

2017

CORNWALLIS POLICE BOARD

ANNUAL REPORT



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It is our pleasure to present the Board's 2017 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

With yet another year under our belt as the Police Board for the RM of Cornwallis we express our gratitude for the progress we have made. This year several key milestones have been reached. They include building on the decision made in 2016 to move the policing role for the RM to a full time role. This decision has resulted in greater coverage, awareness and enforcement in our communities.

Moving into 2017 the decision was also made to advance the equipment and vehicle dynamics for the policing role within the RM. For the first time ever the staff member for the RM is now able to serve the residents of the RM utilizing a vehicle platform built specifically for the RM's needs. A new Police Service Vehicle purchase occurred after a lengthy process of determining the right unit.

Moving ahead into 2018 holds great promise with the potential of further equipment upgrades as well as new additions such as improved computer gear, a portable traffic speed and safety sign unit and more.

We would like to take a moment to thank outgoing Board Member Maureen Cousineau for her years of diligent service. Maureen was a founding member of the Police Board and we are grateful for the voice she brought to the table on behalf of our community.

We also welcome new board member Reg Atkinson as the provincially appointed board member. Mr. Atkinson brings many years of experience in both business and governance roles which will be invaluable moving forward.

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

The Cornwallis Police Board saw a change on the board for 2017. We welcomed Reg Atkinson as the provincial appointment. We thank Maureen Cousineau for her years of dedicated service to the board.

Chair – Mike Waddell

Member – Chuck Elliot

Member – Reg Atkinson

2 STRATEGIC PLAN & BOARD ACTIVITIES

The board completed the strategic plan in 2017.

Board members attended training sessions throughout the year.

3 FINANCIAL PLAN

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

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 \$2,610.04. This grant was used for the purchase of a new Armour Express Soft Body Armour Ballistic Vest, Active Shooter Response Kit and Traffic Delineators.



Constable Drader with the new Soft Body Armour Ballistic Vest.

Board Member Remuneration

	Honorarium	Mileage	Total
Charles Elliott	0.00	0.00	0.00
Maureen Cousineau	190.90	53.58	244.48

4 MEETINGS

The board held four meetings in 2017; March 27, May 1, September 11 and October 16, 2017.

The meeting minutes are attached "Appendix B".

APPENDIX "A"

**RURAL MUNICIPALITY OF CORNWALLIS
POLICE DEPARTMENT FINANCIAL
YEAR ENDED DECEMBER 31, 2017**

Police Expenses	Annual Budget	YTD Actual
Staff		
Salary / Benefits	\$71,215.00	\$74,091.72
Training & Education	\$ 650.00	\$ 100.00
Automotive / Equipment		
Insurance	\$ 1,000.00	\$ 1,153.64
R&M / Equipment	\$ 8,000.00	\$ 4,300.22
Fuel	\$ 7,500.00	\$ 9,389.99
Equipment	\$ 1,500.00	\$ 268.81
Equipment – CPF Grant	\$ 0.00	\$ 2,577.32
Office		
Telephone	\$ 2,400.00	\$ 2,535.04
Office	\$ 1,000.00	\$ 1,246.47
Total	\$93,265.00	\$95,663.21
Police Board Expenditures		
Police Board Honorariums ¹	\$ 1,500.00	\$ 190.90
Meals	\$ 200.00	\$ 0.00
Mileage & Travel	\$ 300.00	\$ 53.58
Total	\$ 2,000.00	\$ 244.48

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, March 27, 2017.

PRESENT: Chair – Mike Waddell
Vice Chair – Charles Elliot
Member – Maureen Cousineau

Darwin Drader – Chief Constable
Donna Anderson, CAO

CALL TO ORDER – CHAIR WADDELL

The meeting was called to Order at 7:07 P.M.

APPROVAL OF MINUTES – The minutes of the October 3, 2016 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 2016**

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.

- **Monthly Statistics Review – January & February 2017**

The January and February 2017 statistical information reports as prepared by Constable Drader were reviewed and received.

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

The board reviewed the unaudited financials for the police budget to December 31, 2016, 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 Brandon on April 8, 2017.

- **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 18, 2017. Further, hotel accommodations were approved for May 17, 2017.

- **Equipment Update**

- **Criminal Property Forfeiture Grant 2017** – Constable Drader is working on the grant application for 2017. Equipment needs were discussed with the board.
- **ALPR (Automated License Plate Reader)** – Constable Drader informed the board of this product which he has now started keeping statistics for. He will investigate further with the possibility of applying for this technology in 2018.

