



AGENDA
Community Policing Advisory Committee

May 15, 2019

9:00 am

Council Chambers, Town Hall
175 Queen Street East, St. Marys

Pages

1. CALL TO ORDER

2. DECLARATION OF PECUNIARY INTEREST

3. ADDITIONS TO THE AGENDA

THAT the May 15, 2019 Community Policing Advisory Committee agenda be accepted as presented.

4. ADOPTION OF MINUTES FROM PREVIOUS MEETING

3

THAT the minutes of the April 17, 2019 Community Policing Advisory Committee meeting be approved and signed by the Chair and Secretary.

5. BUSINESS ARISING FROM MINUTES

5.1 Report Back - Summer Bicycle Patrol

6. DELEGATIONS

None received.

7. REPORTS

7.1 Stratford Police Service Monthly Operating Report - April 2019

8

THAT the April 2019 Stratford Police Service monthly report be received.

THAT the April 2019 Crime Stoppers report be received for information.

8. CORRESPONDENCE

None received.

9. OTHER BUSINESS

9.1 CAO 39-2019 Police Space Needs and CPAC Priorities Discussion

16

THAT CAO 39-2019 Police Space Needs and CPAC Priorities be received for discussion.

10. UPCOMING MEETINGS

May 15, 2019 - 4:30 pm, Stratford Police Services Board Meeting, Stratford Rotary Complex (Mansbridge Room)

June 19, 2019 - 9:00 am, Council Chambers (Discussion re: representative to Stratford PSB)

July - No Meeting

August - No Meeting

11. ADJOURNMENT

THAT this meeting of the Community Policing Advisory Committee be adjourned at _____ am.



MINUTES
Community Policing Advisory Committee

April 17, 2019
9:00am
Council Chambers, Town Hall

Committee Members Present: Councillor Winter
Councillor Craigmile
Doug Diplock
Jacqueline Hibbert
Paul Dunseith

Committee Member Regrets Mayor Strathdee

Stratford Police Services Present: Chief Greg Skinner
Community Resources Officer Keating

Staff Present: Jenna McCartney, Secretary

1. CALL TO ORDER

Chair Winter called the meeting to order at 9:03 am.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. ADDITIONS TO THE AGENDA

Doug Diplock asked that one item be added under Other Business; 1. High Incidence / High Enforcement Areas.

Chief Skinner asked that two items be added under Other Business; 1. Ontario Cannabis Legalization Implementation Fund, and 2. Bicycle Patrol.

Moved By Jacqui Hibbert

Seconded By Paul Dunseith

THAT the April 17, 2019 Community Policing Advisory Committee agenda be accepted as amended.

CARRIED

4. ADOPTION OF MINUTES FROM PREVIOUS MEETING

Moved By Doug Diplock

Seconded By Paul Dunseith

THAT the minutes of the March 20, 2019 Community Policing Advisory Committee meeting be approved and signed by the Chair and Secretary.

CARRIED

5. BUSINESS ARISING FROM MINUTES

5.1 Stratford Police Services Board Meeting

All members and the Secretary will be present at the Stratford Police Services Board meeting on May 15, 2019.

5.2 Minutes of Stratford PSB and Perth South CPAC

Chair Winter confirmed that the minutes of Stratford Police Services Board meetings and Perth South Community Policing Advisory Committee will be posted on their respective websites for public review.

5.3 Recommendation to Council Regarding Speed Limit Reduction

Chair Winter updated the Committee on the proceedings at Council.

Paul Dunseith asked if the police or the Town would be able to qualify whether the number of Highway Traffic Act infractions laid is comparative to the traffic volume in the area. Chief Skinner confirmed that the Stratford Police Service would be able to qualify if the rate of traffic incidents is typical for the traffic volume.

Jacqui Hibbert suggested that all parties wait an additional six months to determine if there is a need to reduce the speed limit along Queen Street.

The Committee was of the consensus that it await the pending staff report.

6. DELEGATIONS

Chair Winter reported that there was a photograph taken of the Chair and the Community Resource Officer for the Town's website.

7. REPORTS

7.1 Stratford Police Service Monthly Operating Report - March 2019

The Crime Stoppers March report was provided to the Committee at the beginning of the meeting. No further discussion on the matter occurred.

Chief Skinner provided an overview of the March operations report.

In response to Chair Winter's inquiry about training, Chief Skinner stated that the police receive regular intervals of training related to supporting persons with mental health complexities.

In response to Paul Dunseith's inquiry about statistics, Chief Skinner stated that the police will break out the nature of proactive charges in the future (ie: HTA charges vs. others)

Chief Skinner stated that the sexual assault report noted in the monthly statistics originated from a nursing home and the compliant was deemed unfounded. No further action on this matter.

Chief Skinner acknowledged that the police check and media release numbers are reflective of Perth South, not St. Marys. Correct data was verbally shared with the Committee.

8. CORRESPONDENCE

None.

9. OTHER BUSINESS

9.1 Areas of High Incidence and High Enforcement

In response to the concerns addressed by the Committee about a specific apartment building in St. Marys, Chief Skinner stated that the police and Stratford Social Services have engaged in conversation about the situation. Stratford Social Services have acknowledged recent placement issues and will put additional checks in place in the future to reduce the occurrence. Both parties are actively looking for solutions to improve the situation, and Stratford Social Services is planning for investments in additional security technology for the building.

In response to the concerns addressed by Doug Diplock about high incidence and high enforcement areas, Chief Skinner stated that a number of factors contribute to the development of high enforcement areas including community engagement, criminal incident analysis and consultation with the Committee.

In response to Doug Diplock's inquiry about the areas of high incidence for Highway Traffic Act infractions, Community Resource Officer Nick Keating stated that all arterial entries to Town are being monitored by the police.

9.2 Cannabis Legalization Implementation Fund

Chief Skinner stated that the provincial government will provide St. Marys with Cannabis Legalization Implementation funding in installments. There are a number of programs with which the municipality may decide to direct the use of the funds.

