

2016

# CORNWALLIS POLICE BOARD

ANNUAL REPORT



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## 2016 ANNUAL REPORT

It is our pleasure to present the Board's 2016 Annual Report for the Cornwallis Police Board. The Board's most important functions are to provide civilian oversight and governance of the Department and work with the Chief Constable to ensure our communities are safe and secure.

### MESSAGE FROM THE CHAIR

As chair of the RM of Cornwallis Police Board it is an honour to serve alongside a strong board and staff contingent.

This year has been one of steady progress which is highlighted in greater detail elsewhere in this report.

To highlight two key items I would like to celebrate the moving of the policing role with the RM of Cornwallis from a part time role to that of full time status.

Credit to all involved in this decision but of particular note I would like to recognize former councilor and Police Board member Kurt Wasserberg for his having championed this goal.

At the same time I would like to thank the overall council of the RM of Cornwallis for their unified approach to strengthening the policing and public safety focus by both moving the role to full time and for the renewed focus of moving to equip our policing staff with the most up to date tool possible.

Thank-you to all involved in the board and a special thank-you to our staff member Darwin Drader for his continued diligence in providing quality policing for our RM.

Mike Waddell, Chair

## VISION STATEMENT

**“PARTNERS IN OUR COMMUNITY”**

## MISSION STATEMENT

**“BUILDING A SAFER COMMUNITY  
THROUGH QUALITY SERVICE AND  
EXCEPTIONAL RELATIONSHIPS”**

## 1 POLICE BOARD

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The Cornwallis Police Board remained the same for 2016:

Chair – Mike Waddell

Member – Chuck Elliot

Member – Maureen Cousineau

## 2 STRATEGIC PLAN & BOARD ACTIVITIES

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The board continues to work toward completing the strategic plan.

Board members attended training sessions throughout the year.

## 3 FINANCIAL PLAN

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The financial plan for the Cornwallis Police Department is located under “Appendix A”.

The board is pleased to report that the Chief Constable position was made full-time effective February 29, 2016.

Chief Constable Drader applied for and was approved for a Criminal Property Forfeiture Grant under *The Criminal Property Forfeiture Act*. The grant received was in the amount of \$5,292.47. This grant was used for the purchase of a new in car camera system.

### Board Member Remuneration

	Honorarium	Mileage	Total
Charles Elliott	75.52		75.52
Maureen Cousineau	302.08	303.19	605.27

## 4 MEETINGS

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The board held four meetings in 2016; January 11, April 4, July 4 and October 3, 2016.

The meeting minutes are attached “Appendix B”.

APPENDIX "A"

**RURAL MUNICIPALITY OF CORNWALLIS  
POLICE DEPARTMENT FINANCIAL  
YEAR ENDED DECEMBER 31, 2016**

<b>Police Expenses</b>	<b>Annual Budget</b>	<b>YTD Actual</b>
<b>Staff</b>		
Salary / Benefits	\$64,105.00	\$63,170.96
Training & Education	\$ 650.00	\$ 954.52
<b>Automotive / Equipment</b>		
Insurance	\$ 1,000.00	\$ 972.69
R&M / Equipment	\$ 8,000.00	\$ 5,401.34
Fuel	\$ 7,000.00	\$ 7,113.79
Equipment	\$ 2,500.00	\$ 1,215.17
Equipment – CPF Grant	\$ 0.00	\$20,986.57
<b>Office</b>		
Telephone	\$ 2,400.00	\$ 2,404.89
Office	\$ 500.00	\$ 1,702.86
<b>Total</b>	<b>\$86,155.00</b>	<b>\$103,922.79</b>
<b>Police Board Expenditures</b>		
Police Board Honorariums <sup>1</sup>	\$ 1,500.00	\$ 377.60
Meals	\$ 200.00	\$ 33.92
Mileage & Travel	\$ 300.00	\$ 303.19
<b>Total</b>	<b>\$ 2,000.00</b>	<b>\$ 714.71</b>

1. All Council Member expenses are budgeted and accounted for under the General Budget of the Municipality.

**“APPENDIX B”**

**RURAL MUNICIPALITY OF CORNWALLIS POLICE BOARD**

Minutes of a Cornwallis Police Board Meeting held in the Council Meeting Room of the Municipality on Monday, January 11, 2016.

