



**AGENDA – OPEN MEETING
THURSDAY JUNE 9, 2022 AT 9:30 AM**

CORNWALL CIVIC COMPLEX SALON ‘B’

Excerpt from the Ontario Police Services Act:

Meetings

35. (1) The board shall hold at least four meetings each year.

Quorum

(2) A majority of the members of the board constitutes a quorum.

Proceedings open to the public

(3) Meetings and hearings conducted by the board shall be open to the public, subject to subsection (4), and notice of them shall be published in the manner that the board determines.

Exception

(4) The board may exclude the public from all or part of a meeting or hearing if it is **of the opinion that**,

(a) 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; or

(b) **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. R.S.O. 1990, c. P.15, s. 35.

- **Call to Order and Roll Call**
- **Approval of the Agenda**
- **Conflict of Interest Declaration**
- 1. Adoption of the Open Meeting Minutes of May 5, 2022

Business & Correspondence:

2. Moment of Silence re Death of CPS Employee Carole Anne Levac – Chair MacDonald
3. Charitable Donation on behalf of Carole Anne Levac – Vice Chair Mike Payette
4. Promotion Announcements – Chief Spowart
5. Employee Recognition – Cst Lafleur – Chief Spowart
6. Staff Presentation – Hybrid Vehicles – S/Sgt George Knezevic
7. First Quarter Financial Statement – Chief Spowart
8. CPSB Right to Disconnect Policy
9. Police Auction Results Report – Deputy Chief Foy
10. OAPSB Spring Conference Update – Chair MacDonald
11. Upcoming Zone 2 Meeting – Secretary Cousineau
12. Request for Funding – Boys and Girls Club Cornwall/SDG – Secretary Cousineau
13. TD Canada Trust – Signing Authorities – Secretary Cousineau
14. Upcoming Board Meeting Schedule

ADJOURNMENT OF OPEN SESSION – In Camera Meeting to Follow

City of Cornwall
Financial Statement
as at March 31, 2022

Cornwall Police Services

	2021 Actuals Mar 31	2021 Budget	Y-T-D % used	2022 Actuals Mar 31	2022 Budget	Y-T-D % used
EXPENDITURES						
Salaries and Benefits	\$4,847,438	\$19,182,151	25.27%	\$5,148,499	\$19,921,669	25.84%
Purchase of Goods	\$178,732	\$958,688	18.64%	\$236,581	\$953,603	24.81%
Services and Rents	\$235,403	\$1,116,745	21.08%	\$300,119	\$1,132,998	26.49%
Financial and Transfers	\$466,582	\$1,278,161	36.50%	\$578,784	\$1,281,335	45.17%
Subtotal	\$5,728,155	\$22,535,745	25.42%	\$6,263,983	\$23,289,605	26.90%
Total Revenue	<u>\$341,292</u>	<u>\$1,849,818</u>	<u>18.45%</u>	<u>\$674,171</u>	<u>\$1,747,761</u>	<u>38.57%</u>
NET COSTS	<u>\$5,386,863</u>	<u>\$20,685,927</u>	<u>26.04%</u>	<u>\$5,589,812</u>	<u>\$21,541,844</u>	<u>25.95%</u>

Commentary

Purchase of Goods

Increased fuel costs may result in the fuel expense exceeding budget. Fuel was budgeted at \$1.10 a litre. Current fuel prices are trending high. The department will monitor fuel cost and report back to the Board in future reports.

Financial and Transfers

Financial and transfers are high due to contribution to capital and reserves booked at 100%.

Revenue

Revenue is above budget at this time due to the timing of Provincial grants.

Currently revenue from clearance letters is below target at first quarter. This is a normal as most school related activities occur in the second and third quarter.

Friday, July 8, 2022, Cornwall Golf & Country Club

Cornwall Police Service Board,

On behalf of BGC Cornwall/SDG, we are writing this letter to proudly announce the return of our annual SCRAMBLE FOR SUCCESS charity golf tournament in partnership with Fines Home Hardware Building Centre.

