  
William Versloot, HR Generalist/Payroll

### 2. Declaration of Pecuniary Interest. None.

### 3. Reading & Correction or Approval of Minutes

Moved by Mayor Vanderheyden and Vice Chair Merklinger

**THAT:** the minutes of the February 20, 2019 General Meeting of the Strathroy-Caradoc Police Services Board be approved as written. **Carried.**

### 4. Communications

- 4.1. **Hon. Sylvia Jones – Minister of Community Safety & Correctional Services**  
Resources and scheduled webinars regarding Community Safety and Well-Being Planning.

The Secretary presented the communication and invited members to sign up for group webinar sessions through the Legal & Legislative Services Department.

Moved by Vice Chair Merklinger and Member Cameron

**THAT:** the communication be received for information. **Carried.**

## 5. Review of Monthly Police Service Reports

- 5.1. Monthly Activity Reports
- 5.2. Community Services Report
- 5.3. Staff Time Reports
- 5.4. Use of Force Report
- 5.5. FOIPPA Report

Moved by Mayor Vanderheyden and Member Cameron

**THAT:** the February 2019 monthly reports be received. **Carried.**

## 6. Other Business

- 6.1. 2019 Budget Update & Approval Process

The Director of Finance/Treasurer reviewed the 2019 Budget process, which is still underway. The next Finance Committee meeting is scheduled for March 25

- 6.2. Upcoming OAPSB Spring Conference

Chair Pelkman, Mayor Vanderheyden, and Member Cameron are registered to attend. Others interested in attending may register via the Legal & Legislative Services Department.

Chief Campbell noted that the next OACP Zone 6 meeting is scheduled for April 17, 2019.

- 6.3. Items from Chief M. Campbell

- 6.3.1. Ministry Inspection Update

Chief Campbell reported that the Major Case Management Inspection Response has been reviewed by the Ministry. The Chief will work to incorporate received comments and suggested revisions and will have an update for the next meeting.

## 7. Unfinished Business. None.

## 8. New Business

- 8.1. Adoption of Municipal Procedural By-Law to Govern Proceedings of Strathroy-Caradoc Police Service Board Meetings

Secretary Tranquilli presented the Municipal Procedural By-Law, noting that the most recent by-law governing Police Board proceedings was adopted in 2004. The Municipal by-law was drafted to be applicable to committees and boards. A provision in the by-law stipulates that provincial or superior legislation would supersede the local by-law.

Moved by Mayor Vanderheyden and Member Cameron

**THAT:** By-law 97-18 be adopted to govern the proceedings of the Strathroy-Caradoc Police Services Board. **Carried.**

## 8.2. Policy & Procedures – Status Review and Update

Moved by Vice Chair Merklinger and Member Cameron

**THAT:** the Police Board Secretary be directed to initiate a review of policies and procedures and report back to the Board at the first opportunity. **Carried.**

## 8.3. Community Well Being Plans

Interested members were directed to contact Legal & Legislative Services regarding the upcoming Webinars.

## 9. Enquiries or Comments by Members. None.

## 10. In Camera Matters

Moved by Member Cameron and Vice Chair Merklinger

**THAT:** the meeting move In Camera to discuss financial and personal matters, and to review labour relations matters. **Carried.**

## 11. In Camera Report

The Secretary reported that progress was made on a labour matter and legal matter.

## 12. Schedule of Meetings

Moved by Member Cameron and Vice Chair Merklinger

**THAT:** the Strathroy-Caradoc Police Service Board meeting schedule be amended to change the May meeting date to Wednesday, May 29, 2019 at 4:30 p.m. **Carried.**

- Tuesday, April 16 @ 4:30 p.m. – Council Chambers
- **Wednesday**, May 29 @ 4:30 p.m. – Council Chambers
- Tuesday, June 18 @ 4:30 p.m. – Council Chambers
- July – Call of the Chair

## 13. Adjournment

Moved by Mayor Vanderheyden and Vice Chair Merklinger

**THAT:** the meeting adjourn at 6:40 p.m. **Carried.**

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Secretary

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Chair S. Pelkman