



2014

# CORNWALLIS POLICE BOARD

ANNUAL REPORT



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It is our pleasure to introduce the Board's 2014 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.

### 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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With the October 2014 municipal election the Cornwallis Police Board saw a change in board members. The current board members are:

Mike Waddell – Chair

Charles Elliott – Vice Chair

Maureen Cousineau – Board Member

The Board would like to thank past chair Kurt Wasserberg for his dedication and work on the Cornwallis Police Board.

## 2 STRATEGIC PLAN & BOARD ACTIVITIES

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The board continues to work toward completing the strategic plan. Andrew Minor, Executive Director of the Manitoba Police Commission attended the October meeting to offer assistance on the completion of the 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”.

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 \$9,465.50. The new equipment purchased is included in the Equipment total on the financial statement.

### **Board Member Remuneration**

	Honorarium	Mileage	Total
Charles Elliott	91.20		91.20
Maureen Cousineau	72.96	62.32	135.28

## 4 MEETINGS

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The board held five meetings in 2014; January 6, February 3, April 7, August 5 and October 6, 2014.

The meeting minutes are attached “Appendix B”.

APPENDIX "A"

**RURAL MUNICIPALITY OF CORNWALLIS**

**POLICE DEPARTMENT FINANCIAL**

**YEAR ENDED DECEMBER 31, 2014**

	<b>Annual Budget</b>	<b>YTD Actual</b>
<b>Staff</b>		
Salary / Benefits	\$40,534.00	\$41,207.86
Training & Education	\$ 400.00	\$ 581.29
<b>Automotive / Equipment</b>		
Insurance	\$ 1,800.00	\$ 980.60
R&M / Equipment	\$ 5,000.00	\$ 5,725.76
Fuel	\$ 6,000.00	\$ 7,248.41
Equipment	\$ 2,500.00	\$11,319.55
<b>Office</b>		
Telephone	\$ 2,400.00	\$ 2,512.20
Office	\$ 700.00	\$ 374.77
<b>Total</b>	<b>\$59,334.00</b>	<b>\$69,950.44</b>
<b>Police Board Expenditures</b>		
Police Board Honorariums <sup>1</sup>	\$ 1,500.00	\$ 164.16
Meals	\$ 200.00	\$ 0.00
Mileage & Travel	\$ 300.00	\$ 62.32
<b>Total</b>	<b>\$ 2,000.00</b>	<b>\$ 226.48</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 6, 2014.

PRESENT: Chair – Kurt Wasserberg  
Vice Chair – Charles Elliott  
  
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.

Original Signed “K. Wasserberg”

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, February 3, 2014.

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

**CALL TO ORDER** – Chair Wasserberg

The meeting was called to Order at 6:05 P.M.

**APPROVAL OF MINUTES** – The minutes of the January 6, 2014 meeting of the board were approved as presented.

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

**NEW BUSINESS** –

- **Morden Torch Run**

That board recommend to Council that a ticket and accommodations be paid for Chief Constable Drader to attend the 2014 Morden Police Officer’s Community Ball in support of the Law Enforcement Torch Run.

- **Complaint Process** – The board adopted the following procedure:

Be it resolved that the board shall adopt the following complaint process:

**Policy**

1. All complaints to the police board about the police chief’s conduct must be made in writing signed and dated. If the complainant is unable to put the complaint into writing, the person to whom the complaint is made shall: take down the complaint in writing; read the complaint back to the complainant; and, have the complainant sign and date the complaint. Any complaint must include a means for the police board to communicate with the complainant (ex: phone number, address, email address, etc).
2. The police board will deal with each complaint in accordance with the processes noted below. There are five distinct processes at the disposal of the police board to address complaints received against a police chief.



**Process 1: Ministerial Assignment of Investigation: To be used if a complaint about a alleged criminal offence committed by the chief comes to the attention of the board.**

Under section 20 of the PSA, if the minister believes it is the interest of the administration of justice, the minister may assign the investigation into an alleged offence, that would normally be conducted by a police service or independent investigation unit, to the RCMP or another police service in Manitoba or another Canadian province.

- i) If the complaint would normally be investigated by a police service or independent investigation unit, the police board must forward the complaint to the minister, or designate, to determine how an investigation of the alleged complaint should proceed.
- ii) The police board must not interfere with any investigation being undertaken by a policing agency. Board members must co-operate in the investigation and ensure the co-operation of the police chief to the fullest extent possible.

If a complaint has been forwarded to the minister, the police board should make the municipality aware of this, unless otherwise instructed by the investigating authority.