Chief Skinner stated that the police are seeking consent from the Town to develop a plan that identifies a strategy for responsible use of cannabis.

Moved By Doug Diplock

Seconded By Paul Dunseith

THAT the Community Policing Advisory Committee approve request of the Stratford Police Service to work towards developing a plan in cooperation with other stakeholders for implementing programs related to the use of cannabis legalization implementation funds.

CARRIED

9.3 Bicycle Patrol

Chief Skinner stated that the Stratford Police Service is seeking approval from the Committee to draft a proposal for a seasonal bicycle patrol.

The Committee was of the consensus that a bicycle patrol in St. Marys would be ideal.

Moved By Doug Diplock

Seconded By Jacqui Hibbert

THAT the Community Policing Advisory Committee approve the request from Stratford Police Service to develop a plan for implementing a bicycle patrol within the Town of St. Marys and to report back to the Committee at a future date.

CARRIED

10. UPCOMING MEETINGS

Chair Winter reviewed the upcoming meetings as presented on the agenda.

11. ADJOURNMENT

Moved By Jacqui Hibbert

Seconded By Paul Dunseith

THAT this meeting of the Community Policing Advisory Committee be adjourned at 10:09 am.

CARRIED

Chair Winter

Brent Kittmer, CAO / Clerk, Secretary

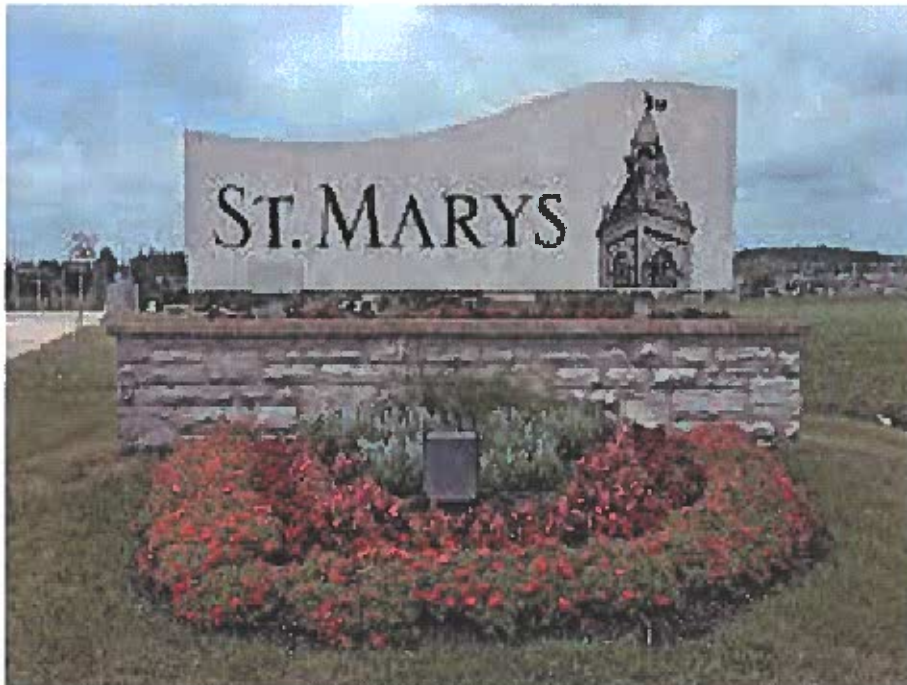
Stratford Police Service



SERVING SINCE 1854

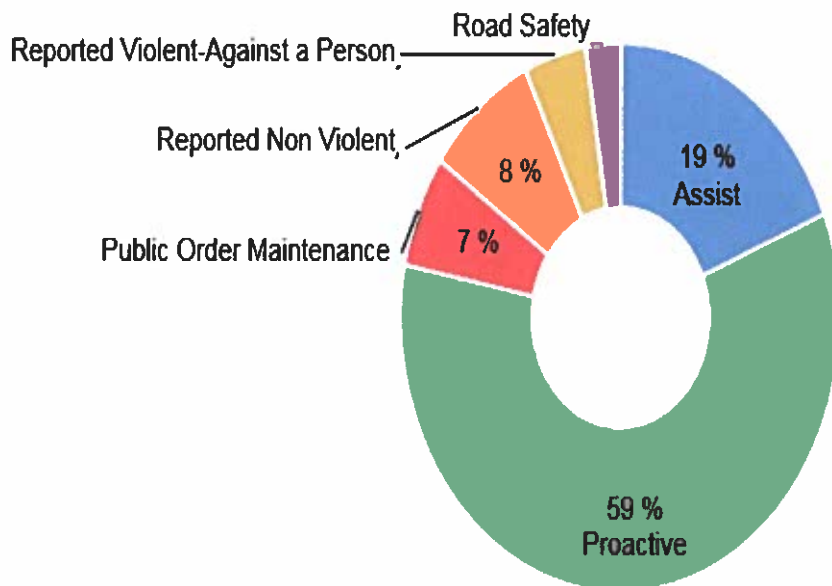
BOARD MONTHLY STATS

**St Marys
2019 April**



OCCURRENCE STATISTICS					
	Same Month Last Year	Last Month	Current Month	Last Year Nov 5 to Dec 31	Current Year
OCCURRENCES	2018 Apr	2019 Mar	2019 Apr	Total 2018	Total YTD
CALLS FOR SERVICE	\	316	297	493	1178
E-TICKETS included in total	\	103	86	90	317
PON WARNINGS	\	46	42	61	176
CHARGES LAID (CC, HTA, CDSA, CCA)	\	129	105	111	410
YOUTH CHARGED	\	0	1	1	2
YOUTH DIVERTED	\	0	0	2	0
FALSE ALARMS	\	6	8	13	35
HATE / BIAS INCIDENTS	\	0	0	0	0
MENTAL HEALTH RELATED - RPT	\	2	1	13	11
SUICIDES (includes attempted)	\	0	0	1	1
OVERDOSES	\	0	0	1	0
DOMESTIC RELATED OCC'S	\	10	4	17	23
OCC'S WITH DOMESTIC CHARGES	\	4	0	1	6

