



**MINUTES – PUBLIC MEETING – CPSB – APRIL 4, 2024  
CITY HALL COUNCIL CHAMBERS, 360 PITT STREET - 9:30 AM**

**Call to Order 9:30 am**

**Roll Call**

**Present:** Mr. Maurice Dupelle - Chair  
Ms. Amanda Brisson - Vice-Chair  
Mr. Stephen Scott - Director  
Mr. Patrick Dussault - Director  
Ms. Shawna Spowart - Chief of Police  
Mr. Vincent Foy - Deputy Chief  
Ms. Carmen Cousineau - Secretary

**Regrets:** Mayor Justin Towndale - Director

**Acknowledgement:** Chair Dupelle read the Indigenous Land Acknowledgement.

**Approval of the Agenda:**

Moved by: Stephen Scott  
Seconded by: Amanda Brisson

That the agenda, as presented, be approved.

**MOTION CARRIED**

**Conflict of Interest Declaration** – none declared

**Approval of the Open Meeting Minutes** of March 7, 2024 Meeting

Moved by: Patrick Dussault  
Seconded by: Amanda Brisson

That the minutes, as presented, be approved.

**MOTION CARRIED**

**Business & Correspondence:**

- 1. Community Patrol Presentation – S/Sgt. R. Archambault:** Chief Spowart introduced Rodney Wilson the new Communications Coordinator (joined Oct 2023) who assisted with the PowerPoint presentation. Then she introduced the presenter who began by summarizing his background with CPS. A copy of the PowerPoint presentation is included in the supporting documents. Chief Spowart added points of interest and background about the statistics presented. The Board members thanked the presenter for his informative presentation.
- 2. Traffic Unit Presentation – Sgt. P. Depratto:** Chief Spowart introduced the presenter who began by summarizing his background with CPS. A copy of the PowerPoint presentation is included in the supporting documents. Following questions and discussion the Chair thanked the presenter for his informative presentation.

**3. Equity, Diversity and Inclusivity (EDI) Progress Report – Farhana Meghji:** Chief Spowart introduced the presenter and a copy of the PowerPoint presentation is included in the supporting documents. Following the presentation, the Board was invited to join Community EDI Commitment. Chief Spowart provided an overview of what joining the commitment involves.

Moved by: Patrick Dussault  
Seconded by: Stephen Scott

That the CPS Board accept the invitation to join the Community EDI Commitment.  
**MOTION CARRIED**

**4. 2023 Use of Force Report:** Chief Spowart presented the report. (A correction needed to the historical date of Use of Force incidences from 2027 to 2017). The report will be corrected and reposted on the website.

Moved by: Amanda Brisson  
Seconded by: Stephen Scott

That the Use of Force Report be approved.  
**MOTION CARRIED**

**5. Policy Committee Update:** Director Brisson explained that the policy committee (established March 7<sup>th</sup>) made up of Amanda Brisson, Stephen Scott and Carmen Cousineau met on March 21, 2024. Members discussed processes and shared the current policies and directives. They reviewed the list of policies needed to comply with the new Community Safety and Policing Act. Due to the time sensitivity Board members made a motion March 22, 2024 (via email distribution) to retain the services of Board legal counsel Mr. Matt Craig to create the required policies at a cost of \$2,000 to \$2,500 was unanimously approved. These draft policies have now been received and will be reviewed by the committee. In addition, Secretary Cousineau and Chief Spowart have begun the development of a Special Constables Appointment Policy which will be presented at the May 2<sup>nd</sup> meeting. It is the intent of the committee to bring forward new or updated policies at each board meeting.

**6. CPS Board Name Change:** Secretary Cousineau explained that the new Community Safety and Policing Act - Part IV section 31 (1) states that a municipal board **shall** be known as (name of municipality) Police Service Board and may also be known as Commission de service de police de (name of municipality). Our current name is slightly different therefore, a name change is required.

New names would be: Cornwall Police Service Board and Commission **de** service de police de Cornwall. However, we noted that the French is grammatically incorrect and should be Commission **du** service de police de Cornwall. Director Dussault agreed to contact the Ministry to let them know about the error. For now, we will use the English version until such time the French version is corrected.

Moved by: Amanda Brisson  
Seconded by: Patrick Dussault

That the CPS Board name change be approved.

**MOTION CARRIED**

- 7. Closed Meeting Requirements on Agendas:** Secretary Cousineau explained that in 2015 a Board motion was made to include the criteria for holding a closed meeting be added to all agendas. At the time it was just a few lines however, with the new Community Safety and Policing Act the criteria is now 2.5 pages long. Also since the new CSPA requires that the criteria for closing a meeting to the public be posted on the agenda the full description is no longer needed.

Moved by: Amanda Brisson  
Seconded by: Patrick Dussault

That the agenda include the general nature of the matter to be discussed in a closed meeting but not to have the full Section 44 included.

**MOTION CARRIED**

**8. Motion to move into a Closed Meeting**

Moved by: Amanda Brisson  
Seconded by: Stephen Scott

To move into a Closed Meeting to address matters pertaining to *Community Safety and Policing Act, 2019 - Section 44*

(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

- b) personal matters about an identifiable individual, including members of the police service or any other employees of the board
- d) labour relations or employee negotiations

**MOTION CARRIED**

**9. Adjournment**

Moved by: Amanda Brisson  
Seconded by: Patrick Dussault

Motion to adjourn the CPSB Meeting 11:20 am April 4, 2024. **MOTION CARRIED**

**MINUTES APPROVED AS PRESENTED AT THE  
MAY 2, 2024 MEETING. ORIGINALS WITH  
SIGNATURES ON FILE.**