



**MINUTES**  
**Community Policing Advisory Committee**

May 23, 2018  
9:00am  
Council Chambers, Town Hall

Committee Members Present: Peter McAsh  
Mayor Strathdee  
Fred Stam  
John McGarry  
Councillor Don Van Galen

OPP Present: Detachment Commander Rob Scott

Staff Present: Brent Kittmer, Board Secretary

**1. CALL TO ORDER**

Chair Don Van Galen called the meeting to order at 9:00 am.

**2. DECLARATION OF PECUNIARY INTEREST**

None declared.

**3. ADDITIONS TO THE AGENDA**

B. Kittmer added a review of the Stratford Community Resources Officer job description under Item 9.1. There were no other additions to the agenda.

**4. ADOPTION OF MINUTES FROM PREVIOUS MEETING**

**Moved By** J. McGarry

**Seconded By** F. Stam

THAT the minutes of the April 18, 2018 Community Policing Advisory Committee be approved and signed by the Chair and Secretary.

**CARRIED**

**5. BUSINESS ARISING FROM MINUTES**

None.

## **6. DELEGATIONS**

None.

## **7. REPORTS**

### **7.1 POLICE MONTHLY STATISTICS**

R. Scott presented the April OPP Monthly report, reported on St. Marys specific Activities, and responded to questions from the Committee.

R. Scott updated the Committee that officers have looked into the recent graffiti issues, but have not received any reports from the public or calls for service. Communications Officer Brown will send the Town some information on how to create messaging around graffiti tagging.

In response to questions about cannabis legalization, R. Scott advised the Committee that, absent direction from the Federal or Provincial governments, the OPP are continuing to train officers on drug recognition, field sobriety tests, and drug investigations.

**Moved By** F. Stam

**Seconded By** P. McAsh

THAT the April 2018 OPP Monthly report be received for information.

**CARRIED**

### **7.2 MONTHLY FALSE ALARM REPORT**

**Moved By** Mayor Strathdee

**Seconded By** F. Stam

THAT the March 2018 False Alarm report be received for information.

**CARRIED**

## **8. CORRESPONDENCE**

None.

## **9. OTHER BUSINESS**

### **9.1 Review of Stratford Community Resources Officer Job Description**

B. Kittmer presented the Committee with a draft job description received from the Stratford Police Service. The job description was for the Community Resource Officer to be assigned to the Town on a full time basis. The Committee provided the following comments:

- Is it the plan for the CRO to be the main contact for town Staff and Council to contact? If so, should that be reflected in the JD?
- Is it the plan for the CRO to come to CPAC meetings? If so, should that be reflected in the JD?
- Under “Knowledge” should the Criminal Code be listed, or is that just a given?
- Will the CRO be the main contact to sit at the table for Town emergency planning activities? If so, should that be reflected in the JD?
- Can we add an expectation for the CRO to regularly liaise with Town senior staff (in particular Public Works), and to periodically attend our Senior Management Team meetings?
- Is it your plan that our first point of contact should be the CRO before we contact You (i.e. try to resolve any policing matters through the CRO first before contacting the Chief?).
- As a part of the transition process, the Town should consider an extension in its answering system that directly contacts the Stratford Police Service and a regular “284” number that contacts the police as a non-emergency line.

## **10. UPCOMING MEETINGS**

Chair Van Galen announced the upcoming meetings as listed on the agenda.

Members Peter McAsh and John McGarry provided their regrets for the June 20, 2018 meeting.

## **11. ADJOURNMENT**

**Moved By** Mayor Strathdee

**Seconded By** F. Stam

THAT the May 23, 2018 meeting of the Community Policing Advisory Committee be adjourned at 9:53am.

**CARRIED**

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Chair Don Van Galen

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Brent Kittmer, CAO / Clerk, Board Secretary