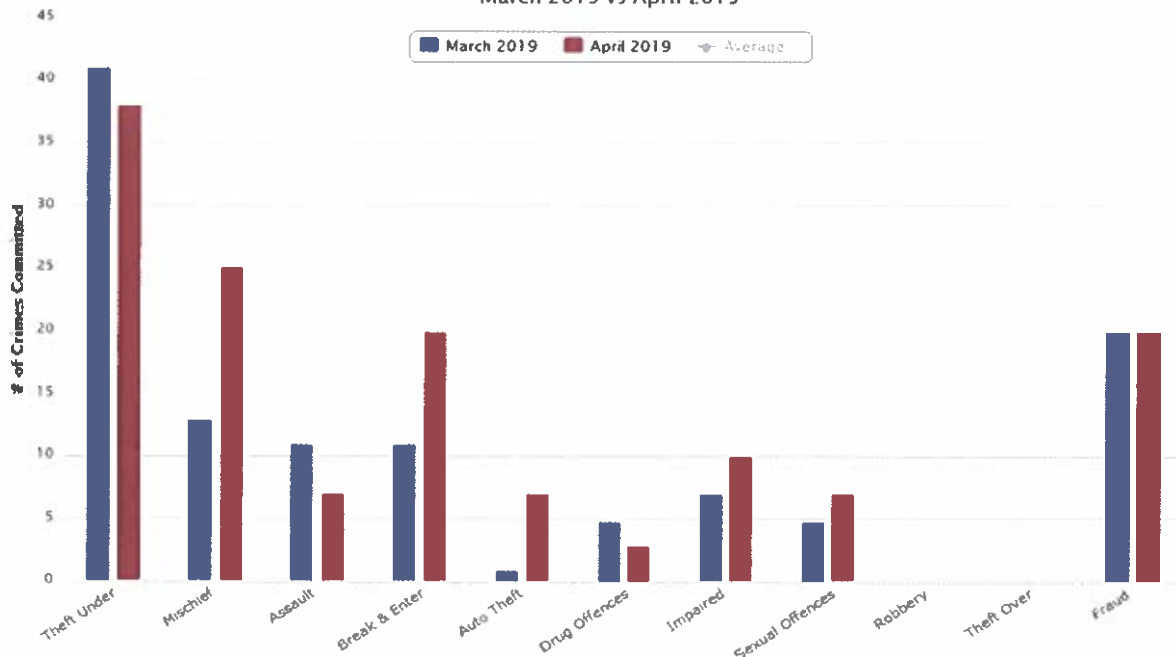
Occurrence Count by Category/Type/SubType



APRIL 2019
St Marys

OCCURRENCE CRIME REPORT					
	Same Month Last Year	Last Month	Current Month	Last Year Nov 5 to Dec 31	Current Year
OCCURRENCES	2018 Apr	2019 Mar	2019 Apr	Total 2018	Total YTD
VIOLENT CRIME					
ASSAULT	\	4	1	2	6
SEXUAL OFFENCES	\	1	0	0	1
ROBBERY	\	0	0	0	0
PROPERTY CRIME					
BREAK & ENTER	\	1	2	16	16
MISCHIEF	\	1	2	4	8
AUTO THEFT	\	0	3	3	6
THEFT OVER - OTHER	\	0	0	0	0
THEFT UNDER - OTHER	\	3	2	8	13
SHOPLIFTING	\	1	1	2	4
THEFT FROM MOTOR VEHICLE	\	2	1	3	7
FRAUDS	\	1	5	4	10
FRAUD ATTEMPTS	\	0	0	4	3
DRUG/ALCOHOL CRIME					
DRUG OFFENCES	\	1	0	2	3
IMPAIRED BY ALCOHOL	\	0	0	0	0
IMPAIRED BY DRUG	\	0	0	0	0

March 2019 vs April 2019

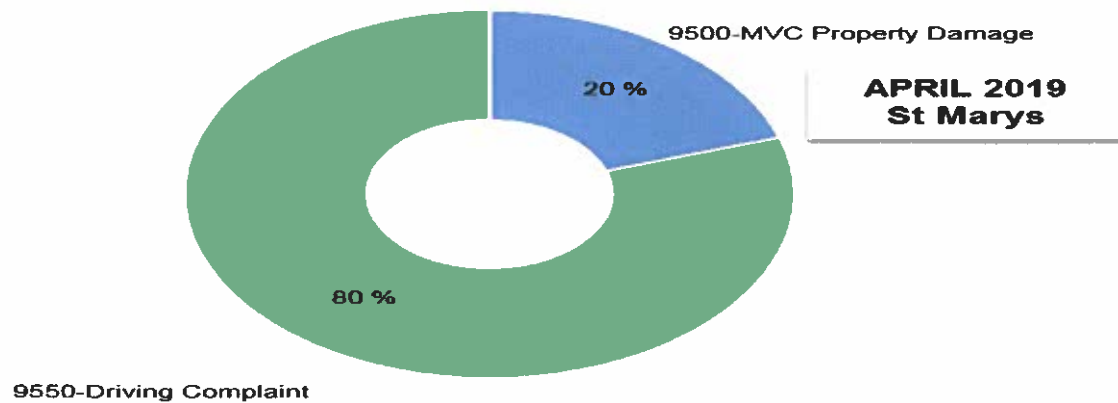


* Above chart includes Stratford and Perth South.