The pandemic has been tough on all of us, especially our kids. BGC has been supporting our youth with both in person and virtual programs for kids in Cornwall, Dundas and Glengarry. Your support helps BGC kids feel valued, safe and a sense of belonging.

The Boys & Girls Club is a grass roots organization which relies entirely on community support, fundraising activities, and grants. Cornwall Police Service Board has been a generous \$500 sponsor for many years. A heartfelt thank you. We inquire if would consider returning this year?

We hope you will consider being a part of our caring community for youth. For more information about our in-person and virtual programs and services, please check us out at www.bgccornwallsdg.com

Yours in Youth,



Jacquie Richards

Executive Director

613.935-9015





CORNWALL POLICE SERVICES BOARD (CPSB)

A POLICY TO ESTABLISH A RIGHT TO DISCONNECT FOR CIVILIAN BOARD EMPLOYEES

1. BOARD POLICY

- 1.01 The CPS Board values the health and well-being of its employees. Disconnecting from work, as appropriate, is vital to a person's well-being and helps employees achieve healthy and sustainable work-life integration. Disconnecting from work, as appropriate, also enables employees to work more productively during their assigned working hours and reduces the likelihood of employee exhaustion. Further, this policy is required in order to be compliant with an amendment to the *Employment Standards Act, 2000* (the "ESA"), specifically Bill 27, the *Working for Workers Act, 2022* (the "Act"). This Act introduced a new requirement for employers in Ontario to have a written policy on disconnecting from work for all employees covered by the *ESA*.

The above-noted policy will be adhered to for the following category of civilian employees:

- full-time
- part-time
- contract
- casual
- temporary

The CPS Board, as the employer for the CPS employees, will also adhere to the CPS General Order ADM141 – Right to Disconnect Policy, which is a policy establishing Right to Disconnect Guidelines for civilian employees, is attached hereto as an Appendix.

READ, PASSED, SIGNED AND SEALED AT A MEETING OF THE POLICE SERVICES BOARD, THIS 9TH DAY OF JUNE, 2022.

CHAIRPERSON

SECRETARY

**CORNWALL POLICE SERVICE
GENERAL ORDER – RIGHT TO DISCONNECT POLICY**

ADM141

	Directive Type Administrative Order	Revision Number 001
Distribution All Employees	Subject Right to Disconnect Policy	
	Effective Date 2022-06-01	Re-evaluation Period Annual
Applicable Standards Bill 27: Working for Workers Act. Employment Standards Act, 2000 (Ontario)	Review Date 2023-06-01	
Special Instructions None	Originator Deputy Chief of Police	

1. RATIONALE

1.01 The Cornwall Police Service (“the Service”) values the health and well-being of its employees. Disconnecting from work, as appropriate, is vital to a person’s well-being and helps employees achieve healthy and sustainable work-life integration. Disconnecting from work, as appropriate, also enables employees to work more productively during their assigned working hours and reduces the likelihood of employee exhaustion. Further, this policy is required in order to be compliant with an amendment to the *Employment Standards Act, 2000* (the “ESA”), specifically Bill 27, the *Working for Workers Act, 2022* (the “Act”). This Act introduced a new requirement for employers in Ontario to have a written policy on disconnecting from work for all employees covered by the *ESA*.

2. POLICY STATEMENT

- 2.01 It is the policy of the Service to establish guidelines in compliance with the Act. This policy will be reviewed and updated on an annual basis, or as required, to comply with legislative changes.
- 2.02 The Service recognizes that our employees have the right to, and should, disconnect from work outside of their normal work, unless there is an agreement to do so (ie. while “on-call”, “call-back” and overtime), subject to O. Reg. 285/01 of the Employment Standards Act, 2000 (ESA) (Ontario).
- 2.03 Recognizing that sworn members of the Service are not included in all conditions of the Employment Standards Act, this policy applies to all categories of civilian staff only.
- 2.04 The Service is committed to the health and wellbeing of all our employees. It is of the utmost importance to the Service, and we encourage and support our employees to prioritize their own wellbeing.