**Process 2: Law Enforcement Review Agency (LERA): To be used if the board becomes aware of a disciplinary default committed by the police chief.**

LERA hears complaints related to specific disciplinary defaults listed in *The Law Enforcement Review Act*. A list of defaults can be found under section 29 of the LERA act. If found to have committed a disciplinary default, the police chief may face a penalty as laid out under section 30(1) of the LERA act. Penalties range from admonishment to dismissal.

- i) If the police board receives a complaint that may fall within LERA's purview, the police board must make the complainant aware of their ability to file a complaint with LERA under section 11(1) of *The Law Enforcement Review Act*. The Police Board as a third party may also bring this complaint forward to LERA.
- ii) The police board must not interfere with any investigation being undertaken by LERA. Board members must co-operate in the investigation and ensure the cooperation of the police chief to the fullest extent possible. If the police board becomes aware that a complaint has been filed with LERA, the police board must make the municipality aware of this.

**Process 3: Police Chief Accounting to the police board for performance: To be used if the board receives a complaint about the police chief's performance ex: The police chief is not working on the priorities set forth in the strategic plan etc.**

- i) The police board must create a practice to vet complaints whereby these complaints are forwarded to the police chief for him/her to account to the police board for the matter at issue.

**Process 4: Administrative Review by the municipality: To be used if the board becomes aware the police chief has violated a municipal process.**

As the employing authority for the police chief, the municipality has a responsibility to ensure any internal complaint concerning administrative process or policy that comes forward regarding the police chief is addressed through the municipality's internal complaint review process. This process includes investigating the complaint and imposing any penalties, should the investigation deem a penalty is warranted.

- i) If the police board determines the chief has violated an administrative policy or process, the complaint must be forwarded to the municipality for administrative review.
- ii) The police board must create a practice whereby they are requesting updates from the municipality on the status of any complaint forwarded to the municipality for review.

**Process 5: Police Chief Accounting to the police board for performance: To be used in relation to concerns about the police chief's performance. ex: The police chief is not working on the priorities set forth in the strategic plan etc.**

- i) The police board must create a practice to vet complaints whereby these complaints are forwarded to the police chief for him/her to account to the police board for the matter at issue.
3. The police board must give notice of the substance of all complaints about the police chief's conduct to the police chief.
  4. The board must create a practice whereby the police chief must disclose to the police board any act or involvement in a contentious matter or a matter that may bring the police board, the police service or the administration of justice into disrepute. The police board will treat this disclosure as it would a complaint by a complainant and follow the processes outlined above.

**Procedure**

1. The police board is not compelled to initiate a conduct review of an unsigned complaint about the police chief. The board may review the complaint and make a decision on a case by case basis whether they feel it necessary or appropriate to proceed to a review or investigation of the complaint.
2. The chair of the police board is responsible for ensuring that all complaints regarding the police chief follow the appropriate review or investigative process.
3. The police board shall inform the police chief, in writing, of any complaint.
4. If the police board becomes aware that a complaint has been filed or forwarded to LERA or the minister for resolution, the police board will make the appropriate notification to the municipality. At that time or any future period, the police board may suspend the police chief during the course of the investigation.
5. The police board will keep itself aware of the status of any complaint without prejudicing the review or investigation.

6. The chair of the police board shall ensure that a written copy of all recommendations and decisions, including decisions of no misconduct, are kept on file and sent to both the complainant and the police chief.

7. In the case of performance matters, the police board will record and consider the police chief's accounting of said matters during the police chief's annual performance review.

8. All conduct complaints received by the police board about the police service or an individual police officer other than the police chief must be forwarded to the police chief or designate for appropriate action.

- **Strategic Plan**

The board members were presented with a strategic plan template. Members will make their recommendations and return to the Chair by February 18, 2014. All information will be compiled and brought forward at the April meeting.

- **Annual Report**

The Chair will work with Municipal Administration to compile the required information for the 2013 Annual Report. The annual report will be brought forward for approval at the April meeting.

- **Budget 2014**

The board approved a motion to support the 2014 budget as presented.

- **March 26, 2014 Training Session**

Notice was received that the Manitoba Police Commission is doing a training session at ACC on March 26, 2014. This session is for all board members and police chiefs to attend.

## **ADJOURN -**

The meeting was adjourned at 6:50 pm.

Original Signed "K. Wasserberg" \_\_\_\_\_

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 7, 2014.

PRESENT: Chair – Kurt Wasserberg  
Vice Chair – Charles Elliott  
Member – Maureen Cousineau

Chief Constable Darwin Drader  
Donna Anderson, CAO

**CALL TO ORDER** – Chair Wasserberg

The meeting was called to Order at 7:05 P.M.