- **Salary Information**

Constable Drader provided information to the board on comparable salary information.

- **Review and approval of the 2016 Annual Report**

The committee reviewed and approved the annual report.

- **Next meeting date**

The next meeting will be held on the 1st of May 2017. This will be published on the Cornwallis website.

ADJOURN -

The meeting was adjourned at 7:55 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, May 1, 2017.

PRESENT: Chair – Mike Waddell
Vice Chair – Charles Elliot
Member – Maureen Cousineau

Darwin Drader – Chief Constable
Donna Anderson, CAO

CALL TO ORDER – CHAIR WADDELL

The meeting was called to Order at 7:04 P.M.

APPROVAL OF MINUTES – The minutes of the March 27, 2017 meeting of the board were approved as circulated.

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

NEW BUSINESS –

- **Review of Police Unaudited Financials to April 30, 2017**

The board reviewed the unaudited financials for the police budget to April 30, 2017, the report was accepted as presented.

- **Request to attend Sprucewoods Community Hall Mother's Day Event**

The board reviewed the request and authorized Chief Constable Drader to attend if his schedule permits.

- **Canada Day**

There will be a formal request coming for Darwin's assistance at Shilo for the Canada 150 celebration.

- **Course / Training Update**

Board member Maureen Cousineau attended the board training at ACC. There will be information on the MB Police Commission website.

- **Police Vehicle**

An update was provided to the board as to where Council is in the budget process regarding the vehicle replacement.

- **Next meeting date**

The next meeting will be held on September 11, 2017.

ADJOURN -

The meeting was adjourned at 7:30 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, September 11, 2017.

PRESENT: Chair – Mike Waddell
Vice Chair – Charles Elliot
Member – Maureen Cousineau

Darwin Drader – Chief Constable
Donna Anderson, CAO

CALL TO ORDER – CHAIR WADDELL

The meeting was called to Order at 7:08 P.M.

APPROVAL OF MINUTES – The minutes of the May 1, 2017 meeting of the board were approved as circulated.

APPROVAL OF AGENDA – The agenda was adopted as presented

NEW BUSINESS –

- **Review of Police Unaudited Financials to September 11, 2017**

The board reviewed the unaudited financials for the police budget to September 11, 2017, the report was accepted as presented.

- **Criminal Property Forfeiture Act Grant**

Chief Constable Drader reviewed the grant dollars received and informed the committee that part of the items have been received. Darwin also spoke about the speed sign and its importance. This was declined in the last grant application and it might be something for the committee to forward to Council in the 2018 budget.

- **Police Vehicle Update**

The committee was informed that the vehicle should be in Brandon within the next few weeks.

- **Next meeting date**

The next meeting will be held on October 16, 2017 or at the call of the chair.

ADJOURN -

The meeting was adjourned at 7:41 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 16, 2017.

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

Andrew Minor, Executive Director,
Manitoba Police Commission

CALL TO ORDER – CHAIR WADDELL

The meeting was called to Order at 7:01 P.M.

APPROVAL OF MINUTES – The minutes of the September 11, 2017 meeting of the board were approved as circulated.

APPROVAL OF AGENDA – The agenda was adopted as presented

NEW BUSINESS –

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

Mr. Minor attended the meeting to introduce himself to Mr. Atkinson, the new provincial appointment to the board. He also spoke about the Manitoba Police Commission.

- **Review of Police Unaudited Financials to September 30, 2017**

The board reviewed the unaudited financials for the police budget to September 30, 2017, the report was accepted as presented.

- **Monthly Statistics Review March – September 2017**

Chief Constable Drader reviewed the statistical information with the board and answered any questions they had.

- **Personnel – MACP Meeting & Gala**

Constable Drader was authorized to attend the Annual Manitoba Association of Chiefs of Police Meeting and Gala in Winnipeg on November 16, 2017. Accommodations for the 15th and 16th were also approved.

- **Police Vehicle Update**

The committee reviewed the decal quotations received. Constable Drader will get further information and this will be emailed to the committee members.

- **Approval of Strategic Plan**

The strategic plan was adopted by the board.

Administration and Chief Constable Drader left the room.

- **In-Camera Discussion**

The committee discussed a personnel matter.

- **Next meeting date**

The next meeting will be held on January 8, 2018 at 7:00 p.m. or at the call of the chair.

ADJOURN -

The meeting was adjourned at 8:45 pm.

Signed "M. Waddell"

Chair