



## SMITHS FALLS POLICE SERVICES BOARD Minutes of the in person meeting January 15, 2025

Facebook Live: <https://www.facebook.com/smithsfallspolice>  
Youtube Live: <https://www.youtube.com/channel/UCBFFXhpEIk-x8oDEMxY8MzQ/live>

Members Present: S. Pankow, Mayor  
R. Dopson, Council Appointee  
C. Saumure, Provincial Appointee  
S. McFadden, Secretary  
C. McGuire, Councilor - Regret

Staff: J. Empey, Chief  
Staff: C. Kettyle, Deputy Chief

1. Call to Order

Chair Pankow called the meeting to order at 8:05 am and read the Land Acknowledgement for January 15, 2025.

2. Chairs Remarks:

No remarks other than Constable Karl Mayer will be introduced at a future meeting.

3. Introduction of new Constable Karl Mayer. (Postponed)

4. Board Elections

Nominations for Board Chair- 1 vote for S. Pankow, 1 vote for R. Dopson

S. Pankow accepts

R. Dopson declines

Motion to close nominations:

Motion by: R. Dopson

Seconded by: C. Saumure

S. Pankow elected as Board Chair.

Nominations for Vice Chair- 2 votes for R. Dopson

R. Dopson accepts

Motion to close nominations:

Motion by: C. Saumure

Seconded by: R. Dopson

R. Dopson elected as Boards Vice. Chair

5. Additions to the Agenda

- Letter from the Association that they wanted it read at the meeting.

6. Declaration of Interest - NONE

7. In Camera  
Motion by: R. Dopson  
Seconded by: C. Saumure

That the Smiths Falls Police Services Board move In Camera at 8:09 am to discuss items pertaining to intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public in accordance with Section 44 of the *Community Safety And Policing Act*.

- HR staffing Update- Chief
- Operational Structure
- Approval of minutes

THAT the Smiths Falls Police Services Board revert to an open session at 9:25 am  
Carried 3-0

Rise and Report

- HR staffing Update
- Operational Structure
- Approval of in camera minutes

8. Correspondence – NONE

9. Minutes from the Previous Meeting – November 20, 2024

Motion by: R. Dopson

Seconded by: C. Saumure

THAT the Smiths Falls Police Services Board approve the Minutes from the meeting November 20, 2024 as presented.

Carried 3 -0

10. Business Arising from the Previous Meeting

- a) 2024 Budget Monitor

Salary recovery- more going into this line from WSIB

Part-time wages- are up due to coverage. hopefully this will change in 2025.

Complex maintenance- high due to issues with the generator. Tried to get coverage through NG911 but unfortunately they did not cover the expense.

Equipment- high due to the new intoxilyzer 900 being purchased to replace the intoxilyzer 8000.

Board honorarium- is showing under budget but it is due to two members also being members of the town council- this will get allocated.

Board legal- over budget

Membership fees- increase in fees for 2025. Will reallocate another \$1000 funds to memberships from legal/consulting for 2025.

b) 2025 Budget  
Presented to council- will again on January 27, 2025. Nothing has changed from what was originally presented.

c) Cruiser Tender update (RCL)  
November 20, 2024 @ 1:00 – C. Saumure assisted with reviewing 4 tender applications, lots was taken into consideration during the review- reliability, market cost, access to parts and urgent vehicle issues. RCL Automotive was the selected vendor would be the selected vendor for the next few years starting January 1, 2025.

11. New Business

a) Grant Update-

Chief Empey presented a PowerPoint presentation on stats comparison for other municipal services population, budget, calls for service and call assists. Explained the importance of having enough front line officers to provide the best service. A majority of calls for service are a two-officer minimum for officer safety.

Grant expenditures

NG911 approved for \$294,514.00 (2024/2025 Budget)

Victim Services Grant- \$200,000 is what we have asked for, waiting on approval.

MCRT Grant Year 1- \$105,000 has been approved (less than what asked for). Applied for the max for Year 2 & 3.

Community Safety and Policing Grant- Completed in March 2025. Word is that another grant will be coming after that. Through the CSP grant we were able to allocate \$70,000 of the CSO's salary.

Proceeds of Crime Grant- Partnerships only, Big Brothers Big Sister & RNJ will benefit from this grant.

RIDE Grant- Just released but will be from April 2024- March 2025.

Court Security Grant- haven't seen the application yet, this grant paid for the Special Constables salary, training, uniform.

b) World Police and Fire Games- Representation/ Correspondence

Every two Years this event is held in different locations across the world. This year it will take place in Alabama. This year Jodi Empey, Brent Pellett, Tyler Brett and Karine Gauthier would be looking for the board's approval to represent the Smiths Falls Police Service in different sporting events.

Approval from the Board.

Carried 3-0

c) Taxi Bylaw  
Touched on the taxi by law issue- situation from Brockville that other company is coming into Smiths Falls to pick up fares or dropping fares off. Deputy will be working with Kerry Costello from the Town on modernizing the Taxi By law- More to come.

d) Fingerprinting Fees  
We have done a tally across the province on what other services charge for fingerprinting fees. We are looking to increase our fees (volunteers no cost). Currently \$35 for fingerprinting, \$54 for Pardon applications.

Increase too:  
Criminal Record Checks: \$40.00  
Finger Printing: \$40.00  
Pardon applications: \$70.00  
Volunteer remain at no cost

Motion to support the change:  
Motion by: C. Saumure  
Seconded by: R. Dopson  
All in Favor

e) Deputy Chief presented a letter from Brock Woods, President of the Smiths Falls Police Service Association advocating for the budget increase.

Motion that the letter was received from the SFPA  
Motion by: C. Saumure  
Seconded by: R. Dopson

12. Operational Report – Power point presentation from Deputy Chief Kettyle for November & December 2024.

14. Date and Time Next Meeting  
Next meeting- February 12, 2025

13. Adjournment  
Motion by: R. Dopson  
Seconded by: C. Saumure  
All in favor  
THAT the Smiths Falls Police Services Board meeting adjourned at 10:18 am  
Carried 3-0

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Shawn Pankow, Chair  
Smiths Falls Police Services Board

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Stephanie McFadden, Secretary  
Smiths Falls Police Services Board

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Date:

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