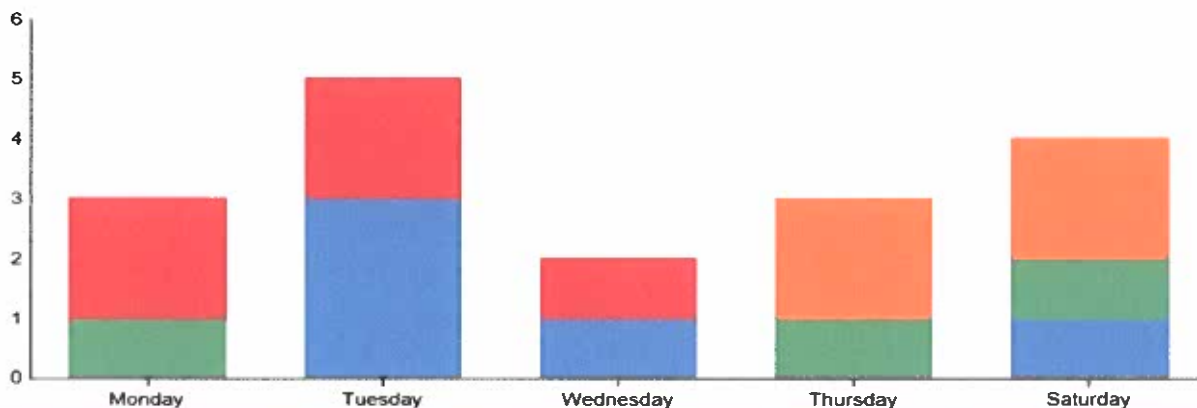
FOCUSED PATROLS
270 Queen St - walk through
St Marys Downtown - walk through

MOTOR VEHICLE COLLISIONS					
	Same Month Last Year	Last Month	Current Month	Last Year Nov 5 to Dec 31	Current Year
OCCURRENCES	2018 Apr	2019 Mar	2019 Apr	Total 2018	Total YTD
MVC Total	\	5	4	22	23
MVC Personal Injury	\	0	0	2	0
MVC PD Only	\	3	4	15	17
MVC Hit & Run	\	2	0	5	6
MVC Fatal	\	0	0	0	0
TOP 5 E-TICKETS ISSUED	\	101	82	67	303
Speeding	\	71	54	56	199
No validation on plate	\	10	16	5	47
No validated permit	\	13	7	5	29
Driving while under suspension	\	3	4	0	14
Fail to surrender licence	\	4	1	1	14

Occurrence Count by Category/Type/SubType



Occurrence Count by Day of Week



TRAFFIC STATISTICS

OCCURRENCES	2019 Apr	Vehicles Stopped	Charges Laid
RIDE PROGRAMS	0	0	0
VEHICLE PURSUITS / FAIL TO STOP	0	0	0

MEMBER DEVELOPMENT/TRAINING

Number Attending	Type of Course/Workshop	Location	Duration
2	Basic Constable Training	OPC	19 days
4	Annual Training	SPS	3 days
1	Annual Training	SPS	2 days
2	The 360 Dispatcher	Burlington	2 days
1	The 360 Dispatcher	Burlington	1 day
1	Use of Force Trainer	OPC	5 days
1	BTOC	Waterloo	20 days
1	Transport Canada Seminar	York Regional Police	1 day
1	FAPL	OPC	5 days
1	ASIST Suicide Intervention	Dublin	2 days
4	Confidential Informant Course	Waterloo	2 days
2	Confidential Informant Course	Waterloo	6 days
1	Basic Pipeline Convoy	OPC	3 days
2	SCOPE Training	Waterloo	1 day
2	Property Training	St. Thomas Police	1 day

MEMBER COMMENDATIONS/RECOGNITIONS

Member Name	Reported By	Type of Occurrence

RECRUITMENT

Competition	Competition Status	Number of Applicants	Standing
Special Constable	Closed	66	Final - J.Deichert & M.Paton
Constable (2)	Closed	1	Final - J.Jeffrey (Internal)
Park Patrol (Seasonal)	Closed	30	Final - M.Atchison, D.Pacheco & T.Ritsma
Clerk (Internal & External)	Open	5	Ongoing

POLICE CHECKS - ST MARYS

Type	Walk-in Applications	On-Line Applications	Money Collected
Criminal Records Check - Volunteer			\$ -
Criminal Records Check - Employment			\$ -
Criminal Record and Judicial Matters Check - Volunteer			\$ -
Criminal Record and Judicial Matters Check - Employment	1		\$ 25.00
Police Vulnerable Sector Check - Volunteer	6	9	\$ 375.00
Police Vulnerable Sector Check - Employment	4	11	\$ 750.00
Insurance Request			\$ -
TOTAL:	11	20	\$ 1,150.00

COMMUNITY RESOURCES - ST. MARYS

ELEMENTARY SCHOOL	Kids Program #8 X2 Little Falls Elementary Kids Program #7 at Holy Name Kids Programs #8 at Holy Name Attended both Holy Name and Little Falls weekly
HIGH SCHOOL	Social media safety assembly X2 at DCVI to whole school Project IMPACT meeting at DCVI Attended DCVI Daily
COMMUNITY EVENTS	CPAC Meeting Planned Fraud talk for St Marys to be delivered May 15
OTHER INITIATIVES	Crimestoppers meeting Met with Optimist of Perth South re St Marys Bike Rodeo

MEDIA RELEASES - ST. MARYS

DATE	DESCRIPTION
April 9/19	19-6179 - Dirt Bikes Causing Problems
April 26/19	Carbon Tax Scam



PERTH COUNTY CRIME STOPPERS
245 Main St. N., EXETER, Ontario
Phone: 519-235-0110 crimestopper@ezlink.ca

Coordinator's Month-End report April 2019 Coordinator O.P.P. Constable Juanita Draper

E-mail: crimestopper@ezlink.ca

To: Inspector Rob Scott, Perth County OPP
Chief of Police Greg Skinner, Stratford Police Service
Staff Sergeant Steph Pilon, Perth County OPP
D/Sgt. Victoria Loucks, Perth County OPP
Sgt. Manny Coelho, North Perth OPP
Sgt. Scott Bentley, West Perth OPP
Constable Nick Keating, Stratford Police Service – Crime Stoppers Liaison
P/C Shawn McFalls

Monthly Statistics for April 2019

- 24 Total Calls to Perth County Crime Stoppers this month (tips and follow up calls)
- 12 New codes issued for Perth County Crime Stoppers

- 06 Total new OPP tips (Perth County only)
 - 00 Perth Drugs
 - 06 Perth Intelligence
- 06 Total new Stratford Police Service tips
 - 01 Stratford City Drugs
 - 05 Stratford City Intelligence
- 0 Assigned out to other Crime Stopper Programs (caller in Perth County)
- 0 Assigned out to other agencies (i.e. Health unit, OSPCA, M.N.R., R.C.M.P.)