PRESENT: Chair – Mike Waddell  
Vice Chair – Charles Elliot  
Member – Maureen Cousineau  
  
Darwin Drader – Chief Constable  
Donna Anderson, CAO

**CALL TO ORDER – CHAIR MIKE WADDELL**

The meeting was called to Order at 6:10 P.M.

**APPROVAL OF MINUTES** – The minutes of the October 5, 2015 meeting of the board were approved as circulated.

**APPROVAL OF AGENDA** – The agenda was adopted with the addition of personnel being added under new business.

**NEW BUSINESS –**

- **Monthly Statistics Review – Fourth Quarter 2015**

The fourth quarter statistical information reports as prepared by Constable Drader were reviewed and received. The board also reviewed an annual breakdown and year over year comparison.

- **Review of Police Unaudited Financials to December 31, 2015**

The board reviewed the unaudited financials for the police budget to December 31, 2015, the report was accepted as presented.

- **Manitoba Police Commission – Annual Police Board Training**

The committee approved the attendance of all board members and Constable Drader at the Annual Police board Training session to be held in Morden on March 17, 2016. Further, hotel accommodations were approved for March 16<sup>th</sup>.

- **Personnel – MACP Annual Spring meeting**

The committee approved the attendance of Constable Drader at the Manitoba Association of Chiefs of Police annual meeting in Winnipeg on May 12, 2016. Further, hotel accommodations were approved for May 11, 2016.

- **Equipment Update**

- **Police Cruiser** – Constable Drader informed the board of the recent issues that the Police cruiser has been going through. Repairs have been made and the committee is mindful that this is an older vehicle.
- **Bodycam Request** – The board approved the request of Constable Drader to purchase a body camera from Pro-Vison Video Systems. The body cam will work in conjunction with existing in vehicle video/audio recording equipment.
- **Criminal Property Forfeiture Grant 2015** – The desktop was purchased and received. An email update has been received that the Toughbook is now in production and should be received by the end of January. The MOU from MPI and MIT have both been completed to allow for the use of their technology.
- **Criminal Property Forfeiture Grant 2016** – Constable Drader is working on the grant application for 2016. Equipment needs were discussed with the board.

Constable Drader left the meeting.

- **Personnel**

The board moved to go in camera for this discussion.

Following the discussion the board moved to return to open meeting.

The Board approved Board member Chuck Elliot be authorized to attend the January 19, 2016 Regular Rural Municipality of Cornwallis Council meeting to request that the Chief Constable position be changed from a .63 position to a full time position.

- **Meeting for 2016** will be the first Monday of April, July and October of 2016. This will be published on the Cornwallis website.

The next meeting date was left at the call of the Chair.

**ADJOURN -**

The meeting was adjourned at 7:19 pm.

Signed “M. Waddell” \_\_\_\_\_

Chair

## **RURAL MUNICIPALITY OF CORNWALLIS POLICE BOARD**

Minutes of a Cornwallis Police Board Meeting held in the Council Meeting Room of the Municipality on Monday, April 4, 2016.

PRESENT: Chair – Mike Waddell  
Member – Maureen Cousineau  
  
Darwin Drader – Chief Constable  
Donna Anderson, CAO

### **CALL TO ORDER – CHAIR MIKE WADDELL**

The meeting was called to Order at 6:10 P.M.

**APPROVAL OF MINUTES** – The minutes of the January 11, 2016 meeting of the board were approved as circulated.

**APPROVAL OF AGENDA** – The agenda was adopted as presented.

### **NEW BUSINESS –**

- **Monthly Statistics Review – First Quarter 2016**

The first quarter statistical information reports as prepared by Constable Drader were reviewed and received.

- **Review of Police Unaudited Financials to March 31, 2016**

The board reviewed the unaudited financials for the police budget to March 31, 2016, the report was accepted as presented.

- **Equipment Update**

- **Police Cruiser** – Constable Drader informed the board that there appears to be a leak in the heater core. They are keeping an eye on this. He has also had to replace headlights very often. Possible electrical issue.
- **Update on Criminal Property Forfeiture Grant 2015** – the Toughbook has been received and installed into the cruiser. The printer has also been installed. Constable Drader is working with MIT to get the e-ticketing installed. Administration is awaiting the final invoice from Heartland Solutions.
- **Criminal Property Forfeiture Grant 2016** – Constable Drader has been working on the grant information for this year if a grant is announced. It is anticipated that the



announcement will not happen until after the election. He is proposing to submit for an upgraded in car video system and also a sign board.

