

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 6, 2014.

PRESENT:     Chair – Kurt Wasserberg  
                  Vice Chair – Charles Elliot  
  
                  Chief Constable Darwin Drader  
                  Donna Anderson, CAO

CALL TO ORDER – Chair Wasserberg

The meeting was called to Order at 6:00 P.M.

MEMBERS SWORN IN – Chair Wasserberg and Vice-Chair Elliot were sworn in.

APPROVAL OF MINUTES – The minutes of the November 4, 2013 meeting of the board were approved as presented.

APPROVAL OF AGENDA – The agenda was adopted as presented.

REPORT ON MEETING WITH ANDREW MINOR – Chair Wasserberg reported on a meeting which he had with Andrew Minor, Executive Director Manitoba Police Commission.

FINANCIAL REPORT – The November 2013 Financial Report was received.

NEW BUSINESS –

- 2014 MEETING DATES

The board adopted the following meeting schedule for 2014:

February 3, 2014	6:00 pm
April 7, 2014	7:00 pm
July 7, 2014	7:00 pm
October 6, 2014	7:00 pm

- MEETING WITH CAO AND CHIEF CONSTABLE

A meeting will be set up with the Cornwallis CAO and Chief Constable in preparation of the February 3, 2014 meeting.

- THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The following motions were adopted:

DESIGNATION OF HEAD FOR THE PURPOSE OF THE ACT

Whereas, Section 80 of The Freedom of Information and Protection of Privacy Act requires that each local public body designate a person or group of persons as its Head for the purposes of this Act;

And Whereas the Rural Municipality of Cornwallis Police Board is a local public body under The Freedom of Information and Protection of Privacy Act;

**Now Therefore Be It Resolved That** the Board of the Rural Municipality of Cornwallis Police Board hereby designates the Chair as the Head of the Rural Municipality of Cornwallis Police Board for the purpose of The Freedom of Information and Protection of Privacy Act effective January 6, 2014.

DESIGNATION OF THE PRIVACY AND ACCESS COORDINATOR

Whereas, Section 2 of The Freedom of Information and Protection of Privacy Act Regulation 64/98 requires that each local public body appoint an employee as an access and privacy coordinator who is responsible for receiving applications for access to records and for the day-to-day administration of the Act.

And Whereas the Rural Municipality of Cornwallis Police Board is a local public body under The Freedom of Information and Protection of Privacy Act;

**Now Therefore Be It Resolved That** the Board of the Rural Municipality of Cornwallis Police Board hereby designates the Rural Municipality of Cornwallis Chief Administrative Officer as the Access and Privacy Coordinator for the Rural Municipality of Cornwallis Police Board for the purpose of The Freedom of Information and Protection of Privacy Act effective January 6, 2014.

- MINUTE TAKING STANDARDS – The board adopted the following procedure:

Be it resolved that the board shall adopt the following Minute Taking Standards:

1. **Format** – Minutes will be written with the readers in mind. They will be brief and to the point and focus primarily on the collective actions of the group and less on what was said or done by individual members.

Minutes will be prepared with FIPPA access requests in mind. This makes it increasingly important to record only the action and key discussion points in an objective manner and avoid recording conversations. Minutes will be prepared by consolidating the two types of minutes.

**Decision only minutes:** record decisions made, motions adopted and actions agreed to (who will do what when)

**Anecdotal minutes:** record decisions, motions and action items as well as concise summaries of discussions (maximum of 5 lines) leading to decisions with little or no reference to “who said what” – point form summaries being the most desirable.

2. **Business Arising from the Minutes** – If someone thinks a decision must be re-visited without delay, at the start of the meeting, he/she can move that agenda be changed and that the issue be considered earlier than “Other Business”. The group collectively will decide whether the agenda should be changed.
3. **In-Camera Sessions** – No minutes will be taken during in-camera sessions; however, the minutes will reflect the reason for moving to an In-Camera session citing the exceptions to the Freedom of Information and Protection of Privacy Act (FIPPA), with any subsequent formal decisions (motions) recorded in the public minutes.

- **AGENDA**– The board adopted the following:

Be it resolved that the board shall adopt an agenda in accordance with the following order of business:

1. Call the Meeting to Order
2. Confirmation of the Minutes
3. Adoption of the Agenda
4. Review Financial Statement
5. Review of Constable Monthly Reports
6. Communications
7. Unfinished Business
8. New Business
9. Adjournment

**ADJOURN -**

The meeting was adjourned at 6:30 pm.

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Chair