April Tips by Type

Assault: 1
Bail Violation: 2
Drugs: 1
HTA: 3
Mischief: 1
Missing Person: 1
Terrorism: 1
Theft: 1
Sex Assault: 1

2019 Year To Date Highlights

Highlights for Perth County

	YTD	S.I. (1988)
TIPS	46	5,694
Arrests	4	775
Cases Cleared	1	1353
Charges Laid	1	1222
Weapons Seized	0	546
Rewards Approved	\$350	\$70,865
Property Recovered	\$1,258	\$2,363,790
Drugs Seized	\$25,000	\$4,332,188
Total Drugs & Property	\$26,258	\$6,670,978

Upcoming Events

DATE	LOCATION	EVENT
May 8th	Clinton	Joint H & P Board Meeting
May 30th – June 2nd	Windsor	OACS Conference
June 12th	Clinton	Joint H & P Board Meeting
August 4th	Goderich	Runway Classic
August 10th	Mitchell	1st Annual HP Golf Tourney

Administrative

- Commenced merging our Boards (H&P) into one by starting with combining all bank funds as suggested by Boards' Accountant. Next meeting will be combined with Merger Committee being formed to deal with issues as they arise.
-

FORMAL REPORT

To:	Chair Winter and Members of Community Policing Advisory Committee
Prepared by:	Brent Kittmer, CAO/Clerk
Date of Meeting:	15 May 2019
Subject:	CAO 39-2019 Police Space Needs and CPAC Priorities Discussion

PURPOSE

The purpose of this report is to facilitate the Committee's discussion with the Chief and Deputy Chief regarding space needs for police operations in St. Marys. Following that discussion, the report provides an opportunity for the Committee to review and agree upon priorities for their term of office.

RECOMMENDATION

THAT CAO 39-2019 Police Space Needs and CPAC Priorities be received for discussion.

BACKGROUND

The contract for service with the Stratford Police Services calls for the Town, via CPAC, to complete a review of the agreement after the agreement has been in effect for one year. Specifically, the agreement sets out the following:

37. The Committee shall conduct a review of the state of the Town's police service, on such terms of reference as the Committee may adopt, after this Agreement has been in effect for one (1) year, and periodically thereafter, and shall report its findings to Council.

38. The Chief, the City and the Board shall participate in and cooperate with the Committee in completing the review, including providing such information as may be reasonably requested by the Committee.

39. The purposes of the Review shall be:

(a) To evaluate the success of this Agreement in providing adequate and effective police services to the Town;

(b) To assess the cost impacts of this Agreement on the City, the Town and the Board; and,

(c) To make any recommendations to the City, the Town and the Board as may be appropriate in light of the findings.

40. Any recommendations resulting from the Review shall be non-binding and shall not affect the rights and obligations of any party under this Agreement unless mutually agreed to in writing.

Through the course of the first 4 months of the term, CPAC has indicated a desire to discuss the space needs of the police services. In addition, now that the Committee has been seated for 4.5 months the CAO is suggesting that the Committee may wish to review and agree upon priorities and outcomes for the term. The CAO has provided information below to help facilitate this discussion. The Chief and

Deputy Chief are also prepared to provide a review of the first 6 months of operations to assist the Committee in their discussions.

REPORT

Discussion #1: Review of Police Space Needs

When negotiating the police service contract, the former Council had a high-level discussion regarding the preferred location of the police services. For that Council, their key points were:

- The police should be visible and accessible, and preferably located in the downtown.
- That Town Hall should serve as the home for the police during the operational transition. Once operations had been established to a steady state, that space needs be considered as a part of the 1-year contract review.
- A downtown storefront location could be considered to increase visibility, on the advice of the police regarding suitability.
- An understanding that the operating protocols for St. Marys would mean that for certain activities, the officer assigned to St. Marys may need to take a person to Stratford for processing/questioning/interviews. It was understood and accepted that in these cases, the Perth South officer would be available to respond to St. Marys calls.

The Chief and Deputy Chief are prepared to speak to their current experiences in St. Marys and how the space at Town Hall is functioning. Several options to consider are:

Town Hall

- Town Hall provides a total of 600 square feet of office space for the police.
- The key advantage of this space is that when a patron needs to see the police during business hours, Town staff can provide reception services.
- The main disadvantage is that Town staff can be exposed to agitated individuals and sensitive information.
 - This concern was discussed with the Chief and Deputy Chief. They have recommended a review of the space by their experts in crime prevention by environmental design.
 - This review would determine what, if any, operating processes and physical space changes may need to be made to ensure that staff feel safe.
 - In addition, front line staff can be provided with training similar to the civilian receptionists at the Stratford Police headquarters so that they feel prepared to receive individuals seeking the police.
- There has been discussion that this space could be better used as a Tourism office if the police were relocated. However, this is not the direction of the Town's Strategic Plan. The Strategic Plan calls on the Town to evaluate a downtown storefront as the seasonal tourism office.

Downtown Store Front

- The advantage of a downtown storefront would be a dedicated space for the police.
- This option would maintain the downtown visibility of the police desired by the former Council.
- Disadvantages include:
 - A new rent cost for the Town to take on.
 - Although the police would be visible, there is no receptionist position in the contract.

- Without a receptionist, the location would need to be locked when a police officer is not present which may impact public access to the police. Adding a receptionist position would be a new cost to the contract.

