



**MINUTES – PUBLIC MEETING – CPSB – MAY 2, 2024
CITY HALL COUNCIL CHAMBERS, 360 PITT STREET - 9:30 AM**

**Call to Order 9:30 am
Roll Call**

Present: Ms. Amanda Brisson - Vice-Chair (Acting Chair)
Mayor Justin Towndale - Director
Mr. Stephen Scott - Director
Mr. Patrick Dussault - Director
Ms. Shawna Spowart - Chief of Police
Mr. Vincent Foy - Deputy Chief
Ms. Carmen Cousineau - Secretary

Regrets: Mr. Maurice Dupelle - Chair

Acknowledgement: Acting Chair Brisson read the Indigenous Land Acknowledgement.

Approval of the Agenda:

Moved by: Justin Towndale
Seconded by: Patrick Dussault

That the agenda, as presented, be approved.

MOTION CARRIED

Conflict of Interest Declaration – none declared

Approval of the Open Meeting Minutes of April 4, 2024 Meeting

Moved by: Patrick Dussault
Seconded by: Stephen Scott

That the minutes, as presented, be approved.

MOTION CARRIED

Business & Correspondence:

- 1. Criminal Investigation Division Presentation – S/Sgt T. Pilon:** Chief Spowart introduced the presenter who provided her experience with CPS. PowerPoint Presentation included in the supporting documents. Chief Spowart explained that these are high-risk positions and they limit the number of years that they can hold these positions to safeguard the staff, allow others to gain this knowledge and to have their expertise brought back the road. The Board members thanked the presenter for her informative presentation.
- 2. Forensic Identification Presentation – Sgt R. Carpenter:** Chief Spowart introduced the presenter who also began by summarizing her background with CPS. A copy of the PowerPoint presentation is included in the supporting

documents. Following questions and discussion the Chair thanked the presenter for her informative presentation.

3. Street Crime Unit Presentation – Sgt Kelly: Chief Spowart introduced the presenter and a copy of the PowerPoint presentation is included in the supporting documents. Following the presentation, the Board thanked him for his informative presentation.

4. ISN Report – Response to Recommendations – Chief Spowart presented a high level overview of the report (included in the supporting documents). She indicated that of the 23 recommendations of which 22 were directed to the CPS all have been actioned. Some required additions or alterations to policy wording, they have added an audit function to compliance reviews, 6 were inaccurate and considered complete while 3 require more time to digitalize. One recommendation was directed to the CPS Board requiring updating of the Use of Force Policy of which the Policy Committee is currently reviewing. The ISN report and the introduction of the new CSPA has highlighted the value of quality assurance.

Moved by: Patrick Dussault
Seconded by: Stephen Scott

That the report be received and that an update on any outstanding items be brought to the September Board Meeting.

MOTION CARRIED

5. 2023 Annual Missing Person Board Report – Deputy Chief Foy presented the Annual Report (included in supporting documents).

Moved by: Stephen Scott
Seconded by: Patrick Dussault

That the report be approved.

MOTION CARRIED

Policy Committee Presentation – Amanda Brisson: The policy committee anticipates introducing new policies regularly. This group of 10 new/updated policies were forwarded to the Board Members by the Policy Committee for review prior to the meeting. They are:

- Adequate and Effective Policing - CPB001
- Disclosure of Personal Information – CPB002
- Secondary Activities – CPB003
- Discipline – CPB004
- Internal Complaints against Chief or Deputy Chief – CPB005

- Conduct of Investigations - CPB006
- Conflict of Interest – CPB007
- Collection of Identifying Information – CPB008
- Vehicle Pursuits – CPB009
- Special Constable Appointments – CPB010

Moved by: Justin Towndale
 Seconded by: Patrick Dussault

That the CPS Board approve all 10 policies as presented. **MOTION CARRIED**

6. Special Constable Appointments – Chief Spowart: As per section 92 of the CSPA, the Cornwall Police Service Board is now responsible for appointing and issuing a certificate of appointment for special constables. The related Board Policy was just approved. Chief Spowart indicated that some of the required training has yet to be released. Included is a Board Report (included in the supporting documents) recommending the appointment of a new Special Constable for Mr. Daniel O’Rourke.

Moved by: Justin Towndale
 Seconded by: Patrick Dussault

That Mr. Daniel O’Rourke be appointed as a Special Constable Court Security on a part time basis. **MOTION CARRIED**

7. Police Officer Appointments – Chief Spowart: The Cornwall Police Service Board is also responsible for appointing and issuing a certificate of appointment for Police Officers. A related Board Policy is under development by the Policy Committee. Included is a Board Report (included in the supporting documents) recommending that Mr. Mathieu Perreault be appointed as a Fourth Class Constable.

Moved by: Stephen Scott
 Seconded by: Patrick Dussault

That Mr. Mathieu be appointed as a Fourth Class Constable as recommended. **MOTION CARRIED**

8. Police Facilities and Council Presentation – Chief Spowart expressed her gratitude to have been invited as part of a delegation with the Mayor to advocate for Provincial infrastructure funding for a new CPS Headquarter. (A copy of the background information included in the supporting documents). Board members

were invited to attend the presentation to Cornwall City Council on May 28th. The next phase would be to look for potential sites.

9. Bikes and Badges Funding Request – Chief Spowart: Cornwall Police Service Board has received a funding request for continued support with a \$500 donation. The donations will be used to purchase bike locks and other safety equipment for children who attend the event.

Moved by: Stephen Scott
Seconded by: Patrick Dussault

That \$500 be approved for the Bikes and Badges event. **MOTION CARRIED**

10. Legal Expenses – Secretary Cousineau: We have received an invoice from Mathews Dinsdale for \$149.16 for legal expenses associated with CPSB Policy development.

Moved by: Justin Towndale
Seconded by: Patrick Dussault

That Invoice 464860 for \$149.16 be approved. **MOTION CARRIED**

Motion to move into a Closed Meeting to address matters pertaining to

(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

b) personal matters about an identifiable individual, including members of the police service or any other employees of the board

(6) A meeting of a police service board if the meeting is held for the purpose of educating or training the members of the board or of the committee.

Moved by: Patrick Dussault
Seconded by: Stephen Scott

MOTION CARRIED

11. Adjournment

Moved by: Justin Towndale
Seconded by: Patrick Dussault

Motion to adjourn the CPSB Meeting 10:55 am May 2, 2024. **MOTION CARRIED**

**MINUTES APPROVED AS PRESENTED AT THE
JUNE 6, 2024 MEETING. ORIGINALS WITH
SIGNATURES ON FILE.**