A meeting will be set up in May to work on the Strategic Plan.

**ADJOURN -**

The meeting was adjourned at 6:55 pm.

Signed "M. Waddell" \_\_\_\_\_

Chair

## **RURAL MUNICIPALITY OF CORNWALLIS POLICE BOARD**

Minutes of a Cornwallis Police Board Meeting held in the Council Meeting Room of the Municipality on Monday, July 4, 2016.

PRESENT: Chair – Mike Waddell  
Member – Maureen Cousineau  
  
Andrew Minor – Executive Director,  
Manitoba Police Commission  
Darwin Drader – Chief Constable  
Donna Anderson, CAO

### **CALL TO ORDER – CHAIR MIKE WADDELL**

The meeting was called to Order at 6:10 P.M.

**APPROVAL OF MINUTES** – The minutes of the April 4, 2016 meeting of the board were approved as circulated.

**APPROVAL OF AGENDA** – The agenda was adopted as presented.

### **NEW BUSINESS –**

- **Monthly Statistics Review – Second Quarter 2016**

The second quarter statistical information reports as prepared by Constable Drader were reviewed and received.

- **Review of Police Unaudited Financials to June 30, 2016**

The board reviewed the unaudited financials for the police budget to June 30, 2016, the report was accepted as presented.

- **Equipment Update**

- **Police Cruiser** – Constable Drader informed the board that there is currently 340,000 km on the vehicle. The brakes and rotors have been done. The heater core did not need to be replaced. The tire sensor has been going off. The rear strobe light is also not working. Mike and Chuck will look into a police vehicle replacement. Still having some issues with the static ip addresses for the in car computer.
- **Update on Criminal Property Forfeiture Grant 2015** – all has now been completed and received.

- **Criminal Property Forfeiture Grant 2016** – Constable Drader has submitted his application for a new camera system and a speed board / with trailer.
- **Salary**

The board discussed the salary scale. A motion was carried to forward that the board would like to see salary parity with similar size and scope with other Municipal Police Services.

- **Andrew Minor – Executive Director – Manitoba Police Commission**

Mr. Minor attended the meeting to bring the board up to date on what has been happening at the Commission Level. There is a need for a policy for own governance. The Commission is working on a template and hope to have it available to all the boards in October.

Manitoba Justice is also working on some new policy for police force. This will in turn also mean additional policy for the board to implement.

No word on if there will be a change in Maureen's appointment. She is technically appointed until November 2016.

Mr. Minor thought it would be a good idea to have a regional meeting at the board level.

**ADJOURN -**

The meeting was adjourned at 7:00 pm.

Signed "M. Waddell"

Chair

## **RURAL MUNICIPALITY OF CORNWALLIS POLICE BOARD**

Minutes of a Cornwallis Police Board Meeting held in the Council Meeting Room of the Municipality on Monday, October 3, 2016.

PRESENT: Chair – Mike Waddell  
Member – Maureen Cousineau  
Member – Chuck Elliot  
Donna Anderson – CAO

### **CALL TO ORDER – CHAIR MIKE WADDELL**

The meeting was called to Order at 6:06 P.M.

**APPROVAL OF MINUTES** – The minutes of the July 4, 2016 meeting of the board were approved as circulated.

**APPROVAL OF AGENDA** – The agenda was adopted as amended to include MACP Meeting and Fall Gala.

### **NEW BUSINESS –**

- **Chief Constable Drader**

Constable Drader provided a written report as he was unable to attend. The report was received by the board. A request to attend the MACP Meeting and Fall Gala to be held in Winnipeg on November 24<sup>th</sup> was approved by the board.

- **Monthly Statistics Review – Third Quarter 2016**

The third quarter statistical information reports as prepared by Constable Drader were reviewed and received.

- **Review of Police Unaudited Financials to September 30, 2016**

The board reviewed the unaudited financials for the police budget to September 30, 2016, the report was accepted as presented.

- **Replacement of Police Cruiser** – The board discussed the replacement of the cruiser and it will be brought to Council's attention during budget talks.

- **Salary Parity** – follow – up with other agencies.

### **ADJOURN -**

The meeting was adjourned at 7:00 pm.

Signed "M. Waddell"

Chair