Co-Location at the Firehall

CPAC has indicated a desire to discuss the space needs of the police services and the possibility of co-location at the fire hall. Some points for CPAC to consider:

- Presently, the Town is planning for a modernization of the existing building and a 4,300 square foot addition to the existing footprint.
- The project is a “needs only” undertaking, addressing current health and safety issues at the fire hall and providing capacity for growth into the future. The total cost of the project is projected at \$1.64M, with construction planned for spring 2020.
- During the design of the fire hall project, co-location of the police has not yet been considered.
- Assuming that 600 square feet is adequate for the police, the cost to add this additional office space to the scope of work is estimated to be \$130,000 (including engineering and contingencies). This cost does not include furnishings and equipment.
- Depending on the vision for the space (i.e. office space only vs. full turn-key operating) there would be additional costs of equipment to purchase.
 - The Police Chief advises that, depending on the level of sophistication of the space, the Town may assume some responsibility for meeting the requirements of the *Adequacy and Effectiveness for Police Services Act*. This is an important point because a key reason for contracting out police services is that Council did not want to become responsible for these legislative requirements.
- The physical property space at the fire hall is limited, and it is the Town’s current intent to maintain the skate park as is. A rendering of the conceptual design is provided and attached to this report. The plan is to maintain a through route to the back of the building, and this will be bracketed by parking immediately alongside the building and in the current grassed area for firefighters when they respond.
 - During the design of the renovation, Fire Chief Anderson did visit fire halls where the police were co-located. He reports that in those cases there is a full separation from the fire department, and dedicated parking for the police away from the fire parking. This may be difficult to fit into the existing footprint, and may dictate a re-think of the fire hall design.
- Co-locating at the fire hall would remove the police presence from the downtown. This was an important point for the former Council, does it remain important today?
- The current contract with the Stratford Police is 5-years. Long term, if the Town were to decide to move away from the Stratford Police Services, would there be a need for a dedicated police space at the fire hall or would this become redundant?

Discussion #2: Discuss and Agree Upon Priorities and Outcomes for the Term

When municipal governments are successful, a contributing factor is the fact that there is a common direction and agreed upon priorities. For some advisory committees, Council has specifically assigned priorities to the committee. For others, like CPAC, Council has not provided any specific direction.

The 2018-2022 CPAC is now 4.5 months into its term, and has a good understanding of how police services are delivered. It is that CAO’s suggestion that the Committee may now wish to discuss their priorities /goals for their term of office. Out of this discussion, the CAO is asking the Committee to review and agree upon the direction of the Committee, what its priorities are, and what the key outcomes of the term will be.

To prepare for this conversation, Committee members may want to develop their own personal list of what they believe to be the top policing issues facing the Town, or what the top priorities of the Committee should be. Framed another way, what is it that the Committee wants to look back on at the end of the term and say “we accomplished that”?

As a helpful resource, the terms of reference for CPAC have been attached to this report. The roles and responsibilities of the Committee are reprinted below:

The CPAC’s responsibilities will be analogous to Section 10(9) (b), (c), and (e) of the Police Services Act, including:

- *Meeting on a monthly basis, or more frequently if necessary, to advise the Chief of police, or his/her designate, in regards to the needs, objectives and priorities for police services in the Town.*
- *Establishing, after consultation with the Chief of Police, or his/her designate, any local policies with respect to police services.*
- *Receiving monthly reports from the Chief of Police, or his/her designate.*
- *Monitoring the performance of the police services.*
- *Receiving regular reports from the Chief of Police, or his/her designate on disclosures and decisions made under Section 49 Police Services Act (secondary activities).*
- *Reviewing the Chief of Police’s administration of the complaints system under Part V of the Police Services Act and receive regular reports from the Detachment Commander or his or her designate on his or her administration of the complaints system.*

Further, the responsibilities of the CPAC shall also include:

- *Reviewing the annual policing budget submission and recommending to Council to adopt or dispute the annual budget. This includes working with the contract police service provider to resolve any budget concerns prior to making a recommendation to Council to proceed with formal dispute resolution.*
- *Conducting reviews of the state of the Town’s police service, on such terms of reference as the CPAC may adopt. The first such review shall be after the contract policing has been in effect for one (1) year, and periodically thereafter. The CPAC shall report its findings to Council. At a minimum, the purpose of the review(s) shall be:*
 - *To evaluate the success of the contract police services in providing adequate and effective police services to the Town;*
 - *To assess the cost impacts of this contract police services on the Town; and*
 - *To make any recommendations to the Town and the Police Services Board for the contract services provider as may be appropriate in light of the findings.*
- *Researching and making recommendations to Council on how best to improve police services in the Town. This includes, but is not limited to, making recommendations to Council in regards to any preferred amendments to the police services agreement when periodic reviews of the contract policing services are completed.*
- *Selecting one member to represent the Town of St. Marys during Police Service Board meetings of the contract policing service provider. Such attendance will be to advise the Board with respect to objectives and priorities for the police services in the Town. The representative of the CPAC shall be a non-voting attendee.*

*The CPAC will **not** be responsible for the following:*

- *In accordance with Section 31(4) of the Police Services Act, the CPAC cannot interfere with day-to-day operations of the police services. Neither the CPAC as a body, nor any individual member of the CPAC, shall give orders or directions to the Chief of Police, his/her designate, or any member of the police force including administrative or civilian staff.*
- *Undertaking, supervising, or directing the day to day operations of any Town department;*
- *Administrative matters including giving directions to any member of Town staff.*
- *Reviewing the Town's or the police services' staff structure, staff compensation, or other staffing related matters.*
- *Approving budgets and capital projects.*
- *Performing project and program implementation.*
- *Reviewing any matter that may be subject to the Town's closed meeting provisions that is not within the mandate of the CPAC.*
- *Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.*

FINANCIAL IMPLICATIONS

None.