3. PROCEDURES

3.01 **Communications** - Employees have the right to disconnect from work outside normal working hours. There is no expectation that emails should be checked and/or sent, outside normal working hours, whilst also appreciating that where work patterns differ, some employees may

send communications at a time which is inconvenient to another i.e., where one employee works during the weekend, and another does not. Where this is the case, the sender should consider the timing of their communication and understand that the recipient will not be expected to respond until their return to work. Where a manager sends communications outside normal working hours, employees are not required to respond to said communications until their return to work.

- 3.02 **Automatic Email Replies** - All employees are required to activate an automatic response when taking vacation or a leave of absence. The response should advise the sender that you are unavailable, including the start and end date of the period of vacation or leave of absence and that you will respond to their email on your return or contact details for the employee filling in should be provided in the automatic response. In addition to the above, management will notify you should you be required to activate an automatic response at the end of your normal working day, which will simply advise the sender of your normal working hours and that you will respond to their email on your return to work.
- 3.03 **Meetings** - All employees should be mindful of the time of those whom they are inviting to attend a meeting, ensuring those invited play an active role and have something to contribute to the matters being discussed. Meetings, either virtual or in person, should only be scheduled within the attending employees working hours. Every effort should be made to schedule meetings within the employees working hours.
- 3.04 **Electronic Devices** - Some employees may be provided with handheld devices such as a mobile phone, laptop, tablet etc. These devices are provided to employees to allow flexibility in how such employees complete their work. Employees will be engaged via phone or text messages to address urgent operational matters.
- 3.05 **Employee Wellbeing** - The health and wellbeing of our employees is of great importance to the Service, and we strongly encourage our employees to adapt, if needed, and maintain a good work-life balance. The Service encourages all employees, including those who work remotely or work a flexible arrangement, to book in time with family/friends, engage in an activity after their normal working day, mute their work email accounts after working hours have ended and store their work-related electronic devices in a secure place when outside of working hours to allow themselves to switch off and properly disconnect from work. In addition, it is important that those undertaking a flexible working arrangement disconnect themselves from work, monitor their working hours and remember to take their breaks, as this is also important for their own wellbeing.



**BY ORDER OF: Shawna Spowart
Chief of Police**



CORNWALL POLICE SERVICE

340 PITT ST., CORNWALL, ON
(613) 933-5000

CPS GOES HYBRID



JUNE 9, 2022

FOR IMMEDIATE RELEASE

Cornwall, ON – The Cornwall Police Service (CPS) has added three new hybrid vehicles to its fleet as a means of becoming a more environmentally conscious police service.

Three 2021 Hybrid Ford Explorers have been added to the fleet, replacing older police vehicles that need to be cycled out of circulation. These new vehicles are identifiable with a “Hybrid” logo on the back gate of the vehicle.

“The Cornwall Police Service recognizes the need to reduce our carbon footprint, while also being conscious of rising fuel costs and their budgetary impact,” said Staff Sergeant George Knezevic, Officer in Charge of Infrastructure Services. “This is a first step towards eventually transforming our remaining vehicle deployment to a fully-hybrid fleet.”

“We have a responsibility to be leaders in our community by making sure that we appropriately allocate our funds towards purchases that are sustainable and beneficial to the community we serve, while ultimately keeping officers and members of the public safe,” he added.

Though light on fuel, these vehicles are just as powerful and effective as the gas-powered police vehicles. The Hybrid Ford Explorers are specifically built for police, offering heavy-duty suspension and brakes, as well as a more robust powertrain.

The move towards hybrid vehicles aligns with the Cornwall Police Service’s strategic priority of organizational excellence through modernizing infrastructure, as we work towards our vision of “a safer Cornwall.”



