



**REGIONAL MUNICIPALITY OF NIAGARA
POLICE SERVICES BOARD**

**ADMINISTRATION & LICENSING COMMITTEE
PUBLIC MINUTES**

Thursday, March 9, 2017

**Niagara Regional Police Service
Community Room 1st Floor, 5700 Valley Way, Niagara Falls**

CALL TO ORDER

The Licensing Committee Meeting of the Niagara Police Services Board commenced at 12:41 pm.

ROLL CALL

PSB MEMBERS: Mr. B. Gale, Committee Chair
Mr. K. Gansel, Vice-Chair
Mr. T. Bonham
Mr. A. Caslin
Mr. B. Marshall
Mr. V. Stewart

Ms. D. Reid, Executive Director
Mr. W.B. McKaig, Board Solicitor

NRPS MEMBERS: Detective Sergeant C. Labaune, Issuer, By-law and Licensing Unit
Detective Constable M. Webb, By-law and Licensing Unit
Detective Constable E. Lindsay, By-law and Licensing Unit
Mr. J. Sanders, Manager, Video Unit
Mr. J. Ohlman, Video Producer, Video Unit

DECLARATIONS OF CONFLICT/PECUNIARY INTEREST

There were no declarations of conflict or pecuniary interest.

MINUTES OF THE PREVIOUS MEETINGS

1. **Minutes of the Confidential Licensing Committee Meeting held Thursday, January 12, 2017.** *(In Camera Minutes provided to the Board and Committee Members only).*

Moved by: T. Bonham
Seconded by: A. Caslin

That the information be received.

Carried.

NEW BUSINESS

2. **Licensing Unit – Financial Status Report – Follow-Up to PSB Request for Information**

At its February 23, 2017 meeting, the Board considered Service report 43/2017 dated February 8, 2017 providing the By-law Enforcement/Licensing Unit's Operating Statement for the Year-Ended December 31, 2016 to reflect the actual revenues and costs directly charged to the Unit, its share of the Regional chargebacks from indirect allocations and a full allocation for the costs of the vehicles used by members of the Unit.

The Service was asked to restate "Appendix A" to reflect a correction from (4) vehicles to three (3) vehicles that are assigned to the Licensing Unit. Upon further review, the Service has confirmed that there are four (4) vehicles assigned to the Licensing Unit and the report, as originally submitted, is correct.

The Committee directed that the Service provide a detailed breakdown of the expenditures listed in Appendix "A": By-law and Licensing Unit Statement of Operations for "Personnel" and "Administrative" costs as appended to the report for the next Committee meeting.

Moved by: T. Bonham
Seconded by: A. Caslin

That the information be received.

Carried.

3. **Licensing Unit Revenue/Labour Resources Analysis**

The Committee considered Service report 66/2017 dated March 2, 2017 providing the Committee with an analysis comparing the revenue of each license category with the amount of labour/resources allocated to the By-law Enforcement and Licensing Unit for 2016.

Moved by: V. Stewart
Seconded by: K. Gansel

That the information be received.

Carried.

OTHER NEW BUSINESS

There was no other new business.

NEXT MEETING

The next meeting is scheduled for Thursday, April 13, 2017 at 11:30 am, in the Community Room located on the 1st Floor of NRPS Headquarters at 5700 Valley Way, Niagara Falls.

ADJOURNMENT

The Licencing Committee Meeting adjourned at 12:58 pm.

Bob Gale, Chairperson

Deb Reid, Executive Director