SUMMARY

As noted, this report is meant to facilitate a discussion regarding the space needs for the police, and to help the Committee determine its priorities for the term of office. Any recommendations or direction passed by the Committee will be forwarded to Council for review and approval.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

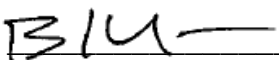
Stratford Police Services, Building and Development Department Staff

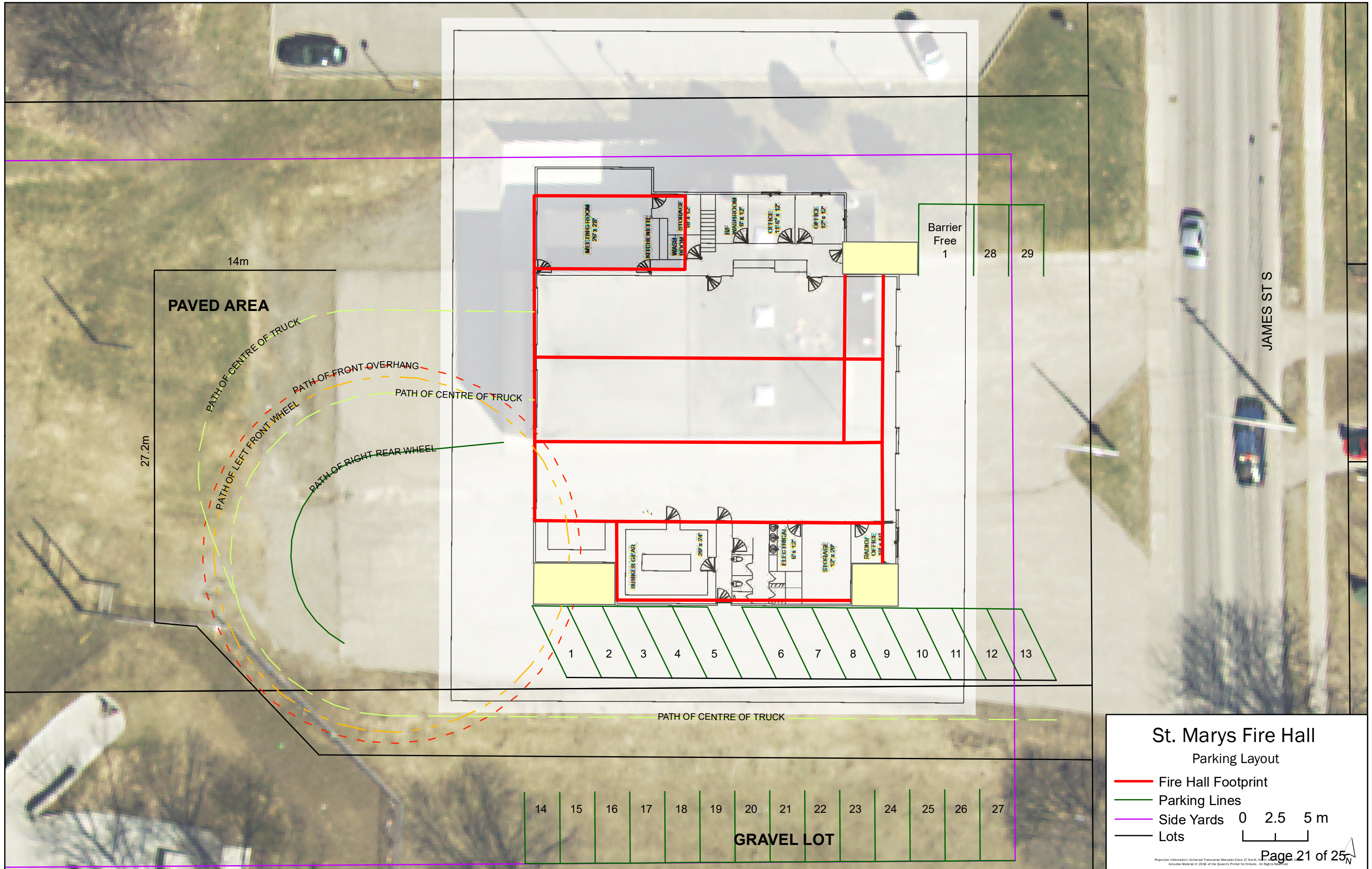
ATTACHMENTS

1. Conceptual Design and Layout of the Fire Hall Renovation Project.
2. CPAC Terms of Reference Approved by Council

REVIEWED BY

Recommended by the CAO


 Brent Kittmer
 CAO / Clerk



St. Marys Fire Hall
Parking Layout

- Fire Hall Footprint
 - Parking Lines
 - Side Yards
 - Lots
- 0 2.5 5 m

TOWN OF ST. MARYS

Community Policing Advisory Committee

Terms of Reference

MANDATE

The Community Policing Advisory Committee (“CPAC”) shall advise and assist Council and the citizens of the Town of St. Marys on matters relating to community policing.

The CPAC’s responsibilities will be analogous to Section 10(9) (b), (c), and (e) of the Police Services Act, including:

- Meeting on a monthly basis, or more frequently if necessary, to advise the Chief of police, or his/her designate, in regards to the needs, objectives and priorities for police services in the Town.
- Establishing, after consultation with the Chief of Police, or his/her designate, any local policies with respect to police services.
- Receiving monthly reports from the Chief of Police, or his/her designate.
- Monitoring the performance of the police services.
- Receiving regular reports from the Chief of Police, or his/her designate on disclosures and decisions made under Section 49 Police Services Act (secondary activities).
- Reviewing the Chief of Police’s administration of the complaints system under Part V of the Police Services Act and receive regular reports from the Detachment Commander or his or her designate on his or her administration of the complaints system.