CORNWALL POLICE SERVICE BOARD REPORT



TO: Board Members

FROM: Chief Shawna Spowart

UNIT/BUREAU: Cornwall Police Services Board

UNIT/BUREAU: Executive Services

DATE: June 1, 2022

EMPLOYEE RECOGNITION CONSTABLE JUSTIN LAFLEUR

OBJECTIVE

In 2022, the Cornwall Police Services Board adopted a practice of providing a letter of appreciation to employees in recognition of their exceptional service and/or dedication to duty.

The Chief of Police may bring forward to the Board, recommendations for such recognition.

DISCUSSION

On April 29th, 2022, following the completion of his 12 hour shift, Cst Justin Lafleur left work and headed home. While driving, he observed a motor vehicle stopped near the side of the road. The driver's side door was open and there was a female near the passenger side door.

Cst Lafleur's keen eye and policing instinct suggested to him that something was wrong so he pulled over to check on the situation and found that the driver of the motor vehicle was unresponsive. The individual's wife was on scene and advised Cst Lafleur that her husband had suffered a medical episode, leaving him unresponsive.

Cst Lafleur immediately took control of the scene, notified 911 and began assisting an off duty nurse with life saving measures, including CPR. Cst Lafleur remained on scene until paramedics arrived and care of the individual was transferred to EMS.

Cst Lafleur made a clear choice on that day to follow his instincts and put his dedication to duty ahead of all else, especially given he had just concluded a long day of work. Furthermore, this incident did not come to the attention of his supervisors by Cst Lafleur himself, but rather through a third party. This speaks to his humbleness, which is a very positive attribute to see in a young officer.

Cst Lafleur should be commended for his investigative instinct, quick response and dedication to duty as a result of his actions on that day.

FUNDING REQUIREMENTS

N/A

COMMUNICATION ISSUES

N/A

RECOMMENDATION

It is recommended that the Board recognize Cst Justin Lafleur and provide him with a letter of appreciation for his dedication to duty.

Respectfully submitted,

A handwritten signature in cursive script that reads "Shawna Spowart".

Shawna Spowart
Chief of Police

DEPARTMENT G-250-02271 General Operating Police Police Services Board

	March 2022 Actuals	2022 Council Approved Budget	% Variance	\$ Variance
REVENUE				
Total Revenue	0	0	0.00%	0
EXPENDITURES				
Salary and Benefits				
Full-Time Salary	0	3,600	0.00%	3,600
Part-Time Salary	0	0	0.00%	0
Overtime	0	0	0.00%	0
Premiums	0	0	0.00%	0
Benefits	0	0	0.00%	0
Total Salary and Benefits	0	3,600	0.00%	3,600
Purchase of Goods				
2160 Public Relations	0	1,500	0.00%	1,500
2510 Stationery Supplies	0	500	0.00%	500
Total Purchase of Goods	0	2,000	0.00%	2,000
Services & Rents				
3160 Conferences	0	4,000	0.00%	4,000
3170 Accommod/Meals	0	1,000	0.00%	1,000
3180 Transportation	0	2,000	0.00%	2,000
3321 Memberships	4,528	4,000	113.20%	(528)
3330 General Advertising	0	300	0.00%	300
3540 Consulting Services	0	10,000	0.00%	10,000
3543 Other Professional Services	1,196	30,000	3.99%	28,804
3690 Contracted Services	0	14,700	0.00%	14,700
Total Services & Rents	5,724	66,000	8.67%	60,276
Financial				
4810 Principal LTD	60,301	229,100	26.32%	168,799
4820 Interest LTD	0	12,103	0.00%	12,103
Total Financial	60,301	241,203	25.00%	180,902
TOTAL EXPENDITURES	66,025	312,803	21.11%	246,778
NET EXPENDITURES	66,025	312,803	21.11%	246,778



Cornwall Police Service

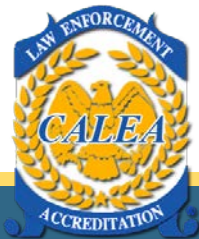


GOES HYBRID

CORNWALL POLICE GOES GREEN

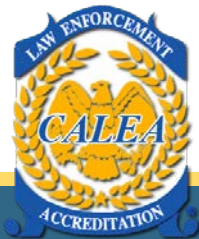


- Three 2021 Hybrid Ford Explorers have been added to the fleet
- Replacing older police vehicles that need to be cycled out of circulation