**APPROVAL OF MINUTES** – The minutes of the February 3, 2014 meeting of the board were approved as presented.

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

**NEW BUSINESS** –

- **Report on Police Commission Training**

Chair Wasserberg provided a brief overview of the training session that he and Chuck Elliot had attended on March 26, 2014.

- **Annual Report**

The 2013 Annual report was approved as presented.

- **Request from Rivers Police Department**

The board approved the following motion:

*“Be it resolved that the request of the Rivers Police Department be hereby received;*

*Further be it resolved that we the board, do not have an objection to Constable Drader working for the Rivers Police Department to cover for holiday relief as long as it does not interfere with his obligations to the Rural Municipality of Cornwallis.”*

- **Manitoba Association of Chiefs of Police - Membership**

The board had no objections to Chief Constable Drader obtaining an annual membership with the Manitoba Association of Chiefs of Police.

- **Review of 1<sup>st</sup> Quarter Statistics**

The board reviewed and received the 1<sup>st</sup> Quarter Statistical information as prepared by Chief Constable Drader.

- **Review of Mission Statement and Strategic Plan**

The board approved the following:

Vision Statement – Partners in Our Community

Mission Statement – Building a safer community through quality service and exceptional relationships.

The board also began working on the Strategic Plan and hope to finalize at the July meeting.

**ADJOURN -**

The meeting was adjourned at 7:54 pm.

Original Signed “K. Wasserberg”

Chair

**RURAL MUNICIPALITY OF CORNWALLIS POLICE BOARD**

Minutes of a Cornwallis Police Board Meeting held in the Council Meeting Room of the Municipality on Tuesday, August 5, 2014.

PRESENT:      Chair – Kurt Wasserberg  
                 Vice Chair – Charles Elliott  
                 Member – Maureen Cousineau  
  
                 Chief Constable Darwin Drader  
                 Donna Anderson, CAO

**CALL TO ORDER** – Chair Wasserberg

The meeting was called to Order at 7:05 P.M.

**APPROVAL OF MINUTES** – The minutes of the April 7, 2014 meeting of the board were approved as presented.

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

**NEW BUSINESS** –

- **Review of Financial to June 30, 2014**

The financials to June 30, 2014 were reviewed.

- **Review of 2<sup>nd</sup> Quarter Statistics**

The board reviewed and received the 2nd Quarter Statistical information as prepared by Chief Constable Drader.

**Criminal Forfeiture Grant**

Thank Darwin for all his hard work in applying for and obtaining the grant.

**ADJOURN** -

The meeting was adjourned at 7:20 pm.

Original Signed “K. Wasserberg”

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 6, 2014.

PRESENT: Chair – Kurt Wasserberg  
Vice Chair – Charles Elliott  
Member – Maureen Cousineau

Donna Anderson, CAO  
Andrew Minor, Executive Director  
Manitoba Police Commission

**CALL TO ORDER** – Chair Wasserberg

The meeting was called to Order at 7:05 P.M.

**APPROVAL OF MINUTES** – The minutes of the August 5, 2014 meeting of the board were approved as circulated.

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

**NEW BUSINESS** –

- **Review of Financial to August 31, 2014**

The financials to August 31, 2014 were reviewed and received.

- **Meeting Dates set for 2015**

The quarterly meeting dates were approved. The meetings will be held on the first Monday of January, April, July and October with the budget meeting to be held in conjunction with the January meeting. All meetings will be held at 6 pm.

- **Multi-Year Strategic Plan**

The board reviewed the information provided by Mr. Minor as a template to prepare the strategic plan.

The board was informed that the Council has sent correspondence to the RM of Elton to see if they are interested in some type of agreement to bring the Constable position up to a full time position. As of the date of the meeting there had been no return correspondence.

The board discussed the position as it pertains to the Multi-Year Strategic Plan. The board would like to see the position moved to a .75 for 2015 and 1.0 full time for 2016.

The following recommendations will be forwarded to the Council of the RM of Cornwallis.

1. The board recommends to Council to increase the constable time to .75 for the year 2015 with a goal to 1.0 full time for 2016 with the addition of a partner in policing.
  2. The board recommends that if a negative response is received from Elton a request could be sent to Whitehead and/or Oakland-Wawanesa.
- Andrew Minor, Executive Director Manitoba Police Commission
    - Mr. Minor thanked the board for the invitation to attend.
    - Mr. Minor provided the board with some guidance regarding the strategic plan
    - There will be another board training session in December/January due to the election
    - Complimented the board on the annual report

**ADJOURN -**

The meeting was adjourned at 7:40 pm.

Original Signed "M. Waddell"

Chair