Further, the responsibilities of the CPAC shall also include:

- Reviewing the annual policing budget submission and recommending to Council to adopt or dispute the annual budget. This includes working with the contract police service provider to resolve any budget concerns prior to making a recommendation to Council to proceed with formal dispute resolution.
- Conducting reviews of the state of the Town’s police service, on such terms of reference as the CPAC may adopt. The first such review shall be after the contract policing has been in effect for one (1) year, and periodically thereafter. The CPAC shall report its findings to Council. At a minimum, the purpose of the review(s) shall be:
 - To evaluate the success of the contract police services in providing adequate and effective police services to the Town;
 - To assess the cost impacts of this contract police services on the Town; and
 - To make any recommendations to the Town and the Police Services Board for the contract services provider as may be appropriate in light of the findings.
- Researching and making recommendations to Council on how best to improve police services in the Town. This includes, but is not limited to, making

recommendations to Council in regards to any preferred amendments to the police services agreement when periodic reviews of the contract policing services are completed.

- Selecting one member to represent the Town of St. Marys during Police Service Board meetings of the contract policing service provider. Such attendance will be to advise the Board with respect to objectives and priorities for the police services in the Town. The representative of the CPAC shall be a non-voting attendee.

The CPAC will **not** be responsible for the following:

- In accordance with Section 31(4) of the Police Services Act, the CPAC cannot interfere with day-to-day operations of the police services. Neither the CPAC as a body, nor any individual member of the CPAC, shall give orders or directions to the Chief of Police, his/her designate, or any member of the police force including administrative or civilian staff.
- Undertaking, supervising, or directing the day to day operations of any Town department;
- Administrative matters including giving directions to any member of Town staff.
- Reviewing the Town's or the police services' staff structure, staff compensation, or other staffing related matters.
- Approving budgets and capital projects.
- Performing project and program implementation.
- Reviewing any matter that may be subject to the Town's closed meeting provisions that is not within the mandate of the CPAC.
- Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.

COMMITTEE STRUCTURE

The composition of the CPAC is designed to reflect Section 27 (6) of the *Police Services Act* and shall consist of:

- The Mayor, or if the Mayor chooses not to be a member of the CPAC, another member of the Council appointed by Council.
- One further member of the Council appointed by Council.
- 3 members of the public appointed by Council.
- Eligible members of the public are those who are entitled to be an elector in the Town under section 17 of the Municipal Elections Act. For clarity, members do not necessarily have to be Canadian Citizens, but must reside in St. Marys or be a property owner (personal or business).
- Employees of the Town of St. Marys and members of the police services are not eligible to serve on Town committees. Immediate family members of employees are eligible, but only for Committees where there is no potential for a conflict of interest.

GENERAL RULES OF OPERATION

The St. Marys Community Policing Advisory Committee is subject to the control and direction of Council. All meetings of the CPAC are open to the public, and the Procedure By-Law governing the procedures for Council meetings shall be observed by the CPAC. The closed meeting provisions of the *Municipal Act* and the *Police Services Act* apply to meetings of the CPAC.

All appointed CPAC members will be voting members, and a quorum of the CPAC shall be the majority of those appointed by Council as members of the CPAC.

At the first meeting, the members shall determine the preferred day and time for CPAC meetings.

If the CPAC refuses or neglects to give due consideration to any matter assigned to it or before it, it may, by Council resolution, be discharged of its responsibilities.

APPOINTMENT OF CHAIR AND VICE CHAIR

The CPAC shall appoint a Chair and Vice Chair in accordance with the procedure set out in Section 28(1) and (2) of the *Police Services Act*. The members of the CPAC shall, at the first meeting held in January of each year, select from amongst its members, a Chair and Vice-Chair for a term of one year.

- The election of the Chair shall be conducted by the Town staff liaison to the CPAC.
- The election of the Vice-Chair shall be conducted by the Chair.
- Any votes required under this section shall be taken as described by the provision of Section 61(1) and (2) of the *Municipal Act*, which requires that each member of the CPAC present shall indicate his or her vote openly, and that no vote be taken by ballot or any other method of secret balloting.

ROLE OF CPAC CHAIR

- In accordance with the Town's Procedure By-Law, preside at all meetings, and control proceedings and discussion to ensure smooth transition of the business as listed on the agenda.
- Vote on all matters requiring a formal motion.
- Report on the activities of the CPAC and of the police services to Council as required.

ROLE OF CPAC MEMBERS

The CPAC members shall:

- Report to the Chair any issues that they feel should be addressed by the CPAC.
- Attend and participate in CPAC meetings.
- Contribute time, knowledge, skill and expertise during meetings in order to fulfill the CPAC's mandate and report their concerns and issues to the CPAC.
- Abide by the procedural decisions made by the Chair.
- Disclose any pecuniary interests per the requirements of the *Municipal Conflict of Interest Act*.

- Actively participate in carrying out the responsibilities of the CPAC.
- Be considered to be voting members of the CPAC.

ROLE OF TOWN ADMINISTRATIVE STAFF

The CAO/Clerk, or his/her designate, shall be the staff liaison to the CPAC.

The staff liaison's responsibilities include:

- Corresponding with members of the CPAC.
- Acting as the CPAC Secretary, including agenda preparation and minute taking.
- Giving notice of meetings and preparing all associated correspondence.
- Preserving all records and correspondence in accordance with the Town Records Retention By-law.
- Acting as a resource personnel for Town policies and procedures.

REPORTING REQUIREMENTS

CPAC minutes are to be provided to the CAO/Clerk for insertion on the Council agenda. Recommendations for Council's consideration are to be presented to Council in an appropriate format under signature of the CAO/Clerk.

FINANCIAL RESOURCES OF THE COMMITTEE

Members of the public serving on the CPAC will receive remuneration in the amount of \$20.00 per meeting attended. There will be no remuneration for Council members serving on the CPAC.

Reimbursement for travel and other expenses incurred in the performance of CPAC duties will be paid in accordance with the Town's policies.

Any financial requirement of the CPAC shall be approved by Council prior to expenditure.

FREQUENCY OF MEETINGS:

The CPAC will meet a minimum of monthly, with the exception of the months of July, August and December.

TERM

The term of the CPAC shall coincide with the term of the appointing Council.