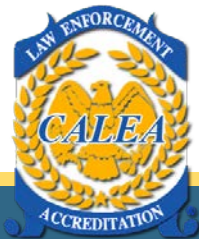
CPS ARE LEADERS

- We recognize that we need to reduce our carbon footprint
- Hybrid vehicle technology will allow us to reduce idling time
- We are conscious of the raising fuel costs and the impact it has on our taxpayers

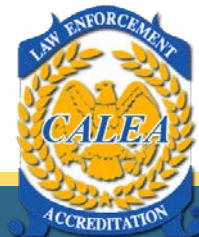




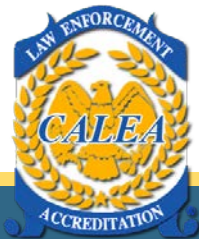
- Going green, does not compromise CPS's ability to serve our community
- This is the first step in transforming our remaining vehicle deployment to a fully-hybrid fleet



- We are leaders in our community in doing our part by cutting fuel consumption and reduce CO2 emissions
- The move towards hybrid vehicles aligns with our strategic priority of organizational excellence through modernizing infrastructure



QUESTIONS





CORNWALL POLICE SERVICE BOARD REPORT



TO: Board Members

FROM: Deputy Chief Vincent Foy

UNIT/BUREAU: Cornwall Police Services Board

UNIT/BUREAU: Executive Services

DATE: May 31, 2022

2022 Police Auction By-Law 02, 2007 Auction Proceeds

OBJECTIVE

Section 132 of the *Police Services Act* provides that property which comes into the possession of a Police Service as a result of being stolen or abandoned or that which has been seized by a police officer and no Court Order exists regarding its disposition, may be sold at the discretion of the Chief of Police. In addition, Section 132 set out the right of a Police Services Board to retain the use of the proceeds of such sale, as well as the money that comes into possession of a Police Service in accordance with Section 133 of the Act, for any purpose that it considers in the public interest.

This report is intended to satisfy the requirement of the Chief of Police to report to the Board on the findings of the online auction that closed on May 4, 2022, as per Section ADM046 General Order – Auctions and By-Law 02, 2007 – Auction Proceeds (Section 5 – Financial Accountability)

OVERVIEW OF THE AUCTION

The Taylor Auctioneering firm was hired to conduct the auction on behalf of the Cornwall Police Service.

The following is an overview of the auction:

1. Bidding commenced on April 27th 2022 and closed on May 4th 2022. Pick up for the items was scheduled on May 7th, 2022 between 9am and 1pm.
2. There were a total of 184 lots or items for sale at auction.
3. The offering consisted of: bicycles, E-bikes, various electronics, jewelry, tools, safe, gun case and clothing.
4. A total of 229 registered bidders representing locally, regionally, nationally (Ontario and Québec) and internationally (1 US based bidder)

5. Gross proceeds of the online auction were **\$10,606.00**, minus commission and expenses, resulted in net proceeds of **\$6,800.44** to the CPS Board.

This year's auction was also the second time an auction was conducted online.

The following is a breakdown of pre-online auction results:

Year	# registered bidders	Gross Sales	Net Proceeds
2017	75	\$5,852.50	\$3,039.80
2015	102	\$3,763.50	\$861.65
2014	111	\$4,905.00	\$1,994.54
2013	165	\$8,616.00	\$4,634.62
2012	140	\$7,615.00	\$4,154.82

RECOMMENDATION

It is recommended that the Board accept this report.

It is also recommended that, moving forward, auctions be conducted via an on-line platform as they have proven to be successful in reaching more people within the community, and beyond, with the added benefit of raising more funds for the Board.

Respectfully submitted,



Vincent Foy
Deputy Chief of Police